

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer - People and Technology****Corporate Services Committee: 1 November 2023**

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**Subject: Job Evaluation Policy and Procedure****1. Purpose**

- 1.1 The purpose of this report is to update on changes and seek approval for the revisions to the Job Evaluation Policy and Procedure.

**2. Recommendations**

- 2.1 The committee is asked to approve the updated Job Evaluation Policy and Procedure.

**3. Background**

- 3.1 The national review of the Scottish Joint Council for the Local Government Job Evaluation Scheme 3<sup>rd</sup> Edition (SJC JES v3) and local Joint Trade Union requests necessitated review to ensure compliance with scheme guidance and application.
- 3.2 The review was carried out by the People, Quality and Governance Lead and included consultation with parties involved in the job evaluation process adopted by West Dunbartonshire Council (WDC), including the Joint Trade Union Convenors, Job Analysts (Trade Union and Management), Panel Chairs, HR Advisers, Managers and Employees.
- 3.3 The national review of the 3<sup>rd</sup> edition, endorsed by the Scottish Joint Council in November 2015, has recently concluded with version 3 now amended and due for imminent publication. This is the scheme applied to all local government posts to ensure the integrity of the Council's grading structure and to mitigate, as far as possible, the potential of any associated claims. The updated Job Evaluation Policy and Procedure also now reflects the national changes.
- 3.4 Job Evaluation continues to be the most robust method of providing a foundation for grading structure which satisfies the principle of "equal pay for work of equal value"; and is both fair, transparent. It is therefore important that the Council's Job Evaluation Policy and Procedure is reflective of and aligned with the agreed SJC Job Evaluation Procedure and Practice Manual. This formed the backbone of the local review.
- 3.5 Other factors considered as part of the review were recent equal pay decisions in Glasgow City, South and North Lanarkshire and Fife Councils.

## **4. Main Issues**

4.1 The review highlighted that although the current policy and procedure is robust there were areas identified where closer alignment was required with the Scottish Joint Council for Local Government Job Evaluation Scheme 3rd Edition as amended, recent equal pay decisions and other local matters highlighted during the review.

4.2 The main changes are:

- A more streamlined local policy & procedure, with fewer stages, in line with the Scottish Joint Council for Local Government Job Evaluation Scheme 3rd Edition amended.
- Replacement of Job Evaluation Panels with analyst review, with the exception of Appeals, in line with the Scottish Joint Council for Local Government Job Evaluation Scheme 3rd Edition amended.
- Clearer definition of roles and responsibilities.
- More concise explanation of the Matching Process.
- Updated process flow charts for Requests for Re-evaluation and New posts.
- Creation of a dedicated Job Evaluation mailbox [jobevaluation@west-dunbarton.gov.uk](mailto:jobevaluation@west-dunbarton.gov.uk) for all job evaluation related issues.
- Dedicated library of Role profiles, Job Overview Documents & Factor Level Listings [Global Share Role profile Library](#) for employees and managers.

### Job Evaluation training

4.7.1 Once agreed, training will be provided to all Strategic HR, Trade Union Convenors, existing and new Job Analysts (Both Trade Union and Management) on the new JE Policy and Procedure, the Scottish Joint Council for Local Government Job Evaluation Scheme 3rd Edition as amended, and consistency of application and appeals.

4.7.2 A series of awareness briefing sessions are being arranged for employees and managers. The intranet pages will be updated with a guide to job evaluation for employees and managers.

4.7.3 Two Senior Leadership briefings outlining the planned changes to the policy and procedure have been delivered.

## **5. People Implications**

5.1 The Job Evaluation Policy and Procedure supports the Council to fulfil its responsibilities as an equal opportunities employer and provide the best support to its workforce.

## **6. Financial and Procurement Implications**

- 6.1 There are no financial or procurement implications associated with this report, however, the failure to have a robust Job Evaluation Policy and Procedure in place increases the risk of potential claims.

## **7. Risk Analysis**

- 7.1 The Job Evaluation Policy and Procedure provides actions to help reduce the possibility of equal pay claims and this should help mitigate/alleviate any challenges based on sex inequality.

## **8. Equalities Impact Assessment (EIA)**

- 8.1 An EIA has been carried out on the Scottish Joint Council for Local Government Job Evaluation Scheme Amended 3rd Edition and the proposed Job Evaluation Policy & Procedure is aligned with the Scheme and practice manual however, any issues identified through the review of outcomes will need to be addressed to ensure the consistency of application of the Scottish Joint Council for Local Government Job Evaluation Scheme Amended 3rd Edition.

## **9. Consultation**

- 9.1 The SJC trade unions have been consulted in relation to the Job Evaluation Policy and Procedure through a series of Joint Trade Union meetings attended by all convenors and Full time Officers. Unite, UNISON & GMB have agreed to the changes.
- 9.2 Both legal and finance colleagues have been consulted on the changes.

## **10. Strategic Assessment**

- 10.1 The duty to be a visible equal opportunities employer supports the Council to attract and retain a committed workforce and supports the strategic priority of Our Council being an inclusive and adaptable employer to ensure efficient and effective frontline services that improve the everyday lives of residents.

### **Victoria Rogers**

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Date: 12 October 2023

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**Appendices:** Job Evaluation Policy and Procedure

**Wards Affected:** None