

National Joint Council for local government services

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**To: Chief Executives in England, Wales and N Ireland
(copies to Finance Director and HR Director)
Members of the National Joint Council**

1 March 2019

Dear Chief Executive,

NJC JOB EVALUATION SCHEME: INTERIM REPORT UPDATED SCHEME GUIDANCE NOTES

Introduction

Equality and Human Rights Commission guidance states that it is good practice to review job evaluation schemes periodically. The NJC Job Evaluation Scheme has been in use since 1997 and was last refreshed in 2013.

There continues to be significant changes in the local government landscape in the form of new and evolving jobs emerging against a background of significant restructuring of councils. For these reasons the NJC agreed last year to reconvene the Job Evaluation Technical Working Group (JETWG). The current review is encompassing both the paper and computerised (Gauge™) versions of the NJC Scheme.

Revised Part 4 guidance with the most significant updates highlighted will be published in the next few months.

Background

The NJC is clear that the scheme is sound and robust and enables employers to produce appropriate job hierarchies based on relevant components. The basic aim of the review is to ensure that the operation of the scheme is set out as clearly as possible. No changes will be made to the scheme's factor level structure and associated weighting / scoring.

When the revised guidance is issued it will be very important, even for those who are quite familiar with the scheme, to read it in detail to ensure that they take account of the recommended approaches. The revised material is intended to aid the continuing development of local conventions but users should remember that, as ever, any local conventions must be checked carefully to ensure that they remain internally consistent over time.

Updated Scheme Guidance Notes

The purpose of updating the guidance is to provide clarification to scheme users so it is easier to use and reflects the changes in local government roles. Some of the scheme's language is also looking old fashioned in terms of technological advances eg. use of social media / software packages and in measuring commissioning skills, so is being updated accordingly.

JETWG is also working with those responsible for the Gauge™ computerised version of the scheme to ensure that the guidance notes ('helptext') in that system are being updated in the same way.

Yours sincerely,

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