

JOB EVALUATION POLICY AND PROCEDURE

1 INTRODUCTION

- 1.1 Job evaluation is a tool for determining the 'size' of a job, usually in the form of a number of 'points' (i.e. a job with 400 points, is a bigger job than one with 200 points). It also allows Basingstoke and Deane Borough Council to compare different jobs across the organisation, which in turn enables us to determine where jobs should be placed on the pay scale, thus ensuring equal pay for work of equal value.

2 SCOPE AND PURPOSE:

- 2.1 Job Evaluation may be used to assess any role in Basingstoke and Deane Borough Council.
- 2.2 The purpose of the job evaluation scheme is to:
- a. Establish and maintain a relationship between salaries paid to Council staff and those offered elsewhere, both in the public and private sector.
 - b. Establish and maintain a system which offers the same salary grades for work assessed to be of equal status throughout the Council.
- 2.3 The formal system used by the Council has been devised by independent Consultants and is known as 'K-Plan'.

3 METHOD OF EVALUATION

- 3.1 Posts (not people) are evaluated by a panel, which is normally made up of four trained individuals. The panel examine a Job Description, Person Specification and structure chart. If the role is currently filled, the job holder will have agreed these are correct. The panel is usually assisted by a technical witness who has detailed knowledge of the job. The function of the panel is to decide at what level each job operates.
- 3.2 The key elements of each job are known as 'factors', and once identified are further broken down into 'components'. There are **six** 'factors', namely:
- a. **Ability or Know-How** – the level and type of knowledge and skill required, and the breadth of how this knowledge is applied
 - b. **Thinking** – the variety of the problems solved and the creativity required to generate solutions

- c. **Decisions** – the degree of discretion when making decisions and the effect those decisions have
 - d. **Influence** – the span of control and the way in which influence is exerted
 - e. **Relationships** – the nature of the relationships with those both at work and outside it
 - f. **Exertion** – the amount of physical effort and mental strain required, and the environmental conditions in the workplace
- 3.3 Each factor is assessed separately against a series of criteria. The panel's decisions are converted into points and, according to the number of points awarded, the post is graded.
- 3.4 The panel members are not able to convert the levels into points and grades; this is completed by the K-Plan software system.

4 **CONSTITUTION OF EVALUATION PANELS**

- 4.1 Evaluation panels comprise of four trained assessors, each of whom will have received training and attended at least one panel meeting as an observer.
- 4.2 The panel is chaired by a member of the HR Team. Two panel members are selected by the Chair from teams which are not providing jobs to be evaluated. One member is nominated from Unison.

5 **JOB EVALUATION PROCEDURE**

- 5.1 A Job Evaluation Panel meeting is held approximately once a month, or more frequently as necessary. The Human Resources team allocate times for the evaluations at the meeting, and should be contacted by the line manager or Head of Service asking for a role to be evaluated.
- 5.2 A new or revised job description which includes the competency levels (as specified in the competency framework documentation), person specification and structure chart should be submitted to the Human Resources team at least 5 working days prior to the panel date.
- 5.2.1 This information will then be distributed to each panel member to read and prepare any questioning prior to the panel.
- 5.2.2 *Please note that failure to provide these documents on time may result in the time allocated on the panel being re-allocated to another post awaiting evaluation.*
- 5.3 A technical witness, who should be nominated by the Head of Service concerned, will be required to attend the panel to present the job description and accompanying documentation. The technical witness will be asked a series of questions about the role until the panel members are satisfied that they have all the facts.

5.3.1 *Please note that if the job description is not entirely accurate the panel may reject the post, which will need to be submitted to a later panel.*

5.3.2 Following questioning, the technical witness will withdraw from the panel and the post will be assessed by the panel members. The results are fed into the K-Plan system, which confirms the grading of the post.

5.4 The results of the job evaluation panel will normally be communicated to the Head of Service, or nominated officer, within one working day of the panel meeting and the revised job description will be recorded on HR Pro.

5.4.1 *Please note that it is the responsibility of the Head of Service, or nominated officer, to ensure that the grading of the post is communicated to the employee as soon as possible following notification (in line with Appeals procedure timescales).*

5.5 If there is a change to the grading of the post, the manager should complete a [Contract Variation Form](#) and return to the Human Resources team. A letter will be sent to the employee concerned confirming the revised grading, together with a copy of their new job description. Any roles which are evaluated at a K- Plan meeting between January and the end of March and are awarded a higher grade following the evaluation will not be awarded a salary increment in the April of that year. Therefore the first increment will be the following April subject to satisfactory performance.

5.6 If the post holder or manager requests an explanation of the outcome of a job evaluation panel, this will be provided by the Chair on the panel.

6 APPEALS

6.1 A role holder or the line manager has the right of appeal if he/she is dissatisfied with the initial evaluation of his/her post. An appeal must be based on one or more of the following criteria:

- a. The job description and person specification did not supply complete information.
- b. It is believed that an equivalent post within the council is graded and paid differently.

6.2 The offer will then be withdrawn and the post will be re-evaluated. All appeals must be submitted within 10 working days of the initial panel meeting, and will be dealt with within three months of being submitted.

6.3 The re-evaluation will be carried out by an entirely new panel. The panel shall not contain an evaluator who is a member of the same Business Unit as the

appellant. The panel will consider the same Job Description and Person Specification which were originally evaluated. The technical witness, who will be questioned by the panel shall be nominated by the Head of Service concerned. The appellant may attend the meeting to put forward his/her case, but will be required to withdraw when the panel considers its decision. The appellant may alternatively appoint a representative to attend on his/her behalf to ensure that any points of concern to the appellant are made clear to the panel. The appellant's representative may be questioned by the panel.

- 6.4 When the panel are satisfied that all the facts have been laid before them, both the technical witness and the appellant or their representative shall withdraw. The panel will then make its evaluation. If any member of the panel wishes to ask any further questions of the technical witness or the appellant's representative during the re-evaluation process then both the representative and the technical witness shall be recalled.
- 6.5 The decision of the panel shall be final.

7 REVIEW AND/OR RE-EVALUATION

- 7.1 In the event that there has been a significant change in the duties and level of responsibility of an individual's post, the Business Unit Manager or member of staff occupying the role, has the right to request a review and/or re-evaluation through the formal channels. Prior to being submitted to the Job Evaluation panel, the member of staff should discuss their job description with their line manager, who would need to support any changes. The new job description and person specification should be submitted to the Human Resources team who must agree that the changes are sufficient to warrant review and/or re-evaluation. An experienced Unison panel member may also make a judgement on this matter and liaise with Human Resources as necessary.
- 7.2 It is also essential that the Head of Service is aware that requests for re-evaluation have been made, support them and have looked at the short and long term financial implications of an increase in grading.
- 7.3 *Newly created posts must be evaluated before the recruitment process commences.*

Appendix

K-Plan Job Evaluation - Rules prior to Panel Meeting

- 1 Job descriptions (JDs) and Person Specifications must be written in a prescribed format (available under Corporate Forms on Sinbad), and must specify if the post is an Essential Car User or whether the post is politically restricted. For any new posts which are designated essential car users, the technical witness will be required to provide an estimation of the mileage to be completed by the post-holder, with details of how many days per week the post-holder will require the use of a vehicle to perform the duties contained within the JD.
- 2 JDs, Person Specifications and a current organisation chart should be submitted to Human Resources at least five working days before the date of the Panel meeting.
- 3 JDs and Person Specifications should be sent to the Panel members at least four days before the Panel meeting with a copy of the previous JD and a current organisation chart.
- 4 Existing JDs and Person Specifications should only be re-submitted to the Panel if there is deemed to be a significant change made. Please seek further assistance from a member of the Human Resources Advisory team for advice on what constitutes a significant change.
- 5 Panels must have:
 - A member of the HR team as Chair
 - One Unison representative and one Officer from Human Resources to operate the system
 - Two other members – not from teams where the posts being evaluated are from. This is to promote objectivity within the evaluation process.
- 6 Meetings will be held once a month
 - Only exceptions – major restructures when additional panel meetings will be arranged.

Rules at Meeting

- 1 The Technical Witness will introduce the post to the panel and will be asked specifically about the following elements:
 - Level of external contact,
 - What level the manager sees the post operating at,
 - Equivalent posts within their structure,

- Essential Car User status, with details of mileage and vehicle use (for new posts only),
 - Whether the post is Politically Restricted and if so, on what basis (see the [Politically Restricted Posts](#) guidance in the Staff Handbook for further details)
 - Budget resource availability (no central resources available),
 - Other questions as necessary for clarification purposes.
- 2 The Panel will reserve the right to refuse to review a JD if the JD needs significant amendment.
 - 3 The technical witness will leave the meeting to allow the Panel to evaluate the JD.
 - 4 Human Resources will inform the Manager/ Head of Service of the grading given, in writing, normally within one working day of the panel meeting.
 - 5 If an appeal is lodged, an entirely new Panel should be convened to hear the appeal.