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Your ref: Recipients Ref Date: Phone: Phone Number e-mail: Email Address
My ref: Own Reference Please ask for: Please Ask For Fax: Fax Number

Dear Colleague

Job Evaluation notification

In November last year, as part of the first stage of the notification process, you will have received a copy of the Managers' Job Evaluation briefing pack for information. Now, with the notification stage in schools approaching, please find attached an updated version which is being sent to all headteachers. Please can you ensure that this is cascaded to line managers within your school, if appropriate.

Also attached are details of your school's individual outcomes following the QA process. Whilst these are the final Job Evaluation results for your school, we encourage you to contact us if you have any remaining specific concerns. A special helpline has been put in place for headteachers from 29th January to 2nd February 2007 to answer and queries and provide assistance with the implementation of Job Evaluation. This will cover advice from the Schools' Personnel Officer on dealing with staff reactions as well as a link to a Job Evaluation analyst for expert advice on the scheme and implications. The telephone number is the same as the Job Evaluation helpline – 01392 388888. There is also information in the Job Evaluation Information Booklet and the usual helpline arrangements will recommence from 5th February 2007.

Job Evaluation, which aims to tackle inequalities in the workplace by rewarding equal pay for work of equal value, originated from the national 1997 Single Status Agreement. This committed all local authorities to reviewing their local pay arrangements and ensuring that pay and grading are fairly implemented. Job Evaluation looks at the responsibilities for the job, not individuals.

Once staff receive their personal notification letters, many will be looking to you to provide them with help, support and advice on a number of issues. The attached briefing pack aims to help answer questions you may have about how best to handle this and includes a question and answer sheet about Job Evaluation.



Every employee should have received a Job Evaluation Information Booklet, which should be referred to when staff receive their personal notification letters. Please contact the Job Evaluation helpline on 01392 388888 or email jobeval@devon.gov.uk if any of your staff have not received their booklets.

The coming months will be challenging, with some staff likely to feel very disappointed and upset by their individual outcomes. However, support and advice is in place and it is important that you are available to listen to the concerns expressed by your staff and guide them through their options.

It is also important to remember that Devon County Council's Job Evaluation project has the full backing of the Trade Unions – UNISON, GMB and TGWU – and continues to be led by a dedicated, full-time team of professionals.

If you currently deal with Sharon Samuel and Jackie Moyses in the Job Evaluation team, please can you remove them from your database and contact the Job Evaluation helpline on 01392 388888 or email jobeval@devon.gov.uk if you require any further advice.

Thank you very much for all your assistance with this important project which will ensure a fair and equitable pay structure for all Devon County Council staff.

Yours sincerely

Heather Barnes
Director of Personnel & Performance

Anne Whiteley
Director of Children & Young People's Services

Moira Andrews
Joint Trade Unions Secretary

