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Job Evaluation Policy

1. Policy Statement

- 1.1 The Parish Council is committed to the operation of a fair, consistent and equitable job evaluation scheme, to ensure equal pay for work of equal value, based on the job required by the Parish Council, not the person doing it or the number of hours required.
- 1.2 The aim is to achieve consistency of matching roles and evaluations of pay grades against local benchmark profiles, in order to maintain consistency with similar jobs.
- 1.3 The Job Evaluation Policy and supporting procedure are based on the following principles:
 - Respect, dignity and confidentiality.
 - The key principles of equal pay for work of equal value.
 - That it is the post that is assessed and evaluated and not the individual person who occupies the post at any given time.
 - That the job evaluation processes are transparent.
 - That the process is underpinned by mutual respect and partnership working between the employer and the employees.
 - An underlying principle of job evaluation activity is that Staff Panel members must not discuss any issue relating to either information supplied for, or the outcome of job evaluation with anyone other than the consultant and other Staff Panel members during convened meetings. There will be no discussions on the matter outside the convened meetings.

2. Procedure

- 2.1 The Parish Council will use an independent, experienced local consultant to carry out its job evaluation exercises, either as recommended by the West Sussex Association of Local Councils or other appropriate body.
- 2.2 The Staff Panel will assist the consultant with the process with a briefing meeting and conclusions meeting.
- 2.3 The Parish Council agrees that the results of the evaluations completed by the consultant will stand as final decisions for the Staff Panel, subject to any review request from an employee (section 5).

3. Evaluating Existing Jobs

- 3.1 Where a job has responsibilities added to it, resulting in a significant change, it is expected that the Clerk will also consider whether the additional responsibilities are new to the Parish Council or have been removed from a second job role. If the latter, the second job should also be updated by the Clerk and post holder(s), and submitted for assessment.
- 3.2 A 'significant change' is defined as changes that are great enough to:
 - Considerably increase or decrease to the knowledge, training and experience necessary for the job, or
 - Considerably increase or decrease to the "freedom to act" of the post holder(s), or
 - Considerably increase or decrease to the level of responsibility of the post holder(s).

- 3.3 Where existing responsibilities are no longer required in a role, resulting in a significant change, the Clerk should submit an amended job description for assessment, based on the revised needs of the service.
- 3.4 Where a project or an objective is set for a post holder(s) which is new but does not significantly increase responsibility, it is not appropriate to submit the updated job description for assessment.
- 3.5 In every circumstance, it is the post that is matched or evaluated not the individual who happens to be in the post at any given time.
- 3.6 The outcome of any evaluation process on a current job role may result in a decision to increase or decrease the salary scale of a post (see section 8), or for it to remain unchanged.
- 3.7 Any application for evaluation must include an effective date. In the case of a request for re-evaluation it is expected that the effective date of change should be within six months of the date of submission of the request.
- 3.8 Where apparent inconsistencies in salary scales across the Parish Council are brought to the attention of the Clerk, the Staff Panel should be notified, who will arrange for this to be investigated and appropriate action taken as necessary, to restore consistency in the pay structure.
- 3.9 It is recognised that there may be times when new or existing vacant posts may be evaluated to a salary scale where the salary level makes it difficult to recruit due to market pressures. In such exceptional circumstances the post may attract a local recruitment and retention pay premium to ensure the position can be filled.

4. Evaluating New Jobs

- 4.1 A new job is a role that has not previously been undertaken within the Parish Council or is an existing role that has been changed considerably following the resignation of a previous post holder.
- 4.2 Where a new job is created as a result of service reconfiguration or service development then it will be necessary for the job to be assessed and evaluated. This is to ensure that new jobs are evaluated and banded consistently throughout the Parish Council to ensure there are not disparities in pay.
- 4.3 A reasonable period of time, e.g. 12 months, will be allowed for the job to 'bed down' and this may vary according to the nature of the job. Once the full demands of the job are clear, if requested by the Staff Panel, the Clerk should resubmit the revised job description and job specification so it can be reassessed using the evaluation of an existing jobs process (section 3).

5. Requesting a Review

- 5.1 Where the employee does not agree with the outcome of the evaluation process they have the right to request a review within 30 working days of receipt of the outcome.
 - 5.2 A review can be requested where the post holder disagrees with the job matching/evaluation and can provide further information in support of their request for a review.
 - 5.3 An informal review can be requested to exchange information in an informal manner to help clarify issues and provide an opportunity for discussion and resolution.
 - 5.4 Where a formal review is necessary the post holder who wishes to query the result of job matching/evaluation outcome may do so by submitting details of where they disagree with the evaluation and include any additional information.
 - 5.5 The Clerk will arrange for a Review Panel to meet within 30 working days of receipt of the request.
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- 5.6 The post holder has no right of appeal beyond the Review Panel if the complaint is about the job matching/evaluation outcome.

6. Review Panel

- 6.1 A Review Panel will consist of three further members (i.e. not on the Staff Panel). Wherever practical, the aim will always be that Review Panel members will not consider a post which is directly connected with a committee that they Chair.
- 6.2 The Clerk and post holders may be contacted by a Review Panel member, to answer any questions the Panel may have or to clarify any information contained in the request or the job description or job specification. In order to protect the independence of the Review Panel, under no circumstances, will the Clerk or the post holder be required to attend a meeting with the Review Panel.
- 6.3 All discussions and decisions within a Review Panel must remain strictly confidential. The Review Panel must not under any circumstances disclose the results of the evaluation process to the Clerk or post holder(s).
- 6.4 The Review Panel will refer the results of their review and all associated paperwork back through the Staff Panel for confirmation to the Clerk and post holder(s).

7. Resolving Disagreements Following Job Matching /Evaluation

- 7.1 In the event that the post holder can demonstrate that the process was misapplied they may pursue a complaint against the process, not against the matching result or pay band evaluation. The complaint must be submitted to the Staff Panel.
- 7.2 The complaint must be made within 30 days of receipt of the original written evaluation outcome. Where a complaint is upheld, the Staff Panel will decide on the corrective action, which may be reference to a new panel of members.
- 7.3 No complaint can be made about the process being misapplied, during or after a request for a review has been made. Any complaint must be made during the original matching/evaluation process.
- 7.4 The results of any complaint will be made available confidentially in writing to the Clerk and post holder(s).

8. Changes in salary Scale

- 8.1 A post holders whose salary scale is decreased will be given a two year protection period on their current salary spinal column point. This period will commence at the conclusion of the entire process that is after a review or complaint has been concluded.
- 8.2 There will be no new spinal column points awarded by the Parish Council during the protection period but the National Pay Award will be included, as it is still a condition of the employment contract.
- 8.3 At the end of the two year salary protection period the postholder's spinal column point will change to the highest point on the new lower salary scale.
- 8.4 On conclusion of the protection period, a further two years must pass before the post holder is entitled to request a job evaluation reassessment themselves. If requested by the Staff Panel, the Clerk may be asked to resubmit a revised job description and job specification so the role can be reassessed at an earlier date if applicable but only after the protection period.
- 8.5 Where an increase in salary scale has been agreed, the increase will apply from the date at which the job evaluation outcome was agreed by the Parish Council and will apply from the next available monthly salary payment, subject to the early closing date of the payroll system.
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