

## REPORT OF HUMAN RESOURCES MANAGER

---

### **SUBJECT: PAY AND GRADING REVIEW UPDATE**

A further virtual meeting was held with the principal consultant at WME assigned to this project on 7 September 2023.

The purpose of the meeting was to discuss progress and meet the job analysts assigned to the project.

#### **Phase One**

All job descriptions and job evaluation questionnaires to have been submitted to WME by end of September with evaluations completed by mid-November.

Three information sessions were delivered via teams during August and in total 97 staff attended these. Meetings were also held with individuals and groups of staff on request to assist them with completing job descriptions and job evaluation questionnaires. All the documentation has to be signed off by the relevant line manager. The documentation is sent to the HR Manager who then sends it onto WME.

The first batch of documentation submitted to WME on 20 September 2023. In addition to the job descriptions and job evaluation questionnaires WME have been provided with detailed information about the Authority and pen pictures of each of the departments and directorates involved in the pay and grading review. This provides useful background and contextual information for a desktop job evaluation exercise.

#### **Training Date for Internal Job Evaluation Panel is:**

Thursday October 5<sup>th</sup>

12 people are attending the training including the local Unison representative.

#### **Procedures**

Draft Job Evaluation and Appeal Procedures have been prepared and are included with this Report.

#### **PCNPA Local Conventions**

'Local conventions' is the term given to the local interpretations of the wording of a job evaluation scheme, which are usually written down so that they can be applied consistently across all evaluations.

These are necessary so that any local interpretation is recorded and applied consistently to all job evaluations. For example, we may wish to develop a local convention for the following:

eg. by agreeing the financial parameters for 'considerable', 'large', 'very large' and 'extremely large' sums of money under the Responsibility for Financial Resources factor

A set of local conventions had been compiled by the previous HR Manager. These will form part of the internal panel job evaluation training so that we can agree the interpretation to be adopted.

### **Proposed Appeal Procedure**

The attached proposed procedure has been prepared based on NJC guidelines and conventions. This is a two-stage procedure and it is anticipated that the majority of appeals will be resolved at the informal stage.

The composition of the appeal panel will be dependent upon the source of the appeal and requires panel members to be fully trained in the NJC job evaluation scheme as well as having received recent equality, diversity, and inclusion training.

### **Phase 2**

Assimilating grades into existing pay structure, financial modelling and Equal Pay Audit

### **Phase Three**

Benchmarking salaries and development of a revised pay structure and feasibility study.

### **Proposed Phase Four**

Following full consideration by the Authority through the governance and committee structure Implementation and appeals process.

### **Expenditure with WME to date is unchanged**

(100 job bundle)    £9,500 + VAT

### **Recommendation: Members are asked to NOTE this report**

*(Further information is available from Joy Arkley, Human Resources Manager, on 01646 624825 – email [joya@pembrokeshirecoast.org.uk](mailto:joya@pembrokeshirecoast.org.uk))*

## **Job Evaluation Procedure (Draft)**

Job evaluation will be completed in the following circumstances:

- all new posts prior to advertisement
- When existing posts become vacant if there has been a significant or fundamental change in the job description and the job description is more than 12 months old
- Where significant organisational change/realignment requires evaluation of existing and proposed roles
- Pay and Grading Reviews
- application made by a role holder because of a fundamental and significant change in the role and responsibilities supported by the Line manager.

A minimum period of 12 months must elapse between a post being re-evaluated.

### **Job Evaluation Panels**

Job evaluation panels are responsible for scoring and agreeing the evaluation outcome. Panel members are drawn from a pool of trained internal staff and trade union representatives.

The panel should comprise a chair, and management and trade union representation. An HR Representative should be present, and HR should provide administrative support and convene panels with attention given to the membership in the context of the posts to be evaluated. All meetings will be minuted and records kept.

All panel members must be trained in JNC Job Evaluation Scheme, local conventions and any conflicts of interest declared. Panel members should have had recent equality, diversity, and inclusion training.

## **Draft Appeal Procedure**

An employee who wishes to appeal against the grading of his / her job must submit the claim in writing to management setting out the grounds for the application within 4 weeks of the publication of the job evaluation results.

### **Grounds for Appeal**

- The scheme has been wrongly applied:
- factor levels have been wrongly allocated,
- the evaluation panel has failed to follow guidance etc.
- The job description questionnaire did not provide complete information
- It is believed that an equivalent job is more highly graded and paid

### **Informal Appeal Stage**

As a first step, the appeal should be discussed with the employee, a representative of management and her / his union representative as soon as possible. A representative of HR should also be present.

Evidence needs to be provided by the employee to the appeal panel in support of their claim.

If the appeal is not settled and / or withdrawn, the first stage of the formal appeal must commence as soon as possible but within 4 weeks.

### **Formal Appeal Stage**

The appeal will be heard by a joint panel at authority level. The panel will consist of representatives from the recognised trade unions and management.

An independent person may be appointed to chair the panel.

The appeal panel members cannot have been involved in the initial job evaluation panel. A declaration of any conflict of interest must be made at the outset of the panel meeting. All members of the appeal panel will be fully trained in the application of the JNC Scheme and have had recent equality training.

The decision of the appeal panel is final.

### **Records**

The appeal panel meetings will be documented and reported into the HR Committee

## APPEAL AGAINST JOB EVALUATION RESULT

Name:	
Job Title:	
Location:	
Date of notification of outcome of evaluation:	
Grounds for appeal (delete those that are not relevant)	<ul style="list-style-type: none"> <li>the scheme has been wrongly applied:</li> <li>factor levels have been wrongly allocated,</li> <li>the evaluation panel has failed to follow guidance etc.</li> <li>The job description questionnaire did not provide complete information</li> <li>It is believed that an equivalent job is more highly graded and paid</li> </ul>
<p>Please provide a full explanation of your grounds for appeal, bringing the panel's attention to relevant evidence within the Job Description, as appropriate:</p> <p><b>Note – the job description must not be amended</b></p>	
Job holder's Declaration:	<p><i>"I confirm I agree with the content of this appeal."</i> <input type="checkbox"/> (check box)</p> <p>Name:</p>
Date:	
Line Manager's Declaration:	<p><i>"I confirm I agree with the content of this appeal."</i> <input type="checkbox"/> (check box)</p> <p>Name:</p>
Line Manager's Comments:	
Date:	

Director Declaration:	<i>"I confirm I agree with the content of this appeal."</i> <input type="checkbox"/> (check box) Name:
Date:	
<b>PLEASE FORWARD THIS FORM BY E-MAIL TO HR MANAGER</b>	
<b>For HR Use Only</b>	
<b>Date received:</b>	
<b>Deadline for appeal receipt a deadline of 4 weeks from the date of notification to the job holder</b>	
<b>Is the appeal ready to be forwarded to the Panel for consideration:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Has there been any previous appeals submitted in respect of this post, if so when ?</b>	
<b>Name of any witness to attend the panel where deemed necessary by HR</b>	
<b>Where appropriate, any contextual information for the appeal panel</b>	
<b>Date Of Appeal Panel Meeting :</b>	