

**MANCHESTER CITY COUNCIL  
REPORT FOR RESOLUTION**

**REPORT TO: PERSONNEL COMMITTEE**

**DATE: 27 MAY 2009**

**SUBJECT: PROPOSED EXTENSION OF DELEGATED  
AUTHORITY TO THE CHIEF EXECUTIVE FOR  
CONSIDERATION OF GRADES FOR POSTS UP TO  
GRADE 12 AND AMENDMENT TO TERMS OF  
REFERENCE OF PERSONNEL COMMITTEE.**

**REPORT OF: CITY TREASURER AND HEAD OF PERSONNEL**

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**PURPOSE OF REPORT**

To seek approval and make recommendations to the Council to amend the Terms of Reference of the Personnel Committee and delegated authority of the Chief Executive to extend the application of the NJC Job Evaluation Scheme to incorporate two new Grades.

**RECOMMENDATIONS:**

The Committee are recommended to:

1. Approve the replacement of the four former percentage plusage grades above Grade 10 with two new Grades of 11 and 12.
2. Agree to extend the application of NJC Job Evaluation arrangements for those posts above Grade 10 up to and including proposed new Grade 12.
3. Recommend to Council that the Terms of Reference of the Personnel Committee be changed so that only posts proposed above new Grade 12 and Departmental restructures need to be considered by the Committee.
4. Recommend to Council that the delegated authority of the Chief Executive is extended to include the assignment and grading of posts up to and including the proposed new Grade 12.
5. Grant delegated authority to the City Treasurer, acting in consultation with the Executive Member for Finance and Human Resources and the Head of Personnel, to develop a revised pay line to incorporate proposed new Grades 11 and 12 into the NJC Job Evaluation Scheme.

## **FINANCIAL CONSEQUENCES FOR THE REVENUE AND CAPITAL BUDGETS**

Any costs or savings associated with applying formal Job Evaluation arrangements to posts currently remunerated in the four former percentage plussage Grades above Grade 10 will be contained within existing Departmental budgets.

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### **WARDS AFFECTED:**

All

### **IMPLICATIONS FOR:**

**Anti poverty**

**Equal opportunities**

**Environment**

**Employment**

**No**

**No**

**No**

**No**

## **1. INTRODUCTION**

- 1.1 The City Council has recognised the need to have pay and reward structures that support the attraction, retention and development of a skilled and flexible workforce, whilst achieving value for money in service delivery.
- 1.2 Following the roll out of the national Job Evaluation Scheme across 18,000 workers in the City Council under the purview of the National Joint Council (NJC) for Local Government Employees, it is now proposed to expand the scope of these arrangements to incorporate those posts currently graded between Grade 10 + 5% and Grade 10 +20% (£40,500 - £49,413).
- 1.3 The proposed changes to the Pay Policy and subsequent approval mechanism for grades covered by a formal Job Evaluation process supports the Council's approach to rationalise and streamline the pay structure to ensure equity and consistency.

## **2. PAY POLICY**

- 2.1 The Council adopted a new Pay and Grading structure in April 2005 consisting of ten grades covering spinal column points (SCP) 4 – 49 (currently £41,204). All new grades incorporate three or four incremental points and progression through grades is by annual increments, with one competency based increment at the top of each grade.
- 2.2 The national Job Evaluation Scheme recommended by the National Joint Council (NJC) and adopted by the City Council, is applied to all posts falling within this ten grade structure and following the application of the formal Job Evaluation process, posts are allocated a grade between 1 and 10. The formal Job Evaluation scheme is based on a questionnaire about the content and responsibilities of a specific job which is then subject to an analysis and points value being applied to 13 different job factors. New job grades are approved by the Head of Corporate Personnel on behalf of the Chief Executive under the Scheme of Delegation of Staffing Proposals.
- 2.3 New posts or proposals to regrade existing posts to salary levels above Grade 10 are currently subject to formal approval by Personnel Committee based on a report of the relevant Strategic Director and the recommendation of the Head of Corporate Personnel. There are now 160 posts in the Council remunerated above Grade 10 and, following consultation with the trade unions, it is recommended that the scope of the NJC Job Evaluation Scheme is extended to incorporate posts currently graded between Grade 10 +5% and Grade 10 +20% (£40,500 - £49,413). At present, there are 96 different posts in these grade ranges occupied by 159 separate potholders. There are a further 64 different posts above this grade range occupied by 103 separate postholders.
- 2.4 It is proposed to create two additional grades of Grade 11 and Grade 12 in place of the existing four grades between Grade 10 +5% and Grade 10 +20%.

- 2.5 The extension of the formal Job Evaluation process will ensure consistency in the application of a formal job evaluation method to all posts under the purview of the NJC for Local Government Services.
- 2.6 Discussions have been ongoing with the Trade Unions who are supportive of an approach to extend the NJC Job Evaluation Scheme to incorporate Grade 10 +5% to Grade 10 +20%.
- 2.7 Subject to the Committee approving this proposal, it is requested that delegated authority be granted to the City Treasurer, acting in consultation with the Executive Member for Finance and Human Resources and the Head of Personnel to review and revised the existing payline and Job Evaluation methodology in order to accommodate the two new proposed Grades 11 and 12.

### **3. SCHEME OF DELEGATION OF STAFFING PROPOSALS**

- 3.1 The Scheme of Delegation of Staffing Proposals was introduced to reduce reliance on Committee meetings for grading decisions and allowed a degree of autonomy in the establishment of posts to be delegated to Chief Officers and the Chief Executive.
- 3.2 Currently all Departmental and Divisional reorganisations are considered by Personnel Committee and it is not intended to change this aspect of the Scheme.
- 3.3 It is proposed that the assignment and grading of posts covered by new Grades 11 and 12 are agreed by the Head of Corporate Personnel on behalf of the Chief Executive as part of the extended evaluation process being introduced to posts at these salary levels.
- 3.4 It is proposed to amend the Terms of Reference of the Personnel Committee so that only salaries for jobs above the current ceiling of Grade 12 (£49,413) and Departmental and Divisional restructures are put forward for consideration.

### **4. JOB EVALUATION**

- 4.1 Concurrent with the establishment of a revised payline as set out in paragraph 2.7 above, the current NJC Job Evaluation scheme will be used to evaluate posts above Grade 10 up to the proposed revised ceiling of Grade 12. This will ensure a unified approach to job evaluation across posts covered by the terms and conditions of the NJC for Local Government Services.
- 4.2 It is proposed to apply the current Job Evaluation methodology in a suitably modified form to existing posts at Grade 10 through to Grade 10 +20%. Job consultations will take place with postholders accompanied by their managers

with a Senior Job Analyst to ascertain further information about the job responsibilities and accountabilities.

- 4.3 This will be a focused discussion and will cover the strategic context and responsibilities both within the organisation and across partners and external agencies as appropriate. The process will also analyse the organisational structure and consider the post's place in the Departmental hierarchy.
- 4.4 As with the current Job Evaluation process, employees may be accompanied by a trade union representative or other person. Jobs will be evaluated and assigned a points score based on an analysis of all job factors covered by the Job Evaluation scheme and allocated to the appropriate grade band on the new pay structure.
- 4.5 Currently 63 posts have already been evaluated at Grade 10 and it is proposed to re-assess these posts in line with the extended evaluation process and grading band. Any posts that could potentially fall into a Grade 11 or 12 will follow the processes outlined and will be considered by the Head of Corporate Personnel on behalf of the Chief Executive for approval as appropriate.
- 4.6 Throughout the programme of evaluation, consistency checks will be conducted in regard to the posts being evaluated. A moderation process consisting of management and trade union representatives will consider any anomalies that may arise. This is in line with the current provisions for moderation and this process will scrutinise posts already evaluated elsewhere in the City Council to ensure consistency and fairness.
- 4.7 The Job Evaluation Appeals process will be modified so that the City Treasurer, the Head of Personnel and a nominated Trade Union officer will determine upon Appeals for posts in new Grade 11 and 12 bands on a case by case basis.