

EPPING FOREST DISTRICT COUNCIL

JOB EVALUATION MAINTENANCE POLICY - GUIDELINES

1. PURPOSE

- 1.1 The purpose of these guidelines is to establish a process that will ensure the timely and appropriateness of evaluating posts in accordance with the Maintenance Policy.

2. PROCEDURE

- 2.1 The Head of Service is responsible for collating and checking the accuracy of the job description, person specification, additional information form and delegated authority proforma ensuring that they are signed as appropriate.
- 2.2 The Head of Service is responsible for completing the Management Board Proforma. Once completed they will send all the relevant documents to HR who will arrange for the request(s) to be placed on the next convenient Management Board agenda.
- 2.3 If Management Board agrees a request for re-evaluation the Head of HR will notify the Management Chairman of the JE Panel who will arrange for the evaluation(s) to be carried out at the next Panel meeting.
- 2.4 If Management Board denies the request the Head of Service will discuss the issues with Management Board. Additionally, they will notify the postholder(s) of the decision.
- 2.5 If the post to be evaluated is already filled, it is the responsibility of the Head of Service to keep the postholder(s) informed with progress of their evaluation.
- 2.6 The JE Panel will notify the Head of Service and Management Board of the evaluation result. Once Management Board has noted the result the Head of Service arrange for any salary changes and backdating amounts to be paid, if appropriate.
- 2.7 If there are budgetary concerns the Head of Service will discuss the issues with Management Board.

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1	18.03.04	T Tidey	E Purssord	T Tidey	