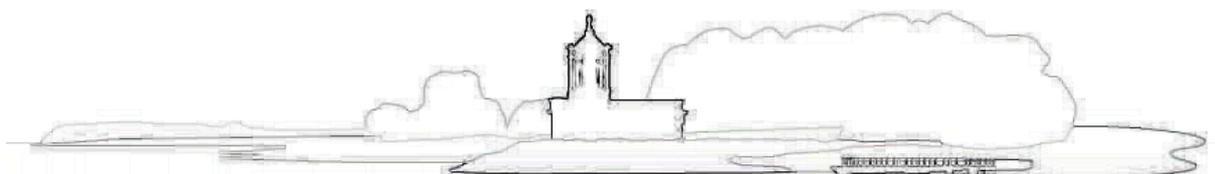


# Rutland County Council

## JOB EVALUATION POLICY

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# Contents

	<i>Page</i>
1.0 Introduction and Purpose	3
2.0 Scope	3
3.0 Re-grading	4
4.0 Job Evaluation Process	4
5.0 Grading Appeals	6

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# 1. INTRODUCTION AND PURPOSE

- 1.1 The Job Evaluation Policy explains the Council's policy on job grading to ensure fair and consistent application of evaluation and grading decisions in accordance with national and local agreements and to comply with equal pay legislation.
- 1.2 The policy defines the minimum requirements and standards that Managers must comply with.
- 1.3 The purpose of job evaluation is to provide a systematic and consistent approach to defining the relative worth of jobs within the Council and to enable a rank order to be developed according to the tasks, duties and responsibilities.

# 2 SCOPE

- 2.1 This policy is applicable to all Rutland County Council employees engaged on the National Joint Council for Local Government Services (Green Book) conditions of service. Not in scope are posts covered by the following conditions of service:
  - JNC Conditions for Chief Executives
  - JNC Conditions for Chief Officers
  - JNC Pink Book (Youth Workers)
  - those applicable to TUPE transfers in who remain in an alternative sets of terms and conditions
  - FENJC – Tutors
  - Teachers
- 2.2 This document does not apply to Schools unless where the Governors have adopted it through local consultative arrangements.
- 2.3 The pay and grading structure is that as outlined in the Council's Pay Policy. The evaluated score determines the salary for the job in accordance with the Council's pay structure.
- 2.4 The Council will adopt and apply an appropriate JE Scheme – this may be subject to change from time to time. Consultation will take place with the recognised Trade Unions.
- 2.5 All new posts will be evaluated to determine the grade and pay scale for the role. Posts may be advertised as 'pending evaluation' but the grade must be confirmed prior to an offer of employment.
- 2.6 Payments of market supplements are not within the scope of this policy but are covered in the Pay Policy.

### **3 RE-GRADING**

- 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. Re-grading's at HOS/equivalent must be approved by the relevant Director and for those on the LGA Senior Officers JE Scheme, by the Chief Executive.
- 3.2 A post should only be evaluated once within a 12 month period unless there are exceptional circumstances eg. Further organisational change.
- 3.3 Such requests would be where:
- there has been a substantial increase or decrease in the duties or responsibilities of the role OR
  - there has been a transfer of duties between posts such as the nature of each role is substantially altered.
- 3.4 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. In the event that the grade is lower than the employee's existing grade, salary protection will apply on the basis of one grade difference for a period of 2 years, with 3 years where the loss of pensionable pay exceeds 8% and 4 years where it exceeds 12%.
- 3.5 Employees whose grade is increased will move to the bottom spinal column point of the new grade. Changes to salary will be effective from the effective date of changes to the role, ie through a restructure process or other planned/emerging changes. Any backdating will be restricted to 3 months prior to the date the amended Job Description was finalised by the line manager and job holder.
- 3.6 Where an increase in grade is 3 or more grades, consideration will be given as to whether the role is sufficiently different to justify a 'restructure' or change of role.

### **4 JOB EVALUATION PROCESS**

- 4.1 Evaluations will be undertaken based on the job description and analysis/assessment against the factors of the Job Evaluation Scheme. JE assessment will only be undertaken by individuals (role analysts) who have appropriate training and skills in evaluation using the scheme in place at the time.
- 4.2 A member of the Human Resources (HR team) will quality assure a job description prior to proceeding with any evaluation. Job descriptions that are not 'fit for purpose' will not be evaluated to avoid the risk of 'rogue' scores and outcomes that detrimentally affect the rank order.

- 4.3 Where necessary, for supplementary information and data, the role analyst will meet with the job holder and/or line manager to review the analysis of the role against the JE factors.
- 4.4 In undertaking the assessment/scoring, the role analyst will undertake comparison and tracking of scores against similar roles/levels and use conventions and scheme guidance to ensure consistent application of the factors.
- 4.5 Evaluations will be undertaken by:
- (a) In the first instance, comparison ('benchmarking') to a job where there is a close relationship by way of functional group or family, for example – Administration roles, First Line Manager roles, Professional Technician. The comparison should be based on similar levels of demands/responsibility. In such cases the role analyst will still undergo a full scoring of the role to be evaluated, with full rationale of the scoreline. The comparison will be reviewed and considered by the Head of Human Resources and if considered a match, will be submitted to one other member of the Job Evaluation Steering Group (JESG) for validation. *(NB: Should the Council move to full job families and benchmark roles, we will consider removing the full scoring of the role).*
- (b) Where the role cannot be benchmarked (as in (a) above) posts will be assessed and scored by a role analysis and submitted for review by the JESG – the role of JESG will be to consider 'fit' of the role within the organisation's rank order and an overview of the factor scores – they will not undertake a detailed analysis or review of the evaluation. The JESG will be made up of officers representative of each Directorate and who have received training in the JE scheme in place at the time to ensure they have a full understanding of the definitions of the factors and scoring conventions. JESG review will in the first instance be carried out on a 'virtual' basis with panel meetings only be convened where a more detailed discussion or assessment is required or, for example, where a number of jobs as part of a restructure are being considered.
- (NB. The role of the JESG is not to contribute personal views or opinions or to question the need/validity of any role. They must ensure they maintain full confidentiality and do not discuss any issues outside of the JESG forum. Membership of the JESG will change from time to time).*
- 4.6 For career graded posts, each level within the career grade will be evaluated independently. The scheme will contain specific and supplementary information relating to criteria and conditions for progression.

## 5 GRADING APPEALS

- 5.1 If the post holder is dissatisfied with the grade outcome, they have the right of appeal. An appeal must be based on sound reasons regarding the grade of the job and not about specific factors/scoring assessments, nor on any new responsibilities that have been added to the post subsequent to the original decision.
- 5.2 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.
- 5.3 A Human Resources Adviser will arrange to meet with the employee and their Line Manager to discuss in more detail the reasons for the appeal within 10 working days of receipt of the letter. The aim of the discussion is to assist in the understanding of the reasons for the grading decision and to review the original score line. The full detailed analysis report will not be shared with the post holder or line manager but the HR representative will provide a commentary assessment/summary.
- 5.4 If the outcome is that a variation in the score line should be considered, the job description and amended score line should be submitted to JESG for further review of the proposed changes.
- 5.5 If the outcome of the re-evaluation (para 5.3) is that the grade stays the same, the employee may continue with their appeal by submitting a Job Evaluation Appeal Proforma. The Proforma must be submitted to Human Resources within 10 working days of the date of the discussion and outcome (para 5.3). The details of the grounds for the appeal, the areas where the individual considers that either their manager, role analyst or the JESG did not give appropriate consideration, along with any supporting documentation must be included.
- 5.6 The appeal documentation will be submitted to a JESG Appeal Panel for further review of the score line and consider whether any amendments, based on the evidence provided by the post holder in their appeal documentation, justifies an amendment. The employee will be present at the meeting and may be accompanied by a trade union representative or work place colleague. The outcome of the review could be – increase in grade, grade stays the same, lower grade.
- 5.7 Subsequent to the JESG Appeal Panel, HR will notify the employee and Line Manager of the outcome within 2 working days of the Appeal Panel.

**There will be no further right of Appeal**

**A large print version of this document is available on request**



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