



NHS Job Evaluation Scheme : action checklist for RCN representatives

The NHS Job Evaluation Scheme is an integral part of the wider Agenda for Change package in the NHS and, as such, RCN reps will want to be fully engaged in job evaluation in their workplace.

Agenda for Change (AfC) pay rates are underpinned by an analytical job evaluation scheme (JES) that was designed, by employers and trade unions in partnership, to reflect the complexities of health service jobs and career structures, and the unique nature of the work undertaken by NHS staff. Some organisations are still dealing with the outcomes of those initial evaluations, whereas others are facing new challenges such as service redesign, mergers and band rationalisation. The NHS Staff Council remains ultimately responsible for the design and maintenance of the NHS JES, with the support of a technical subgroup, the Job Evaluation Group (JEG).

To go back to basics, the NHS JES is:

- jointly owned and run by employers and trade unions in partnership
- a system for comparing different jobs, applying agreed rules
- a way of establishing an internal rank order of jobs using agreed demand weighting
- an assessment of all significant job demands, but only measures them once
- a measurement of jobs and not the people doing those jobs
- free from bias
- transparent
- based on agreed criteria
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Introduction

Checklist – Governance issues

Checklist – JE capacity

Checklist – Ensuring quality and record keeping

Checklist – Common pitfalls

Further information

Introduction

Checklist –
Governance
issues

Checklist –

JE

It stands to reason that organisations need to ensure they have sufficient JE practitioners to undertake the work necessary. Some have allowed this to slip post-implementation, thinking that there would no longer be much JE work to be done. However, the creation of new roles, service and organisational change, mergers, etc. ensure this is rarely the case.

Are there sufficient trained JE practitioners (staff side and management side) available to undertake the volume of JE work required?

Yes	No	Action needed	Progress

Does the organisation have a plan for JE training courses to keep the supply of trained JE practitioners replenished?

Yes	No	Action needed	Progress

Do trained practitioners get sufficient paid time off to undertake JE work? This should be separate from any facilities time agreed.

Yes	No	Action needed	Progress

Is refresher training offered regularly for trained practitioners?

Yes	No	Action needed	Progress

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The importance of having robust processes in place to assure quality and good record keeping cannot be overstated. Without historical records of all JE decisions, an organisation could lose its defence against any equal pay claim.

Are all JE processes, including consistency checking, conducted in partnership?

Yes	No	Action needed	Progress

Is there a robust system in place for recording all JE outcomes, consistency checking and reviews?

Yes	No	Action needed	Progress

Are JE reports given to partnership/joint consultative meetings regularly and any concerns/actions taken accordingly?

Yes	No	Action needed	Progress

Further information

Some other things to look out for include:

Factor shortcutting

Some organisations wrongly think they can shortcut JE matching by looking only at factors 2 (knowledge, training and experience) and 12 (freedom to act). This is a misapplication of the JES and is likely to result in erroneous banding outcomes, as the recently published band 6 paramedic profile proves.

Consistency checking

In some organisations this continues to be problematic because it is under-resourced and misunderstood. Common issues include informal approaches and/or the use of single individuals rather than a partnership panel. Additionally, some consistency checking panels incorrectly substitute their own outcomes where they see a problem, rather than remitting a disputed case back to the

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All resources relating to the NHS JES are found on the NHS Employers website. This includes the Handbook and all advice and guidance issued by JEG as well as profiles and details of training.

www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation

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Checklist –
Governance
issues

Checklist –
JE capacity

Checklist –
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and record
keeping

Checklist –
Common
pitfalls

Further
information

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