

# **DUNDEE CITY COUNCIL**

**REPORT TO:** Personnel and Management Services Committee

**REPORT ON:** Support Services Department - Architectural Services Division -  
Application for Regrading - Senior Clerical Assistant

**REPORT BY:** Director of Personnel and Management Services

**REPORT NO:** 412-2000

## **1 PURPOSE OF REPORT**

- 1.1 This report presents to Committee a recommendation following an investigation into an application for regrading and seeks the Committee's approval.

## **2 RECOMMENDATIONS**

- 2.1 As the grounds of the application have not been substantiated, it is recommended that the application be refused.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 None.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None.

## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None.

## **6 SUMMARY**

- 6.1 The Senior Clerical Assistant in Architectural Services Division has made an application for the post to be reviewed on the grounds of substantial change to duties and comparability - that for posts of similar duties and responsibilities, higher gradings are generally applied, either by the officer's authority or by comparable authorities.

The comparable posts cited were 2 Administrative Assistants, Support Services, Architectural Services, graded AP1 SCP15-18, £12,405 - £13,305.

## 7 FINDINGS AND CONCLUSIONS

- 7.1 The 2 posts of Administrative Assistant, graded AP1 SCP15-18, £12,405 - £13,305, have been cited for comparability.
- 7.2 The Administrative Assistants' grade includes responsibility for all salary calculations, deputising in Senior Administrative Assistant's absence and the upkeep of the Select Tender List.
- 7.3 As a result of the investigation, it is concluded that the duties undertaken are not similar and, therefore, the grade is not comparable.
- 7.4 It is accepted that there are additional duties and the job description has been updated to reflect this, however, these duties fall within the parameters of the GS3 grade.
- 7.5 The job description was graded in accordance with the nationally recognised procedures and GS3 remains the appropriate grade.

## 8 CONSULTATION

- 8.1 The Chief Executive, Director of Finance, Director of Support Services, and City Architectural Services Officer have been consulted in the preparation of this report.

## 9 BACKGROUND PAPERS

- 9.1 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.

## 10 SIGNATURE

J.C. Petrie  
 Director of Personnel and Management Services .....

Date .....