



Managers' Briefing

New pay and grading scheme: your questions answered



Background

Following the last update about the new pay and grading scheme, various questions were received relating to both job evaluation and future pay and grading. Questions have now been collated into frequently asked questions to help everyone understand the topics that staff said are important to them.

Below you'll find the questions and answers. Any further questions can continue to be sent to **Ask Annemarie** at AnneMarie@glasgow.gov.uk

There is also more information and more frequently asked questions on the job evaluation web pages at www.glasgow.gov.uk/jobevaluation

Your role

Please make sure that you staff receive these FAQs and direct them to the www.glasgow.gov.uk/staffnews for all future updates.

About job evaluation

How will the grading work, for example, will all home carers be the same grade?

Jobs in the council are still being evaluated based on the demands of the role as set out in the job evaluation scheme which the council has chosen and is the scheme used by most local authorities in Scotland.

It is the evaluation process that will determine if one job differs from another. The pay and grading will then be applied using the rank order of jobs produced; it is at this point that we will know if all home care jobs are graded the same or not.

This process is still ongoing involving staff being interviewed to evaluate jobs.

Where will I find my job for evaluation purpose?

There are thousands of jobs in the council family and all jobs will fall into three job categories:

1. Benchmark jobs are the most common jobs in the council currently being evaluated by interviews with a representative sample for each job.
2. Secondary benchmark jobs are jobs where the work is very similar; these jobs will be evaluated in group interviews with a representative sample for each job.
3. Unique jobs are carried out by one person or only a few people; how to evaluate these jobs has still to be agreed by the Operational Steering Group (OSG) but it's likely that staff will be asked to complete questionnaires.

Jobs are listed on the job evaluation website at www.glasgow.gov.uk/jobevaluation



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All jobs other than unique jobs should be listed. If you don't see your post, then you should discuss this with your line manager.

When will my job be evaluated?

The evaluation of benchmark jobs is nearing completion and secondary benchmarks are now being evaluated with staff being involved in group interviews.

Unique jobs will be last to be evaluated and we'll communicate the timescale for these jobs when the planning has been completed and the information is available.

I do the similar job as my colleagues but deliver some tasks that they don't, will our jobs be graded the same?

Jobs in the council are still being evaluated to determine the demands of each job and a rank order of jobs will be produced to base the new pay and grading scheme on.

It is the evaluation process that will determine if one job differs from another. This process is still ongoing, and everyone will receive a job outcome document showing the demands of their role. It's at this point that you can review your job evaluation outcome and discuss any additional information about your role that you consider hasn't been included.

Pay and grading will then be applied using the rank order of jobs produced from the job evaluation process; it is at this point that we will know if some jobs will be graded the same or not. The job evaluation process is still ongoing involving staff being interviewed to evaluate jobs.

Keep up to date with progress at www.glasgow.gov.uk/staffupdates

If I don't take part in a job evaluation, how will my job be evaluated?

All job evaluations outcomes will be agreed by the Operational Steering Group including representatives from the council family and trade unions. After this has been agreed every employee will receive a job outcome detailing the demands required to do their job based on information provided by those staff who did take part in the job evaluation process.

Remember, what we need is a sample of staff who do a job to take part in the evaluations, then the information gathered about the demands of the role is used to determine the job outcome for everyone who does the job.

When you get your job outcome, you'll be asked to review this with your line manager and agree the details. If you don't agree and additional information can be provided, then you'll also discuss this with the Job Evaluation Team. You can see an example of a [job outcome here](#)

What is the appeals process?



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Every employee will have the right to appeal their outcome from job evaluation. We will tell you more about this process once the details have been agreed with the trade unions at the Operational Steering Group.

Can I do the job evaluation briefing online at a time that suits me?

Yes, an online briefing can be viewed on the [website here](#)

If I'm unable to attend a briefing session, can I attend at a future date?

The team will do their best to accommodate you at a face-to-face briefing session, you should discuss this with them or email your availability. Alternatively, you can also view the briefing session online, as above.

How can I make sure that I provide enough information about my job at a group interview with colleagues doing different jobs?

Secondary benchmark jobs will be evaluated by group interviews, with a representative number of staff being interviewed for each job. Secondary benchmark jobs have been categorised together because the demands of the role are quite similar, although the job titles are different, and tasks may vary.

The group evaluation process is explained below:

- Firstly, secondary benchmark job holders and any trades union representatives will be invited to a briefing session at one of the hubs in the city.
- Staff will then be asked to complete a pre interview questionnaire following the briefing, the questionnaire is set out under the 13 factor headings of the job evaluation scheme. The questionnaire can be completed in a group following the briefing if that is preferred.
- Interviews will be carried out by trained job analysts and information will be captured using the evaluation software and discussions around the demands of the jobs.
- You can also share any other supporting documents they feel are relevant to explaining their job.
- The job holders will then take part in a group interview of around a day in duration.



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About pay and grading

When will I know the outcome of this process for me?

You will know the outcome of the job evaluation process following the evaluation of your role; everyone will receive a job outcome document capturing the demands of the job they do. The evaluation process is still ongoing involving many staff in interviews and completing questionnaires. You can see an example [job outcome here](#).

The detailed planning around timescale for completion of this work is still being worked on as there are thousands of jobs in the council family and this is a complex and technical process. It is the evaluation process that will determine if one job differs from another. The pay and grading will then be applied using the rank order of jobs produced by job evaluation; it is at this point that you will know the grade and pay outcome for you.

More information on the planning milestones will be communicated when the information is available.

When could pay changes happen?

Council officers are working on a revised plan for a target implementation for latter part of financial year 2024/25, this would be the earliest there would be any changes to pay.

The detailed planning around the design and implementation of the pay and grading scheme is still being looked at in consultation with our trade unions. When this has been finalised, we will communicate this and this will include when update on when possible pay changes could happen.

Why is work is taking so long?

Any review which affects pay and grading is a complex matter due to the diversity and scale of council services and the different types of roles that staff carry out. The Covid pandemic did also have a significant impact on the process for job evaluation as staff had to be deployed to where they were needed most to protect vital frontline services.

It's important that the process of job evaluation is completed first as this produces a rank order of jobs on which is base the new pay and grading scheme. There is much work to do in this area and we will continue to do this in consultation with the trade unions.

Will this pay and grading exercise will include the review of ALEO pay grading as well?

ALEO staff who are currently under currently under the Workforce Pay and Benefits Review (WPBR) pay and grading scheme will be included in the new pay and grading scheme.



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How will backdated pay work?

Any pay adjustments under the new pay and grading scheme will be backdated to October 2023 for all employees affected. If employment with the council started after October 2023, then adjustments will be backdated to the start date.

Under what circumstances would someone receive pay protection and how long would this be for?

The details of pay protection and circumstances in which this could be applied are part of our discussions with the trade unions around the design of the new pay and grading scheme; these discussions are ongoing.

How many posts will be attracting a lower salary than what we are currently being paid?

This information isn't available yet because we are still evaluating jobs to determine their worth and create a rank order of jobs on which to base the new pay and grading scheme. The pay and grading scheme has still to be designed and we're in early discussions with trade unions about the design and planning of the scheme.

Will I have to sign new terms and conditions for my grade and pay?

Yes, everyone will be asked to sign up to new terms and conditions.

We will keep all staff updated about plans and you can go to the website for all updates at www.glasgow.gov.uk/staffupdates