

**REPORT TO:** Appointments Committee  
**DATE:** 28<sup>th</sup> February 2008  
**REPORTING OFFICER:** Strategic Director – Corporate and Policy  
**SUBJECT:** Job Evaluation – Update  
**WARDS:** Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To report on the implementation of the National Job Evaluation Scheme.

## **2.0 RECOMMENDED: That**

- (1) the content of this report be noted;**
- (2) the Appeals process be noted and endorsed; and**
- (3) Council be recommended to endorse the process.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Council has recently implemented the outcomes for the pay and grading review. This process has analysed and allocated a basic grade to all posts on Green Book terms and conditions. All such staff have received a letter explaining their new grade and what happens from here on in.

3.2 A joint union/management work group was established which met on a weekly basis to determine various agreements in connection with the pay and grading review such as the new pay structure, the Appeals Procedure and pay protection.

3.3 Whilst the Joint Working Group was considering these matters, a team of Job Analysts interviewed all postholders, with their managers, for every job on Green Book terms and conditions to analyse the job using the National Local Government Job Evaluation computerised scheme, which then allocated a score based on set criteria. Once agreement had been reached on the pay to point's line, these scores equate to a new HBC grade as detailed at Appendix A.

3.4 Agreement was reached on all the matters as detailed in paragraph 3.2 and the Unions have consulted with both their regional and national offices regarding the outcomes of the evaluations and balloted their membership to agree to the adoption of the new pay structure, the joint appeals process and the pay protection and other arrangements. UNISON and GMB received a positive Yes vote of 78% and 73%

accordingly, to adopting the new pay structures. A Pay and Grading Framework Agreement was drafted and has been signed by all parties.

- 3.5 The letters that were sent to staff were accompanied by an information pack telling staff the full details of the Pay Agreement, how their job was assessed, what they should do if they wish to exercise their right of appeal, etc. It is important to understand that the appeals process is very different to that of traditional grading appeal. It is more of a technical process with a job analyst inputting information provided by the appellant and their manager into the NJC system. Due to this and the potential number of appeals, it has been agreed with the Trade Unions that appeals will be heard by a management representative, a Trade Union representative and a job analyst. Given this is a variation to the traditional grading appeals process, it is recommended that the Committee endorse these arrangements.
- 3.6 Non-teaching jobs in schools have been dealt with in a slightly different way. A number of generic job descriptions for administrative and technical jobs, together with Mid-day Assistants, Kitchen Assistants/Cooks, etc., have been evaluated and will be recommended to schools for adoption. Schools will be strongly advised to adopt these grades, or if they have jobs which do not fit these generic job descriptions, then to request a separate evaluation be completed. Some schools have already started this process and the JE Team have briefed staff and evaluated jobs accordingly.
- 3.7 As the Pay and Grading review can only evaluate the basic grades for jobs, management and Unions need to now consider how premium payments and local agreements such as consolidated rates will be dealt with and a separate negotiation has now commenced to address such issues and ensure corporate consistency.

#### **4.0 POLICY IMPLICATIONS**

- 4.1 The implications on the pay policy are set out in detail in this report.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The Council has made provision over recent years through the medium term financial planning process to deal with the eventualities of the Pay and Grading Review.

#### **6.0 OTHER IMPLICATIONS**

- 6.1 Now that letters have been issued to all staff, the implications for a large number of equal pay claims that have been lodged over recent months are now being considered.

## **7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **7.1 Children and Young People in Halton**

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

### **7.2 Employment, Learning and Skills in Halton**

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

### **7.3 A Healthy Halton**

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

### **7.4 A Safer Halton**

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

### **7.5 Halton's Urban Renewal**

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

## **8.0 RISK ANALYSIS**

8.1 The undertaking of the Pay and Grading Review will reduce the potential financial implications of the failure to eradicate any discriminatory pay practices from the Council's current pay arrangements.

## **9.0 EQUALITY AND DIVERSITY ISSUES**

9.1 The Pay and Grading Review was undertaken to eradicate, as far as is possible, any bias in pay, related to gender and to best protect the Council from any tribunal claims. It reflects the Council's approach to

the payment of its male and female employees and the eradication of any discriminatory practices.

**10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D  
OF THE LOCAL GOVERNMENT ACT 1972**

There are no background papers under the meaning of the Act.

## APPENDIX A

### THE NEW PAY STRUCTURE

<b>Grade</b>	<b>JE Score</b>	<b>Min SCP</b>	<b>Max SCP</b>
HBC 1	Up to 280	4	8
HBC 2	281 – 325	9	13
HBC 3	326 – 370	14	17
HBC 4	371 – 414	18	21
HBC 5	415 – 458	22	25
HBC 6	459 – 502	26	29
HBC 7	503 – 546	30	33
HBC 8	547 – 590	34	37
HBC 9	591 – 635	38	41
HBC 10	636 – 679	42	45
HBC11	680+	46	49