

APPENDIX

CAERPHILLY COUNTY BOROUGH COUNCIL

NOTE TO EMPLOYEES

JOB EVALUATION

1. INTRODUCTION

The Council has been involved in discussions with the Trade Unions over the past few months in relation to undertaking a local grading review using a scheme of job evaluation.

The Council and the Trade Unions have now agreed to undertake a local grading review using the Greater London Employers' Scheme of Job Evaluation.

The Greater London Scheme is being used to undertake local grading reviews by a growing number of Councils in Wales and other parts of the U.K.

The Council will be using the computerised version of the scheme to undertake the local grading review.

2. COMMENCEMENT OF THE LOCAL GRADING REVIEW

It is anticipated at the present time that the local grading review will commence in November 2004.

3. COVERAGE OF THE SCHEME

The employees covered by the local grading review will be those whose pay and terms and conditions of employment are set by the National Joint Council for Local Government Services.

Employees of the Council whose pay and terms and conditions of employment are set by the Joint Negotiating Committees for Chief Executives/Chief Officers plus certain other staff, for example, those covered by the Soulbury Committee will have their posts evaluated using the Hay Scheme of job evaluation.

There will however probably be a need for posts at the top end of the current national scales and those at the lower end of the Chief Officer scales to be evaluated under both schemes.

Craft employees will not be covered by the scheme.

In relation to those employees who are covered by the National Joint Council for Local Government Services but are employed within Schools, the Governing Body of

each School will need to determine whether it wishes to participate in the local grading review.

4. **THE CONDUCT OF THE LOCAL GRADING REVIEW**

In order for the local grading review to commence in November 2004, a number of key processes need to be put in place beforehand.

(i) **Appointment of Job Analysts**

In order to undertake the local grading review, the Council will appoint up to four Job Analysts. The advertisements for the posts will be placed internally and externally, as normal practice, within the next few weeks.

The grade of the Job Analyst posts has been set at Scale 6/SO1+.

Internal employees who wish to be considered for appointment as a Job Analyst would be seconded for the duration of the project.

A Job Description and Person Specification for the Job Analyst posts will be developed.

(ii) **Training**

Prior to the commencement of the local grading review, a programme of training will need to be undertaken for those who will be involved as Job Analysts and members of Job Evaluation Panels within the exercise.

Even though the local grading review will be undertaken via a computerised job evaluation scheme, there will still be a need for those involved to be trained in the principles and process of the Greater London Scheme through the use of the manual evaluation process. The training takes place over two days.

The Job Analysts and other appropriate officers will also be trained to use the computerised version of the scheme which has been developed by a Company called Link HR. The training related to the computerised version of the scheme is covered over three days.

Training will at the appropriate time also need to be undertaken in relation to the use of the Pay Modeller and in relation to the software used to undertake the equal pay reviews.

(iii) **How will evaluations be undertaken**

There will be no need for employees whose posts will be evaluated under the Greater London Scheme to complete Job Descriptions or to fill out a Job Questionnaire.

The process will be undertaken by a Job Analyst taking an employee, his/her Manager and his/her Trade Union representative, if appropriate, through the computerised scheme via a series of questions relating to the duties and responsibilities of the post. Employees will be given at least two weeks' notice that their post is due to be evaluated and will be given a date and time on which the evaluation will take place under the scheme of job evaluation.

At the end of the process, a profile of the job will be produced which will need to be signed off by both the Manager and the employee as being correct.

A score will then be allocated to the post related to the profile detailing the duties and responsibilities as produced.

If there is any dispute between the Manager and the employee in relation to the duties and responsibilities of the post, then this will be referred to the next appropriate level of management within the Service for a decision.

(iv) **Job Evaluation Panels**

There will be two Panels involved in the operation of the exercise.

- (a) The Job Evaluation Working Panel will comprise the four Job Analysts, four Trade Union representatives, plus the officer from Personnel Services who will be co-ordinating the whole exercise.

In order for the Panel to operate, a quorum of three people which must include the representative from Corporate Personnel need to be in attendance. One representative for the Trade Unions and one Analyst must also attend.

The role of the Panel will be to ensure that evaluations of posts covered by the scheme are consistent and will highlight any anomalies which may arise with regard to the evaluations undertaken.

The Panel will be able as necessary to refer matters of principle or process to the Steering Group for advice, guidance or decision as appropriate.

- (b) The Job Evaluation Steering Group will comprise the three local Branch Secretaries of UNISON, TGWU and GMB plus full-time officers as appropriate.

The management side will comprise the Deputy Chief Executive, the representative of Corporate Personnel from the Steering Group plus four other officers from Directorates.

A quorum of six people will be required for the group to meet.

The role of the Steering Group will be to oversee the management of the exercise on a corporate/strategic basis, to provide advice and

guidance to the Working Group as required, to determine protocols in relation to the process and to develop conventions and help text in relation to the computerised version of the scheme.

5. **PUBLICATION OF THE FINAL RESULTS**

The recently agreed pay award for employees covered by the National Joint Council for Local Government Services states that local pay reviews should be completed and implemented by all Authorities by March 2007.

In the discussions with the Trade Unions, the Council has made clear its intention that it would wish the local grading review in Caerphilly County Borough Council to be completed if possible by March 2006.

In terms of the implementation of the scheme, the Cabinet have agreed that the date of implementation of the results of the scheme will be either the date of the last evaluation or March 2006 whichever is the earlier.

6. **APPEALS**

The Appeals Panel will comprise three individuals i.e. one management representative, one Trade Union representative and one independent person who will chair the Panel.

The only criteria for appeal will be that the scheme has been mis-applied.

7. **PROTECTION AND PHASING-IN ARRANGEMENTS**

The issue of protection and phasing-in are fundamentally important to the arrangements made in relation to the implementation of the results of the job evaluation scheme.

In relation to the protection scheme, the discussions which have taken place have taken into account not only the outcomes from any job evaluation scheme, but have covered protection arrangements relating to the wider single status agenda.

The following forms the basis of the protection scheme in relation to what will be protected.

- (i) Existing salary expressed as a fixed monetary sum until the new salary passes the protected sum or the period of protection expires.
- (ii) Bonus where an all-inclusive salary or a completely new scheme is introduced, but not where alterations are made to an existing scheme.
- (iii) Terms and conditions but not hours of work.

The period of protection is as detailed below.

- (i) For a minimum of three years or until the new salary exceeds the protected one whichever is the shorter.
- (ii) For individuals who have enjoyed existing protection for longer than three years, a further twelve months' protection.

- (iii) For those already in receipt of protection for more than twelve months but less than three years, the balance of up to three years would apply, with a minimum of a further twelve months.

In relation to phasing-in arrangements, the following will apply:-

- (i) If a change is one grade or an equivalent of 10% of salary, this would be paid from the agreed implementation date.
- (ii) The balance would be paid twelve months thereafter.