

# Job Evaluation Programme

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# Housekeeping



questions using the  
"Q&A" icon above.



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Today's session  
is **recorded** for  
those unable to  
attend



# Agenda

- Programme - Context and Purpose
- Overview of Programme & Timeline
- Job Evaluation Process - Ask of you
  - Job Information - JD/PS
  - Job Information – JDQ Workshop
  - Evaluation, Moderation & Appeal
- Communication and Support
- Summary
- Q&A



# Job Evaluation Programme – Why it matters

## The Guardian



■ Birmingham council's financial crisis is attributed to 'long-standing issues' including equal pay liability claims and complications from a new IT system. Photograph: Ben Formby/Alamy

Birmingham city council, the largest local authority in the country, has in effect declared itself bankrupt after issuing a section 114 notice, signalling that it does not have the resources to balance its budget.

The notice, preventing all but essential spending to protect core services, was issued on Tuesday with council leaders blaming a £760m bill for equal pay claims, problems installing a new IT system and £1bn in government cut over the past decade.

The council said "it does not have the resources" to fund its equal pay liability, and has a gap in its current budget of £87m.

- Potential Equal Pay liability of £760m
- Liability increasing up to £14 Million pcm
- Roles challenged in courts as equal value but different grades
- Evaluations completed in 2007
- Changes since have impacted
- All evaluations need to be reviewed
- Create a fair and transparent Pay & Grading system to make sure we are an attractive place to work



# Job Evaluation Programme – Purpose

- “That the job evaluation process set out in this document and any changes to terms and conditions will be completed and implemented by 1 April 2025 so long as it is possible to do so whilst delivering an equality proof job evaluation scheme, process and pay and grading scheme.” (Addendum to Principles Agreement 2023)

- Ending the equal pay risk
- Create fair and transparent Pay & Grading scheme
- Not about reducing pay

- You and managers are key to delivering this

The Equal Pay programme is critical to Birmingham– need to deliver this critical outcome for the organisation and all our people.



# Job Evaluation Process - Overview

The Equal Pay Programme review **extends to roles within Schools where BCC is the employer, and employees are on Birmingham City Council terms and conditions.** This covers employees on NJC terms (sometimes referred to as "Green Book" or "Support Staff" terms) as colleagues are employed on the same terms and conditions as part of Birmingham City Council.

## Job Information

- JDPS Review
- JDQ Completion
- Directorate Approval

## Evaluation

- Analyst Evaluation
- WME Quality Assurance

## Moderation

- Analyst Moderation
- Joint Panel Moderation

**Benchmarking, 16 roles Schools (c.200 BCC) from Sep 2024**

March 2024 –  
April 2025

- Pay Modelling – to support the design of a new pay and grading structure
- Consultation – Union Consultation - Employee Consultation
- Appeal – once all scores known
- Implementation – Oracle data validation



# Job Evaluation Programme – Job Information Process

- Managers and teams review all **Job Information** to ensure:
  - it is correct
  - it is a fair reflection of what you do in your role
- There are two documents, agreed with the Trade Unions, to be completed:
  - Job Description/Person Specification (JD/PS)
  - Job Description Questionnaire (JDQ)
  - Example templates are available on request
- **“Job Information Dispute process”** - If manager and role holders do not confirm JD/PS or JDQ are correct and a fair reflection of role.



# Job Information Process

- **Review the JD/PS**
  - Manager draft to make sure contains all relevant responsibilities
  - RoleMapper: use of language, removes discriminatory words
  - Employee consultation to get JD/PS & JDQ correct and fair reflection of role and ready for evaluation
- **Job Description Questionnaire Workshops**
  - Jobholders and Manager attend together jointly develop
  - Provide wider "context" on role (see below)





# Job Information – Next Steps

- **16 benchmark roles** agreed for the first stage of Job Information
- Job holders and their managers (not necessarily line managers) will be asked to be actively involved in the workshops
- There are two workshops: to review the JDPS and the second to complete the JDQ alongside their peers
- **Workshops will take place either at:**
  - A local school
  - Central Birmingham at the Library of Birmingham or Council House
  - Via Microsoft Teams
- Head teachers and selected job holders **will be contacted within three weeks via email with an information pack**
- If you do not hear from us over the upcoming weeks your role is unlikely to have been selected
- You will be supported by the EPP team as well as Trade Unions colleagues from GMB, Unite & Unison



# Job Information Timelines

## School engagement – September

Webinars taking place for all schools

School's notice board

EPP team to send information packs and meet with each headteachers with selected job holders within their school

## Benchmark Job Information Workshops – October - November

JDPS and JDQ workshops to take place with selected job holders and managers

Reviewed JDPS's shared with all job holders

## Benchmark Job Information Completed – November

All job information completed for the 16 benchmark roles



# Job Evaluation Process – Overview of Job Evaluation

- Evaluation is NOT about performance and people ONLY about **ROLE**
- Evaluation will only commence when JD/PS and JDQs are signed off
- NJC Gauge – agreed scheme
- West Midlands Employers (WME) – evaluator training and independent assurance
- Trade Union quality assurance – trained TU analyst reviewing 10% of roles
- Moderation process – jointly with analyst, trade union and school colleagues
- Outcomes confirmed when ALL roles completed
- Appeal at end of process once all evaluations and pay and grading finalised



# Job Evaluation Programme – Job Description Workshop

The 13 factors used in the JDQ are in line with NJC (Green Book):

1. Knowledge
2. Mental Skills
3. Interpersonal and Communication Skills
4. Physical Skills
5. Initiative and Independence
6. Physical Demands
7. Mental Demands
8. Emotional Demands
9. Responsibility for People Wellbeing
10. Responsibility for the Supervision, Direction & Coordination of employees
11. Responsibility for Financial Resources
12. Responsibility for Physical and Information Resources
13. Working Conditions



# Job Evaluation Programme – Support and Communications

- **Support Available**
  - Programme team - Directorate Lead, Senior Project & Project Support Officers, focused on Schools
  - TU representatives - GMB/Unison/Unite
- All Staff Webinars have taken place on 10th and 12th September 2024
- Mailbox: [EPPschools@birmingham.gov.uk](mailto:EPPschools@birmingham.gov.uk)



# Questions

