

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 strongly encouraged 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

1. INTRODUCTION

1.1 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.

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

1.3 Existing Post(s):

- Complete an JE Questionnaire.
- A role profile signed by both the manager and post holder with selection criteria please see templates on the Hub.
- 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.

1.4 New Post(s):

- Complete a role profile signed by both the manager and post holder with selection criteria please see templates on the Hub.
- 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.

1.5 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 the HR Adviser.

2. COMPLETING JOB EVALUATION QUESTIONNAIRE AND ROLE PROFILE

2.1 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.

- 2.2 Once the documents have been submitted to Employee Relations Team, an HR Adviser will be allocated to carry out an evaluation and the manager will be given the HR Adviser's contact details.
- 2.3 Where there are queries from the HR Adviser relating to the content of the role profile, an evaluation will not be carried out until the final version is agreed with the manager and the HR Adviser.
- 2.3 The HR Adviser will aim to evaluate the role profile within 5 working days' of the receipt of the agreed role profile and inform the manager of the grade by email. *(Please note the 5 working days is on the basis that the HR Adviser has all the documents and information to evaluate the role profile).*
- 2.4 Please see the flowchart on the Hub in conjunction with this procedure to assist with the procedure.

3. OUTCOME OF THE EVALUATION

- 3.1 The Trade Union Representative will aim to evaluate the role profile within 5 working days of receiving the role profile, score sheet and JE questionnaire if applicable. Please note where there is a restructure involving a number of job evaluations, this may require additional facility time and will be discussed by the TU with the service areas and/or directorates.
- 3.2 The HR adviser should evaluate the role profile independently. Areas of disagreement should be discussed with the Trade Union representative and an agreement reached on the levels awarded and the grade.
- 3.3 The overall agreement will be confirmed to the manager in writing. A template letter will be sent by the manager for them to use to inform the post holder of the levels, agreed grade and right of appeal.
- 3.4 In addition, the HR Adviser will send a job evaluation instruction form to be completed by the manager and countersigned by the HR Adviser, SAP and Payroll in order to confirm the grade on the SAP and payroll systems.
- 3.5 If the grade is not agreed between HR Adviser and TU representative. The above procedure and time frame will be repeated again by a different HR Adviser and TU representative.

4. APPEAL

- 4.1 An appeal must be made by the post holder to the manager in writing, within 15 working days' of receipt of the evaluation outcome letter. The post holder should state their grounds of appeal including factors and levels contested.
- 4.2 An appeal meeting will be arranged to take place within 15 working days' of receipt of the post holder's appeal. The post holder will be given 5 working days' notice of the

appeal meeting and have the right to be accompanied by a Trade Union representative or work colleague.

- 4.3 The appeal meeting will be conducted by Harrow Business Partner or nominee and TU representative.
- 4.4 The post holder or their T U representative may wish to present their case. The post holder and their manager should make themselves available for the appeal meeting.
- 4.5 The outcome of the appeal will be notified in writing to the post holder within 5 working days' of the appeal meeting.
- 4.6 There is no further internal right of appeal.

5. APPEAL TO JOINT SECRETARIES

- 5.1 However, the post holder can register an appeal to the Joint Secretaries only if the local appeals panel registers a "failure to agree".
- 5.2 Appeals are required to be registered within (2 months) of an officer receiving the final decision of the local Appeals Panel and must state the grounds for the appeal.
- 5.3 Where registration of an appeal is received by the Joint Secretaries of the GLPC, both parties are required to produce case statements within (2 months) , setting out their respective arguments and the reasons leading to the outcome of the appeal at local level.
- 5.4 Where one party fails to produce documentation to meet these time limits, the Chairman of the two sides of the GLPC will decide on appropriate action in accordance with the agreed procedure.

6. PAY PROTECTION

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