

4 CORPORATE PLANNING DEPARTMENT - BETTER NEIGHBOURHOOD SERVICES FUND - REGRADING OF POST (AN102-2002)

At its meeting of 10th September 2001, the Policy and Resources Committee approved Report No 593-2001 on proposals for the use of the Better Neighbourhood Services Fund. Subsequently, the Personnel and Management Services Committee of 28th January 2002 approved Report No 784-2001, Better Neighbourhood Services Fund - Staffing. The report sought approval for staffing proposals to deliver the Co-ordinated Neighbourhood Management and Support for Young Persons initiatives funded by the Better Neighbourhood Services Fund.

The original job description which was proposed for a part time Clerical Assistant post GS1/2, £9,680 - £12,899, within Support for Young People under Corporate Planning covered general office duties.

The Director of Corporate Planning now confirms that the duties of this post have been extended and will now include a requirement to provide statistical analysis, as well as the generation and maintenance of financial and administrative support systems. The duties of the post have been reviewed and the Director of Personnel and Management Services recommends that the post be regraded to GS3, £13,124 - £13,664.

The additional costs of this proposal will be met from monies allocated from the Better Neighbourhood Services Fund.