

Job Evaluation Panels

Future Operation

Future job evaluation panels will use the Greater London Provincial Council (GLPC) Job Evaluation Scheme, they will continue to apply equality principles and maintain a job evaluation process that has high integrity.

Structure of Job Panels

Each panel will have three members, all trained in the GLPC Job Evaluation Scheme.

Panels will comprise:

- A member of the HR team
- A Service Area Representative
- A Unison representative
- All job panels will be facilitated by a trained GLPC scheme evaluator from Wiltshire County Council.

Job Evaluation Panel Methodology

1. Panels will aim to evaluate five posts in a session, referring to information on each post contained in the detailed Job Information Questionnaire (JIQ). An up to date structure chart will also be used to show the reporting relationships for posts within a team.
2. Panel information will be issued a week prior to the panel, giving time for quality evaluations to be prepared by panellists.
3. All evaluation scores will be stored in the computerised version of the GLPC scheme, called Link, this software will be managed by WCC.
4. The independent facilitator from WCC will provide an external consistency check on the application of the GLPC scheme and ensure all posts are evaluated fairly. They will input the evaluation scores into the Link system.
5. The licence holders and trainers for the GLPC scheme are the South West Regional Assembly. They will occasionally be sent JIQs for moderation. This will ensure that the GLPC scheme continues to be applied fairly and correctly.

Confidentiality

All trained members of the job evaluation panels will retain complete confidentiality on all matters relating to the GLPC evaluation of posts. Job evaluations will not be discussed by job panel members outside of the panels at any level or with any other employees, council members or individuals outside of the council.

Equality Principles

Panels are independently facilitated and always have a mixture of GLPC trained panellists to promote equality and fairness. Any information that could create bias is removed before panels;;

- All reference to the post holder's name and current grade are removed from the JIQ before the job evaluation panel.
- Any post holder name, grades and FTEs are removed from structure charts before the panel.
- Where possible all members of the panel will be from a different service area than the posts being evaluated. If this is not possible the representative will not be from the immediate team of any posts being evaluated at the panel.

WCC Arrangements

The council has a partnership arrangement with WCC relating to the purchase and shared use of the products to support job evaluation, equality and pay & grading design. These are;

- The GLPC Job Evaluation Scheme
- Link software - for holding evaluation scores electronically
- Pay Modeller software – for modelling pay and grade design
- Equal Pay Reviewer for conducting equal pay audits using EOC principles.

As a result WCC holds, records and stores job evaluation scores, pay modelling information and equal pay audit information for North Wiltshire District Council.