

Job Evaluation Policy v0.1

October 2023

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1. PURPOSE

The purpose of this policy is to provide guidance and information on how the Job Evaluation process is managed within the Council. Job Evaluation (JE) is a process to determine the relative importance and value of different job roles in the Council; this is completed by assessing the job description and other relevant documents relating to the role.

The process looks at the main responsibilities and duties/activities undertaken in the role and as such the content is scored against a set criteria. The Council currently uses two different job evaluation schemes; the Greater London Provincial Council (GLPC) scheme for Officers (grades SC1 to PO8) and the Local Government Association (LGA) for Senior Managers (grades HC1 and above).

Adopting a JE scheme enables the Council to evaluate all roles using a fair, transparent and consistent approach and as a result helps to ensure equal pay for work equal value.

It should be noted that this policy does not replace the Equal Pay & Conditions Review agreement reached with trade unions in September 2008. For further information on the Equal Pay agreement, including single status queries, please contact HR Reward team. Should a conflict arise between the two documents then the Review shall take precedence over this policy.

2. SCOPE

This policy applies to all staff employed by the Council excluding staff on Teachers and Soulbury terms and conditions as they will have their own arrangements.

3. GENERAL PRINCIPLES

The General Principles for this policy are:

- That all job evaluations are undertaken using the relevant JE scheme and are undertaken using a fair, transparent and consistent approach.
- The Council is responsible for ensuring that all evaluators are fully trained on the GLPC and LGA or any other scheme it may from time to time implement.
- Having a formal pay and grading structure ensures that jobs of equal value are remunerated fairly and transparently and helps the organisation to demonstrate that this is the case.

4. JOB EVALUATION PROCESS

The JE process is summarised as follows:

- Managers are responsible for completing a job description whether single (e.g., for newly created post or a revision of an existing post) or multiple (e.g., as part of a service restructure). The job description template to be used is available on the Council's [Job Evaluation](#) Intranet page and should be referred to at all times when developing and reviewing a job description and using the available guide on how to complete a job profile.
- Managers are responsible for ensuring that the job description clearly outlines the content of the job in a clear, concise and accurate way that reflects their business requirements and service needs; job descriptions should not be written around a person.
- Managers must discuss and agree with the postholder (where applicable) for any existing job role that requires revision before submitting for job evaluation. If a restructure is being considered, the Strategic HR & OD Business Partner must be consulted and the appropriate process followed.
- Once the job description is completed and agreed, the following documents should be sent to HR Reward through [HALO](#).
 1. The completed job description on the correct template.
 2. Organisational structure chart (should be within the job description but can be sent separately if necessary)
 3. Delegated authority (DA) form or in the absence of a DA, any other relevant information which outlines the rationale for the changes and authorisation to progress.
- The manager must request the job evaluation to be conducted in all cases, regardless of whether it's a single request or multiple in any given scenario.
- The JE turnaround time is usually 10 working days; however, this will be dependent on the volume of the requests received at any one time e.g. a restructure or the complexity of the requests and so may take longer, and if this is the case Managers will be informed accordingly.
- The relevant JE scheme will be used depending on whether the role is an Officer or Senior Manager role.
- The outcome of the JE will be communicated directly to the manager that submitted the request.
- If the employee is dissatisfied with the JE outcome, then the manager/employee will be asked to review the job description and re-submit along with a jointly completed job evaluation questionnaire.

- It should be noted that the JE process does not focus on the volume of the tasks, it focuses on the nature of the work/role, level of work and responsibilities.

5. TRADE UNIONS

The Council recognises that the trade union's role is important during the job evaluation process to ensure transparency, and to support postholders (where applicable).

6. JOB DESCRIPTION GUIDANCE

For the job evaluation process, it is necessary to have an up to date and accurate job description that accurately reflects the duties that the employee currently undertakes or will be undertaking after the evaluation process.

For guidance to drawing up a job description as referred to above, can be found in the practice notes of this policy and on the [Job Evaluation](#) intranet page.

7. PAY PROTECTION

Pay protection for 18 months (refer to the [Organisational Change Policy](#)) will only apply where a job is downgraded following a job evaluation, and it is applied from the effective date of re-grading of the role. It should be noted that pay protection is only applied at one grade higher than the new grade in the event the new post/ grade is more than one grade lower.

8. OUTCOME & REVIEW

The outcome of the job evaluation once completed, will be communicated to the manager by the HR Reward team. It is the responsibility of the manager to communicate the outcome to the relevant parties (if applicable).

If the outcome impacts on any employees currently occupying a job role, they will be communicated on next steps available to them as may be appropriate.

If the employee is dissatisfied with the JE outcome, then the manager/employee will be asked to review the job description and re-submit along with a fully completed job evaluation questionnaire. This will then be considered by another JE officer and the outcome of this review advised to the manager.

9. FURTHER ADVICE

Organisational Change Policy

Document Control

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