

## Job Evaluation policy and procedure – GLPC Scheme

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### What is it?

Job Evaluation is the means by which jobs are assessed against a number of criteria to ensure that all elements of the role are considered, resulting in them being given a score and grade.

[The Greater London Provincial Council Scheme \(GLPC\)](#) has eleven different factors which have varying levels within them.

The GLPC scheme was developed in 2000 and is in use by other Councils in the South West.

In line with good employment practice the majority of jobs within the council have been evaluated using a job evaluation scheme. This is to ensure that jobs are graded fairly and equitably, and that the council complies with the Equal Pay Act.

### Go straight to the section:

- [Who does it apply to?](#)
- [When does it not apply?](#)
- [What are the main points?](#)
- [Application](#)
- [Job evaluation process](#)
- [Management request for evaluation](#)
- [Employee request for evaluation](#)
- [Moderation](#)
- [Appeal process](#)
- [Roles and responsibilities](#)
- [FAQ's](#)
- [Definitions](#)

### Who does it apply to?

There are two job evaluation schemes in use. The Greater London Provincial Council (GLPC) scheme is used to evaluate the majority of jobs performed in the council.

### When does it not apply?

The HAY evaluation scheme is used to evaluate the senior management jobs. A small number of jobs i.e. Teachers, Youth and Community workers and Soulbury

staff are covered by national terms and conditions, and the evaluation scheme does not apply.

### **What are the main points?**

#### **Application**

1. The process of evaluation requires a role profile for the required grade and job family and a completed role description for all new jobs. The duties described in the role description should match the level of work set out in the relevant role profile for the grade in that specific job family.
2. If there are changes to a job, the role description should be amended (or a new role description created) highlighting the changes to the role.
3. Any new jobs or changes to jobs should be cost neutral or part of a restructure where savings are provided.

#### **Management request for evaluation**

4. Your manager can make a request for a role to be evaluated in the following circumstances:
  - Where the role is new to the council
  - Where there is an internal re-organisation which results in a change in the duties of the job
  - Where there is a temporary re-organisation to the team which results in a temporary new role or temporary change in job duties
5. All requests for a role to be evaluated must have the budget agreed by Finance before being submitted for evaluation.
6. An individual role will not be re-evaluated in isolation unless there are exceptional circumstances.
7. For new jobs, your manager is required to complete a role description to match the relevant role profile for the required grade and job family, and submit this to HR for evaluation.
8. For jobs which have changed due to growth or re-design, your manager is given a single opportunity to make any amendments to the role description, by submitting a revised or new role description to HR for evaluation.

9. It is your manager's responsibility to ensure that revised role descriptions are completed within 8 weeks of the change to that job. Any change to the grade as a result of re-evaluation will not be backdated more than 8 weeks from submission of the revised role description.

### **Job Evaluation process**

10. The evaluation of the job is carried out by a trained panel comprising three evaluators. Wherever possible, the panel will comprise of a union representative, a department representative and an HR representative.
11. The evaluators consider each job against a suite of agreed role profiles that set out the level of work required of the grade within the relevant job family.
12. The GLPC job evaluation scheme is a points rating scheme. Each role profile has an agreed set of factors and this has a points score. The individual factor scores are added together to produce the total score for each role profile which enables the role profile grade to be determined. The role description is then matched to the appropriate role profile.
13. The job evaluation scheme guidelines and the job family information pages provide further information on the process.
14. HR will inform your manager of the agreed profile and grade for the job within 4 weeks of submitting the role description.
15. If a job has been re-graded as a result of an evaluation, the change of grade will not be backdated more than 8 weeks from submission of the role description.

### **Moderation**

16. To ensure that the GLPC scheme is appropriately applied and that there is continuity and consistency in the results, the evaluation process and a sample of the scores are checked externally by job evaluation specialist at the South West Regional Employers.

### **Appeal process**

17. You do not have the right to appeal against an evaluation of a **new** job. You must perform the new job for 6 months before you are able to request a revised role description to be completed.

18. You do have the right to appeal against the evaluation of a change to job duties. You must complete and submit an appeal form within 4 weeks of receiving the notification of the outcome of the panel.
19. You do have the right of appeal against the evaluation of a moderated grade. You must complete and submit an appeal form within 4 weeks of receiving the notification of the outcome of the panel.
20. If your appeal against the evaluation of a moderated grade falls within the redundancy and service redesign process, you must complete and submit the service redesign appeal form within a maximum of 10 working days of the ownership decision to the manager responsible for the ownership selection process.
21. The appeal form and role description will be reviewed at a panel comprising three trained evaluators who are different from the original evaluators.
22. You will be notified of the outcome within 4 weeks of receipt of the appeal form.
23. There is no further right to appeal.
24. You are not able to submit a new role description within 6 months of the hearing of the appeal unless the job has been subject to re-structure.

### **Roles and responsibilities**

#### Employee responsibilities

25. Ensure that you have read and understood the GLPC scheme.
26. Appeal forms must be submitted within the required deadline of 4 weeks.

#### Line manager responsibilities

27. Ensure the correct role profile is selected and a role description is carefully and fully completed in line with the guidelines. A new or revised role description must be completed within 8 weeks of the change to the job.
28. Communicate results of evaluation to employee clearly.
29. Complete change forms promptly and send them to HR payroll administration.

30. Ensure paperwork is forwarded to HR.

#### HR responsibilities

31. Work with managers to ensure they have fully understood and correctly completed the role description against the correct role profile.
32. Ensure paperwork is forwarded to JE administrator as soon as possible.
33. The JE administrator will book jobs onto a panel and ensure paperwork is circulated a week in advance.
34. The JE administrator will communicate the results to HR promptly after the panel.

#### Frequently asked questions

- 35. Who agreed that Wiltshire Council would use the scheme?**

The scheme was originally adopted as a collective agreement between Wiltshire County Council and the Trade Unions in 2007 and now applies to all staff who are subject to the National Joint Council (Green book) for Local Government services, whatever their job and wherever they work.

- 36. How is my job evaluated?**

A role profile is selected and role description completed (previously Job Evaluation Questionnaire (JEQ)) which contains information about the duties of the job. The information contained in the role description is assessed against the levels of work set out in the relevant role profile and the agreed factor levels for the profile from the JE scheme.

- 37. Who completed the JEQ/RD for my job?**

The JEQ/role description would have been completed by your manager and agreed with the post holder at the time (if that was not you). The information contained within it is regarded as a fair and accurate statement of the job content. You can request a copy of the JEQ/role description from your manager.

- 38. Can I know the identity of the panel members who evaluated my job?**

No. It was a part of the Collective Agreement that individual panel members would remain anonymous.

**39. My job has changed since the original JEQ was completed. Can it be re-evaluated?**

Yes, if this is in line with the criteria stated above. Your manager will need to decide whether to submit a new or revised role description and should agree the content with you. This will be reviewed against the original JEQ/role description and the relevant role profile for the specific job family.

**40. Am I able to see a break down of the results of my job?**

Yes. Once the results are back your manager will go through them with you.

**41. As a manager, am I able to challenge the results?**

You are able to complete a new or revised role description if you realise that you left out significant important information from the original JEQ/role description.

**42. As an employee am I able to challenge the results?**

You will need to make an [appeal](#) if you do not agree with the evaluation of the job. However, the only ground for appeal is that the interpretation of some information in the Job Evaluation Questionnaire (JEQ) or role description was incorrect.

**43. I am about to start a job which is new to Wiltshire Council. What if the job does not develop in line with the JEQ/RD?**

If you are the first jobholder in a new job, you are entitled to a review of the JEQ/role description with your manager after 6 months in the job. Any significant changes to the role can be submitted for re-evaluation.

**44. My job has become much busier and I am dealing with much higher volumes of work. Can I apply to have the job re-graded?**

No. You can only submit a new or revised role description if duties or responsibilities of the post have changed, not the volume. If the volume has increased you need to speak to your manager about your workload.

**45. I have higher qualifications than outlined in the JEQ/role description for my position. Can these be taken into account when assessing my job?**

No. It is the job that is assessed, not the person doing the job. The grade would apply to whoever was doing the post.

**46. My post has been re-graded to a higher grade through the JE process. Will I receive an increment on progression to this new grade?**

If your post has been re-graded to a higher grade, your new salary will be one increment above your current salary or at the minimum of the pay scale for the new post, whichever is higher.

**Definitions**

GLPC - The Greater London Provincial Council scheme  
JEQ – Job Evaluation Questionnaire

**Equal Opportunities**

This policy has been Equality Impact Assessed to identify opportunities to promote equality and mitigate any negative or adverse impacts on particular groups.

Managers will make any necessary adjustments to ensure that all employees are treated fairly. For further information see the guidance on equal opportunities in (link to equal opps guidance)

**Legislation**

This policy has been reviewed by the legal department to ensure compliance with our statutory duties.

**Further advice and information**

For further information please speak to your supervisor, manager, service director or contact your HR adviser.

Manager guidance and supporting documents are available on HR Direct to use when following this policy and procedure.

Policy author	HR Policy and Reward Team – (RW)
Policy implemented	9-03-2011
Policy last updated	25.05.2017 (LF)