

4 SUPPORT SERVICES DEPARTMENT - APPLICATIONS FOR REGRADING (AN335-2004)

In accordance with the agreed procedure, a Mailroom Supervisor and a Mailroom Assistant in the Office Services Section of the Support Services Department submitted applications that their posts be regraded from GS2, £12,789 - £13,416, to GS3, £13,650 - £14,211, and GS1, £10,068 - £12,789, to GS2, £12,789 - £13,416 respectively.

Following a review of the applications for regrading and of the duties and responsibilities of the posts, the Assistant Chief Executive (Management) confirms that:-

- the application from the Mailroom Supervisor has been fully substantiated and recommends that the post be regraded to GS3, £13,650 - £14,211; and
- the application from the Mailroom Assistant has been substantiated in part and recommends that the post be regraded to GS1/2, £10,068 - £13,416.

The Chief Executive and the Depute Chief Executive (Support Services) have been consulted in the preparation of this note.

The Committee's approval is requested.