

Job Evaluation Policy

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DOCUMENT TRACKING SHEET

Job Evaluation Policy

Version	Status	Date	Issued by	to/approved	Comments
3.0	December 2022 Policy was archived and included within the Staff Handbook – Our People Policies. Decision made to separate all policies and re-instate as individual policies in April 2023				
3.1	Draft	July 2023			Review of document to ensure it is up to date and fit for purpose
4.0	Approved	July 2023	Joint Negotiating Forum/ Chief People Officer		Approved Assurance given to Workforce and OD Committee – Sept 23

REFERENCES

[Employment Act 2002](#)
[ACAS Code of Practice 2003](#)

RELATED POLICIES/PROCEDURES/protocols/forms/leaflets

SUMMARY OF CHANGES

Date	Author	Page	Changes (brief summary)

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1 INTRODUCTION

- 1.1 KMPT is committed to achieving an equitable and robust pay structure through a comprehensive job evaluation system for all posts across the organisation, however this policy does not cover the evaluation of very senior managers this is covered by the Senior Salaries review or Doctors which is covered within the remit of the Doctors and Dentists Review Body.
- 1.2 The Agenda for Change (AFC) agreement incorporates a Job Evaluation Scheme, which has been used to determine the banding of all existing posts in the organisation, working in partnership with the Trade Unions, and will continue to be used in future, both for determining the banding of new posts and for reviewing the banding of existing posts. Each post will be matched to a nationally agreed profile, locally evaluated or measured by a combination of both processes. This policy covers management requests for a post to be considered for banding which has arisen for the following reasons:
- New posts
 - The level of responsibilities and duties of the post have significantly increased or decreased.
 - Where there has been a general reorganisation of work within a team/department and this has significantly affected the job.
- 1.3 When a new post is required or a job role has significantly changed the manager will write/rewrite a job description and person specification and submit this along with an organisation chart and signed job evaluation request form which is available on iconnect. This should be submitted to the Employee Relations (ER) Department.
- 1.4 The Job Evaluation panel should normally be made up of a minimum of three members, all of whom should be fully trained in the NHS Job Evaluation Scheme. One of the panel members must be a representative from Staff Side in order to continue the partnership working embodied in the Agenda for Change agreement, together with a member of the Employee Relations (ER) Department, who will act as Chair and record the outcomes of the panel. Two panel members may constitute a panel if it is not possible to appoint a third member. The panel under these circumstances must include a chair from ER and a staff side representative.
- 1.5 Panel members must be independent of the service area from where the request was made. They will not have been involved in the preparation or have given advice on the banding request.
- 1.6 A Job Evaluation Panel will normally be scheduled monthly. This may change dependent on the volume of posts submitted for evaluation.
- 1.7 Panels will be scheduled by the ER department and paperwork will be prepared ready for the panel to meet.
- 1.8 Evaluation requests will normally be undertaken at the next nearest panel following receipt of a signed and completed Job Evaluation Request form to the ER Department. The KMPT Scrutiny Panel would need to confirm that the job can be evaluated. The ER Department will arrange for this request to be made following receipt of the form and job description. The grading outcome will be confirmed in writing to the manager identifying the band the post has been matched against. The effective date of any resulting re-banding will normally be the date of the job matching panel.

2 PROCEDURE FOR BANDING NEW POSTS

- 2.1 When an employee leaves KMPT the job description needs to be reviewed and managers should consider whether they wish to replace like for like, skill mix or create a new role. Completely new posts may also be created as a result of changes and developments within KMPT.
- 2.2 New job descriptions should be submitted to the Employee Relations (ER) Department at kmp.hr@nhs.net. The ER Department will be able to filter posts that do not need to progress through to job matching/evaluation process.
- 2.3 In cases where the job description is significantly different to any previously banded jobs and the position is vacant and needs urgent recruitment, the job description may be suitable for a “desktop” evaluation. This is where a suitably qualified and experienced job evaluation practitioner within the ER Department may scrutinise the job description using the AFC Job Evaluation Scheme and provide a provisional banding so as not to hold up recruitment.
- 2.4 The manager, and where possible, an employee from the sphere of work may be required to answer questions about the post so contact details need to be provided the outcome of this desktop evaluation will form the provisional pay band for the post and it may be advertised, subject to KMPT’s recruitment procedures. The successful candidate(s) should be advised of the provisional nature of the pay banding. Where the job is significantly similar, it will be clustered with other similar jobs and given the same banding. At the earliest opportunity a properly constituted panel will confirm, or otherwise, the banding of the new post if formal matching is possible.

3 PROCEDURE FOR REVIEW OF EXISTING POSTS

- 3.1 All posts change and develop over time, but this will generally not have a significant impact on the job content and is unlikely to lead to a change of banding.
- 3.2 Managers have a responsibility to ensure that the job descriptions are reviewed and updated each year as part of the appraisal process. This will ensure that any changes to working practices are quickly incorporated into the job description and that it remains an accurate description of the job actually being done by the employee and will help in identifying training needs and determining personal development plans.
- 3.3 Where there may be significant changes to the job content or person specification, primarily as a result of organisational change or service redesign, the revised job description and person specification should be submitted to the Recruitment Scrutiny Panel who will evaluate the wider impact of any potential increase in banding. The Recruitment Scrutiny Panel will either approve or reject the job description to go forward to a Job Evaluation panel for re-matching. Managers should give thought to the effect these changes may have on other roles across the organisation and balance what is necessary to deliver the service with budgetary control.
- 3.4 Where, exceptionally, an employee requests a review of their job banding outside of the annual review process, they must submit evidence to their manager of which factors of the job have changed relative to their previous job match. An increase in the volume of existing work will not normally constitute sufficient grounds for such a request. The manager should also give due regard to the structure of their department and the requirements of the role.

- 3.5 Where a manager agrees the changes to the role the revised job description and supporting evidence should be put forward to the next available Recruitment Scrutiny Panel for consideration.
- 3.6 If the job description is forwarded for job matching, both the employee and the manager may be required to be available to answer questions that may arise from the panel.
- 3.7 Where no agreement is possible between the manager and employee of the changes to the job description the matter should be referred to the Head of Service, whose decision on the job content will be final. Where an employee is required to revert to the original job description following the decision of the Head of Service, this may require an agreed action plan and managerial support.

4 EQUALITY IMPACT ASSESSMENT

- 4.1 The Equality Act 2010 places a statutory duty on public bodies to have due regard in the exercise of their functions. The duty also requires public bodies to consider how the decisions they make, and the services they deliver, affect people who share equality protected characteristics and those who do not. In KMPT the culture of Equality Impact Assessment will be pursued in order to provide assurance that the Trust has carefully considered any potential negative outcomes that can occur before implementation. The Trust will monitor the implementation of the various functions/policies and refresh them in a timely manner in order to incorporate any positive changes.

5 HUMAN RIGHTS

- 5.1 The Human Rights Act 1998 sets out fundamental provisions with respect to the protection of individual human rights. These include maintaining dignity, ensuring confidentiality and protecting individuals from abuse of various kinds. Employees and volunteers of the Trust must ensure that the trust does not breach the human rights of any individual the trust comes into contact with.