

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee

REPORT ON: Social Work Department - Application for Regrading - Senior Administrative Assistant

REPORT BY: Director of Personnel and Management Services

REPORT NO: 82-2001

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to present to the Committee a recommendation following an investigation into an application for regrading received from the Senior Administrative Assistant in the Social Work Department.

2 RECOMMENDATION

- 2.1 It is recommended that the post of Senior Administrative Assistant be regraded from AP4 (£18,378 - £20,397) to AP5 (£21,036 - £22,959).

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of implementing the above recommendation would be £100 in the current financial year, which could be contained within the department's Revenue Budget, and £750 in a full financial year.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None.

6 SUMMARY

- 6.1 The incumbent of the post of Senior Administrative Assistant, Social Work Department, has made application that the grading of the post be reviewed on the following grounds:-

- 6.1.1 that there has been a substantial change in the duties and responsibilities of the post since it was last graded;
- 6.1.2 comparability with other administrative posts within the Social Work Department.

6.2 Findings and Conclusions

- 6.2.1 An examination of the posts claimed as comparable shows that while there are some similarities in the duties and responsibilities, this does not justify a regrading to the levels of these posts.
- 6.2.2 However, the Director of Personnel and Management Services confirms that there has been a change in the postholder's duties and responsibilities and an evaluation of the grade of the applicant's post has confirmed that the post should be regraded to AP5.

7 CONSULTATION

- 7.1 The Chief Executive, Director of Finance and Director of Social Work have been consulted in the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

9 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services

Date