



East Herts Council

Job Evaluation Protocol

Policy Statement

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1.0 Introduction

- 1.1 The scheme is known as the East Herts Council Job Evaluation Scheme and it has been applied since 01 May 2001.
- 1.2 New posts will be evaluated before they are advertised and may be subject to review within 6 months.
- 1.3 Any established post, which changes substantially, will be re-evaluated six months after the change, subject to job descriptions being agreed with the employee, line manager and Head of Service.
- 1.4 Posts created or changed as part of a restructure will be evaluated in accordance with the Redundancy Policy.
- 1.5 The evaluations will be carried out by joint People and Organisational Services and UNISON panels.
- 1.6 All posts will be evaluated using the Hay scheme.

2.0 Composition of job evaluation panel

- 2.1 Job Evaluations will be carried out by a joint Human Resources and UNISON panel
- 2.2 All members of the panel will be trained in the Hay Job Evaluation Scheme.
- 2.3 The panel will be made up of one Human Resources representative, one UNISON representative and one person from Human Resources, UNISON or an independent evaluator.
- 2.4 Panel members cannot evaluate their own positions, those of relatives, partners, team members or where it is felt there is a conflict of interest.

3.0 Role of the job evaluation panel

- 3.1 The panel should evaluate the job description as it is presented.
- 3.2 In the case of restructures it is advisable for the panel to evaluate all the roles in the proposed structure at the same time.
- 3.3 It is the responsibility of panel members to request further information if they believe the documents provided are not adequate.
- 3.4 At the end of each evaluation the panel should perform the following quality checks:
 - Step difference
 - Short Profiles
 - Compare grade to other roles in the team and service
 - Compare grade to other roles at East Herts with the same or similar job title

4.0 Evaluation of new posts

- 4.1 New posts will be evaluated prior to the position being advertised.
- 4.2 The Line Manager and Head of Service will agree the Job Description and Person Specification
- 4.3 The Job Description will be evaluated by a joint UNISON and People and Organisational Services Panel.
- 4.4 There is no right of appeal for new posts.

5.0 Evaluation of substantial change

- 5.1 Any established post, which changes substantially, will be re-evaluated six months after the change, subject to job descriptions being agreed with the employee, line manager and Head of Service.

- 5.2 The employee or the line manager may request to Human Resources that a job be re-evaluated and that this date shall be the effective date. All supporting documents must be received by Human Resources.
- 5.3 Results (Hay score and grade) will be issued to the postholder and Line Manager.
- 5.4 Substantial change will not automatically mean a job will receive a higher grade. It may but it could also remain the same or be allocated a lower grade.

6.0 Procedure for Substantial Change Evaluations

- 6.1 The post holder and line manager identify changes.
- 6.2 The changes are agreed between the employee and Line Manager and the Job Description amended accordingly.
- 6.3 Head of Service agreement is obtained for roles below Head of Service level.
- 6.4 The amended and original Job Descriptions and Personal Specifications are emailed to People and Organisational Services with a statement supporting the substantial changes (see appendix A) and a copy of the current structure including grades of the relevant section.
- 6.5 The Job Description will be evaluated by a joint UNISON and People and Organisational Services Panel.
- 6.6 The panel will be given the following supporting documents:
- Supporting statement from line manager/ employee
 - New job description and person specification
 - Old job description and person specification
 - Structure chart with grades

- 6.7 People and Organisational Services will email the Line Manager and employee with the evaluation score and grade of the post.
- 6.8 The Line Manager will email People and Organisational Services to confirm agreement of the new grade.
- 6.9 If the postholder or Line Manager is unhappy with the evaluation then they have the right of appeal.

7.0 Re-grading of Posts

- 7.1 Should a post be graded at a higher grade the postholder will be placed at the lowest SCP of the new grade band, unless the grade overlaps then the postholder will move to the next SCP.

8.0 Protection

- 8.1 East Herts Council will offer protection to postholders whose posts are evaluated at a lower grade than is currently paid.
- 8.2 The protection will be in accordance with the Councils Redeployment Scheme.

9.0 Evaluation for restructures

- 9.1 Posts evaluated as part of a restructure proposal will follow the process set out below.

10.0 Procedure for Restructure Evaluations

- 10.1 The Head of Service will identify the new roles required in the restructure, as outlined in the Redundancy Policy.
- 10.2 The Head of Service will devise Job Descriptions and Person Specifications for the new roles. These will be emailed to the People and Organisational Services along with the proposed new structure.
- 10.3 Each new role will be evaluated by a joint UNISON and People and Organisational Services Panel and given an indicative grade.
- 10.4 The panel will be given the following supporting documents:

- New job descriptions and person specifications
- Old job descriptions, person specifications and grades where relevant (for example if new roles closely resemble old)
- Proposed structure chart and current structure chart if relevant

- 10.5 People and Organisational Services will email the Head of Service with the evaluation score and indicative grade of the post.
- 10.6 The Head of Service will email People and Organisational Services to confirm agreement of the indicative grade.
- 10.7 The job description and indicative grade will then be used as part of the informal consultation with staff and UNISON on the new structure.
- 10.8 At the informal stage of consultation employees will have the opportunity to comment on the job descriptions and person specification.
- 10.9 If employees accept the job description proposed for them but disagree with the indicative grading they may appeal the outcome.
- 10.10 If the employee has concerns about the content of the job description that is proposed for them they may discuss these with their Head of Service as part of the informal consultation stage. If amendments to the job description are agreed by the Head of Service and employee, a job evaluation panel will be reconvened and the amended job description re-evaluated. If the employee disagrees with the outcome of this re-evaluation they will have the right of appeal.
- 10.11 The final grade of the post will be confirmed at the formal consultation stage.

11.0 Appeals procedure

- 11.1 This procedure will apply to all appeals against results using the Hay method of job evaluation.

12.0 Substantial Change Evaluations Appeals

- 12.1 If any employee wishes to lodge an appeal, against the result of their job evaluation they must submit their written appeal to the Head of Service in writing and send a copy to the Head of People and

Organisational Services within 10 working days of receipt of their result.

13.0 Restructure Evaluations Appeals

- 13.1 If any employee wishes to lodge an appeal, against the grade of job identified for them in the proposed new structure they must submit their written appeal to their Head of Service and send a copy to the People and Organisational Development during the informal consultation stage.
- 13.2 The grounds of appeal must be that the employee considers that the scheme was wrongly applied to their post. Their appeal must be based on how they consider their grade band is not accurate. They should then put forward their case for the band that they consider is appropriate.
- 13.3 The employee must submit their written appeal to their Head of Service who will pass it with comments on the accuracy of the information to the Head of People and Organisational Development. Unison Members should seek a view from their Branch Officers before submitting an appeal.
- 13.4 It is intended to deal with appeals on written evidence. However the employee will be informed of the date and time of the appeal panel, and should they wish to attend they can be accompanied by a Unison representative or a work colleague.
- 13.5 Each written appeal must state why the employee considers the grade band should be changed. The appeal can only be based on the information available at the time of submitting the JE request and the documentation submitted.
- 13.6 The appeal panel will receive a copy of the written submission and comments at least five days before the appeal hearing.
- 13.7 The appeal panel will be a Hay trained member of Human Resources, a Branch or Regional UNISON Officer, from outside the employees division and one person from Human Resources, UNISON or an independent evaluator (internal or external), all of whom have not previously evaluated the post.
- 13.8 Although the panel will only consider written evidence the employee has the opportunity to present their written submission should they wish to do so.
- 13.9 If the employee attends the appeal, the panel will be able to ask the employee questions and seek clarification on points raised in the written submission.

13.10 The panel may seek clarity about the requirements of the post being looked at from the employee and/or Head of Service/Line Manager.

13.11 The panel will then discuss the appeal and reach their conclusions. Their options are:

- Agree to change the grade banding or
- Reject the appeal

13.12 The result of the appeal will be issued to the employee as soon as possible after the hearing.

13.13 There is no further line of appeal after this process.

14.0 Policy review and amendment

14.1 This Policy shall be reviewed after two years or sooner in line with legislation and best practice.



JOB EVALUATION SUBMISSION FORM

This form should be completed by the line manager requesting to have a job evaluated, & submitted with the JD & Structure Chart.

Job Title:	_____	Job No.	_____
Reports To:	_____	Dir:	_____

The following bullet points should be used as a guide and are not an exhaustive list.

Why does this post need evaluating?

- Recruiting to a vacant post
- The post holder requested evaluation
- There has been a substantial change in place for at least 6 months
- The service is being restructured

What is the history of this post?

- It is a new post
- It is a combination of posts
- The service requirements have changed since it was last evaluated

If applicable, what are the substantial changes to this post?

- Additional / fewer duties or responsibilities

If applicable, when should the substantial change take effect from?

- Include explanation

Does this post have any managerial responsibilities?

Does this post have any budget responsibilities?