

meeting date: WEDNESDAY, 9 JUNE 2021
title: OVERVIEW OF THE JOB EVALUATION PROCESS
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1 PURPOSE

1.1 To provide Members with an overview of the Job Evaluation scheme which is in place at the authority.

1.2 Relevance to the Council's ambitions:

- Council's Ambitions: As staff are the Council's biggest resource the achievement of all the Council's ambitions is dependent on a dedicated and committed workforce.
- Community Objectives: See above.
- Corporate Priorities: See above.
- Other considerations: The system for evaluating posts ensures that staff salaries are paid in a fair and equitable way and to protect the Council from Equal Pay claims.

2 BACKGROUND

2.1 The Council carried out a Council wide Job Evaluation exercise in November 2005 using the Greater London Provincial Council (GLPC) Job Evaluation Scheme which was completed, and final results issued to staff, in July 2007. This was followed by an appeals process which was completed in March 2008 (59 staff had appealed their original result).

2.2 We were assisted throughout the exercise by an external Project Manager from Liberata.

2.3 Jobs were evaluated using an up-to-date Job Description and an Additional Information sheet (see Appendix A). The Additional Information sheet was created to add extra information relevant to the scheme criteria. Service Managers and all staff were asked to confirm and agree their current job description with their Manager prior to evaluations commencing.

2.4 We asked for volunteers to be trained as evaluators and 20 staff came forward. These staff then worked in teams to evaluate all the posts that were on the Establishment at the time.

2.5 The final results of the exercise after appeals showed that 43% of posts were upgraded, 12% downgraded and 45% remained unchanged.

2.6 At the end of the exercise we produced a hierarchy of all posts which is still in place.

3 ISSUES

3.1 The GLPC scheme is based on a set of factors as outlined below:

i) Supervision and Management of People

This factor measures the degree of responsibility for the supervision/management of employees and others for whose work the post can be considered directly accountable.

There are 7 levels within this factor.

ii) Creativity and Innovation

This factor considers the extent to which the work requires innovative and imaginative responses to issues and in the resolution of problems. Consideration is also given to how often creativity and innovation are used within the job.

There are 7 levels within this factor.

iii) Contacts and Relationships

This factor measures the degree of personal contact and assesses the nature of the relationships with other people which are required to be maintained by the postholder in the course of the job. It is not necessarily concerned with the status of the contact.

There are 8 levels within this factor.

iv) Decisions

This factor considers both the requirement to make decisions or recommendations as a regular feature of the work and the consequences of those decisions or recommendations.

This factor has two sub-factors:

Discretion – this assesses the need to make choices, the accountability for the outcome, the constraints on the decisions and availability of guidelines, advice, precedents and procedures.

This sub-factor has 6 levels.

Consequences – this assesses the nature of the consequences or outcome of the decisions.

This sub-factor has 5 levels.

v) Resources

This factor assesses personal and identifiable accountability for physical and financial resources.

This factor has 5 levels.

vi) Work Environment

This factor has 4 sub-factors:

Work demands – this considers the impact of deadlines, the frequency and suddenness of demands for changes between work, communication problems, resolution of conflicting resources needs and priorities on the work of the postholder.

This sub-factor has 5 levels.

Physical demands – this considers the amount and continuity of physical effort required within a post.

This sub-factor has 4 levels.

Working conditions – this considers the exposure to disagreeable or unpleasant working conditions present in the physical environment.

This sub-factor has 4 levels.

Work context – this considers the potential risk to health and general well-being of illness and injury (emotional as well as physical) inherent in the job.

This sub-factor has 4 levels.

vii) Knowledge and Skills

This factor measures knowledge and skills in their broadest sense and which are necessary for the competent performance of the full duties and responsibilities of the job. It takes account of qualifications and experience.

There are 8 levels within this factor.

3.2 Posts are scored against all the factors listed above and then cross referenced with our Job Evaluation points scale to establish the appropriate grade for the post. The points scale is shown below together with details of the current national payscales.

JOB EVALUATION POINTS SCALE

| Grade | Points |
|----------|-----------|
| 1a | 182 - 225 |
| 1b | 226 – 245 |
| 2 | 246 – 281 |
| 3 | 282 – 347 |
| 4 | 348 – 395 |
| 5 | 396 – 425 |
| 6 | 426 – 489 |
| SO1 | 490 – 517 |
| SO2 | 518 – 527 |
| PO 1-4 | 528 – 543 |
| PO 2-5 | 544 – 595 |
| PO 5-8 | 596 – 625 |
| PO 6-9 | 626 – 689 |
| PO 10-13 | 690 + |

| SCALE | SALARY BAND | NJC SCALE POINTS |
|--------------|-------------------------|-------------------------|
| 1a | £17,842 | scp 1 |
| 1b | £18,198 - £18,562 | scp 2 - 3 |
| 2 | £18,562 - £18,933 | scp 3 - 4 |
| 3 | £19,312 - £19,698 | scp 5 - 6 |
| 4 | £20,092 - £21,748 | scp 7 - 11 |
| 5 | £22,183 - £24,491 | scp 12 - 17 |
| 6 | £24,982 - £27,041 | scp 18 - 22 |
| SO1 | £27,741 - £29,577 | scp 23 - 25 |
| SO2 | £30,451 - £32,234 | scp 26 - 28 |
| PO1-4 | £31,346 - £33,782 | scp 27 - 30 |
| PO2-5 | £32,234 - £34,728 | scp 28 - 31 |
| PO5-8 | £34,728 - £37,890 | scp 31 - 34 |
| PO6-9 | £35,745 - £38,890 | scp 32 - 35 |
| PO10-13 | £39,880 - £42,821 | scp 36 - 39 |
| | HEADS OF SERVICE | |
| PO16 -19 | £45,859 - £48,863 | scp 42 - 45 |
| PO 23 -26 | £53,051 - £56,271 | scp 49 - 52 |

- 3.3 Following completion of the exercise we agreed a procedure for ongoing evaluation as follows:

“All new posts created within the authority will be evaluated under the Job Evaluation system.

Job descriptions are reviewed annually as part of the performance appraisal process. If during such a review the duties of a particular post have changed significantly since the original evaluation, an updated job description, job title and additional information sheet, must be agreed with the individual and relevant Head of Service and approved by the Director, and then submitted for re-evaluation, following which any score will then be moderated by Corporate Management Team (CMT). The decision of CMT is final and there will be no right of appeal.

To qualify for a re-evaluation, duties must have changed substantially and that change must be permanent. A change in ‘volume’ or throughput does not necessarily constitute a significant change. Also, where it is claimed that duties have increased there must be clear evidence as to where the additional duties have come from eg new legislative requirements, new Central Government requirements. If tasks have been acquired from other posts then those posts will also need job descriptions updating and re-evaluation. Any re-valuation would be carried out by the Head of HR and UNISON branch representative and moderated as above.

Please note: during any re-evaluation all aspects of a post will be considered, not just the proposed additional duties

If at anytime during the course of the year, an employee feels that his/her job has changed significantly, they should discuss the changes with their manager, update their job description as appropriate and then follow the re-evaluation procedure as outlined above.”

- 3.4 The original job evaluation exercise was completed and the payline set in 2007. Since then bottom loading of the pay spine following national pay negotiations has meant that the lower grades have seen a higher percentage proportional increase than grades at the upper levels of the pay spine. This has also resulted in the

erosion of pay differentials at the bottom end of the pay spine.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources: None.
- Technical, Environmental and Legal: the Council needs to be mindful of the requirements of the Equal Pay Act (2010). The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content (not job titles) determines whether jobs are substantially equal. Any contravention of the Equal Pay Act could put the council at risk of legal challenge and a claim being made against it at an Employment Tribunal.
- Political: None.
- Reputation: None.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the report.



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APPENDIX A

JOB EVALUATION – ADDITIONAL INFORMATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Name:

Department:

Job Title:

Responsible to:

Responsible for:

(List all staff for whom you have full managerial responsibility e.g. quality / quantity of work, discipline, training etc. Count each individual person eg job share posts count as 2 people)

Responsibility for Resources:

*(This factor covers the responsibility for the proper handling, care, security etc of equipment, plant, buildings such as vehicles, cash, keyholder responsibilities – state value of **resource**. e.g. a Refuse Vehicle may have a value of approximately £120,000; if someone handles cash on a regular basis – state the value of the cash)*

Main Contacts Associated with Principal Duties

(eg Elected Members, external partners, regional liaison etc. Please state frequency of contact eg daily, regular attendance at committee, occasional attendance at committee when requested to attend, regular external meetings – give examples)

Essential Qualifications / Experience required to do the job

(It is important here to list essential items, eg those items which would be detailed as 'Essential' on a person specification, and qualifications which are specifically needed for the job, not necessarily the qualifications of the person who currently holds the position)