

EPHING FOREST DISTRICT COUNCIL
JOB EVALUATION MAINTENANCE POLICY

1. Introduction

Epping Forest District Council has adopted the Local Government Single Status Job Evaluation Scheme which provides a means of establishing systematically the relative values of different jobs. The Scheme is used to determine job grades and pay levels of both new and existing posts and is recognised by all parties as the only mechanism within the Council for determining the pay of all posts below Director level. Responsibility for administering and co-ordinating the Single Status Job Evaluation Scheme rests with the Director of Corporate Support Services in consultation with recognised trade unions.

Having introduced the Single Status Job Evaluation Scheme, and in order to ensure that the Council continues to have in place a fair and equitable pay structure, which meets the requirements of Equal Pay legislation, it is essential that this Job Evaluation Maintenance Policy is consistently applied.

This policy takes account of advice provided by the National Joint Council for Local Government Services, and implements that advice where appropriate to the circumstances of the Council. It supersedes the policy agreed by the Executive Committee on 2 July 2001.

2. Situations which will require posts to be evaluated

The purpose of this policy therefore is to cover the following situations:

- Creation of new posts
- Restructuring
- Management instituted changes of significance to job descriptions.

Category 1 - New posts - where new posts are formally added to the approved structure of the Council, the appropriate Director will be directly responsible for ensuring the accurate completion and authorisation of a Job Description, Person Specification and Additional Information Sheet, and its submission for evaluation prior to advertising the posts. There will be no right of appeal following the evaluation of a new post.

Category 2 - Restructuring - before any restructuring can be implemented the full impact of the restructuring must be assessed and costed, however a restructure can be agreed by members which shows indicative grades pending full evaluation. Before implementation of a restructure the affected post(s) must be properly evaluated by the Job Evaluation Panel using a Job Description, Person Specification and Additional Information Sheet. It should be recognised that in these situations posts may go up or down and the impact of the Protection Arrangements should be taken account of in the final assessment of restructuring costs. There will be no right of appeal following the evaluation of a restructured post.

Wherever possible, all posts affected by restructuring (within a team/directorate) should be submitted to the Panel at the same time to ensure it is aware of all the relevant changes.

Category 3 - Management instituted changes of significance to job descriptions - where posts significantly[†] change as a result of management instituted changes to working practices or the allocation of duties and responsibilities, (but outside of the scope of a restructuring), the Director will be directly responsible for agreeing a new Job Description, Person Specification and Additional Information Sheet with the postholder. The Director will be responsible for demonstrating why the significant change to the job has occurred, and must be able to state how they will contain the cost of any salary increase within the ongoing continuing service budget and whether there are any other ways of accommodating the additional duties. This will then be evaluated by the Job Evaluation Panel, subject to the provisions of paragraph 3 below.

The Head of Paid Service will be responsible for authorising posts that fall under Category 3 to be submitted for evaluation.

For the avoidance of doubt posts that are subject to a reduction in the level of responsibility must also be submitted to the Panel for evaluation.

3. How evaluations will be carried out

All posts will be evaluated in accordance with the National Single Status Job Evaluation Scheme by Panels comprising the following:

- A Management representative
- A Human Resources representative (to be one of the Joint Panel Chairmen)
- A Trade Union representative from each of the two recognised trade unions (one of which will be one of the Joint Panel Chairmen).

Although the Panel is comprised of four persons, where necessary, it may sit as a three member Panel if required. No Panel Member will be an officer of the same section as the post under consideration. A Trade Union Panel member that has advised an employee on their grade, Job Description or evaluation will not take part in the evaluation for that post. In addition if the HR representative has been party to recent disciplinary/capability/grievance processes where there may be concerns regarding a conflict of interest they will not take part in the evaluation for that post.

All panel members are required to be properly trained and the Director of Corporate Support Services is responsible for ensuring that this training takes place.

The appropriate Director will be directly accountable for ensuring the accuracy of all information submitted. Evaluations will be undertaken by means of the Job Description, Person Specification and Additional Information Sheet. A structure chart showing the post within the team/Directorate must also be supplied to the Panel.

Once the Director is satisfied of the following:

- i) the accuracy of the job description
- ii) the accuracy of the person specification

- iii) the accuracy of the additional information sheet
- iv) that the evaluation can properly be carried out under Categories 1, 2 or 3
- v) that the proposed implementation date for any change to the grade is correct, including any element of backdating

then the request for the evaluation will be submitted to the **Head of Paid Service Panel** for authorisation for Category 3 posts. Posts under Categories 1 and 2 will be submitted direct to the Panel.

Directors will also be required to consider the following:

- (a) **Categories 1 and 2:** whether the posts may appropriately go forward for evaluation under the proposals for the creation of new posts or restructuring. Posts evaluated within these categories cannot be advertised/filled where there are additional budgetary requirements, until the financial effects have been reported to and agreed by the appropriate Members.
- (b) **Category 3:** whether the management instituted changes to working practices or the allocation of duties and responsibilities are likely to result in a significant change to the job. † The Director (or nominated manager) must submit a short written statement, using the JE Proforma, indicating the changes they consider significant in the new Job Description and Person Specification as compared to the existing documents. In considering these matters Directors must be mindful of the provisions of paragraph 6 of this policy, headed 'Development Opportunities'.

Once the Director has agreed that a post should go forward for evaluation **they will submit the documents to the Head of Paid Service for authorisation if it falls within Category 3, or direct to the Panel if under Categories 1 and 2.** ~~contact Human Resources to arrange the evaluation.~~

There is no right of appeal against a decision by the Director **or Head of Paid Service** about whether a post may be submitted for evaluation. For the avoidance of doubt the Job Evaluation Maintenance Policy and its associated Appeals procedure are matters of Council policy and are specifically excluded from the Grievance procedure. For consistency this exclusion will also apply to Assistant Directors. If there are budgetary issues arising from the evaluation the matter must be referred back to the Director.

4. Timescales

In most cases a post will only be evaluated ~~If a Director wishes a post to be evaluated more than once in a rolling 12 month period they must seek agreement of the Chief Executive.~~ The date of the 12 month period will start from the date of the JE Panel or the Appeal Hearing whichever is the latest. ***If a post requires more than one evaluation in a 12 month rolling period, the Director is to set out the specific reasons for the exception on the Job Evaluation Proforma for authorisation by the Head of Paid Service.***

5. Right of Appeal

A right of appeal is confined only to those posts which have been evaluated under Category 3 – Management Instituted Changes of significance to Job Descriptions. The Appeals Procedure is set out at Appendix 1 to this document.

6. Development Opportunities

Where employees, as part of their personal development are assigned specific tasks to broaden their knowledge, skills and understanding, this will not result in grounds for re-evaluation. (An individual who is acting up into a higher level post has no recourse to this procedure). Directors and Line Managers are responsible for explaining such situations to employees. Furthermore, an employee may bring specific skills and abilities to their job, by virtue of previous training, aptitude or experience, which significantly enhance their job performance or the way they carry out the job. These matters are not grounds for a re-evaluation of the post.

7. Protection arrangements

The Council's Pay Protection Policy will apply to all situations, which result in a downgrading following an evaluation under Category 3 of this procedure. The arrangements for pay protection under Category 2 are set out in the Redundancy and Redeployment Procedure. Pay protection is not applicable under Category 1.

8. Miscellaneous

Job Descriptions, Person Specifications and Limits of Authority proformas are not only used for job evaluation purposes but also recruitment. Therefore they should be restricted to 2 sides of A4 for each proforma. Further information and detail should be included within the additional information sheet which is not used for recruitment purposes.

Any concerns or issues regarding an evaluation will be included in either the Job Evaluation Results letter or the Appeal Results letter. In any event a copy of these letters will be sent to the Head of Paid Service.

The Panel will notify Directors if they believe that other posts within the structure may be affected by the changes to the post under evaluation.

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† A significant change is a change that has the potential to result in an amendment of the factor level of one or more of the 13 factors in the National Scheme.