

**PROJECT DOCUMENTATION**

**HIGHLIGHT REPORT**

**Job Evaluation**

Date: 13 June 2007

**This Project utilises Chorley Borough Councils Project Management Methodology**

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## Highlight Report

### Purpose of Document

To provide the Project Board with a summary of the stage status at intervals defined by them.

### Date of Report

13 June 2007

### Period Covered

From 10/01/07 to 13/06/07

### Tasks Completed

The QA process was completed and the rank order of all posts signed off by both Management and Trade Unions at the Project Steering Group on 13<sup>th</sup> April 2007. At this stage Chorley Community Housing were given a complete list of all posts evaluated within the Housing Directorate and then subsequently removed from the Council's data for purposes of pay modelling and negotiation.

Following sign off management prepared options for the pay modelling and agree which terms and conditions of employment would form part of the negotiations..

The first negotiation meeting was on 27<sup>th</sup> April 2007 and 4 successful meetings have been held with the negotiations progressing well.

We are on target to take recommendations forward to full council on 10<sup>th</sup> July 2007 for approval. It is likely that the union will need to have sign off at a national level, but it is hoped that this can be a "rubber stamping" exercise only due to the high level of regional involvement there has been in the negotiations.

A large communication exercise has taken place with the Deputy Chief Executive and Director of HR going to all Directorates to provide information and answer questions on the JE process. This has been very successful and helped to alleviate staff concerns.

### Actual Problems (Issues)

Due to the high number of restructures in the Council a significant number of new posts have been created these posts have not been through the JE process. It is hoped these will be evaluated following further JE training, which is scheduled for 19<sup>th</sup> & 20<sup>th</sup> June 2007.

### Potential (Risks)

Equal pay claims – any employee whose pay is increased following job evaluation can submit an equal pay claim, claiming 6 years back pay against the Council to an Employment Tribunal. In order to win the case they need to prove that they have a comparator post of a different gender to

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themselves from within the Council. We are looking to complete a detailed equal pay audit to assess this risk.

Salary Reduction – If an employees salaries reduces as a result of job evaluation and implementation of the new pay and grading structure it could potentially mean we have an increased number of staff leaving. Again we can mitigate against this by considering protection options.

#### **Forward Plan**

To train at least 12 staff, combining both management and trade union representatives to work on joint panels for the ongoing JE process.

To Job Evaluate all the newly created posts.

To successfully negotiate a new pay and grading structure within budget constraints.

Communicate to staff on points, pay information and the appeals procedure to be released.

To successfully implement the new pay and grading structure.

To embed job evaluation as part of the Authorities normal practices.