

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	HUMAN RESOURCES COMMITTEE	
date	5 October 2007	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

JOB EVALUATION OUTCOMES – HR DEPARTMENT

1. PURPOSE OF REPORT

To present the Human Resources (HR) Committee for approval the outcomes of a recent job evaluation exercise for posts in the HR Department.

2. BACKGROUND

- 2.1 The Job Evaluation process is the means by which the Service determines appropriate job gradings for non-uniformed job roles. The Service has adopted the national model established by the National Joint Council for Local Government Services, supplemented by locally agreed protocols, and evaluation is undertaken by a joint panel consisting of UNISON and management representatives.
- 2.2 The Panel establishes grades for new posts, considers changes to existing posts where there have been permanent, significant and material changes to duties and responsibilities and regrading applications submitted by employees.
- 2.3 An appeal process exists in cases where the job holder/s disagree with the outcome of the Job Evaluation panel. The Appeal Panel is chaired by an independent person with 2 other panel members.
- 2.4 In conjunction with the Grading Policy, all re-grading decisions require authorisation by the Authority. Following the implementation of the revised Governance arrangements, this responsibility is now allocated to the Human Resources Committee.

3. REPORT

- 3.1 As part of the changes to the HR structure proposed by the HR Review and amended by the interim Head of HR all the posts within the HR department have been through a Job Evaluation (JE) process. As part of the revised duties of existing roles, and duties of proposed new roles, new job descriptions were written and considered.
- 3.2 Appeals were heard by an independent advisor and following this process the following outcomes were confirmed for existing roles.

Post	Old Grade	New Grade	Person Currently in Post
HR Corporate Manager	Ungraded – new post. Individual carrying out this job is previous Personnel Manager – grade 9.	9	Yes (1)
Senior HR Officer	6	7	Yes (3)
HR Services Officer	3	5	Yes (1)
HR Services Administrators	2	3	Yes (3)

3.3 In addition, new roles were considered and these will be subject to a further report.

3.4 Those individuals in post, and affected by the JE process will be subject to the increment and a back dating to 1 July 2007.

4. FINANCIAL IMPLICATIONS

4.1 An increase in any grade through the JE process does produce financial implications for the Service, in respect of these outcomes there is an initial increase, and an increase in range due to the salary band.

4.2 The actual impact on the Service, excluding existing staff payment and salaries is contained within the table below.

Job	Increased Cost during Year 1	Increased cost during year 5 & ongoing annual increase
Senior HR Officer (x3)	£2,952	£10,368
HR Services Officer (x1)	£2,910	£7,452
HR Services Administrators (x 3)	£2,437	£3,944
TOTAL	£8,299	£ 21,764

4.3 Initial increases will impact on current budgets and incremental annual increases will be included in future budget proposals.

5. PERSONNEL IMPLICATIONS

The personnel implications are contained within the main body of the report. The outcomes will be applied to these staff currently in post, with any outcomes in vacancies integrated into job advertisements.

6. EQUALITY IMPACT ASSESSMENT

The National Job Evaluation Scheme adopted by the Fire & Rescue Authority has been impact assessed to ensure that there are no direct or indirect discriminatory factors within the operation of the Scheme.

7. RISK MANAGEMENT IMPLICATIONS

Failure to apply a fair and transparent job evaluation scheme could lead to applications under Equal Pay legislation. Additionally, a failure to properly recognise and remunerate individuals at an appropriate salary level could result in an increased level of turnover and a loss of continuity which could seriously jeopardise the delivery of the Services' strategic objectives.

8. RECOMMENDATIONS

That the Human Resources Committee authorise the proposed grading of the HR Corporate Manager, and re-grading of Senior HR Officer, HR Services Officer, and HR Services Administrator.

9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

- Nottinghamshire and City of Nottingham Fire & Rescue Authority Grading Policy

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