

Personnel Committee (PC) – 23 July 2019

Job Evaluation (JE) and Grading Policy and Appeals Policy for NJC/HAY Job Evaluation (JE)

1. Summary

To request Personnel Committee to approve the Job Evaluation and Grading Policy (Appendix 1) and Appeals Policy for NJC/HAY Job Evaluation (Appendix 2).

2. Recommendations

Personnel Committee is recommended to approve the Job Evaluation and Grading Policy and Appeals Policy for NJC/HAY Job Evaluation.

3. Background Information

3..1 The aim is for Personnel Committee to approve the revisions to the two policies named above.

3.2 The policies have been reviewed and updated to reflect the following very minor amendments;

- Further clarification regarding the implementation date for a revised grade (applied to both policies);
- Confirmation that the quality assurance process in the JE & Grading Policy will be conducted by a suitably experienced Senior HR Advisor.

3.3 In addition it has been agreed that the current suite of HR policies and procedures will be reviewed across the board to align with the Walsall Proud Programme and the council's vision, values and behaviours. As part of the review this policy has been re-formatted and redesigned to reflect the following principles;

- Alignment with Walsall Proud Programme and vision;
- Clear identification of accountabilities in line with behaviours;
- Clear, consistent and concise policy containing easily identifiable principles and procedure;
- Streamlined detail in the policy document with more in-depth guidance provided in the supporting documents.

3.4 This is indirectly aligned to the people priority within the Corporate Plan, reference 12, developing 'a resilient council'.

3.5 The existing Job Evaluation & Grading Procedure and Appeal Procedure for NJC/HAY was last reviewed and approved in November 2013.

- 3.6 The current process states that the implementation date of a grade increase will be the date that the Head of Service signs the paperwork, however practice has highlighted that this restriction prevents employees receiving the correct pay for work that they have been requested to do at a point in time prior to the date the Head of Service signs the paperwork and the current procedure provides no flexibility in the implementation date. In order to be responsive to the needs of the business and ensure we are meeting our obligations under equal pay requirements the reviewed policy allows for some manager discretion in the implementation date of an increased grade (Appendix 1 section 5.1.10 and Appendix 2 section 6.1).
- 3.7 There has also been a change to specify that the quality assurance process in the JE & Grading Policy will be conducted by a suitably experienced Senior HR Advisor (Appendix 1 section 6). This has been done to ensure that the most suitable and experienced officers are conducting quality assurance on JE's following organisational design changes over a period of time since the introduction of the JE & Grading procedure in 2013.
- 3.8 There are no direct contributions to the achievement of Corporate Plan priorities by adopting the proposals outlined in this report. Indirectly, there is an intangible impact on staff engagement (Corporate Plan reference 12 – a resilient council, measure 23).

4. Financial Implications

- 4.1 There is no increased financial implications associated with the Job Evaluation and Grading Policy or the Appeals Policy for NJC/HAY JE.

5. Legal Implications

- 5.1 HR policies help mitigate against the employment law risks faced by the council. The Job Evaluation and Grading Policy and the Appeal Policy for NJC/HAY JE protect the council by ensuring arrangements are in place to conduct all job evaluations in a fair and consistent way. These arrangements protect the council against equal pay claims.
- 5.2 There are no legal obligations on, nor consequences for, the Council arising from the proposals. The change made to the implementation date in the policy helps to ensure that the council continues to meet its obligations under equal pay legislation.

6. Risk Management

- 6.1 An Equality Impact Assessment has been completed please refer to appendix 3.

7. People

- 7.1 There will be no direct impact on citizens as a result of this policy.

8.0 Consultation

- 8.1 The policy has been consulted upon with senior managers and trade unions across the council between 20 June 2019 and 5 July 2019.
- 8.2 The Job Evaluation and Grading Policy and the Appeals Policy for NJC/HAY JE have limited very minor changes and therefore the feedback received has been minimal. The trade union have not raised any specific issues regarding the detail within the policies, however have made a general comment regarding the level of union involvement in job evaluation and this has also been a recent topic of discussion at ERF. HR have committed to reviewing trade union involvement as part of the wider review of pay and grading moving forward in the future.

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