

**Devon County Council  
Job Evaluation Joint Process Arrangements**

1. Purpose
  - 1.1. This is a Joint Process Arrangement between Devon County Council and its recognised trade unions UNISON, GMB and TGWU. It concerns the adoption and implementation of a job evaluation scheme and the consequent revised pay and grading structure for the council's staff employed under the National Joint Council for Local Government Services to whom the National Agreement on Pay and Conditions of Service applies. It must be noted that the issues of pay and grading will be dealt with under the terms of reference of the Reward Strategy Group.
2. Background / Context
  - 2.1. The Devon Harmonisation Agreement (First Stage) of September 1999 gave the following commitment:  
**'The parties of the Agreement are committed to the concept of equal pay for equal value and to ensuring that the provisions within the Green Book relating to Pay and Grading are fairly and appropriately implemented within the Council.'**  
(Devon Harmonisation Agreement, First Stage Paragraph 5.1, September 1999)
  - 2.2. The Single Status Group worked towards this commitment by investigating the job evaluation schemes available. It then recommended that "the County Council adopts and implements the Greater London Provincial Council Scheme for Job Evaluation, without pilot, for all Administrative, Professional, Technical and Clerical employees (including school support staff) up to grade M3; retains the HAY Job Evaluation Scheme currently in place for all managerial posts graded from D6 to D2 and ensure the meshing transparency by evaluating current M3 and D6 posts under both schemes thus working towards one job evaluation scheme for all employees. This will be known as the Devon County Council Job Evaluation Scheme."
3. Scheme
  - 3.1. The Greater London Provincial Council Job Evaluation Scheme will be used for all jobs up to M3 and the HAY job evaluation scheme will be used for jobs D6 to D2, until such time, following negotiation with the Trades Unions that Devon County Council has one scheme for all.
  - 3.2. Meshing GLPC/HAY  

All jobs currently graded M3 or D6 will be evaluated using GLPC and HAY schemes to test and ensure meshing transparency. The HAY evaluation panel for these posts will also include one of the TU representatives from the GLPC evaluation panel to act as an observer.
4. INTERIM ARRANGEMENTS
  - 4.1. From the date of this joint process arrangement, for the duration of Devon County Council's job evaluation process, there will be a moratorium on all

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applications for regrading from individual employees, covered by para.80 or HAY.

- 4.2. Applications for regrading in any job will only be considered where they meet one of the following criteria:

- 4.2.1. The job is part of a restructure or reorganisation.

- 4.2.2. The job has changed significantly.

In either case the application must have the support of the relevant Director.

## 5. PROCESS

- 5.1. The Job Evaluation Questionnaire (JEQ) will be completed jointly by the job holder and the line manager with support from the job analyst and a trade union representative.
- 5.2. In the event of a dispute in the completion of the JEQ, a statement of disagreement shall be attached for submission to the evaluation panel, giving relevant reasons and information from both parties.
- 5.3. Manual assessment by trained panellists and computer assessment by the Link software will be jointly explored with a view to using either or both methods.
- 5.4. The job evaluation panel will consist of equal numbers of management and trade union representatives plus a management chair and will total 5 with a quorum of 3 people. The panel may include the job analyst acting as panel member or chair.
- 5.5. A gender balance will be maintained on all panels wherever practicable.
- 5.6. In order to ensure adequate preparation JEQs must be received by the panel at least 5 working days in advance of the meeting to evaluate the job. Preparation is expected to form part of normal working time and not additional hours.
- 5.7. The selection of job holders for interview/completion of JEQs will be made on a random basis and pro rata to the number of job holders in each group of posts. The Job Evaluation Project Team Manager ordinarily will have the final decision to select job holders for interview/completion of JEQs in the appropriate job families.

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### 6. IMPLEMENTATION DATE

- 6.1. It is intended that the outcomes of the job evaluation process will be implemented from 1 April 2006.
- 6.2. On completion of 50% of evaluations (currently targeted for July 2005), both sides will then commence formal negotiations regarding:
  - Pay
  - Grading structure and design
  - Protection arrangements
  - Phasing-in if new pay arrangements

### 7. APPEALS/REASSESSMENT PROCESS

- 7.1. Reassessment will require a re-examination of the whole job by a different panel and results may go down as well as up
- 7.2. A request for reassessment of the job evaluation may be made by the job holder. All requests should be in writing giving the reason for the request. The result of the reassessment will be final and no further appeal will be allowed.
- 7.3. An agreed process for appeal/reassessment will be determined as a priority within this joint process.

### 8. COMMUNICATION STRATEGY

- 8.1. Job Evaluation is a joint process involving the Authority and the Trade Unions. It is recognised that effective communication and education is critical to the successful implementation and outcome of the exercise, therefore, we will keep all employees informed of the progress made.
- 8.2. To enable us to fulfil this commitment we intend to use:
  - newsletters
  - email
  - website
  - Help Line
  - Directorate Champions
- 8.3. Communication about Job Evaluation is a two-way process and staff views and comments are important in informing the project. Views will be sought and welcomed from all staff.
- 8.4. All communications will be clearly identified in order to highlight the importance to all staff. We will do this by:
  - Using the Job Evaluation slogan
- 8.5. Communications will also be:
  - Written in 'user friendly' plain language

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- Available in other formats including large print, audio tape, other languages etc.,
- Sent out as often as there is progress to report

We will also give opportunity for staff input/feedback.'

### 9. TRAINING

- 9.1. Devon County Council is committed to training for job evaluation. This will initially be provided by the South West Provincial Employers.

### 10. REVIEW

- 10.1. Job Evaluation is a continuous process and as such will be subject to regular review and update.

### 11. EQUALITIES

- 11.1. Job evaluation is an objective process that assesses the job and not the job holder. One of the reasons for selecting the GLPC scheme was the recognition that it has been proven to meet equality standards and will support the delivery of the County Council's Justice Through Equality Policies.
- 11.2. The transparency of the job evaluation process will enable monitoring to ensure the elimination of any adverse effect that cannot be justified.