

**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 will be 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 Head of Service level. Responsibility for administering and co-ordinating the Single Status Job Evaluation Scheme will rest with the Head of Human Resources 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**

It is recognised that whilst all jobs were evaluated in 2002/03 and appeals heard thereafter, some jobs may change and new posts be created. 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 Head of Service 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. This will mean that 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.

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**Category 3 - Management instituted changes of significance to job descriptions** - where posts significantly<sup>†</sup> 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 Head of Service will be directly responsible for agreeing a new job description, person specification and additional information sheet with the postholder. The Head of Service 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.

### 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. All panel members will be required to be properly trained and the Head of Human Resources will be responsible for ensuring that this training takes place.

The appropriate Head of Service 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. Job evaluation questionnaires will not be completed or considered.

Once the Head of Service 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 Management Board for consideration.

Management Board's role is to ensure consistency and fairness in the application of the Maintenance Policy across the Council. In exercising that role they will consider the following:

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- (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.<sup>†</sup> In support of a request for an evaluation under this category the Head of Service must submit a short written statement indicating the changes that he/she considers significant in the new job description and person specification as compared to the existing documents. In considering these matters Heads of Service must be mindful of the provisions of paragraph 5 of this policy, headed 'Development Opportunities'.

Job evaluation issues relating to category 3 will be considered by Management Board when all three members are present, unless there are exceptional circumstances, which prevent this. The Head of Human Resources and Performance Management will be present at these discussions, except where they concern potential evaluations in that Service, in which case the Head of Legal, Estates and Administration will be present.

Once Management Board has made a decision about whether a post should go forward for evaluation the Head of Service will seek as appropriate, for the evaluation to be arranged by contacting the Human Resources Unit . There is no right of appeal against a decision by Management Board 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 Heads. Following the completion of the evaluation(s), the result must be reported back to Management Board by the Head of Service for information, prior to implementation. If there are budgetary issues arising from the evaluation the matter must be referred back to Management Board.

#### 4. 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.

#### 5. 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). Heads of Service 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.

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## 5. 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.

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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.

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