

REQUEST	15666	RESPONSE
<p>Could you please provide me with the following information under the Freedom of Information Act:</p> <ol style="list-style-type: none"> <li>1. The number of Personal Assistants (PA), Executive Personal Assistants (EPA) and/or Secretaries employed by your Council (not to be confused with PAs who look after clients within the Adult Social Care system)</li> <li>2. The pay grades of the above staff</li> <li>3. How many people each PA, EPA or Secretary work to (eg one PA working for two Directors)</li> <li>4. What cover arrangements are in place when one of the above staff are on leave, study leave or sickness leave</li> <li>5. Who line manages the above staff (eg the person(s) who they work to or some other member of staff)</li> </ol>		<ol style="list-style-type: none"> <li>1. 22 Personal Assistants</li> <li>2. NJC Grade 6, Grade 8 and Grade 9</li> <li>3. The majority are 1 PA to 2 Directors, but some SMT members have 1-2-1 PA support.</li> <li>4. Each PA has a buddy who provides cover for absences.</li> <li>5. Business Partner - Senior Management Support Team</li> </ol>