

FOR PUBLICATION
JOB EVALUATION POLICY

MEETING: EMPLOYMENT AND GENERAL COMMITTEE
DATE: 27 January 2020
REPORT BY: SANDY GILLHAM-HARDY, HR BUSINESS PARTNER.

1.0 PURPOSE OF REPORT

To provide information regarding the new Job Evaluation policy and to recommend the policy for approval.

2.0 BACKGROUND

Local Job Evaluation arrangements have existed since the Local Collective Agreement in 2006 and required updating. The Council use the nationally agreed National Joint Council (NJC) job evaluation scheme supplemented by this local policy to ensure fairness, transparency and consistency and to comply with equal pay legislation.

The policy applies to all posts within the scope of the NJC green book terms and conditions for Local Government services. The policy sets out the procedure to be followed to initiate a Job Evaluation for the purposes of re-evaluating an existing job or to grade a new job. It also describes the appeals process.

Posts within the scope of the Joint Negotiating Committee for Chief Officers and Craft and Associated employees (red book terms and conditions) are not covered by this policy.

3.0 PROPOSED PROCEDURE

The aim of the policy is to provide guidance to employees and managers regarding the job evaluation of Chesterfield Borough Council job roles. Job Evaluation is a process that seeks to objectively measure the different elements or parts of a job using information provided by managers such as job descriptions and person specifications. Each element is analysed systematically to give an overall score for the job role. All jobs are scored in the same way, giving a comparison of jobs across the organisation.

In using the NJC Scheme, the council is demonstrating its commitment to operating staffing structures which are free from discrimination.

Furthermore, the council is committed to challenging pay inequalities and ensuring equal pay for work of equal value for all employees.

The policy replaces the job evaluation arrangements within the existing Local Collective Agreement with the Trade Unions.

Further training will be provided to managers on the Job Evaluation scheme to ensure they have a better understanding of the detail of the scheme and the impact their decisions may have on the Council.

The revised policy can be found at appendix A.

A full Equality Impact Assessment has been completed and is attached for information at appendix B.

4.0 EMPLOYER – TRADE UNION COMMITTEE

The proposed policy was submitted to the Employer trade union Committee on 13 January 2020 and was endorsed for submission to Employment and General Committee.

5.0 RECOMMENDATION

That the new Job Evaluation Policy be approved.

For further information on this report, contact Sandy Gillham-Hardy.