

## **JOB EVALUATION POLICY FOR G GRADE ROLES (GLPC)**

### **1. INTRODUCTION**

#### **Job evaluation scheme information:**

- 1.1 Harrow Council participates in the Greater London Provincial Councils (GLPC) Job Evaluation scheme. The Council works in partnership with its recognised Trade Unions, using the provisions of the scheme, together with conventions to jointly evaluate job roles within the organisation.
- 1.2 The GLPC scheme covers evaluations from G1-G11 posts. Management graded posts will be evaluated using the Hay Scheme which is a different scheme.

### **2. JOB EVALUATION ARRANGEMENTS AT HARROW – WHAT HAPPENS AND WHY?**

- 2.1 The job evaluation process helps ensure that employees are paid according to the value of the work they do, improving transparency, nurturing a positive employee relations climate and underpinning the Council's compliance with Equal Pay legislation. In order to safeguard the integrity of the job evaluation process, every role profile evaluated under the GLPC Scheme is assessed by trained HR professionals and Trade Union representatives. Referring only to the Scheme provisions and disregarding external factors (e.g. budgetary pressures, grading of other jobs within the service area, abilities of the current post holder).

### **3. JOB EVALUATION ARRANGEMENTS – TO WHOM DO THEY APPLY?**

- 3.1 The job evaluation arrangements described above apply to all job roles on G Grades within Harrow Council. Governing bodies of schools within the Harrow Borough are required to adopt them for non-teaching roles. Teachers, educational psychologists, and other employees who work to nationally negotiated terms and conditions fall outside the scope of the job evaluation system. Casual/interim/consultancy assignments are not automatically subject to job evaluation, but, their terms must mirror those in place for substantially similar positions located within the organisational structure of the Council.

## **JOB EVALUATION PROCEDURE**

### **4. INTRODUCTION**

4.1 A Job Evaluation request will normally be initiated by a manager following:

- a restructure
- the creation of a new post
- an existing post holder's request in agreement with their manager.

4.2 The manager should email the following documents to Employee Relations Team. If you have any queries please contact Employee Relations Team:

4.3 Existing Post(s):

- Complete an JE Questionnaire.
- A role profile signed by both the Headteacher / manager and post holder with selection criteria please see templates on the website.
- Organisational chart of the service area including grades if available.
- Rationale for the JE e.g. reason for the JE is requested and provide any additional information including background of the role.

4.4 New Post(s):

- Complete a role profile signed by both the Headteacher / manager and post holder with selection criteria please see templates on the website.
- Organisational chart of the service area including grades if available.
- Rationale for the JE e.g. reason for the JE is requested; and provide a copy of the business case if available. any additional information including background of the role.
- Where there are queries relating to the content of the role profile; an evaluation will not be completed until all the information is received by HR.

### **5. COMPLETING JOB EVALUATION QUESTIONNAIRE AND ROLE PROFILE**

5.1 Headteachers / Managers, together with the employee, are encouraged to complete a job evaluation (JE) questionnaire. This will identify the main duties and accountabilities and assist the manager when drafting the role profile.

5.2 Once the documents have been submitted to HR it will be allocated to a member of the HR Team.



- 5.3 Where there are queries from HR relating to the content of the job description, an evaluation will not be carried out until the final version is agreed with HR.
- 5.4 HR will review the content of the job description and communicate with the manager before conducting the evaluation in order to provide the manager with guidance on appropriately reflecting the requirement of the role if necessary.
- 5.5 HR and Trade unions will hold an agreed, weekly job evaluation panel to jointly evaluate the role. HR and the Trade unions will aim to evaluate the job description within 10 working days of receiving the role profile, and questionnaire if applicable.
- 5.6 Areas of disagreement should be discussed with Union representatives and an agreement reached on the levels awarded and the grade.
- 5.7 The overall grade agreement will be confirmed to the manager and both trade unions in writing. A template letter will be to the manager for them to use to inform the post holder of the levels, agreed grade and right of appeal.
- 5.8 In addition, HR will send a job evaluation instruction form to be completed by the manager and countersigned by the HR lead, HROrg and Payroll in order to confirm the grade on the and payroll systems.
- 5.9 Where the outcome of revaluation is two grades higher than the post holder's substantive grade, management should undertake a review of their team structure and where necessary a restructure should take place ensuring consistency across grading within the team structure.

## **6. PROCESS FOR EVALUATING ROLES AS PART OF ORGANISATIONAL CHANGE**

- 6.1 For roles to be evaluated as part of an organisational change (Restructure), job evaluation panels will be convened with HR and the Unions.
  - 6.2 HR and Trade unions will hold an agreed, weekly job evaluation panel to jointly evaluate the role. HR and the Trade unions will aim to evaluate the role profile within 10 working days of receiving the role profile, and questionnaire if applicable.
  - 6.3 Please note where there is a restructure involving several job evaluations this may require additional facility time and will be discussed by the Trade unions with the service area and/ or directorates.
  - 6.4 Change project manager/ relevant manager will design role profile(s) and complete Job evaluation form in advance of consultation for new posts in respect of existing posts the original process should still apply.
  - 6.5 A copy of the proposed new structure to be submitted with role profiles for evaluation.
  - 6.6 Job evaluation is to be completed in advance of formal consultation.
  - 6.7 The HR lead will coordinate the dates and times with the unions, for a panel to be arranged. The HR lead will ensure the Change Project Manager/Relevant Manager, or nominated
- Updated September 2024



manager, is on standby to answer any questions that may arise.

6.8 HR and trade unions will jointly evaluate the roles as a panel.

## **7. MODERATION PANEL**

- 7.1. If the employee is dissatisfied with the outcome or the original panel disagrees on the scoring, a moderation panel will be arranged by HR within 5 working days to review the score and the areas the employee has raised concerns about/ of disagreement.
- 7.2. The moderation panel members consist of one trade union representative and one HR representative.
- 7.3. The panel members will not previously have been involved in the evaluation and have no vested interest in the outcome (e.g., work in the service area where evaluated job is located.)
- 7.4. Outcome of the moderation will be communicated to the employee, manager and both trade unions in writing. They must explain any adjustments made and provide justification based on the GLPC requirement and framework.

## **8. APPEAL**

- 8.1. If the matter could not be resolved through moderation, the employee may proceed to submit a formal appeal in writing. The employee should express their specific grounds for appeal and provide any additional information or evidence they believe supports their appeal.
- 8.2. An appeal must be made by the post holder to the manager in writing, within 10 working days' of receipt of the evaluation outcome. The post holder should state their grounds for an appeal including factors and levels contested.
- 8.3. The post holder can appeal against the assigned job evaluation score, for instance if they feel it does not accurately reflect the value, level, knowledge or skills of their role or if they believe there has been a procedural error leading to an inaccurate or unfair outcome.
- 8.4. The written appeal will be considered by a panel, who have not previously been involved in the evaluation and who have no vested interest in the outcome (e.g., work in the service area where evaluated job is located.)consisting of:
  - A LB Harrow HR representative (chair) nominated by Head of Employee Relations; and
  - A Trade Union Representative
- 8.5. An appeal meeting will be arranged by HR to take place within 15 working days of receipt of the post holder's appeal subject to the availability of all parties.
- 8.6. The post holder will be given 5 working days' notice of the appeal meeting and have the right to be accompanied by a union representative or work colleague.



- 8.7. The appeal panel must be provided with any additional information and relevant evidence as necessary at least 2 working days before the appeal hearing date before considering the employee's appeal.
- 8.8. The post holder and their representative will have the opportunity to present their case.
- 8.9. The post holder and their representative should make themselves available for the appeal meeting.
- 8.10. The appeal panel will focus on the factor score(s) challenged by the employee. However, this does not mean that the challenged factor(s) are the only points that the panel should consider.
- 8.11. The panel may need to consider the challenged factor(s) within the context of other awarded factor levels in order to assure that the responsibilities and scope of the job being evaluated have not been 'double-counted'.
- 8.12. Both members of the panel should agree on the outcome, however, where this is not the case the decision of the chair will be final.
- 8.13. Following the outcome there is no further right of appeal.
- 8.14. The outcome of the appeal will be notified in writing to the post holder within 5 working days of the appeal meeting. In the event this is not possible, due to absence, volume of evidence to be considered etc, this must be communicated to the employee with a reason for the delay.

## **9. PAY PROTECTION**

- 9.1 Where a job evaluation results in grade/pay reductions because of a restructure, the post holder will be entitled to protection of pay in accordance with the Managing Change Policy and Procedure.