

EXECUTIVE MEMBER: John Bowman
LEAD OFFICER: Len Glead
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Summary: This policy outlines the job grading process to be followed within Copeland Borough Council when determining:

- the grading of newly created jobs
- potential grade changes when organisational changes occur which have a significant impact on the content of current job roles
- potential grade changes in instances when the skills, knowledge and responsibilities of a job have changed significantly over a period of time

It relies on the use of National Joint Council (NJC) Job Evaluation Scheme to provide a standardised and methodical way of measuring the relative value of jobs in order to correctly align each job to the Council's Pay and Grading structure.

Recommendation:	That Personnel Panel members approve the Grading of Jobs Policy
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Impact on delivering the Corporate Plan: Supports the requirements of the Workforce Strategy and the Council's agreed Pay Policy (Attached)

Impact on other statutory objectives (e.g. crime & disorder, LA21): N/A

Financial and human resource implications: Will ensure employees are rewarded for undertaking roles that have been correctly assessed against a standard set of criteria. Additional costs will occur only if reassessment results in an increase in job grade.

Project & Risk Management: N/A

Key Decision Status

- Financial: N/A
 - Ward: N/A

Other Ward Implications:

Appendix A - Draft Grading of Jobs Policy

List of Background Documents: Pay Policy

List of Consultees: Members of the Single Table Negotiating Group
 Corporate Team members