

REMUNERATION COMMITTEE – 14 JUNE 2018

OXFORDSHIRE COUNTY COUNCIL SENIOR MANAGER JOB EVALUATION REPORT

Report by Director of Human Resources

Introduction

1. This report gives an overview of the current arrangements for Senior Manager Job Evaluation. It will outline the proposal to replace the existing arrangement with the Local Government Senior Manager Job Evaluation scheme, providing details on the benefits, costs and possible risks.

Current Arrangements

2. Historically, the LGA had advised Local Authorities to engage with KornFerry Hay Group (HAY) for the evaluation of the Senior Manager roles. However, overtime more and more Local Authorities raised concerns that the cost of using HAY was becoming prohibitive, that the responses from HAY were too technical to explain to staff and therefore the LGA have developed their own scheme.
3. HAY currently charge £550 + VAT + 12.5% Admin fee. The results take up to 5 working days from the submission of all the required details. The response then has to be translated into an OCC Grade.
4. We have recently had 3 roles evaluated through HAY and another 3 are pending evaluation depending on the outcome of this proposal.

Proposed Arrangements

5. The LGA developed a Job Evaluation Scheme for Senior Managers. It has been externally scrutinised by the Equality and Human Rights Commission to ensure that there is no hidden bias built into the questions.
6. The scheme is similar to the scheme we have in place for Green Book staff up to a Grade 18, in that there are different factors (such as Knowledge and Impact on others) against which the post is evaluated. Each factor score is then added up, which would correspond to a grade.
7. The cost of the scheme is just for the one off training. There would be 3 to 5 days training at a cost of £650 per day. At the maximum, it is no more than 5 roles evaluated through HAY.

8. The training would look at the roles we already have in place. They would be evaluated and a score assigned. We would then determine what score boundaries equate to what grade.
9. Future roles that are then evaluated would slot into the boundaries we had already determined.
10. This scheme would also increase our transparency around Senior Managers and indirectly the transparency around their pay. Each grade equates to a certain salary range and with this scheme we would be able to clearly articulate how the grade had been determined.

Financial and Staff Implications

11. There would be a small risk that certain roles fall above or below the grade boundaries that have been determined which would have implications for pay. However, this is perceived to be a small risk as the LGA Job Evaluation scheme was trialled in other Local Authorities that used HAY with no reported problems, the LGA had experience of HAY before developing their own scheme and we have more control over how the boundaries are set.

RECOMMENDATION

12. **The Remuneration Committee is RECOMMENDED to accept the proposal.**

STEVE MUNN

Director of Human Resources

Background Papers: Nil

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