

7 ECONOMIC DEVELOPMENT DEPARTMENT - ESTABLISHMENT OF POST (AN69-2007)

Reference is made to the approval by the Chief Executive of the establishment of two posts of Keyboard Operator/Clerical Assistant graded GS1/3 £10,938-£15,441 for a period of twelve months to 31st March, 2005 in order to enable the Economic Development Department to update and maintain the Grimley Valuation & Asset System (Property Management) Database (GVA).

Reference is also made to Articles IV and X of the minutes of meetings of this Committee of 9th May, 2005 and 20th March, 2006, whereby these posts were extended.

Approval is now sought to establish two posts of temporary Keyboard Operator/Clerical Assistant GS1/3 £10,938-£15,441 on a permanent basis as the GVA system continues to expand and requires on-going updating and maintenance.

The costs, including employer's costs, of establishing these posts will be £29,367 for a full financial year. These costs will be contained within the Economic Development Department Revenue Budget.