

# People Framework

## Job Evaluation Procedure



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## Contents

<b>1. Purpose</b>	<b>4</b>
<b>2. Scope</b>	<b>4</b>
<b>3. General Principals of Job Evaluation</b>	<b>4</b>
<b>4. Job Evaluation Procedure – When should a job be evaluated?</b>	<b>5</b>
<b>5. Job Evaluation Process – How will a job be evaluated?</b>	<b>5</b>
<b>6. Job Evaluation Process – Who will evaluate a role?</b>	<b>5</b>
<b>7. Impact on Pay</b>	<b>6</b>
<b>8. Job Evaluation Process – Appeals</b>	<b>6</b>

## Tracking

<b>Policy Title</b>	Job Evaluation Procedure		
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<b>Service</b>			

## Revision History

Revision Date	Revisor	Previous Version	Description of Revision

## Document Approvals

Each revision requires the following approvals:

Sponsor Approval		Name	Date

## **1. Purpose**

As an employer, Epsom & Ewell Borough Council has a responsibility to ensure compliance with obligations placed upon us by equal pay legislation.

Job Evaluation is the mechanism which allows the Council to objectively establish the relative value of each role in the organisation compared to others across the organisation. This determines the grade of each role within the Councils pay structure to support equality in pay across the organisation.

## **2. Scope**

This Job Evaluation Policy and Procedure applies to all new and revised roles within Epsom & Ewell Borough Council with the exception of the Chief Executive and Chief Operating Officer.

The policy and procedure aims to ensure:

- That the Council is able to recognise the relative equal value of roles across the organisation
- Clarity on the purpose and role of Job Evaluation in the organisation
- Clarity on how the process of Job Evaluation is undertaken and maintained
- A consistent and fair approach to the grading and pay for roles across the organisation, and which supports statutory obligations in relation to equal pay legislation

## **3. General Principals of Job Evaluation**

All roles in the Council will be evaluated in line with the National Joint Council scheme which is based on 13 factors. Further guidance is provided in the Role Profile Guidance. The analysis will be based on the role profile for each role in the organisation and will be carried out by a trained job evaluation panel.

The Council has generic role profiles for each of the job categories with a service specific section which can be tailored to the role. Role profiles are generally written by the manager of the post, with support from HR as required. The generic role profile and person specification template should be used to ensure that all factors within the role profile guidance are covered, taking care to ensure that the profile describes the full role and all of the key components.

The job evaluation process focusses on the requirements of the role and does not consider an individual's performance.

There are three possible outcomes from job evaluation:

1. The grade of the role is increased
2. The grade of the role is decreased
3. The grade of the role stays the same

The following Job Evaluation Process details how the Council will ensure role requirements will be reviewed in support of maintaining pay and grading structures which meet our needs and obligations.

#### **4. Job Evaluation Procedure – When should a job be evaluated?**

A role is subject to evaluation in the following circumstances:

- When a new role is introduced to the Council structure
- In exceptional circumstances such as organisational change or when permanent and substantial statutory or policy changes are made to the requirements of a role as detailed in the role profile. Any changes must be agreed by the Head of Service and the source of funding for any salary increases will need to be identified from within existing budgets

Sign off will be required by Finance, HR and Chief Executive/ Chief Operating Officer prior to any job evaluation

#### **5. Job Evaluation Process – How will a job be evaluated?**

A role will be evaluated as follows:

- A generic role profile should be completed and agreed by the Line Manager and the post holder/s of the post, supported by HR and agreed by the relevant Head of Service.
- The Line Manager should produce a Business Case for the Head of Service setting out the rationale for the change and addressing how any additional costs will be met.
- Where Head of Service approval is given, the role profile will be submitted to HR for analysis by assessment by the Job Evaluation Panel.
- Where possible the job evaluation to be undertaken by the panel within a four week period from when approval is given by the Head of Service
- The role is assessed using the Job Evaluation scheme and a Job Evaluation Score is produced
- The Job Evaluation Panel will feedback to the Head of Service and HR
- Upon completion of the Job Evaluation the role will be graded as appropriate by HR, using the Job Evaluation Score

HR will then advise the post holder of the grade, (or any revised grading) and confirm the individual salary implications associated with the grading of the post

#### **6. Job Evaluation Process – Who will evaluate a role?**

Roles will be evaluated as follows:

- Job Evaluation Panels will be consist of Epsom & Ewell Borough Council employees trained in the process.
- The Job Evaluation Panels will consist of three employees one of which will be an HR representative and Staff Consultative Group representative
- No member of the job evaluation panel will be able to evaluate a role which sits within their department

## **7. Impact on Pay**

Any changes in grading and pay resulting from the Job Evaluation process will be effective from the date of the assessment.

Employees affected by a reduction in pay resulting from the Job Evaluation process will have their pay protected at their original salary for a period of three years from the date of implementation.

## **8. Job Evaluation Process – Appeals**

To ensure consistency and fairness, it is important that a review process exists in the event that a post holder or manager of a post wishes to appeal against the Job Evaluation outcome.

The aim is to find a resolution fairly and without any unreasonable delay.

Employees will need to write to the Head of HR & OD providing supporting information as to why, in their opinion, the outcome does not reflect the specific demands / requirements of the role which should be submitted in writing within 10 working days.

The appeal will be presented to a different Job Evaluation Panel for review whose decision will be final.

The review will be undertaken in line with the Job Evaluation process detailed in this policy and procedure document.

If the outcome of the appeal upholds the employee's case and results in a change, then the date of implementation of any changes to grading and pay will be effective from the date of the original job evaluation panel.