

Surrey Heath Borough Council
Employment Committee
13 July 2023

Job Evaluation Policy & Procedure

Head of Service Sally Kipping – Head of HR, Performance & Communications
Report Author: Julie Simmonds – HR Manager,
Bobbie Ludlow, Snr HR Advisor
Key Decision: no
Wards Affected: n/a

Summary and purpose

This report provides the Employment Committee with details of a new Job Evaluations Policy and Procedure. This is a process of evaluating roles fairly across the Council taking into account the responsibilities of a role. The draft Policy was reviewed by the Joint Staff Consultative Group at its meeting on 15 June 2023.

Recommendation

The Committee is advised to RESOLVE that the Job Evaluation Policy & Procedure, as attached at Annex A to this report, be adopted.

1. Background and Supporting Information

- 1.1 This policy will be reviewed and monitored within SHBC so all staff are aware of the process, ability to request an evaluation within the criteria's detailed in the policy.

2. Reasons for Recommendation

- 2.1 To ensure that all SHBC staff are aware of this policy and its contents so staff are aware of the criteria for a re-evaluation or evaluation of a role.

3. Proposal and Alternative Options

- 3.1 It is proposed that this Policy is adopted, with or without any further amendments considered appropriate. It should be noted that if material changes are requested, the Policy may need to be referred back to the Joint Staff Consultative Group for further consideration.

4. Contribution to the Council's Five Year Strategy

4.1 No matters arising.

5. Resource Implications

5.1 No increase of resources required.

6. Section 151 Officer Comments:

6.1 This Job Evaluation Policy was taken to CMT for review and comment on 30 May 2023 and any comments from the S151 Officer have been incorporated

7. Legal and Governance Issues

7.1 No matters arising.

8. Monitoring Officer Comments:

8.1 This Job Evaluation Policy was taken to CMT for review and comment on 30 May 2023 and any comments from the Monitoring Officer have been incorporated

9. Other Considerations and Impacts

Environment and Climate Change

9.1 Supports the Council's pledge.

Equalities and Human Rights

9.2 Equalities Impact Assessment will be completed.

Risk Management

9.3 n/a

Community Engagement

9.4 Not applicable.

Annexes

Annex A – Job Evaluation Policy & Procedure