

**7 SUPPORT SERVICES DEPARTMENT - REGRADING OF TWO POSTS OF CLERICAL ASSISTANT (AN280-2002)**

The Committee is asked to approve the regrading of two posts of Clerical Assistant in the Office Services Section from GS1/2 (£9,680 - £12,899) to GS1/3 (£9,680 - £13,664).

The posts have developed since they were last evaluated and a re-evaluation has concluded a regrading is appropriate.

The cost of implementing the recommendation will be £1,700 in a full year and will be met from the existing departmental revenue budget.