

ANGUS COUNCIL

PERSONNEL AND PROPERTY SERVICES COMMITTEE – 2 May 2000
POLICY AND RESOURCES COMMITTEE – 9 May 2000

CHIEF EXECUTIVE'S DEPARTMENT: CORPORATE SUPPORT UNIT: STAFFING

JOINT REPORT BY THE CHIEF EXECUTIVE AND DIRECTOR OF PERSONNEL

Abstract

This report recommends the establishment of a new post of Clerical Assistant within the Corporate Support Unit of the Chief Executive's Department.

1. RECOMMENDATION

- a. That the Policy and Resources Committee approve the terms of this report for its interest, and
- b. That the Personnel and Property Services Committee approve the establishment of a post of Clerical Assistant, graded GS1/2, within the Corporate Support Unit.

2. BACKGROUND

The Corporate Support Unit within the Department provides administrative and clerical support to the whole of the Chief Executive's Department except, presently, the Economic Development Unit although, increasingly, departmental returns about various matters have to include information from Economic Development.

At present all support work relating to payroll, procurement, checking and payment of invoices, budget monitoring, flexitime and statistical returns is being carried out by 1 Administrative Assistant (AP1). In addition, a range of other duties have to be undertaken by the same postholder in support of senior staff in the Department and experience in recent months has indicated that this workload is increasing substantially.

The Chief Executive now feels that this situation is no longer acceptable. A recent investigation by Internal Audit criticised the department for being unable to separate the functions of processing and authorising payment of accounts through the Integra system and due to the distribution of staff between floors within The Cross and Castle Street, Forfar reallocating duties to other support staff is not a practical option.

3. PROPOSAL

The proposal is to establish a new post of Clerical Assistant graded GS1/2 reporting to the Administrative Assistant within the Corporate Support Unit. The main duties of

the post would be to assist the Administrative Assistant in the above range of duties and, in addition, to look after the Chief Executive's central filing system.

4. FINANCIAL IMPLICATIONS

Adoption of the proposal will result in an estimated cost of £10,200 in a full financial year. The costs involved could be accommodated within the Chief Executive's existing revenue budget through virement arrangements to be agreed with the Finance Department and therefore there would be no additional financial implications to the Department.

5. CONSULTATION

The Directors of Finance and Law and Administration have been consulted in the preparation of this report.

6. CONCLUSION

The establishment of this post will allow the Unit to provide a more efficient service to the Department and comply with Financial Regulations as highlighted in the Report by Internal Audit.

A B Watson
Chief Executive
April 2000

J Torbet
Director of Personnel
April 2000

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 were relied on to any material extent in preparing this report.