

Heather Barnes  
Director of Personnel & Performance

**URGENT**

**To: Headteachers of all Devon Schools**

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Your ref:                      Date:                      16<sup>th</sup> November 2006                      Phone:    01392 383274                      e-mail: heather.barnes@devon.gov.uk  
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Dear Colleague

**Job Evaluation – Revised Timetable**

As you are aware, Devon County Council is carrying out a Job Evaluation project alongside all other local authorities as part of the Single Status Agreement. Job Evaluation aims to tackle inequalities in the workplace by rewarding equal pay for work of equal value. It focuses on the requirements for the job and not the individual and establishes a fair and equal pay and grading structure. The pursuit of this common goal is fully supported by DASH, DAPH and SHAD.

We are pleased to advise of agreement on a revised timetable for best fitting to job profiles in schools for Job Evaluation.

Following a meeting of CYPS, DAPH, DASH and SHAD with the Director of Personnel and Performance and Trade Unions Joint Secretaries, it has been agreed that to ensure a fair and thorough exercise is carried out across all schools, the deadline has been extended to **Friday 15<sup>th</sup> December 2006**. Personal Job Evaluation notification letters will now be issued to school-based staff week commencing Monday 15<sup>th</sup> January 2007. A timetable is enclosed which we would ask you to display in staff rooms.

It is vitally important that schools are part of this process and that support staff are provided with the same opportunities as other County Council staff to be rewarded equally for the jobs they carry out. It is essential that the best fitting exercise happens within the school as you know better than anyone else the different levels and responsibilities of jobs at your establishment.

Work on extending the existing profiles to aid in this task will take place within the next ten days at three special one day moderation meetings for primary, secondary and special schools respectively. Attending these meeting will be representatives from CYPS, HR, the Job Evaluation Team, the Trade Unions and a representative number of Headteachers. The extended profiles will be with you on conclusion of those meetings.

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We are aware that a large number of schools have already completed, or are near to completing this exercise. If that is the case for your school, please return your results as soon as possible, which you will be able to amend if you feel the extended profiles are more appropriate. Please note that if schools cannot complete the best-fitting exercise by the agreed deadline of 15<sup>th</sup> December, then DCC will do the best-fitting.

The deadline of 15<sup>th</sup> December 2006 is imperative, as this will ensure that the 1<sup>st</sup> April 2007 implementation date is met and that staff will still be entitled to compensation. Added to this, is a determination by heads, unions and DCC to ensure the period of uncertainty for support staff is not extended beyond that which is absolutely necessary. It should also be noted that the six week window for appeals will run from 15<sup>th</sup> January 2007 for support staff.

Thank you to everyone for their time and patience with this exercise. We understand the frustrations felt by some of you, both those who have concluded the exercise and those who have felt unable to. It is extremely important that all schools are given sufficient information from which to work to ensure that jobs are best fitted consistently and that staff are treated with fairness and equality. This is the aspiration of Devon County Council, recognised Trade Unions and Headteachers.

Yours faithfully

**Heather Barnes**  
**Director of Personnel & Performance**

**Deborah Magill**  
**Deputy Director, CYPS**

**Moira Andrews**  
**Joint Trade**  
**Unions Secretary**

**Gary Chown**  
**DAPH**

**Roger Kirk**  
**DASH**

**Cherie White**  
**SHAD**