

Finance & Procedures Overview & Scrutiny Committee – 16 February 2005

Minutes of the meeting of the **Finance & Procedures Overview & Scrutiny Committee** held on **16 February 2005** when there were present:-

Cllr P F A Webster (Chairman)

Cllr P A Capon
Cllr K A Gibbs
Cllr J E Grey

Cllr T Livings
Cllr D Merrick

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs S A Harper and Mrs J R Lumley.

OFFICERS PRESENT

P Warren	- Chief Executive
R J Honey	- Corporate Director (Law, Planning & Administration)
R Crofts	- Corporate Director (Finance & External Services)
C McClellan	- Human Resources Manager

64 MINUTES

The Minutes of the meeting held on 16 February 2005 were approved as a correct record and signed by the Chairman.

65 PROGRESS ON DECISIONS

The Committee received the Schedule relating to Progress on Decisions and the following was noted:-

Rayleigh, Rochford and District Association for Voluntary Services (RRAVS) – Core Funding Support

Members were advised that at a meeting of the Local Strategic Partnership held during the previous week a number of partners had begun to discuss with the representative from RRAVS ways of expanding core capacity and development. The Chief Executive advised that a report would be brought back to Members as soon as these discussions had progressed further.

Outstanding issues would be carried forward.

66 PAY AND GRADING

The Committee considered the report of the Corporate Director (Law, Planning & Administration) updating Members on progress to date in respect of Job Evaluation.

Members were advised that the local Trade Union representative had declined an invitation to attend the meeting, but was aware of the contents of the report.

The Human Resources Manager gave a presentation, which provided Members with an overview of the Council's Job Evaluation Scheme. The following key points were noted:-

- Job Evaluation is defined as 'a method of defining the relative worth of a job to an organisation.'
- Jobs are placed in rank order according to overall demands placed upon the job holder. It therefore provides a basis for a fair and orderly grading structure.
- The job is evaluated not the person doing it.
- It is a technique of job analysis – assessment and comparison of the demands of the job, such as management responsibilities and knowledge and skills required to perform the job.
- It is not concerned with the volume of work or the number of people required to do it.
- The National Pay Negotiations have stated that the Council needs to carry out a full local pay and grading review by March 2007 and that the approach taken needs to be defined to determine the relative worth of jobs and ensure equality in the pay and grading system.
- The Equal Pay Act 1970 and Equal Pay (Amendment) Regulations make it especially important to maintain a fair and orderly grading structure. Job evaluation may be helpful in ensuring that a grading structure is fair and equitable.
- There are two types of job evaluation schemes – non analytical and analytical.
- Non-analytical schemes do not make any attempt to break the job down or analyse it any way and are, therefore, unlikely to succeed as a defence to an equal pay claim because they are too subjective.
- Analytical schemes are based on a points rating system and are less subjective. They can be entered as a defence against an equal value claim as long as the factors used are not biased. The job is broken down into a number of factors and points are then awarded according to a pre-determined scale. The total points decide a job's place in the ranking order. This provides a rationale for why jobs are ranked differently.
- The Whitley Council scheme is an analytical scheme which is suitable for posts up to and including PO17. The job description/person specification is evaluated in 7 areas and each area has a number of levels, which is awarded a number of points. These are totalled and compared to a table giving the grades.
- To introduce a scheme successfully, accurate and up to date job descriptions, person specifications and organisational charts are required and an appropriate career matrix if posts are link graded.

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In response to Member comments/questions, the following was noted:-

- Currently some jobs within the organisation are graded by a single scale point, whereas others offer a progression across several scales.
- During the period of salary protection, staff would continue to receive annual incremental rises together with inflationary pay rises.
- This Council does not operate a system of performance related pay, but will continue look at career matrix by succession planning and link grading.

Members were in agreement with the officer view that:-

- a three year period of salary protection be recommended
- deleting scale 1 as a grade in its own right would be to inflate the worth of some jobs and take the scheme out of proportion.
- in order to retain quality staff, market supplements are required, but with safeguards in place.

Officers advised that any increases in salary determined by this exercise would be backdated to 1 April 2005 and that salaries for those jobs evaluated at a lower grade than the existing one would also be adjusted accordingly, after the period of salary protection had expired, together with appropriate pension contributions.

Resolved

That the progress made to date on Job Evaluation be endorsed. (CD(LP&A))

It was further **recommended to the Policy and Finance Committee that:-**

- (1) staff adversely affected by job evaluation be provided with a three year period of salary protection
- (2) scale 1 be retained within the pay structure and
- (3) the Discretionary Market Forces Supplementary Payment Policy as set out at Appendix 1 be adopted. (CD(LP&A))

67 OVERVIEW & SCRUTINY – SCOPING FORM FOR POLICY DEVELOPMENT/REVIEWS

The Committee considered the Scoping Form relating to this Committee's review of the operation and effectiveness of the Overview & Scrutiny process within the Council.

Members congratulated officers on the detailed content of the form.

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Officers advised that:-

- a number of events were being planned whereby fourth option authorities could get together and share a learning set.
- a programme would be brought forward to this Committee, detailing proposed dates and venues for undertaking this review.

Resolved

That a programme would be brought forward to the Finance & Procedures Overview & Scrutiny Committee, detailing proposed dates and venues for undertaking the review of the operation and effectiveness of the Overview & Scrutiny process within the Council. (CD(LP&A))

The meeting closed at 8.03 pm.

Chairman

Date