

11 LEISURE AND ARTS DEPARTMENT - REGRADING AND REDESIGNATION OF POST (AN95-2005)

Reference is made to Article V of the minute of meeting of this Committee of 19 May 2003, wherein the Committee approved a report on New Opportunities Fund – PE and Sport Initiative, which established a fixed term post of Clerical Assistant, graded GS3, £14,052 - £14,631. Since this post was established, the duties and responsibilities have increased as a result of which, the Director of Leisure and Arts requested the Assistant Chief Executive (Management) to review the grade.

Following this review, it is proposed that the post be regraded to GS3/AP1, SCP13-18, £14,052 - £15,654 per annum and redesignated Administrative Assistant.

The financial implications will be £432, inclusive of employer's costs, in a full financial year, which will be met from New Opportunities funding.

The Committee's approval is sought.