

Appendix 1

Job Evaluation (JE) and Grading Policy



Walsall Council

Version Control

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Owner	Human Resources		
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Purpose	<p>Implement the council's national and locally negotiated agreements covering job evaluation and grading, fairly and consistently in compliance with equal pay requirements.</p> <p>To meet the council's obligation to comply with equal pay and equality legislation.</p> <p>To ensure grading decisions are consistently applied across the council and all employees are treated fairly and equally.</p>		

This policy links to:

- Corporate Plan
- Walsall Proud Programme
- Pay Policy Statement
- Appeals Policy for NJC/HAY Job Evaluation
- Workforce Strategy
- Behaviour & Standards Framework
- Recruitment and Selection Policy
- Walsall terms and conditions of service (Orange Book)

This list is not exhaustive.

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1. Introduction

- 1.1 Walsall Council is PROUD. We are proud of our past, our present and for our future. The council is committed to reducing inequalities and ensuring all potential is maximized and its employment policies, procedures and guidelines are designed to support this vision and deliver the council's priorities.
- 1.2 The council is committed to creating an environment that provides opportunities for all individuals and communities to fulfil their potential. This policy provides a framework in which employees will be supported to deliver the council's priorities in line with the council's expected behaviours and values; professionalism; leadership; accountability; transparency and ethical.
- 1.3 The council's values and behaviours will be at the core of everything the council deliver and through a culture of continuous improvement the council will increase performance, efficiency and champion the design of services to meet the needs of customers. As a digital by design council, employees will be empowered to deliver new ways of thinking and new ways of working, encouraging innovation and creativity in a learning environment. The council is committed to technological investment to deliver transformation in order to improve the efficiency and effectiveness of its services, both internally and externally.
- 1.4 This policy framework promotes the council's strategic priority of internal focus ensuring all council services are effective and efficient and helps embed the behaviours and values expected of all employees as part of the Behaviour and Standards Framework.
- 1.5 The aim of this policy is to implement the council's national and locally negotiated agreements covering job evaluation (JE) and grading, fairly and consistently in compliance with equal pay requirements.

2. Scope

- 2.1 This policy applies to all council employees employed on the NJC for Local Government Service (Green Book) conditions of service (including employees within Community Schools on NJC terms and conditions);
- 2.2 With the exception of the following employees who are on non NJC terms and conditions, as different national pay bodies determine their pay and conditions;
 - JNC Chief Officers
 - Soulbury
 - Youth and Community
 - Teachers
 - NHS

3. Principles

- 3.1 To meet the council's obligation to comply with equal pay and equality legislation.
- 3.2 To ensure grading decisions are consistently applied across the council and all employees are treated fairly and equally.
- 3.3 To provide a systematic and consistent approach to defining the relative worth of jobs within Walsall Council and to enable a rank order to be developed according to the tasks, duties and responsibilities carried out by the jobholder.
- 3.4 To ensure that where work is the same or of a broadly similar nature all employees will be treated equally and any pay differential will be justifiable on the basis of a genuine material factor and does not discriminate on unlawful grounds.
- 3.5 Each job is evaluated using the NJC scheme guidance as described in the National Agreement on Pay and Conditions of Service (Green Book) and in accordance with the locally negotiated and agreed Walsall Council conventions.
- 3.6 The overall score achieved directly corresponds to the councils grading scheme. The scheme has 16 pay grades each with an allocated score range. Grades 1–13 are specified as NJC grades. Grades 14–16 are evaluated under the HAY job evaluation scheme. This is because they have achieved a factor score of 739 or more using NJC and as such require a secondary evaluation to determine their pay grade.
- 3.7 Job re-evaluation requests cannot be submitted within either 6 months of an employee commencing in post, or 6 months from the date of a previous request.
- 3.8 Where changes are proposed to organisational structures that may impact on individual posts, it may be necessary to evaluate any new or considerably changed posts in line with the relevant processes set out in section 5 of this policy. The effective date will be the date of the implementation of the new structure or the date of appointment into new roles.
- 3.9 HR will aim to evaluate jobs within the timescales outlined. However, there will be exceptional cases where these cannot be achieved. This may be due to a high number of JE requests being dealt with at any one time, major organisational reviews or availability of post holders and managers to meet with HR.
- 3.10 JE and grading for roles within the HR structure will be undertaken by an appropriate external body and will mirror the council's JE and grading policy.

4. Accountabilities

- 4.1 Managers / Head Teachers are accountable for the following;

- Applying this policy and procedure consistently, fairly and objectively in accordance with the council's vision and purpose and clearly demonstrate the council's management behaviours and values, seeking further advice and guidance from HR where necessary;
- Ensuring all new and revised posts are evaluated in accordance with the NJC/HAY job evaluation schemes;
- Responding to all requests from current employees to have their job re-evaluated;
- Responding to employees who wish to appeal the grade of their re-evaluated post;
- Resolving issues raised by individual employees relating to their job description.

4.2 Employees are accountable for the following;

- All employees should support the delivery of the council's vision and purpose, clearly demonstrating the council's behaviours and values;
- Actively engage in employment practices and processes in which they are involved and should ensure they understand this policy, seeking further advice and guidance from managers where necessary;
- Raise any concerns relating to their Job Description with their line manager in the first instance;
- Comply with the requirements of this policy and procedure and accompanying appeals policy where relevant.

5. Procedure

5.1 JE process – employee led re-evaluation of an existing job

- 5.1.1 If a post holder believes that there have been changes to their job that have substantially impacted upon its core responsibilities or general character that may affect the grading of the post, they should complete a re-evaluation request form (i.e. 'JE employee re-evaluation request' form) and submit it to their line manager.
- 5.1.2 The line manager will review the request to determine whether it is supported or not. If it is supported, approval should be obtained from the Head of Service, and the form should be sent to HR, along with a copy of the existing and revised Job Description (JD) and Employee Specification (ES) (both to be signed by the line manager and employee as a true and accurate reflection of the role). The existing structure chart should also be provided along with a revised structure chart where there is a change to the structure.
- 5.1.3 If the Head of Service does not support the re-evaluation request, they must meet with the line manager and the employee to fully explain their decision, which is final.

- 5.1.4 Where a current JD and/or ES cannot be located then the most recent copy available will be used. Where no JD/ES is available then the request will progress without reference to any existing documentation.
- 5.1.5 If the re-evaluation request is not supported by the line manager the post holder can request the decision be reviewed by the Head of Service and their decision is final. In all cases the completed forms must be returned to HR by the line manager.
- 5.1.6 If a group of post holders working to a common JD believe that significant changes have occurred in their role that may affect the grade of the post they should complete one joint re-evaluation request form and nominate one member of the group to act as the representative.
- 5.1.7 If a group evaluation impacts other service areas across the council, the Head of Service must inform the affected Head of Service of any potential impact with support from the Senior HR Advisor.
- 5.1.8 Normally within 15 working days of HR receiving the completed documentation, the employee and manager will be offered the opportunity to meet with a Senior HR Advisor to review all information submitted and to clarify any issues (if applicable). Following this review, the evaluation for the post will be undertaken and the result communicated in writing to the post holder(s) and the line manager including a copy of the JE report.
- 5.1.9 It is important to be aware that as a result of a re-evaluation request, the grade for a post could increase, decrease or remain the same.
- 5.1.10 Any increases in the grade will be implemented from the date that the Head of Service signed the re-evaluation request form, unless the manager approves a back dated request, which will not exceed a 12 month period unless exceptional circumstances apply. Any decreases in grade will be implemented from the date that the Head of Service signed the re-evaluation request form and pay protection will apply in accordance with the council's pay protection provisions at the time.

5.2 JE process – manager led re-evaluation of an existing vacant post

- 5.2.1 Where a post becomes vacant, the manager should review the role and decide if there are any changes that need to be made to the JD or ES before any recruitment process begins.
- 5.2.2 Where changes are identified, the manager should discuss this with HR to assess the significance of these changes and any potential impact upon the existing JE. Where the changes are considered to have a potential impact on the existing evaluation/grade, the manager should update the structure chart (where relevant), revise the JD/ES and complete the accompanying job evaluation form before submitting all documents to HR for grading. A re-

evaluation will then take place and the outcome communicated to the submitting manager.

5.3 JE process – manager led evaluation for a new post

- 5.3.1 A new post is a post that does not currently exist within the establishment and therefore does not have an existing grade allocated to it.
- 5.3.2 The manager should update the structure chart, complete the JD/ES and the accompanying job evaluation form before submitting all documents to HR for grading. An evaluation will then take place and the outcome communicated to the manager.

6 Quality assurance

- 6.1 Quality assurance is the final review/quality check that takes place after evaluations have been completed and will be carried out by a Senior HR Advisor with suitable expertise; this process provides the opportunity for any anomalies to be identified.

7 Grading appeals

- 7.1 The NJC job evaluation scheme is a technical process which considers the duties, tasks and responsibilities of a job against the factors in the scheme and therefore an appeal is against the evaluation outcome. An appeal is not against the NJC scheme itself, nor the pay and grading structure nor the content of the job description.
- 7.2 Appeals must be submitted in writing (using JE appeal form) within 10 working days of the notification of the re-evaluated grade, refer to the council's separate appeals policy for NJC/Hay job evaluations.