

EMPLOYMENT PANEL

FRIDAY 10 MAY 2013 AT 9.35AM

PRESENT: Councillor Glover (Chairman), Councillors Atkinson P, Hendry, Mallinson J, Mitchelson and Weber.

OFFICERS: HR Manager
Financial Services Manager

EMP.06/13 APOLOGIES FOR ABSENCE

No apologies for absence were submitted at the meeting.

EMP.07/13 DECLARATIONS OF INTEREST

There were no declarations of interest affecting the business to be transacted at the meeting.

EMP.08/13 MINUTES OF PREVIOUS MEETING

RESOLVED – That the minutes of the meeting held on 10 May 2013 be agreed as a correct record of the meeting and signed by the Chairman.

EMP.09/13 CHANGES TO SOME JOB EVALUATION ARRANGEMENTS

The HR Manager submitted report RD.10/13 regarding an efficiency review of the job evaluation practices and arrangements.

The HR Manager reminded the Panel that the Council had implemented a new pay policy on 1 March 2010, a key feature of which was that job grades were to be established using job evaluation schemes.

An efficiency review on job evaluation processes and arrangements had been carried out using Lean Systems methodology by a review team which included one manager, a representative from IT, a trade union member and an HR advisor. The key findings from the review highlighted issues with the amount of time it took to gather and record information; the number of times an individual had been subject to a review and a need to formalise processes when the line manager and the employee could not agree over tasks carried out. Proposals had been developed to address the concerns identified by the review without compromising the integrity of the process and principles.

The HR Manager summarised the proposed changes as detailed in report RD.10/13. The changes would reduce the amount of time evaluators spent on each job and would also reduce the cost of paper involved in the process. The proposed changes would also reduce the length of time an employee had to wait to ask for an evaluation from 2 years to 1 year.

The proposed changes had been incorporated into a revised Pay and Policy Arrangements document under part 2 paragraphs 2 and 4. The internal administrative processes had been included in a document called Grading Reviews: Procedures for Grading Jobs, Reviewing Grade and Appeals which would allow for more guidance including sample forms.

The Panel agreed that the consultation document was fair and clear and emphasised staff engagement in the process. The Panel agreed to the changes set out in the report and highlighted the importance of a robust appeals process. The Panel felt that it would be appropriate to link the annual appraisal process with Job Evaluation as another opportunity to look at jobs and any potential changes. A Member commented that the City Council's pay scale demonstrated that the terms and conditions for employees were not excessive in nature.

RESOLVED – 1) That the revised Pay and Policy Arrangements document be agreed for consultation.

2) That the results of the consultation be circulated to all Members of the Employment Panel.

3) That the Chairman of the Employment Panel be delegated to approve the Pay and Policy Arrangements following the consultation provided there are no significant amendments to the document. Any amendments or comments received would be considered at a meeting of the Employment Panel.

EMP.10/13 CHAIRMAN'S COMMENTS

The Chairman informed the Panel that the HR Manager would be leaving the authority in June following 15 years of service at the City Council.

The Panel thanked the HR Manager for all her hard work and advice over the years and wished her well in the future.

(The meeting finished at 10.00am)