

WEST DUNBARTONSHIRE COUNCIL**Report by the Chief Officer – People & Technology****Corporate Services Committee: 19th May 2021**

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

- 1.1 The purpose of this report is to update the committee on the review of the Job Evaluation Policy and Procedure and the subsequent amendments as agreed with the relevant Trade Unions.

2. Recommendations

- 2.1 The Committee is asked to approve the revisions made to the Job Evaluation Policy and Procedure (attached in Appendix 1).

3. Background

- 3.1 The Council is committed to ensure a fair, open, transparent and legally compliant approach to the evaluation of jobs and ensure equal pay for work of equal value. The attached policy and supporting procedure sets out the Council's approach to ensuring consistency in the evaluation of new jobs and the re-evaluation of existing jobs beyond the initial application of the SJC Job Evaluation Scheme. This is to ensure that all job evaluation practice is dealt with fairly and consistently in accordance with current legislation and best practice. This policy applies to all Local Government employees including Craft Workers and Chief Officers. Teachers are excluded and are covered by the SNCT Job Sizing Scheme
- 3.2 There was a recent review of the job evaluation policy and procedure providing updated guidance to line managers and employees, explaining the overall process, including evaluation, re-evaluation, matching and appeals. The procedure also provides updated information on the standard documentation required to support evaluation or appeal requests.

4. Main Issues

- 4.1 Technical changes were required to reflect changes to job title changes, namely the change from Strategic Leads to Chief Officers and HR Business Partners to People and Change Partners. This also provided an opportunity to build resilience into the appeals process by extending the responsibilities to a wider group.
- 4.2 Building on the feedback provided through discussions, some sections were updated to provide further clarity on the process.

- 4.3** Through the consultation process, it was agreed that the policy should specifically acknowledge the wider requirement for support and challenge when additional roles are developed. This will capture the need for wider, joined up workforce planning rather than jobs being developed in isolation. This ensures that new roles are only developed once existing provision has been reviewed.
- 4.4** It was further agreed that more guidance on matching of posts was required. Due to the number of posts that already exist and have been evaluated (historically or current), there are occasions where it is appropriate to “match” posts to an existing one removing the need for a full evaluation. This has now been included in the policy and procedure (Section 3). Guidance and forms are available to support a more efficient and effective process.
- 4.5** The reviewed policy has more flexibility about the timings of job evaluation. Previous versions stated that re-evaluations would only be held in May and November to best manage requests. However the volume of requests has changed over time and re-evaluation requests can now be accommodated within the routine panel schedule. The policy has been updated to reflect this acknowledging however that the evaluation of new posts will always be given priority.

5. People Implications

- 5.1** The changes outlined in the report will ensure that job evaluations continue to be carried out efficiently and effectively in line with the national framework and guidance.

6. Financial and Procurement Implications

- 6.1** West Dunbartonshire Council is committed to the operation of a pay and grading system which is transparent, based on objective criteria, and free from bias. There are no additional financial implications arising from this review of the job evaluation policy and procedure to support this commitment.

7. Risk Analysis

- 7.1** The Council requires a robust job evaluation policy and procedure to maintain the integrity of the current pay and grading arrangements and to meet its statutory obligations in respect of pay equality. The policy and procedure outline the arrangements to support this requirement including the commitment to ensuring that Job Analysts are properly trained to use the Scottish Councils’ Job Evaluation Scheme and the Gauge System, and that the application of the scheme is monitored to ensure consistency.

8. Equalities Impact Assessment (EIA)

- 8.1** The technical changes proposed in this paper have no impact on the Equalities Impact Assessment for Job evaluation which endorsed that the

Council's pay and grading model is based upon best practice principles and advice, and is non-discriminatory in its design. The purpose of the Job Evaluation Policy and Procedure is to ensure that a fair, transparent and consistent approach is taken to the evaluation of jobs within the Council and is applicable to all individuals.

9. Consultation

- 9.1** There has been joint working between management, HR and trades unions to undertake and agree the review of the Policy and Procedure. This was agreed at the Convenors meeting on 20th April 2021.

10. Strategic Assessment

- 10.1** A robust and fair job evaluation process is critical in underpinning pay and grading structures that enable the Council to recruit, reward and retain employees and ensure that jobs are paid appropriately while meeting statutory obligations in respect of pay equality.

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Date: 22nd April 2021

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Appendices:	Appendix 1 - Job Evaluation Policy and Procedure
Background Papers:	N/A
Wards Affected:	All

