

WILTSHIRE POLICE



XXXXXXXXX
By email

**Force Disclosure Unit
Police Headquarters**
London Road
DEVIZES
Wiltshire
SN10 2DN

Date 10th October 2024

Our Ref FOI 2024-839

Dear XXXXX,

I write in connection with your request for information dated 17th September 2024, concerning Job Evaluation Scheme.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, research was conducted by the People Support department and Force Policy Officer at Wiltshire Police.

Your request for information has now been considered and I am able to respond as follows.

You wrote and our response:

Request for information in relation to Job Evaluation Schemes being used by Police Forces.

Please could the below questions be answered in relation to Police Staff (not Police Officers).

1. What Job Evaluation Scheme are you currently using?

HAY (Korn Ferry)

2. How long have you been using this scheme?

Over 20 years

3. Can you provide copies of the business requirements considered in the selection of the scheme – these may be in reports, email or presentation form.

Not available

4. Can you provide any documents used outlining the selection of the evaluation criteria for the scheme (i.e why you selected that scheme as the preferred option).

Not available

5. Does the scheme used adequately fulfil your requirements?

Yes

6. If yes does it fulfil it fully or partially – which elements are covered?
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Fully covered

7. If no in relation to question 5, what is the reason for this?

N/A

8. Are you reviewing the job evaluation scheme currently being used?

No

9. Are you considering using another scheme – if so which one and why?

N/A

10. Do you use the same Job Evaluation Scheme for digital, data and technology roles?

Yes

11. If no in relation to question 10, please provide details of the scheme used in relation to these roles and why.

N/A

12. Do you consider market factors when evaluating jobs, if so, what scheme/process do you use?

If a market supplement is required, these are currently agreed for one year periods and require the role to: be advertised with no suitable applicants and market scanning / benchmarking to evidence that a higher salary is required in order to fulfil the role.

13. Do you use any software to support you in undertaking Job Evaluations? If so, what software is used.

Not at this time

14. Please provide your policy/guidance in relation to Job Evaluation schemes, or any documentation that details your process in relation to Job Evaluation (or equivalent).

Please see current Job Evaluation (Police Staff) Procedure at the end of the response letter. This details the job evaluation process used by Wiltshire Police and the Office of the Police and Crime Commissioner.

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN



Keeping Wiltshire Safe

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk

Please note that the ICO's offices will be closed for the foreseeable future and are therefore unable to receive correspondence via post.

If you should wish to contact them, please visit <https://ico.org.uk/global/contact-us/>

Keeping Wiltshire Safe

WILTSHIRE POLICE & POLICE AND CRIME COMMISSIONER



Wiltshire and Swindon
pcc

JOB EVALUATION (POLICE STAFF AND OPCC STAFF)

Date of Publication: November 2022
Version: 2.0
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PROCEDURE OVERVIEW

All police staff and OPCC staff posts have a job description. It fulfils a number of functions:

- It describes the key accountabilities and activities of the post in general terms;
- It aligns these accountabilities with the departmental objectives and thus with the Force strategy;
- It forms the basis for annual performance development review; and
- It is a factor in determining the level of remuneration attached to the post.

Job evaluation is the mechanism by which the grade for the post is assessed, utilising this job description. Having a structured job evaluation process means that the Force and OPCC can be confident that each role is considered in a consistent way, with an open and agreed process, using a well established job analysis methodology.

This procedure document outlines the details of the process to be followed, both where individual job descriptions require change and review over time and where there is wider organisational change that requires a collective process to be undertaken.

GLOSSARY OF TERMS

Term	Meaning
OPCC	Office of the Police and Crime Commissioner
PSC	People Services Centre

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

Employment Rights Act 1996
Employment Relations Act 1999
Employment Act 2008
Wiltshire Police Values and Behaviours

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE

There are no associated Authorised Professional Practice areas at present.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

Suitable for public release.

MONITORING and REVIEW

The Force will review the outcomes of appeals via a “Lessons learned” process. This information will assist us in evaluating the effectiveness of this procedure and will ensure we as Wiltshire Police are not in danger of missing opportunities to improve and develop as an organisation. This procedure will be reviewed bi-annually.

WHO TO CONTACT ABOUT THIS PROCEDURE

The Head of People Services is responsible for this procedure. All queries relating to this procedure should be directed to the People Services Centre.

PRINCIPLES BEHIND THE JOB EVALUATION PROCESS

1. Background

All posts in the Force and OPCC have a job description. It fulfils a number of functions:

- It describes the key accountabilities and activities of the post in general terms;
- It aligns these accountabilities with the departmental objectives and thus with the Force strategy;
- It forms the basis for annual performance development review; and
- It is a factor in determining the level of remuneration attached to the post.

2. Principles behind the Evaluation Process

The Force and OPCC use the HAY factor comparison job evaluation scheme for all police staff and OPCC staff posts. The evaluation is conducted by a trained panel.

UNISON is actively involved in the working of the scheme.

There are broadly four scenarios where job evaluation may be required:

- (1) New Posts** - Each new post will have a job description prepared by the People Services Centre following the completion of a Job Evaluation Questionnaire by the line manager, which will include authorisation for the procedure to commence.

(NB: New posts should be reviewed within 6 - 12 months following the initial grading process.)

- (2) Existing Post becoming vacant** – each time a role becomes vacant and a recruitment exercise is planned, the job description should be reviewed to ensure it is still up to date and accurate. These changes must be reviewed by the PSC, who will assess if a job evaluation exercise is necessary, dependent upon the degree of change.

- (3) Changes to a role over time** - Where a permanent and substantial change in the accountabilities of a post occurs, it is incumbent upon the supervisor to seek to have the post re-evaluated. This should always be carried out prior to the duties being changed, as if the grade of the post changes, it will NOT be back-dated. This process will also require authorisation from the budget holder.

At all times an individual has the right to raise with the supervisor the content of the job, the accountabilities and the appropriateness of the job description. The Manager should then consider whether this requires a review of the job description, as above

- (4) Periods of Organisational change** - During periods of significant organisational change, the Head of Department will normally submit a business case to Executive Leadership Team for approval. The development and implementation of this business case may require the re-evaluation of one or a number of jobs within the Department. On these occasions, it is the responsibility of the Head of Department to liaise directly with People Services to ensure all required job descriptions are reviewed as appropriate. The normal process of notification will not be appropriate in these circumstances as changes to roles may be more significant. A process will be agreed as appropriate to the particular project in hand.

JOB EVALUATION PROCESS

3. Job Descriptions

The job description should:

- identify what is required of the post in generic terms;
- identify the current accountabilities, know-how and problem solving;
- must not be an individual interpretation of the requirements.

The job description, compiled in the HAY format, for use by the panel, must be agreed by:

- the post holder
- the line manager
- the department head
- an appropriate Human Resources representative

The line manager must also ensure that the budget technician is engaged as per the job evaluation questionnaire.

During periods of organisational change the above process will not be applicable. The post holder may not be notified of changes to the JD until formal consultation in relation to the wider organisational change commences. Please see Section 2 (4) above.

No Job Description will be put to a Hay Panel unless funding is in place to finance that role, or upgrade to that role, unless specific permission is given by a Human Resources manager.

4. The Job Evaluation Panel

A panel consists of:

- a chairperson – a senior member of the HR Team
- an independent trained individual
- a trained representative from UNISON
- an HR representative

The majority of a panel will be made up of panellists who are trained in the application of the HAY scheme.

Panellists do not vote but achieve decisions through consensus. The content of their discussions will remain confidential but summary notes will be taken for clarity of rationale

Line managers/supervisors/Heads of Department can be invited to present job descriptions to the panel in order to clarify any queries that there may be as requested by the Chair.

Panels are convened by the People Services Centre on a monthly basis.

During periods of significant organisational change, panels may be convened more regularly as demands dictate.

5. Outcome

Upon receipt of an agreed job description by the People Services Centre, the evaluation result will be made known to the supervisor and postholder within 12 weeks.

Any impact upon remuneration will be effective from the date of the panel's decision OR at the notified future date when the new job description is to become effective.

The result will be made known in terms of the total HAY points awarded, as well as the effective grade for the post.

During periods of significant organisational change or restructure, the results of a panel will be made known directly to the Head of Department by the HR representative. This information will then be incorporated into the overall review and staff will be notified accordingly.

APPEALS

6. Basis of an Appeal

Every postholder has the right of appeal against the evaluation result for their post (except in situations of organisational change – see below). Appeals will be accepted ONLY if framed in terms of either:

- the postholder's view that the panel has not taken account of a particular aspect of the job; OR
- a comparison with job(s) which can be shown to be of a similar nature but differently graded. A written proposal based upon either of the above must be prepared and submitted to the People Services Centre supported by the postholder's supervisor.

Appeals based upon:

- any individual's performance in the post; OR
- any remuneration related matter; OR
- any other basis will NOT be accepted.

Any appeal must be supported and signed by the Head of Department

Organisational Change:

When the job description has been reviewed as part of a change program then it is the responsibility of the Head of Department to submit an appeal, not the post holder. The procedure for such an appeal will be outlined to any managers involved in such a project.

7. Process for an Appeal

The postholder's Line or Senior Manager may attend the Appeal Panel to speak for the post and respond to the Panel's questions.

The Appeal Panel will consist of:

- a chairperson - normally the Head of HR
- two panel members (including one member of UNISON) drawn from the list of trained panellists (not those which made the original evaluation);
- a non-participating secretary/HR coordinator for note-taking
- a senior member of HR

An Appeal Panel may:

- adjust the points awarded upwards or downwards, or
- leave the award unaltered;
- identify, where necessary, related posts which need reconsideration, giving instructions for new job descriptions to be prepared.

There is no further appeal. Appeals cannot be reheard.

An appeal will, unless circumstances prevent, be heard within twelve weeks after confirmation of grade has been communicated by the People Services Centre.

Any impact upon remuneration will be effective from the date of the Appeal Panel's decision.

8. Time Limits

A submission for appeal will normally only be accepted up to twelve weeks after the date of the notification of the original panel's decision.

However, should a post elsewhere in the organisation be regraded at some time and another postholder then feels that they wish to appeal, this can be accepted outside of the 12 weeks, provided a valid comparison is being drawn. The decision to accept such an appeal rests with the People Services Department.