

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

Employment Conditions Committee: 23 March 2005

Report of Chief Executive

SINGLE STATUS/JOB EVALUATION

Background

1. At a meeting of this Committee on 24 November 2004 a report was considered which dealt with the implications of the 2004/2005 pay award for NJC staff.

2. The Committee resolved (Minute No. 7) that:

"a joint steering group of officers and Trade Union representatives be established to start negotiations about undertaking a local pay review, including the introduction of job evaluation and local terms and conditions of employment,

this group report back to the Employment Conditions Committee in the near future with details of an implementation plan, estimate of costs and possible implications for the Council."

Issues

3. This steering group met on 23 February and again on 9 March 2005 and discussions have taken place around the selection of a job evaluation scheme, an implementation plan, and the organisation of groups to carry out the single status exercise.

4. One of the first decisions that has to be made is which Job Evaluation scheme should be used by the Council for staff covered by the NJC agreements.

5. When the single status agreement was first settled nationally in 1997 an NJC Job Evaluation Scheme was drawn up in consultation with the relevant Trade Unions. Many local authorities started to use this scheme but after a period of time a lot of them encountered problems with the NJC Scheme.

6. Other Job Evaluation schemes also exist and the one which is used by a lot of authorities is the one drawn up by the Greater London Provincial Council. This was first designed in 1965 and has been updated and revised since then and produced jointly with the Trade Unions. It has been used to evaluate over 100,000 jobs in the GLPC area.

7. These two schemes are the ones that would be most appropriate for the Council to use as they were designed specifically for use by local authorities. A considerable amount of information has been gathered from other local authorities both in England and Wales on their experiences of using both schemes and from that information it would

appear that there would be definite advantages to the Council to use the GLPC Scheme.

8. Sixteen Welsh Authorities are using the GLPC scheme and at least four of these started using the NJC scheme, experienced too many problems and have since moved to the GLPC one. Two Welsh Authorities are using the NJC scheme and four others are still considering which scheme to use but are hoping to use the GLPC one. Therefore the Council will be able to obtain a large amount of information from other authorities in Wales on how best to implement the GLPC scheme and a collaborative working group is being set up to facilitate this.
9. The cost of purchasing the GLPC scheme is £10,000 which is comparable with the cost of the NJC scheme.
10. It is also proposed that the computer software associated with the GLPC scheme is purchased to enable the exercise to be completed more quickly. Purchasing Pay Modeller software too will assist with devising a new pay and grading structure. The cost of this software is £35,787.
11. If it is agreed that the GLPC scheme be selected for staff covered by the NJC agreements then the scheme and the associated software can be purchased from an underspend in the HR budget for 2004/05. This would allow the additional financial allocation that has been made in next year's budget for Job Evaluation to be used on employing job analysts.
12. Undertaking Job Evaluation is likely to take eighteen months to two years to complete and during that time will require a huge time input from both officers in HR, service area reps and trade union representatives. This needs to be acknowledged by the Council as it could mean that certain other tasks are not completed quite so quickly and will also involve the Trade Union representatives in additional time away from their "day job".
13. Once a scheme has been purchased there will be a need for officers and trade union representatives to be fully trained in the operation of the scheme.

Proposals

14. It is proposed that the GLPC Job Evaluation Scheme be selected by the Council for staff covered by the NJC agreements, that the scheme and associated software be purchased and that relevant training be provided as necessary to enable progress to be made with the job evaluation exercise.

Investment for Reform/Benefit to service user

15. In undertaking the pay review and job evaluation the Council will be able to tackle the issue of equal pay, and develop a modernised pay and reward system that will support a high performance and highly skilled workforce to better serve the people of Cardiff.

Council Policies Supported

16. This report supports all Council Policies that require a skilled and motivated workforce to deliver their aims and objectives.

Advice

23. This report has been prepared in consultation with relevant Corporate Directors and reflects their advice. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the following advice.

Legal Implications

24. This report seeks approval to proceed with the GLPC Job Evaluation Scheme. The authority to purchase computer software is delegated to Officers who will exercise that delegation if the Committee agrees to the principle. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers of behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

25. It is proposed that the cost of purchasing the GLPC scheme and the associated software totalling £45,787 be met from underspends in the HR budget in 2004/05. The £50,000 budget growth which was recently approved by Council will then be utilised to fund the employment of job analysts to support the process.

Human Resource Implications

26. Purchasing the GLPC Job Evaluation Scheme and the Pay Modeller software will enable real progress to begin to be made on the Job Evaluation exercise that the Council is now required to undertake and complete by 31/3/07.

Trade Union Comments

27. The Trade Unions stated that their preferred option was the NJC Scheme, but having noted the experiences of other Authorities in Wales and to assist Cardiff to move forward to completing Job Evaluation they would not object to the implementation of the GLPC Scheme. They added that they would also reserve the right to revert to the NJC Scheme if the GLPC scheme proved to be unworkable.
28. The Trade Unions also stressed how resource intensive the exercise would be and they hoped that this would be acknowledged by the Council.

RECOMMENDATIONS

It is recommended that the Employment Conditions Committee:

- (i) approve the selection of the GLPC Job Evaluation Scheme for staff covered by the NJC agreements,

(ii) acknowledge that the Job Evaluation exercise will be highly resource intensive both in terms of officer's time and that of the Trade Union representatives for the duration of the exercise,

(iii) receive regular update reports from the Joint Steering Group on the progress that is being made together with an implementation plan, estimate of costs and possible implications for the Council.

BYRON DAVIES
CHIEF EXECUTIVE

14 March 2005

Background Papers:

Report to Employment Conditions Committee - 24 November 2004 - Implications of the 2004/2005 Pay Award for NJC Staff