

# DUNDEE CITY COUNCIL

**REPORT TO:** Recess Sub Committee

**REPORT ON:** Support Services Department - Application for Regrading - Clerical Assistants, General Services

**REPORT BY:** Director of Personnel and Management Services

**REPORT NO:** 469/2000

## 1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present to Committee a recommendation following an investigation into an application for regrading received from the incumbents of the above posts.

## 2 RECOMMENDATION

- 2.1 It is recommended that the 2 posts of Clerical Assistant, General Services, be regraded from GS1/2, currently £8,652 - £11,685, to GS1/3, currently £8,652 - £12,405.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The additional expenditure of £326 in financial year 2000/2001 and £490 in a full financial year (both inclusive of employer's charges) can be met from the departmental Revenue Budget.

## 4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

## 5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

## 6 SUMMARY

- 6.1 The incumbents of the posts of Clerical Assistant (General Services Section) submitted an application for the grading of their posts to be regraded from GS1/2 (£8,652 - £11,685) to AP1/2 (£12,405 - £14,811), on the grounds that there has been a substantial change in the duties and responsibilities of the posts.

- 6.2 The posts were last regraded at local government reorganisation in 1996, when work from the Assessors Office transferred to Dundee City Council.
- 6.3 Following investigation, it was found that the postholders' duties and responsibilities have evolved. The postholders are now required to undertake duties relating to licensing and elections and have increased responsibility for electoral registration.
- 6.4 In light of this, the Committee is asked to approve the recommendation that the posts be regraded to GS1/3.

**7 CONSULTATION**

- 7.1 The Chief Executive, Director of Support Services and Director of Finance have been consulted in the preparation of this report.

**8 BACKGROUND PAPERS**

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

**9 SIGNATURE**

J.C. Petrie  
Director of Personnel and Management Services .....

Date .....