

JOB EVALUATION AND GRADING POLICY

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions
- Employees on Teachers' Terms & Conditions
- Employees on Soulbury Terms & Conditions

Notes:

- This policy applies to schools that have adopted the Collective Agreement of April 2007

This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.

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1 INTRODUCTION

1.1 The aim of this policy is to implement the Council's national and locally negotiated agreements covering job evaluation and grading fairly and consistently and in compliance with equal pay requirements.

1.2 Schools that have adopted the Collective Agreement of April 2007 should also implement this policy.

1.3 In schools where the Local Authority [LA] is the employer of staff and the Governing Body have not adopted the Collective Agreement the LA may make representations to the governing body within 7 days of receiving their recommendation of a support staff appointment if the LA has concerns about the recommendation on grading.

2 OBJECTIVES

To meet the Council's obligation to comply with equal pay regulations and to comply with the [Equality & Diversity in Employment Policy](#) to eliminate unlawful discrimination in respect of:

- Age
- Disability
- Gender reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- Religion or Belief
- Sex (replacing Gender)
- Sexual orientation

To ensure grading decisions are consistently applied across the Council and all employees are treated equally.

3 MINIMUM STANDARDS

This policy lays down the minimum requirements that managers and HR staff must comply with and ensure equal pay requirements are taken into account.

4 RESPONSIBILITIES

DIRECTORS, SENIOR MANAGERS AND HEADTEACHERS\GOVERNORS

Ensuring all posts are graded in accordance with this policy.

MANAGERS\SCHOOL GOVERNORS

Administering the Council's Grading Policy and working to the minimum standards prescribed.

Ensuring all new and revised posts are evaluated in accordance with the GLPC job evaluation scheme.

Responding to all requests from current employees to have their job re-evaluated.

Responding to employees who wish to appeal their post grade.

Resolving issues raised by individual staff related to their job description.

Reviewing Career Grades and Progression Schemes in consultation with the appropriate recognised Trade Union(s).

CORPORATE MANAGEMENT BOARD

Responsible for corporate negotiations with recognised trade unions.

SERVICE MANAGER - PEOPLE

Reviewing and revising this policy jointly with recognised trade unions.

5 JOB EVALUATION [JE] AND GRADING

5.1. PURPOSE

The purpose of job evaluation is to provide a systematic and consistent approach to defining the relative worth of jobs within Lincolnshire County Council and to enable a rank order to be developed according to the tasks, duties and responsibility carried out by the jobholder.

To ensure that where work is the same or of broadly similar nature all employees will be treated equally and any pay differential will be justifiable on the basis of a genuine material factor and does not discriminate on unlawful grounds.

5.2 PAY AND GRADING STRUCTURE

The Pay and Grading structure is that agreed from time to time between the Council and the recognised trade unions for Local Government Services. [See current pay structure.](#)

5.3 JOB EVALUATION SCHEME

5.3.1 All Local Government Services posts subject to the NJC for Local Government services will be evaluated in accordance with the GLPC Job Evaluation scheme as agreed in the Collective Agreement of April 2007. See Collective Agreement and JE Scheme.

5.3.2 The evaluated score determines the salary for the job in accordance with the local Lincolnshire pay structure agreed between the Council and recognised Trade Unions.

5.3.3 A template job description [JD] and questionnaire must be completed to ensure evaluators have information in a form compatible with the GLPC scheme. See Job Description Templates on the Council intranet George.

5.3.4 The GLPC evaluation scheme and guidance on writing job descriptions in the GLPC format is available on the Council intranet George. Your HR Adviser can provide further information.

5.4. GRADING PROCESS

5.4.1 A JD and questionnaire will be written for all new posts and submitted for evaluation. The JD and questionnaire will be assessed using the electronic GLPC scheme by trained HR advisers.

5.4.2 If the initial evaluation leads to a revised JD and/or questionnaire that is submitted for re-evaluation (either from an employee through their manager or directly from a manager) the above process will be followed. A post may only be re-evaluated once.

5.4.3 An employee or manager may request a new evaluation of an existing job. A revised JD and questionnaire will be written and evaluated as in 5.4.1 above.

5.4.4 The points total for the Factor levels will determine the grade for the post in accordance with the local Lincolnshire pay structure.

5.4.5 The evaluated scores and Factor Levels will be reported to the manager.

5.4.6 All evaluations will be moderated to ensure consistency across the County Council.

5.5 GRADING APPEALS

5.5.1 The right of appeal is contained within the National Conditions of Service (Green Book), which states that: "An employee dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grading. Procedures will be agreed locally to deal with such appeals."

5.5.2 The GLPC job evaluation scheme is a technical process which considers the duties, tasks and responsibilities of a job against the Factors in the scheme and therefore an appeal is against the evaluation outcome. An appeal is not against the GLPC scheme itself, nor the pay and grading structure nor the content of the job description.

5.5.3 The Appeal Procedure is a separate policy in the Employment Manual. Employees in schools are also covered and the schools procedure is on Assimilate [previously known as NETLinc].

5.5.4 A new post cannot be appealed until the postholder has been in the post for 6 months.

5.5.5 The decision of the appeals panel is final and not subject to further review.

5.6 SINGLE SPINE COLUMN POINTS

5.6.1 The Collective Agreement provides for posts with limited developmental potential to be paid on a single spine column point, the point will relate to the job evaluation points scored for that post. The criteria for placing posts on a single SCP are attached at Appendix 1.

5.6.2 Employees engaged under the [Appointing One Point Below](#) policy are considered to be appointed to a single spine column point for a maximum period of 12 months under the policy.

5.7 PROGRESSION SCHEMES AND CAREER GRADES

5.7.1 The Council has a number of Directorate based schemes that enable employees in designated posts to progress to a higher grade or grades. Job advertisements and contracts of employment refer to the schemes that set out how employees can move from one evaluated grade to another in accordance with the scheme principles.

5.7.2 Each stage on a Career scheme is evaluated and employees must possess the knowledge and skills to work to the Job Description relating to the level of the post.

5.7.3 Employees may be appointed above the minimum of the scheme where they possess the ability to work to the higher Level Job Description.

5.7.4 Statutory qualifications (such as those for social work and finance) should be included in the appropriate job description.

5.7.5 Incremental pay progression is not relevant to those employees appointed to a single spinal column point as a spot salary. However they will still be required to have performance and development appraisals and be given a rating in accordance with the rating scale. See [Performance and Development Appraisal Policy](#).

6 ADVICE AND SUPPORT

Please contact Human Resources for advice and support.

7 ADDITIONAL RELEVANT POLICIES

[Appointing One Point Below](#)

[Attraction and Retention Policy](#)

[Appeals Policy for GLPC Job Evaluation Scheme](#)

[Capability Policy](#)

[Disciplinary Policy and Procedure](#)

[Local Scheme of Conditions of Service](#)

[Lincolnshire Pay Structure and National Allowances](#)

[Performance and Development Appraisal Policy](#)

[Collective Agreement](#)

APPENDIX 1

1 Framework guidance on Criteria for Single Spine Column Point Occupations

Occupations with the following characteristics can be considered for single pay points and will be the justification as required by the National Single Status Agreement.

- Tasks will be limited in number and be discrete with no ability to vary the work or the way in which it is carried out.
- There will be no supervisory responsibility.
- Decisions will be limited to very routine common sense matters.
- Work will be self-selecting and method of working will be laid down with no ability to vary.
- Postholders will have no authority to change the working method.
- A range of skills will not be required and limited to those required for everyday jobs.
- Formal qualifications will not be necessary.
- There will be no creative ability required.
- Any training required will be limited to a few days or less.
- There is no scope for advancement, within the Post, once individuals are competent at the basic job.

NB This list is not exhaustive; it is intended to provide guidance only.

2 Development of staff on single point jobs

There are a limited number of posts which have been placed on a single point within a grade.

This is because the job as currently designed meets the criteria as set out in the Collective Agreement.

In terms of equalities it is good practice to remove wherever possible any perceived bias.

Managers are advised either during performance and development appraisal, or another appropriate time, to review the design and content of the job to allow for development and creativity. The questions managers should ask are:

- Is there scope to increase the tasks and responsibilities in the current role which when re evaluated would allow for incremental progression within the grade?
- Does the employee have suitable skills and/or experience to undertake development?
- Activities which will enable them to carry out a revised role with incremental progression?
- Is it possible to combine one part time job with another to provide incremental progression?