

EMPLOYMENT AND APPEALS COMMITTEE

26 March 2024

JOB FAMILIES POLICY

Report of the Strategic Director for Resources

Strategic Aim	Providing good public services	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr A Johnson, Deputy Leader and Portfolio Holder for Resources	
Contact Officer(s):	Kirsty Nutton, Strategic Director of Resources (s.151 Officer)	01572 758159 knutton@rutland.gov.uk
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Ward Councillors	N/A	

1 SUMMARY AND RECOMMENDATIONS

1.1 Summary

1.1.1 The Council has introduced job families as a mechanism to streamline the job evaluation process for jobs graded 1 to PO5. This report proposes changes to the Council's Job Evaluation Policy to reflect the current practice and make minor adjustments to the policy as well as improving the wording.

1.2 Recommendations

1. The Committee approves the revised draft Job Evaluation Policy.

1.3 Reasons for Recommendations

1.3.1 To update the Job Evaluation in line with practice, to reflect the use of job families for evaluations and minor adjustments.

2 REPORT

2.1 Introduction

2.1.1 Job evaluation is a structured process that enables the Council to ensure that it is paying roles fairly and objectively and helps to provide a defence against equal pay claims, particularly claims of equal pay for equal value.

- 2.1.2 The Council has moved to a Job Family process to evaluate jobs on Grades 1 to PO5 of the Council's pay and grading structure. This approach has been successful in streamlining the evaluation process and improving the turnaround times for jobs to be evaluated.
- 2.1.3 The Job Evaluation Policy has been updated to reflect current practice and make some minor adjustments to the policy.
- 2.1.4 The draft revised Policy is attached as an Appendix to this Report.

2.2 Proposed Changes

- 2.2.1 In reviewing the Job Evaluation Policy to take account of the introduction of Job Families, there are proposed changes to improve the wording so that the document is easier to read. The more substantive changes to the current Job Evaluation Policy are set out below.
- 2.2.2 Evaluation of Career Grades – evaluations will be undertaken at entry and exit points only of a Career Grade, rather than each level. This provides flexibility for the 'break points' and levels within the overall career grade structure. (para 3.8)
- 2.2.3 Clarifying the Job Family approach to job evaluation (para 4)
- 2.2.4 Updated reference to the membership of the Job Evaluation Steering Group and its representation (para 4.2).
- 2.2.5 Amendment to the pay protection provision – in line with the restructure policy (para 5).
- 2.2.6 A shorter appeals process – a Job Evaluation Steering Group member to undertake a full scoring (para 6).
- 2.2.7 Inclusion of "An employee cannot appeal the grade of a new post until they have been in the post for six months" (para 6.2).
- 2.2.8 To provide a clear separation of role for a Job Evaluation Steering Group member, so that their involvement is at appeal stage, with HR being involved at the initial job evaluation process/matching to the job family framework (paras 4.2 and 6.4)
- 2.2.9 There are no other policy changes recommended.

2.3 Options Considered

- 2.3.1 Alternative options have not been considered, as the proposed revisions to the Policy reflect current practice and make minor improvements.

2.4 Background

- 2.4.1 Not applicable.

2.5 Consultation

- 2.5.1 Union consultation has taken place and approval gained on 21 November 2023.

3 IMPLICATIONS OF THE RECOMMENDATION

3.1 FINANCIAL IMPLICATIONS

3.1.1 This section has been approved by Kirsty Nutton, Strategic Director of Resources (s.151)

3.2 There are no financial issues arising from this Report.

3.3 LEGAL IMPLICATIONS

3.3.1 This section has been approved by Sarah Khawaja, Head of Legal & Democratic Services.

3.3.2 As set out in Section 2.1.1, job evaluation helps to provide a defence against claims of equal pay, providing a fair and objective mechanism to place a value on different roles within an organisation.

3.4 Risk Management Implications

3.4.1 There are no risks arising from the recommendations of this Report.

3.5 DATA PROTECTION IMPLICATIONS

3.5.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no identified risks or issues to the rights and freedoms of individuals.

3.6 EQUALITY IMPLICATIONS

3.6.1 An Equality Impact Assessment (EqIA) has not been completed as the changes proposed do not impact on individuals or groups on the basis of a protected characteristic. Job evaluation itself supports equality in pay.

3.7 COMMUNITY SAFETY IMPLICATIONS

3.7.1 The Council has a duty in accordance with S17 Crime and Disorder Act 1988, when exercising its functions, to have due regard to the likely effect of that exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in its area (including anti-social behaviour).

3.7.2 This duty has been considered and there are no community safety implications relating to the recommendations.

3.8 HEALTH AND WELLBEING IMPLICATIONS

3.8.1 There are no health and wellbeing implications arising from the recommendations in this Report.

3.9 ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS

3.9.1 On 11 January 2021 Rutland County Council acknowledged that it was in a climate emergency. The Council understands that it needs to take urgent action to address it.

3.9.2 There are no environmental or climate change implications of the

Recommendations.

3.10 PROCUREMENT IMPLICATIONS

3.10.1 There are no procurement implications arising from the Recommendations within this Report.

3.11 HR IMPLICATIONS

3.11.1 The job evaluation system supports good employee relations and fairness by providing an objective means of analysing the responsibilities and features of different roles to establish pay levels.

3.11.2 The Recommendations ensure that the Council's Job Evaluation Policy reflects current practice, particularly the references to job families, to provide transparency for managers and employees. Other amendments provide independence in roles within the job evaluation policy to assist with fairness.

4 BACKGROUND PAPERS

4.1 Not applicable

5 APPENDICES

5.1 The draft revised Job Evaluation Policy is attached as Appendix A to this Report.

An Accessible Version of this Report is available upon request – Contact 01572 722577.