

CESHIRE PROBATION AREA

Cheshire Probation Area

Headquarters Beech House Park West Sealand Road Chester CH1 4RJ UNCLASSIFIED
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Web www.cheshireprobation.org.uk



CHESHIRE

7 June 2009

The National Secretary
Unite the Union
Hayes Court
West Common Road
Hayes
Bromley BR2 7AU

Dear Sir

FREEDOM OF INFORMATION REQUEST – JOB EVALUATION

We are in receipt of the ruling from the Information Commissioner's Office that whilst your request under Freedom of Information regarding Job Evaluation was dealt with centrally by the Open Government Unit of NOMS, this was in fact not acceptable.

Cheshire Probation Area therefore responds to your original letter dated 18 October 2007 (using your numbering) as follows:-

- (a) Yes, excepting one regional post - Job Evaluation not controlled by Cheshire Area.
- (b) Yes.
- (c) Yes. Copies attached.
- (d) } See attached
- (e) }
- (f) }
- (g) Would you please confirm if you require the staff profile information as at October 2007 or current.

Yours faithfully

Val Pilving

PP **Christine Evans**
Assistant Chief Officer
(Corporate Services)
christine.evans@cheshire.probation.gsi.gov.uk

- d) Details of Management Posts subject to Job Evaluation
 e) Outcomes for Management Posts
 f) Appeals for Management Posts = 14

Job title	Actual Points	Pay Band Points	Ev Pay Band	Actual Points	Current Post Y/N	Appeal Y/N	Appeal Outcome
Accommodation Manager			4	475-507	N	Y	Band 4
Approved Premises Deputy Manager (Probation Officer)			5	578	Y	N	
Approved Premises Manager	645-671	631+			Y	N	
Area Administrative Manager			5	590	N	N	
Corporate Services Manager			5	577	Y	N	
DIP Throughcare & Aftercare Team Manager			5	567-580	Y	Y	Band 5 Points Score 613
District Manager	672	631+			Y	N	
Diversity Manager			5	551-564	Y	N	
ETE Manager			5	606-629	Y	Y	Band 5 Points Score 613
Finance Manager			5	587	Y	Y	Band 5 Points Score 613
Head Case Management - Styal (SPO)			6	639-665	Y	N	

Job title	Actual Points	Pay Band Points	Ev Pay Band	Actual Points	Current Post Y/N	Appeal Y/N	Appeal Outcome
Human Resources and Staff Development Manager	600-613	551 - 630			Y	Y	Withdrawn
Information Services Unit Manager			6	658-668	Y	N	
IT Business Development and Systems Manager			4	515	Y	Y	Band 5 Points Score 587
Office Administrator	498	481 - 550			Y	N	
Performance Manager			5	555	Y	N	
Programme Manager	554-580	551-630			Y	Y	Withdrawn
Programme Treatment Manager Generic			4	495	N	Y	Band 5 Points Score 571-581
Programme Treatment Manager N-SOGP			4	495	N	Y	Band 5 Points Score 571-581
Property, Project & Security Manager			4	524	Y	Y	Band 5 Points Score 603-616
Quality Assurance Manager			4	518	Y	Y	Band 5 Points Score 587

Job title	Actual Points	Pay Band Points	Ev Pay Band	Actual Points	Current Post Y/N	Appeal Y/N	Appeal Outcome
Senior Probation Officer - Generic				580-629	Y	Y	Band 5 Points Score 580-629
TPO Line Manager			4	488	N	Y	Band 5 Points Score 573
Unpaid Work Scheme Manager			5	626	Y	N	
Unpaid Work Treatment Manager			4	495	N	Y	Band 4 Points Score 521



CHESHIRE

Our Ref: SJC/jmj/211

24 November 2006

TO ALL STAFF

Dear Colleague

NATIONAL JOB EVALUATION SCHEME

You will today receive a personal letter from Human Resources and Staff Development outlining the details of the job evaluation process as it affects you. You will be informed of what band your job has been evaluated at and your new salary on that band with effect from 1 April 2006.

As you will no doubt be aware, all previous gradings that have operated both within this Area and across all other Probation Areas are now subsumed under six bands. The job evaluation process has been long, complicated and, I know, frustrating for many of you, but I must put on record my appreciation for the work undertaken by both the Trade Unions and our own HR staff in progressing the work in a spirit of determination and co-operation.

Because of the length of time the process has taken, the expectations of staff regarding the outcome will be varied but in overall terms, all staff are at least £700 per annum better off and for the vast majority, the increase represents at least 5%. This must be seen in the context of general public sector pay rises which have been kept to approximately 2.5% and will serve to put Probation staff on an equitable footing with staff in similar public sector organisations. In general terms, therefore, it is a relatively good deal for Probation staff.

I know there will be a few outstanding anomalies and issues which HR staff and the Trade Unions will deal with under national and local procedures. However, can I thank all of you for your understanding and forbearance.

Yours sincerely

A handwritten signature in black ink that reads "Steve Collett".

STEVE COLLETT
CHIEF OFFICER

cc Cedric Fullwood, Board Chair
Ken McKinlay, Audit Committee Chair
Strategic Management Team
Napo/Unison

NOMS National Offender
Management Service

Working together to reduce re-offending

4th January 2006

Dear Colleague

**NNC PAY AND CONDITIONS OF SERVICE MODERNISATION
PROPOSALS AND JOB EVALUATION**

A proposal for the modernisation of pay and conditions of service has been developed nationally and is currently the subject of consultation with the trade unions.

Job Evaluation Exercise to Establish Pay Bands Effective From 1 April 2006

You may well have received details of the proposals from your trade union and be aware that the proposals also include a revised pay structure consisting of six pay bands. The position of individual jobs within these pay bands will be ultimately determined as a result of a job evaluation exercise, which will be undertaken in line with national guidance.

The first stage of the process will involve looking at individual job descriptions and comparing these with national model profiles. This exercise will be conducted by a Cheshire panel of four people consisting of both management and trade union representatives. Where jobs match the generic job profiles a grade will be assigned and the job placed within the relevant pay band. This will take place during February and March 2006 so it is important that all job descriptions are up to date for this process and consequently, your manager may discuss your job description with you before then, particularly if you are undertaking a unique role or carrying out duties very different from your colleagues.

When a job does not match one of the generic profiles then this job will be referred for job evaluation. A job analyst will conduct an interview with the postholder in the presence of his/her line manager (and if the employee wishes a trade union representative/work colleague) to complete a job description questionnaire that will be submitted to a regional evaluation panel so a decision may be made about appropriate pay band for the job.

There will be an appeals process should any individual/group of individuals be dissatisfied with the result of the job evaluation exercise and details of this will be provided at a later stage. In order to appeal it will be necessary to demonstrate grounds for appeal i.e. which aspect of a job it is felt has been undervalued rather than simple unhappiness with the outcome of job evaluation.

It is not anticipated that Cheshire will complete this exercise by 31 March 2006 so arrangements will be made to backdate any pay rise which occurs as

a result of job evaluation to 1 April 2006 when the results of the evaluation exercise are announced.

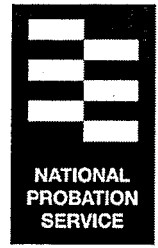
Pay Award 2005/2006

The pay award for 2005/2006 will be implemented when Cheshire is advised that agreement with the Trade Unions has been reached and details regarding payment of the non-consolidated element of the award have been provided. The calculations will involve a huge amount of work. Therefore, until we have more details could I ask you to refrain from contacting Payroll or HR until the pay proposals have been agreed by the unions to ensure that regular Payroll and HR work is not hampered by receiving queries *on the pay award* that staff are not in a position to answer. Please may we continue to ask you to follow this guidance. As soon as we have established that we are in a position to pay the award there will be a further circular to staff to confirm the payment date.

Many thanks

Regards

Helen Mackenzie
HR and Staff Development Manager



CHESHIRE

JOB EVALUATION LOCAL IMPLEMENTATION PLAN

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1. INTRODUCTION

The National Job Evaluation scheme will commence in January, with the aim of being completed by April 2006. The introduction of the new pay scales is dependant on successful completion of Job Evaluation. In order to ensure timely completion there must be commitment from all staff to work to the timescales laid out in this document.

2. SUMMARY IMPLEMENTATION PLAN

- **Stage 1** - Selection and training of matching, evaluation and Appeals panels. (See Appendix A1, for details.) Update and preparation of Job Descriptions by HR. **Completed by 25 Jan 2006.**
- **Stage 2** - Matching panels meet and match job roles to national benchmarked profiles. Refer roles not matched to evaluation panel. (See Appendix A2 for details.) **Completed by 7 March 2006.**
- **Stage 3** – Evaluation panels meet and evaluate outstanding job roles. Evaluation panels will work regionally across the NW. (See Appendix 3 for details.) **Completed by 01 April 2005.**
- **Stage 4** - Appeals Panel meet and consider any Appeals. Implement new agreed pay scales. (See Appendix 3 for details.) **Completed by 25 April 2005.**

3. FURTHER INFORMATION

If you have any questions regarding Job evaluation please contact Ian Warren at HR in Beech House – 01244 394503 or e mail ian.warren@cheshre.probaton.gsx.gov.uk.

A1. STAFFINGTable 1. **Nominated Staff**

Matching Panel	Evaluation Panel	Appeals Panel
Helen Mackenzie	Mike Booth	Brendon O Friel
Bev Gibson	Helen Mackenzie	Vincent Whitehead
Ann Stratford	Christine Evans	Clare Hoy
Peter Edwards	Chris Edwards	Vance Butterworth
Mike Booth	Vance Butterworth	
Peter Rowe	Sandra Link	
Ben Entwistle		
Jackie Neary		
Cheryl Peters		
Kim Thornden		
Ian Warren		

HR will collate a spreadsheet with all job roles in Cheshire Area. All job descriptions will be updated and put into a standard format, signed off by line managers and ACO's by 25th Jan 2006. In order to facilitate this, the actions below will be completed:

Table 2. **Action Plan JE 01**

Action	Responsible	Completed by	Comments
HR collate list of all job roles:	Ian Warren	30 Dec 05	
HR agree standard format for all Job descriptions	Ian Warren	30 Dec 05	Agree with HR Manager.
HR sends Job descriptions to selected line managers.	Ian Warren	6 Jan 2006	Data Cleansers to complete admin.
Line managers agree updates with job holder and sign off. Return to HR	Line Managers	18 th Jan 2006	Essential to achieve accurate and objective Job description.
HR check all details and submit to SMT.	Ian Warren	19 th Jan 2006	
ACO's sign of Job descriptions.	Christine Evans	27 th Jan 2006	Required changes made by 27 th .

A2. MATCHING PANELS

Please see below confirmed staffing and information on Matching Panels.

Table 3. **Matching Panel Dates**

Matching Panel date	Location 9.30 – 3pm
10 th Feb	Beech Hse (Booked)
14 th Feb	Beech Hse (Booked)
16 th Feb	Beech Hse (Booked)
21 st Feb	Beech Hse (Booked)
23 rd Feb	Beech Hse (Booked)
28 th Feb	Jupiter House (TBC)
2 nd March	Beech Hse (Booked)

EVALUATION PANELS

Evaluation Panels will evaluate jobs which cannot be matched against the National Benchmarked role profiles. The Evaluation Panels are to be organised regionally. They are likely to sit from Mid February to the end of March. More details to follow.

APPEALS PANEL

An Appeals panel will sit to hear any appeals against the outcome of either matching or evaluation panels. They consist of senior staff members who will consider each case on its own merits. Their decision will be final.

RESTRICTED



JE MATCHING PANEL GROUND RULES

- **Appoint a chair for the day for each panel – (To Rotate equally)
Chair to ensure MP stays on track and progress made.**
- **Appoint a recorder for the day – to record all decisions and justifications on Matching Panel form. – (To rotate equally)**
- **Must be majority decision or unanimous decision.**
- **Each person on panel is equal, no rank, deciding vote or dominant member overriding others. If dis-agreement must be discussed openly and resolution sought.**
- **Panel members must declare if they have a conflict of interest in any particular Job role under review. Panel members will not match their own jobs.**



CHESHIRE

JE EVALUATION PANEL GROUND RULES

- **Appoint a chair and for the day for each panel – (To Rotate equally) Chair to ensure panel stays on track and progress made. Chair must ensure completion of the evaluation form.**
- **Must be a majority decision or unanimous decision.**
- **Each person on the panel is equal, no rank, deciding vote or dominant member overriding others. Any dis-agreement must be discussed openly and resolution sought.**
- **Panel members must declare if they have a conflict of interest in any particular Job role under review. Panel members will not evaluate their own jobs.**

JOB EVALUATION – GUIDANCE NOTES

These notes have been designed to help employees understand the implementation of the new job evaluation scheme and the new salary bands. **Please read your letter carefully, the notes relate to each of the points as highlighted.**

Note 1: Job Evaluation:

Job Evaluation is a process that assesses the value of jobs within the organisation. A national job evaluation scheme has been developed and is being applied to all probation areas. Following the assessment of all posts (please note, posts are assessed, i.e., PO, PSO, Finance Officer, not people), they will be allocated to a new salary band. There will be six salary bands ranging from 1-6.

Note 2: National Job Profiles

A national job profile is a statement which explains a job role within the Probation Service. It explains briefly the main tasks and responsibilities of the jobholder. It is not intended that the national job profile matches exactly task for task to your job, but that it **broadly** reflects your job, this is called a **profile** match. In some cases, the job may not match the duties or the title of the national job profile but the duties and levels of responsibilities reflect your post, this is called a **grade** match.

The National Profile jobs are as follows:

Number	Job Profile
1.	IT Administrative Support Assistant
2.	Caretaker
3.	Catering Assistant
4.	Telephonist Receptionist
5.	Finance Administrative Assistant
6.	IT System/Support/Helpdesk Officer
7.	Secretary/Team Support Officer
8.	Payroll Officer
9.	Personnel/HR Assistant
10.	Administrative Officer, payments and Estates
11.	Driver
12.	Employment, Training and Education Officer
13.	Legal Assistant
14.	IT Officer
15.	PSO Courts/Courts Administrator
16.	Finance Assistant
17.	Training Officer
18.	HR/Personnel Officer
19.	Senior Secretary

20. PSO (DTTO/DRR)
21. Community Punishment Supervisor
22. PA to Chief Officer
23. IT Senior System Support/Helpdesk Officer/Supervisor
24. IT Training and Support Officer
25. Information Officer
26. Approved Premises Administrator
27. Finance Officer
28. Programme Tutor
29. PSO Programme Co-coordinator
30. Community Service/Punishment/Unpaid work Officer
31. IT Specialist
32. Treatment Manager
33. Policy Manager, Finance and Estates
34. IT Project Manager
35. Approved Premises Assistant Manager
36. Office Manager
37. Health and Safety Officer
38. District Business Manager
39. Probation Officer (Generic)
40. Probation Officer (Prisons)
41. Training and Development Manager
42. HR/Personnel/Employee Relations Manager
43. Health and Safety Manager
44. Senior Information Officer
45. Programme Manager
46. Finance Manager
47. Payroll Manager
48. Practice Development Assessor
49. Senior Probation Officer/Team Leader (Generic)
50. Senior HR/Personnel/Employee Relations Manager
51. Finance Manager (same as Role Profile 46)
52. Approved Premises Manager
53. Area Manager

Note 3: Job Evaluation Scores

The salary bands are 1-6, and each band is allocated a range of points as follows:

Band 1:	up to 355
Band 2:	356 to 400
Band 3:	401 to 480
Band 4:	481 to 550
Band 5:	551 to 630
Band 6:	631 +

Therefore a job scoring 490 points and a job scoring 549 can both be placed in salary band 4.

Note 4: Salary Bands and Assimilation

The salary scales for bands 1-6 are attached. Please note each band has a minimum point, a development point and a maximum point.

In order to assimilate to the new salary band, your salary as at 31.3.06 will be identified (please see Annex 1). For example, if you are earning £17,014 (point 84), this becomes £17,014 on the new pay band (point 34).

If your current salary is below the minimum of the new salary band you have been assigned to will automatically go to the minimum of the new pay band.

You will then be assimilated as follows:

- if you are below the development point, you will receive 4 points
- if you are on the development point, you will receive 2 points
- if you are between the development point and maximum, you will receive 1 point

The new salary scales for 1st April 2006 will then be applied (please see Annex 2)

Note 5: Pay Protection

If your current salary point (as at 31.3.06) exceeds the maximum of the salary band that you have been allocated to, then your salary (not grade point) will be protected for a period of 3 years until 31st March 2009.

You will not qualify for a consolidated pay increase until such time as your basic salary becomes lower than the maximum of the pay band to which your post has been assessed.

Note 6: Further Information

If on reading the guidance notes you still have concerns, please contact CHS Job Evaluation, in the first instance or alternatively contact your trade union representative as follows:

NAPO:

Francis Sanders

Kevin McIntyre

Peter Rowe

Unison

Peter Edwards

Christine Evans
Assistant Chief Officer (HR)
November 2006

Annex 1

NNC Salary Spine with effect from 1 April 2005

1 April 2005		Salary Spine before revalorisation (2006-07)							
2005/06 Current Pay Point	2005/06 Current Salary Value	New Pay Point	Pay Bands						
			1	2	3	4	5	6	
51	£12,329	1	£12,329						
52	£12,455	2	£12,455						
53	£12,583	3	£12,583						
54	£12,687	4	£12,687						
55	£12,823	5	£12,823						
56	£12,953	6	£12,953						
57	£13,076	7	£13,076						
58	£13,199	8	£13,199						
59	£13,333	9	£13,333						
60	£13,463	10	£13,463						
61	£13,593	11	£13,593						
62	£13,730	12	£13,730						
63	£13,866	13	£13,866						
64	£14,000	14	£14,000						
65	£14,129	15	£14,129						
66	£14,275	16	£14,275						
67	£14,409	17	£14,409						
68	£14,558	18	£14,558						
69	£14,697	19	£14,697	£14,697					
70	£14,837	20	£14,837	£14,837					
71	£14,990	21	£14,990	£14,990					
72	£15,140	22	£15,140	£15,140					
73	£15,283	23		£15,283					
74	£15,435	24		£15,435					
75	£15,585	25		£15,585					
76	£15,734	26		£15,734					
77	£15,890	27		£15,890					
78	£16,050	28		£16,050					
79	£16,212	29		£16,212					
80	£16,371	30		£16,371					
81	£16,527	31		£16,527					
82	£16,696	32		£16,696					
83	£16,859	33		£16,859					
84	£17,014	34		£17,014					
85	£17,190	35		£17,190					
86	£17,357	36		£17,357					
87	£17,531	37		£17,531					

88	£17,701	38		£17,701			
89	£17,877	39		£17,877			
90	£18,054	40		£18,054			
91	£18,230	41		£18,230			
92	£18,409	42		£18,409	£18,409		
93	£18,594	43		£18,594	£18,594		
94	£18,777	44		£18,777	£18,777		
95	£18,962	45		£18,962	£18,962		
96	£19,143	46			£19,143		
97	£19,336	47			£19,336		
98	£19,524	48			£19,524		
99	£19,712	49			£19,712		
100	£19,910	50			£19,910		
101	£20,111	51			£20,111		
102	£20,310	52			£20,310		
103	£20,515	53			£20,515		
104	£20,706	54			£20,706		
105	£20,918	55			£20,918		
106	£21,126	56			£21,126		
107	£21,324	57			£21,324		
108	£21,545	58			£21,545		
109	£21,763	59			£21,763		
110	£21,970	60			£21,970		
111	£22,191	61			£22,191		
112	£22,406	62			£22,406		
113	£22,637	63			£22,637		
114	£22,855	64			£22,855		
115	£23,079	65			£23,079		
116	£23,316	66			£23,316		
117	£23,546	67			£23,546		
118	£23,774	68			£23,774		
119	£24,008	69			£24,008		
120	£24,248	70			£24,248	£24,248	
121	£24,485	71			£24,485	£24,485	
122	£24,733	72			£24,733	£24,733	
123	£24,977	73			£24,977	£24,977	
124	£25,226	74				£25,226	
125	£25,474	75				£25,474	
126	£25,724	76				£25,724	
127	£25,981	77				£25,981	
128	£26,234	78				£26,234	
129	£26,497	79				£26,497	
130	£26,760	80				£26,760	
131	£27,020	81				£27,020	
132	£27,286	82				£27,286	
133	£27,560	83				£27,560	
134	£27,839	84				£27,839	
135	£28,110	85				£28,110	

136	£28,392	86				£28,392		
137	£28,672	87				£28,672		
138	£28,957	88				£28,957		
139	£29,246	89				£29,246		
140	£29,539	90				£29,539		
141	£29,835	91				£29,835		
142	£30,123	92				£30,123		
143	£30,422	93				£30,422		
144	£30,729	94				£30,729	£30,729	
145	£31,028	95				£31,028	£31,028	
146	£31,336	96				£31,336	£31,336	
147	£31,648	97				£31,648	£31,648	
148	£31,967	98				£31,967	£31,967	
149	£32,275	99				£32,275	£32,275	
150	£32,603	100				£32,603	£32,603	
151	£32,921	101				£32,921	£32,921	
152	£33,253	102					£33,253	
153	£33,578	103					£33,578	
154	£33,913	104					£33,913	
155	£34,251	105					£34,251	
156	£34,586	106					£34,586	£34,586
157	£34,933	107					£34,933	£34,933
158	£35,274	108					£35,274	£35,274
159	£35,626	109					£35,626	£35,626
160	£35,983	110					£35,983	£35,983
161	£36,334	111					£36,334	£36,334
162	£36,694	112						£36,694
163	£37,078	113						£37,078
164	£37,432	114						£37,432
165	£37,803	115						£37,803
166	£38,179	116						£38,179
167	£38,509	117						£38,509
168	£38,910	118						£38,910
169	£39,298	119						£39,298
170	£39,693	120						£39,693
171	£40,085	121						£40,085
172	£40,486	122						£40,486
173	£40,890	123						£40,890
174	£41,301	124						£41,301
175	£41,718	125						£41,718
176	£42,138	126						£42,138
177	£42,561	127						£42,561
178	£42,984	128						£42,984
179	£43,420	129						
180	£43,855	130						

NNC Salary Spine as at 1 April 2006

Salary Spine Revalorised (2006-07)						
Pay Point	Pay Bands					
	1	2	3	4	5	6
1						
2						
3	£12,658					
4	£12,763					
5	£12,900					
6	£13,031					
7	£13,155					
8	£13,279					
9	£13,413					
10	£13,543					
11	£13,675					
12	£13,812					
13	£13,949					
14	£14,084					
15	£14,214					
16	£14,361					
17	£14,495					
18	£14,646					
19	£14,786					
20	£14,926					
21	£15,080	£15,080				
22	£15,230	£15,230				
23	£15,374	£15,374				
24		£15,528				
25		£15,678				
26		£15,829				
27		£15,985				
28		£16,146				
29		£16,310				
30		£16,469				
31		£16,626				
32		£16,797				
33		£16,960				
34		£17,116				
35		£17,293				
36		£17,461				
37		£17,636				
38		£17,807				

39		£17,984			
40		£18,163			
41		£18,340			
42		£18,520			
43		£18,706			
44		£18,889			
45		£19,076	£19,076		
46		£19,258	£19,258		
47			£19,452		
48			£19,641		
49			£19,831		
50			£20,030		
51			£20,232		
52			£20,432		
53			£20,638		
54			£20,830		
55			£21,043		
56			£21,253		
57			£21,452		
58			£21,674		
59			£21,894		
60			£22,102		
61			£22,325		
62			£22,541		
63			£22,773		
64			£22,992		
65			£23,217		
66			£23,456		
67			£23,688		
68			£23,916		
69			£24,152		
70			£24,394		
71			£24,632		
72			£24,881		
73			£25,127	£25,127	
74			£25,378	£25,378	
75				£25,627	
76				£25,879	
77				£26,137	
78				£26,391	
79				£26,656	
80				£26,921	
81				£27,182	
82				£27,450	
83				£27,725	
84				£28,006	
85				£28,278	

86				£28,562		
87				£28,844		
88				£29,131		
89				£29,422		
90				£29,716		
91				£30,014		
92				£30,304		
93				£30,605		
94				£30,913		
95				£31,214		
96				£31,524		
97				£31,838	£31,838	
98				£32,158	£32,158	
99				£32,469	£32,469	
100				£32,799	£32,799	
101				£33,119	£33,119	
102				£33,452	£33,452	
103					£33,780	
104					£34,116	
105					£34,456	
106					£34,793	
107					£35,143	
108					£35,486	
109					£35,839	£35,839
110					£36,198	£36,198
111					£36,552	£36,552
112					£36,914	£36,914
113						£37,301
114						£37,657
115						£38,029
116						£38,409
117						£38,740
118						£39,143
119						£39,534
120						£39,931
121						£40,325
122						£40,729
123						£41,135
124						£41,548
125						£41,968
126						£42,390
127						£42,816
128						£43,242
129						£43,680
130						

Dear Colleague

UPDATE ON JOB EVALUATION PROCESS

Hopefully most people will have received information from unions or had the opportunity to attend briefings on the Job Evaluation process. The aim of this letter is to update you all with the current state of play in implementing the Job Evaluation process.

Matching

Local "matching" panels have taken place in Cheshire (thanks to all staff involved in updating job descriptions and sitting on panels), this stage is now complete. Any job roles which have not "matched" will need to be referred to an Evaluation panel, which are held regionally.

Evaluation and Job Description Questionnaires

Any roles which are referred for evaluation require a Job Description Questionnaire document to be completed, and an interview with a trained Job Analyst. These documents will be sent out to the staff concerned over the coming weeks, with detailed information on what is required. This information is vitally important, as it is the evidence upon which the evaluation panel makes its decision. The Evaluation panels are scheduled to sit in July/August 2006.

National Consistency/Quality Check

On completion of the Evaluations, all results must be forwarded NPD (National Probation Directorate) for a consistency check, after which the results will be shared with all staff.

Results

HR is unable to give information on the results for any staff member until the national consistency check has been completed, as the results will not be confirmed until after this stage of the process.

I am not able to give a firm date when the results will be available, as this is dependant on when NPD complete the national consistency check. As soon as I can confirm this I will let you know. Rest assured that any difference in pay will be backdated to 01 April 2006.

I appreciate the frustration caused by the delay in results and the prolonged uncertainty this may cause, rest assured our aim is to complete this process as quickly as possible, whilst ensuring fairness and equity for all.

Many thanks

Regards

Ian Warren
HR Officer (Projects)