

## **2023 Addendum to the Job Evaluation Joint Principles Document**

### **Between:**

Birmingham City Council (BCC)

### **And our Trade Unions:**

GMB

Unison

Unite the Union (The TUs)

This is an addendum to the Job Evaluations Joint Principles Document, dated December 2020, and should be read in conjunction with it.

### **Preamble**

All parties now recognise that the accrued and ongoing liability for Birmingham City Council arising from its current pay and grading structure gives rise to an unaffordable potential equal pay liability of up to £760m. We acknowledge this potential liability is ongoing and increasing, therefore the long term and sustainable resolution of all potential equal pay claims means that urgent resolution is of the utmost importance to the City Council, its employees, trade unions, and the Citizens of Birmingham.

There has been considerable history relating to the progression of these issues but there is now a desire by all parties to move forward and resolve potential equal pay issues through a jointly agreed process utilising the Gauge system of Job Evaluation.

We acknowledge that any further delay to the completion of this programme will have potentially severe negative consequences for the financial viability of the City Council, security of employment and provision of services to our Citizens.

The purpose of this addendum is to provide a safeguard and certainty that the 2023 job evaluation programme will be completed in a timeframe that best minimises any ongoing potential equal pay liability and provides sustainable equality in our pay and grading system.

### **Principles**

We jointly agree:

- 1      That the job evaluation process set out in this document and any changes to  
         terms and conditions must be complete and implemented by 1 April  
2025      otherwise potential liability will increase further.
- 2      To doing all within our power to maintain satisfactory progress at all stages.
- 3      To facilitate the provision of accurate information and doing all we  
         reasonably can to ensure that all job descriptions, person specifications  
and      other information accurately reflect the reality of how any role is con-  
ducted.

- 4 That only persons who have the skills and knowledge to participate in evaluation programmes will take part in the programme, and that training, including equalities training, must be undertaken in order to do so.
- 6 That working with the West Midlands Local Government Employers Organisation (WME) and with assistance from the Local Government Association (LGA) we will implement the Gauge system of Job Evaluation.
- 7 Ultimately, given the urgency of completing the programme and potential ongoing financial liabilities, both parties acknowledge that without working together in positive partnership, BCC risks a statutory intervention. We give our commitment to working constructively, positively and respectfully to help achieve programme outcomes. If it appears at any stage that timescales and/or deadlines are at risk, the Chief Executive (Head of Paid Service) and senior Representatives (supported by appropriate officers from our TUs) will urgently review the issues.

This could arise if either management or trade unions believe this risk has materialised or is raised by audit committee or external audit or the Finance & Resources Overview and Scrutiny Committee.

## **Recruitment and Training of Analysts**

BCC will proactively and expeditiously recruit and suitably train Analysts by the end of October 2023. This will run concurrently with Stage 1 (Job Information) below.

## **The Job Evaluation Programme Process**

The Job Evaluation Programme is split into several stages. We agree the roles and responsibilities at each stage are as follows.

### **Stage 1 – Job Information**

BCC will ensure that managers promptly and accurately complete Job Descriptions and Person Specifications (JDPS). TUs will encourage their members to accurately and promptly complete Job Context Questionnaires. These documents together comprise the Job Information. Managers will approve the Job Information, and in doing so will use reasonable endeavours to agree the information with the employee.

TU representatives will be invited to join the JDPS training that will be held for managers, and employees will be trained in the completion of the Job Context Questionnaire.

If the Job Information remains as not agreed, the matter will be referred to a panel consisting of a BCC Analyst and a TU Analyst. If consensus cannot be reached the matter will be referred to an independent Analyst appointed by WME. Their decision will be final.

## **Stage 2 – Evaluation and Moderation**

Each evaluation will be conducted by an Analyst appointed by WME.

On a rolling ongoing basis, a joint assurance panel consisting of an Analyst appointed jointly by the TUs, a BCC Central Job Evaluation Team representative and a WME Analyst will be established to verify that the principles of the Gauge evaluation are being consistently applied by reviewing a sample of evaluated job roles.

As the Gauge scheme is supported wholeheartedly by the TUs it is agreed that no more than 10% of roles will be reviewed. In the event there is not unanimity by the job assurance panel that the process has been followed, the job will be re-evaluated once by a senior Analyst and that decision will be final.

Once all evaluation is complete, a joint moderation panel consisting of an Analyst appointed jointly by the TUs, a WME Analyst and a representative from Directorate Management at JNC level will be convened in each Directorate. The purpose of this panel is to review the relativity of ranking within the service.

This will be followed by a cross-Directorate moderation by a TU Analyst, WME Analyst and People Partners from across the City Council.

The Statutory Officers (Monitoring Officer, s.151 Officer and Head of Paid Service) and the People and Corporate Services Director (or their Strategic Director equivalent) will not participate in any moderation panels.

## **Stage 3 - Model/Structure**

Once completed the pay and grading structure will be subject to collective negotiations before implementation across the Council. Both parties will work towards attaining a collective agreement to implement new terms and conditions.

This stage must be completed by April 2025.

## **Appeals**

A joint appeals panel (A BCC representative, WME representative and TU representative) will be established to hear any individual appeals arising following the implementation of the new pay and grading structure. Decisions can be made by majority of panel members and will be final.

Appeals will only be accepted on the following grounds:

- The job evaluation scheme has been misapplied,
- The Job Information provided was in error or is now out of date, or
- The job evaluation process has not been followed.

In all appeals, evidence supporting the grounds of appeal must be provided.

## **Maintenance of the integrity of the system**

A panel consisting of a representative from WME, TUs and the Pay Equity and Equal Pay Legal group will review the list of NJC roles evaluated in the previous six months and audit a sample of those roles. This panel will also review any NJC market supplements enacted during this period.

## **Governance**

The overall governance and progress of the project will be overseen by the finance and resources overview and scrutiny committee and the audit committee as a mandatory item on their respective work programmes. External audit will be invited to undertake regular reviews of the governance and progress of this project and will submit their findings to the City Council's statutory officers and the audit committee.

## **Signed**

|                         |                |                |                 |
|-------------------------|----------------|----------------|-----------------|
| Deborah Cadman          | Representative | Representative | Representative  |
| Chief Executive Officer | GMB            | UNISON         | Unite the Union |

**Date:** [xx] July 2023