

## ANGUS COUNCIL

EDUCATION COMMITTEE  
22 AUGUST 2000PERSONNEL AND PROPERTY SERVICES COMMITTEE  
29 AUGUST 2000JOINT REPORT BY THE DIRECTOR OF EDUCATION AND THE DIRECTOR OF PERSONNEL  
ESTABLISHMENT OF ADDITIONAL CLERICAL SUPPORT**Abstract**

This report seeks approval to increase the clerical support by 15 hours per week to support the Education Departments Community Education Service in Kirriemuir.

**1. RECOMMENDATIONS**

- a) The Education Committee is asked to note and approve the terms of this report for its interest;
- b) The Personnel and Property Services Committee is asked to approve an increase in existing clerical support GS1/2 by 15 hours per week.

**2. BACKGROUND**

The Community Education Service in Kirriemuir is currently based in a small office and has a clerical presence for 3 full days each week.

The current redevelopment of Fairlie House as a Community Education base along with the Angus College Outreach provision within the same premises will see Fairlie House develop as a major educational resource.

The move by Community Education to more extensive premises in Fairlie House will increase demands for clerical support due to:

- The anticipated increase by local people and community groups accessing learning opportunities, resources, meeting space and increased opening hours.
- The creation of a teaching base for adult literacy and numeracy.
- Workload generated by the proposed Community Education Worker covering the Angus Glens, and based in Fairlie house.
- The occasional hosting of externally funded projects.

**3. PROPOSAL**

It is proposed to increase the hours of work of the current Clerical Assistant (GS1/2) post by 15 hours per week. This post will be located in Fairlie House and provide assistance with the increased clerical workload resulting from the Fairlie House development.

Duties will include providing increased reception, clerical and typing support to the CES staff team operating from the base.

**4. FINANCIAL IMPLICATIONS**

Adoption of these proposals will result in an estimated cost of £1,910 in 2000/2001 and £5,873 in 2001/2002 for which there is provision within the Education Department's revenue budget.

**5. CONSULTATION**

In accordance with the Standing Orders of the Council, the Chief Executive, the Director of Finance, and the Director of Law and Administration have been consulted on the terms of this report.

Janice Torbet  
Director of Personnel

Jim Anderson  
Director of Education

**Background Papers**

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 the above report.