

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director - Corporate Services

Corporate & Efficient Governance Committee: 20 June 2012

Subject: Job Evaluation Policy and Procedure

1. Purpose

- 1.1** The purpose of this report is to update the Corporate & Efficient Governance Committee (CECG) on the development of the Job Evaluation Policy and Procedure. The Procedure has been developed to set out clearly the process to be followed for the evaluation of jobs within the Council to ensure fair and consistent practice across the Council.
- 1.2** Members are asked to approve the Job Evaluation Policy and Procedure for implementation within the Council.

2. Background

- 2.1** The Job Evaluation Policy and Procedure set out local arrangements for the application of the Scottish Council's Job Evaluation Scheme (JES). The JES and its supporting "Gauge software was designed specifically to support the introduction of non-discriminatory, unified pay and grading structures for the "Single Status" job population within Scottish local authorities. The factors and definitions of the Job Evaluation Scheme were endorsed by both the Trade Unions and Management side of the Scottish Joint Council in April 2000, and a Second Edition of the Scheme containing jointly agreed amendments was further endorsed in October 2002.

3. Main Issues

- 3.1** The purpose of job evaluation is to compare a range of different jobs to establish for pay and grading purposes their relative size and importance within an organisation. It provides for a systematic and consistent mechanism for comparing the relative demands of jobs under an objective set of criteria. The Job Evaluation Policy and Procedure aims to ensure that all job evaluation is dealt with fairly and consistently in accordance with current legislation and best practice.
- 3.2** The attached Policy and Procedure provides detailed guidance to Line Managers and employees on identifying the requirement for evaluation and the evaluation process. The procedure includes an Appeals stage and provides standard documentation which must be completed to support evaluation or appeal requests.
- 3.3** Consultation has taken place with the trades unions who fully participated in the development of the Job Evaluation Policy and Procedure with joint

working between management, HR and trades unions being undertaken to develop the Policy and Procedure. Agreement was reached to implement the Policy and Procedure on an interim basis pending Committee approval for full implementation.

- 3.4 A pool of management, employee and trade union representatives have been identified to be trained as job analysts to support the job evaluation process.

4. People Implications

- 4.1 All employees will be made aware of the procedure for job evaluation through a Core Brief message and the Policy, Procedure and supporting documentation will be placed on the HR&OD Knowledge Portal. Briefing Sessions to raise awareness of the new policy and procedure will be available to Managers and will be delivered by HR&OD.

5. Financial Implications

- 5.1.1 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 implementation of the job evaluation policy and procedure to support this commitment.

6. Risk Analysis

- 6.1 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.

7. Equalities Impact Assessment (EIA)

- 7.1 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. Job evaluation may result in the grade for a post reducing, remaining the same, or increasing. The EIA identified that the impact of job evaluation is not limited to protected individuals under equality legislation but to all individuals. The aim of the Policy is to ensure that jobs are graded fairly and equitably, and that the Council complies with equality legislation.

8. Strategic Assessment

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

9. Conclusions and Recommendations

- 9.1** The Job Evaluation Policy and Procedure has been developed in co-operation with the trades unions and provides a framework and guidelines for the job evaluation process for managers and employees.
- 9.2** The Job Evaluation Policy and Procedure aims to ensure that the job evaluation process is dealt with fairly and consistently in accordance with current legislation and best practice.
- 9.3** Committee is asked to note:
- (1) that consultation has taken place and the Policy and Procedure have been applied on an interim basis pending full approval from Committee.
 - (2) that a communication framework will be put in place to support the implementation of the Policy and Procedure.
- 9.4** Committee is further asked to approve the implementation of the Job Evaluation Policy and Procedure.

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Date: 4 June 2012

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Appendices: Appendix 1 - Job Evaluation Policy and Procedure

Background Papers: N/A

Wards Affected: All