

EAST HERTS COUNCIL

LOCAL JOINT PANEL - 14 JUNE 2011

REPORT BY SECRETARY TO THE EMPLOYER'S SIDE

JOB EVALUATION POLICY

WARD(S) AFFECTED: NONE

Purpose/Summary of Report

- To approve the revised Job Evaluation Policy

<u>RECOMMENDATION:</u>
That Members approve the revised Job Evaluation Policy.

1.0 Background

1.1 The Job Evaluation Protocol and Job Evaluation Appeal Process were last revised in January 2008. A review was required to ensure they are fit for purpose and aligned with current legislation and best practice.

1.2 In reviewing the two policies it was concluded that it would be easier for users if they were amalgamated.

2.0 Report

2.1 Please see **Essential Reference Paper 'B'** for the new Job Evaluation Policy

2.2 Key changes

2.2.1 The role and composition of the panel are more clearly defined in the updated version.

2.2.2 To ensure the panel receive adequate information the documentation required from managers is clearly set out and a job evaluation submission form has been included for consistency.

2.2.3 The policy now explicitly states the processes for different types of

evaluations. Evaluations for new posts, substantial changes to a post holder's role and those that are linked to restructures are defined and the process for each is explained.

- 2.2.4 The implementation date of the new grade for substantial change evaluations has been explained in more detail. In the new policy the date the job description is submitted for evaluation is used as the effective date for any change in grade. Setting a specific date ensures consistency across the Council. It also takes into account the fact that grades may both increase and decrease through evaluation, and it would be unfair to decrease an employee's salary prior to the evaluation when the exact date the job changed was not apparent.
- 2.2.5 In the original appeals process the appeal panel included a Hay representative. This approach was taken at a time when there were only a few trained evaluators within East Herts Council. Including Hay representative was both costly and timely, often delaying the process. We are now in a position where we have enough trained evaluators in-house to make up an appeals panel and therefore the need for an Hay representative has been removed. This will also be a cost saving.

3.0 Implications/Consultations

- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i>
Consultation:	Consultation has taken place with the Council's trained Job Evaluators, UNISON and Heads of Service.
Legal:	None.
Financial:	As detailed in the report
Human Resource:	As detailed in the report
Risk Management:	None.