

**12 SOCIAL WORK DEPARTMENT - ESTABLISHMENT OF FIXED TERM POST OF
CLERICAL ASSISTANT IN CHILDREN'S SERVICES (AN47-2002)**

Reference is made to Article III of the minute of meeting of the Policy and Resources Committee of 10th September 2001, relative to Better Neighbourhood Services. The Committee is asked to approve the establishment of a post of Clerical Assistant graded GS1/2 (£9,680-£12,899) for a fixed term until 31st March 2005.

The post is necessary to ensure the provision of financial, clerical and word processing support to staff in the 'Support for Young People' project.

The creation of this fixed term post will be funded from the Scottish Executive's Better Neighbourhood Services Fund.