

## **8 SUPPORT SERVICES DEPARTMENT - LEGAL DIVISION - CHANGES TO ESTABLISHMENT (AN14-2004)**

The Legal Division is headed by the Legal Manager to whom three Team Leaders report. Their teams consist of a varying number of Solicitors and Administrative Assistants. As a result of Solicitors leaving to take up appointments outwith the Council, a recruitment exercise was recently carried out. Following the first advertisement of the posts locally, no appointments were made and the posts were, therefore, re-advertised nationally. Two of the three posts have now been filled, but it was not possible to fill the third. Separately, it is considered by the Depute Chief Executive (Support Services) and Assistant Chief Executive (Management) that the licensing functions carried out in the Legal Division would benefit from a dedicated team specialising in those areas.

To resolve both issues, it is recommended that a new post of Senior Solicitor (Licensing) be established. The postholder would head the Licensing Team and would report directly to the Legal Manager. The Assistant Chief Executive (Management) recommends that, to reflect the level of duties and responsibilities of this post, it should be graded PO10-13 (£31,536 - £33,269). It is intended that this post would be advertised among existing staff as well as being advertised externally. The existing vacant post of Solicitor, graded AP5-PO10 (£22,398 - £31,536) would be deleted from the establishment.

The cost of implementing these recommendations would be £75 in the current financial year and £1,509 in a full financial year. These costs will be met from the Support Services Department's Revenue Budget

The Committee's approval is requested.