

11 COMMUNITIES DEPARTMENT - MENZIESHILL COMMUNITY CENTRE - REVIEW OF CLERICAL STAFF (AN295-2004)

Further to Report No 246-2004, which was approved at the meeting of the Personnel Committee of 19th April 2004, which redesignated and regraded a number of Receptionist posts based within Menzieshill Community Centre.

In the interests of efficiency and effective deployment of staffing resources, the Committee is asked to approve the following:-

- (i) the deletion of one part-time (9) hour post of Clerical Assistant, graded GS1/2, £10,068 - £13,416;
- (ii) the deletion of one part-time (13.5) hour post of Clerical Assistant, graded GS1/2, £10,068 - £13,416;
- (iii) the deletion of one part-time (15) hour post of Clerical Assistant, graded GS1/2, £10,068 - £13,416;
- (iv) the deletion of one part-time (22) hour post of Clerical Assistant, graded GS1/2, £10,068 - £13,416, currently vacant; and
- (v) the establishment of three part-time (20) hour posts of Clerical Assistant, graded GS1/2, £10,068 - £13,416.

This would not involve any reduction in hours and no additional costs arise from these proposals.