

Job Evaluation Policy

Table of Contents

1	Introduction.....	3
2	Principles	3
3	Criteria	3
4	Process.....	4
5	Trade Unions	6
6	Further References	6
	Document Control	6

Job Evaluation Policy

1 Introduction

- 1.1 The purpose of this policy is to ensure a fair, consistent and transparent approach to evaluating jobs within the Council. Job evaluation offers a structured approach to assessing the relative value of roles, ensuring fair pay frameworks and compliance with equal pay across the Council.
- 1.2 Jobs for National Joint Council (NJC) Officers (scales 1 to PO8) are evaluated using the Greater London Provincial Council (GLPC) scheme, while Senior Manager roles (grades HC1 to HA2) are assessed under the Local Government Association (LGA) scheme. All evaluations are undertaken by trained evaluators.
- 1.3 This policy applies to all permanent, fixed term and temporary employees of the Council. It does not apply to any agency workers, contractors or consultants working for the Council.
- 1.4 Teachers are subject to local arrangements and employees covered by Soulbury terms and conditions are evaluated using the Soulbury Committee Job Evaluation Scheme.
- 1.5 This policy does not replace the Equal Pay and Conditions Agreement reached with Trade Unions in September 2008. In the event of any conflict between the two documents, the Equal Pay and Conditions Agreement shall take precedence.

2 Principles

- 2.1 The following ensure integrity, fairness and compliance:
 - Jobs of equal value will receive equal pay, in accordance with the Equality Act 2010.
 - Job evaluations are based on the responsibilities of the role, not on the individual or their performance.
 - All stakeholders will receive clear communication regarding the process and the evaluation outcome.
 - Evaluations will be conducted using the Council's recognised job evaluation schemes as outlined in section 1.2.
 - The Council is responsible for ensuring that all evaluators are fully trained in the recognised job evaluation schemes.

3 Criteria

- 3.1 Job evaluations will be carried out in the following situations:
 - New jobs prior to recruitment
 - Significant and permanent changes to the main responsibilities of an existing job.
 - Organisational restructures affecting job content
 - Equal pay concerns as identified by Human Resources or management.

- A recommendation is made in respect of reviewing a job role as part of a grievance process.

3.2 Minor changes to a job description do not justify a job evaluation. Whilst minor changes to a job description would not justify a re-evaluation of a post, the revised job description must be sent to the Reward team to review the changes, confirm it is agreed they are minor and save the copy of the new job description centrally.

4 Process

4.1 Drafting Job Descriptions

- Managers are responsible for the drafting of job descriptions. Detailed guidance can be found on the [intranet](#).
- Ensure they are written accurately and concisely reflecting the main responsibilities and business requirements.
- The job evaluation process must not be used to inflate job role content with the specific intention of reaching a higher grade/ salary. A job role must represent the work being carried out by the employee. In the event the manager is concerned about the salary associated with the evaluated grade due to market forces, they must contact the HR team who will advise on the appropriate mechanism for review.

4.2 Consultation (applicable to existing jobs)

- Managers must discuss proposed changes with the employee (postholder) prior to submission for evaluation unless the changes are as a result of a planned restructure. In such cases, job descriptions are submitted for evaluation first.
- Where a restructure is planned, the Strategic HR & OD Business Partner must be engaged and the appropriate consultation process with employees to be followed. Further information can be found in the [Organisational Change Policy](#).

4.3 Requesting a Job Evaluation

- Once the job description has been finalised, managers must request an evaluation via [HALO](#) and submit the following:
 1. The completed job description (including includes track changes for existing jobs)
 2. An organisational structure chart, this can be included within the job description or attached separately. This must not contain employee names.
- Employees (postholders) are not permitted to submit their own job descriptions for evaluation. They should first discuss any changes or concerns with their manager.
- The DBS assessment will be completed by the Onboarding and Compliance team.

4.4 Turnaround Time

- Job evaluations are completed within 15 working days of submitting the request.
- The turnaround time may vary depending on volume or complexity of the request/s.

4.5 Outcome

- Evaluations outcomes will be sent to managers.
- If an existing job is regraded to a higher grade, the employee (postholder) will be placed at the minimum spinal point of the new grade, unless there are exceptional circumstances, in which case the Head of Paid Service delegates authority to the Corporate Director. When an employee is regraded to a higher grade, they should receive an appropriate pay increase. If there is an overlap between the current and new grade, the employee should be placed on the next spinal column point that exceeds their existing salary.
- Where an existing job is evaluated at a lower grade, pay protection for a period of 18 months would apply. In such cases, the employee (postholder) will be placed at the highest spinal point of the new grade, with pay protection limited to one grade above the new grade. Further information on pay protection can be found in the [Organisational Change Policy](#).

4.6 Appeals

- Employees may appeal the first time around evaluation of their post under the new GLPC scheme or if the grade decreases.
- For all other subsequent evaluation, if the grade remains the same or increases, employees may request a review by a different trained evaluator.
- The GLPC job evaluation questionnaire (or a similar version) should be used for reviews or appeals.
- Appeals or reviews must be submitted within **10 working days** of receiving the grade notification and must be sent to reward@haringey.gov.uk.
- Multiple employees in the same role may submit a class action appeal.
- An appeal panel must consist of one experienced HR trained evaluator, one Senior Manager independent of the service and two union-side trained job evaluators independent of the case.
- The Appeal Process is as follows:
 - Appeals are usually heard within two months, subject to resource availability.
 - Both the manager and employee(s) may present information about the job (up to 3 employees for class appeals).
 - The panel may re-evaluate all aspects of the job, not just disputed points.
 - A majority of **3 panel members** is required to change the grade; if tied, the original evaluation stands.

5 Trade Unions

- 5.1 The Council acknowledges the key role of Trade Unions in the job evaluation process, ensuring transparency and providing support to postholders where applicable. Further information on Trade Union support can be found [here](#).

6 Further References

[Organisational Change Policy](#)

Document Control

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