

Section 1. Introduction and Purpose

- 1.1 Job Evaluation (JE) provides a systematic and consistent approach to defining the relative worth of jobs. It enables us to place jobs in a rank order based on the tasks, duties and responsibility of the role.
- 1.2 This policy seeks to achieve:
 - a) All jobs within the Council are fairly and equitably compensated – jobs of a similar value or worth are paid similarly. This helps prevent discrimination and bias in pay and ensures that employees are rewarded based on the responsibilities and requirements of their roles.
 - b) Transparency in how the Council establishes a grade against our pay and grading structure.
 - c) Management and control of any risk relating to pay discrimination.
 - d) The integrity and governance of the Council's pay structure; monitoring grade movement against organisational change and thereby avoiding 'wage drift' through artificial grade inflation.
- 1.3 The Pay and grading structure is outlined in the Council's annual Pay Policy. The Council will adopt and apply an appropriate JE scheme as outlined in this policy – this may change from time to time to meet organisational needs and ensure the ongoing integrity of the pay structure.
- 1.4 All new posts will be evaluated to determine the grade and pay scale for the role. Posts may be advertised 'pending evaluation' but the grade must be confirmed prior to an offer of employment.

2. Job Evaluation Scheme

- 2.1 The grading structure of the Chief Executive and Chief Officer posts is determined by a job evaluation process (supported by the Local Government Association). Analysis is undertaken against a factor/scoring matrix and verified externally by the LGA. This provides for an external perspective and validation.
- 2.2 All other posts within the pay structure of Grades 1 to P05 are evaluated through the corporate scheme and process as outlined in the policy. The score of a job determines the grade which in turn determines the pay range. In 2023 the Council adopted a 'Job Families' approach to evaluation.
- 2.3 In all cases, Managers must complete a template job description (JD).

3. Grading requests

- 3.1 Requests for re-evaluation of an existing post can be made by an employee or their line manager and should be approved at Head of Service/equivalent level. Regrading's at Head of Service/equivalent level must be approved by the relevant Strategic Director.
- 3.2 Such requests would be where:
 - a) there has been a substantial increase or decrease in the duties or responsibilities of the role OR
 - b) there has been a transfer of duties between posts such as the nature of each role is substantially altered.
- 3.3 It is a manager's responsibility to 'manage' the process and resolve any issues or disagreements about the role being submitted or re-evaluated.
- 3.4 New posts as part of a service review/restructure should be evaluated as part of the design of the new structure.
- 3.5. A post should only be evaluated once within a 12-month period unless there are exceptional circumstances eg. Further organisational change.
- 3.6 No guarantee will be made that a re-evaluation of a role will increase the grade – potential outcomes include a lower grade or the grade stays the same.
- 3.7 Where an anticipated/expected grade outcome is 3 or more grades difference, consideration will be given as to whether the role is sufficiently different to justify a 'restructure' or change of role.
- 3.8 For career graded posts, entry and exit points of the career grade will be evaluated independently. The scheme will contain specific and supplementary information relating to criteria and conditions for progression.

4. Job Evaluation process

- 4.1 Evaluations will be undertaken based on the job description (JD) – where the JD is not considered to be of an appropriate standard or quality and therefore hindering an evaluation, it will be referred back to the line manager.
- 4.2 Analysis and assessment of the JD will be undertaken by the HR team who have been trained in JE analysis.
- 4.3 Where necessary and to assist with the evaluation, supplementary information may be requested from the line manager.
- 4.4 Jobs will be matched against a Role Profile within the Job Family Framework. The Job Families profiles have been developed from job descriptions and full evaluation scoring profiles – thereby reflecting accountabilities and responsibilities of typical roles within that grade, alongside the demands and challenges.

4.5 If it is not possible to evaluate a role against the Job Families Framework, a full JE scoring can be undertaken.

5. Pay implications

5.1 If the grade outcome is one grade lower than the employee's existing grade, they will receive salary protection for one year; pay is frozen at existing level (ie. there will be no increments nor pay award applied). Where the grade is 2 grades or more lower, the Restructure Policy should be considered.

5.2 Where the grade outcome is higher than the substantive grade:

- a) The employee will move to the bottom spinal column point of the new grade.
- b) The pay change will be effective from the effective date of changes to the role, i.e., through a restructuring process or other planned/emerging changes.
- c) Any backdating will be restricted to 3 months prior to the date the amended JD was finalised by the line manager and job holder.

6. Grading appeals

6.1 If the post holder is dissatisfied with the grade outcome, they have the right of appeal. An appeal is against the evaluation outcome and not against the scheme itself, the pay and grading structure or the content of the job description.

6.2 An employee cannot appeal a new post until they have been in the post for six months.

6.3 The appeal must be submitted in writing to the employee's line manager with a copy to Human Resources within 10 working days of the date on the written confirmation of the grading decision.

6.4 A member of the Job Evaluation Steering Group (JESG) will review the initial matching against the Job Family model and carry out a further analysis and if necessary, 'scoring' of the job. This will be reviewed by at least one other member of the JESG. *(JESG will compromise individuals from across directorates and will be amended from time to time to ensure cross organisatoin representation and a broad range of experience and skill in Job Evaluation).*

6.5 The outcome of the re-evaluation will be provided to the line manager and employee with a summary of the assessment.

6.6 There will be no further right of appeal.

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