

GREATER LONDON PROVINCIAL COUNCIL

JOB EVALUATION SCHEME

PROCEDURAL FRAMEWORK AGREEMENT 2016

The following pages outline the Greater London Provincial Council procedural agreement for operating job evaluation. The agreement is commended to authorities for local adoption.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means electronic, mechanical, photocopying, recording or otherwise without the prior permission of the copyright holder.

This publication may not be sold, lent, hired out, or otherwise dealt with in the course of trade or supplied in any form, binding or cover other than that in which it is published, without the prior permission of the publisher.

©London Councils 2016

1. Introduction

- 1.1 The Greater London Provincial Council (GLPC) is committed to the operation of grading arrangements which are based on principles of fairness, transparency and consistency. It believes that these objectives can best be met by the application of job evaluation.
- 1.2 The GLPC has therefore developed and adopted a job evaluation scheme for use by London boroughs. The scheme builds on the best elements of schemes previously used in London and has been developed for application in conjunction with the single status agreement.
- 1.3 The scheme has been extensively tested to ensure that it is free from gender bias and discrimination. In order to ensure consistency and fairness, and to avoid challenges under the Equality Act 2010 legislation, it is important that the local operation of the scheme is free of such discrimination. The procedures set out in this agreement have been designed to meet these requirements.
- 1.4 The scheme is commended to all London boroughs for their adoption and use.

2. Local Implementation

- 2.1 An implementation procedure should be agreed at the appropriate joint machinery within each organisation setting out the terms on which the evaluation process will be undertaken.
- 2.2 The procedure should take account of arrangements for:
 - The effective operative date(s) for evaluations to take effect
 - The timing and order of evaluations of posts
 - The collection information on job content
 - The joint training and operation of evaluation and appeal panels
 - Appeals
 - Any terms for protection against loss of remuneration
- 2.3 Every effort should be made to ensure that the choice of people to participate in any part of the job evaluation process reflects the gender and ethnic mix of the workforce.
- 2.4 It is the intention of the GLPC that the job evaluation scheme be applied to all relevant posts of organisations that adopt the scheme.

3. Staff Consultation

- 3.1 Job evaluation is a matter on which there is a legitimate employee interest. Every opportunity should be taken to ensure that the scheme content is available to employees and trade unions and that it is seen to be an open and transparent scheme.

3.2 This process of information and consultation should be on-going, preferably through the medium of local joint machinery. Arrangements should be made to enable the sharing of data with the unions to encourage the consistent application of the scheme.

3.3 Information should be available to all employees about:

- Why the scheme has been devised
- The principles of equal value and fairness on which it is based
- How the scheme will be applied locally
- The scheme contents
- The arrangements for appeals and any protection of remuneration

4. Training

4.1 All management and trade unions involved in any part of the job evaluation process should be trained to equip them to participate properly. No person should be allowed to participate without such training.

4.2 Joint training should provide for a detailed understanding of the principles and application of job evaluation, as well as in the principles of equity and fairness as they apply to the job evaluation scheme.

5. Job Evaluation Practitioners

It is the intention of the agreement that job evaluation should be operated in accordance with the following criteria:

- Compilation of clear, concise and accurate information relating to the duties of each post. This will require the preparation of an agreed job description and organisation chart that reflects the responsibilities of the post. Consideration should also be given to the use, where appropriate, of a job questionnaire. A model questionnaire is available for adoption by organisations.
- Assessment of posts should be undertaken by evaluation officers fully trained in the principles, application and techniques of the GLPC job evaluation scheme. Authorities should ensure that the evaluation is assessed by more than one trained evaluator.
- There should be a central overview of the job evaluation function to ensure consistency of application and quality control of outcomes. This is particularly pertinent where the function is decentralised.

6. Employees With Disabilities

Where reasonable adjustment is made to a job under the provisions of the Disability Discrimination Act 2005, evaluation should generally follow the principle of evaluating the post not the postholder. However, if major adjustments are made to the duties of the post in order to enable a disabled person to take or stay in the job, which substantially alter the post, the job should be re-evaluated as a changed job.

7. Local Appeal Arrangements

- 7.1 Arrangements for joint appeals against job evaluation assessments should be agreed within each organisation, in consultation with the unions. The Equal Opportunities Commission (now the Equality and Human Rights Commission (EHRC)) recommends that effective appeal arrangements are established. Consequently, the GLPC takes the view that they need to be robust enough to withstand scrutiny.
- 7.2 A model appeal procedure is detailed in the accompanying Code of Good Practice.
- 7.3 Local joint appeal arrangements should establish criteria on the following principles:
- Access to appeals
 - Grounds for appeal
 - Admissible/inadmissible items
 - Conduct of appeals
 - Procedural aspects of the appeals process

8. Provincial Appeal Arrangements

- 8.1 The GLPC will not expect or encourage appeals outside of the local authority. There may be occasions, few in number, where a failure to agree is the outcome of the local appeal panel. In such cases, either party may refer the appeal to the Joint Secretaries of the GLPC for consideration. The Joint Secretaries will consider the papers relating to the case and decide whether the case should be referred back to the authority, with observations, for further consideration.
- 8.2 Should there be a further failure to agree, the matter may be referred by either party for the consideration of the Joint Secretaries whose recommendation, in this case, will be binding.
- 8.3 Any decision of the provincial machinery shall be final and no further right of appeal to national level shall arise.

9. Price Tag & Pay Structures

- 9.1 The GLPC has adopted a price tag, setting out the relationship between evaluation points and pay. The price tag should be regarded as the recommended model but may be improved by local joint agreement. Any variation in the price tag will not compromise other rights under this agreement in relation to the operation of the scheme.
- 9.1 The parties to the agreement should ensure that any variation is fair, non-discriminatory and consistent with relevant equal pay legislation.

10. Monitoring and Review

- 10.1 It is essential to provide regular maintenance of the scheme to ensure that it does not fall into misuse or become outdated. The GLPC has established arrangements to ensure regular review of the scheme. The EHRC recognises that rigorous monitoring is a core part of effective procedures.
- 10.2 At local level joint monitoring and review of the application of the scheme should be regularly conducted. The purpose of such monitoring should be to ensure:
- The interpretation and application of the scheme is consistent between different departments within the organisation, particularly where the process is devolved from the centre
 - The scheme and procedures are applied to all employees in a fair and non-discriminatory manner
 - The scheme continues to meet the needs of the local authority and its employees
- 10.3 To assist in the process of monitoring and review organisations should maintain detailed records of the application of the scheme.

11. The Role of the Provincial Joint Secretaries

The GLPC are conscious of the need for the fullest consultation and understanding between management and employee representatives on job evaluation. If difficulties arise, the Joint Secretaries remain available to conciliate and mediate.