

## EPPING FOREST DISTRICT COUNCIL

### JOB EVALUATION MAINTENACE 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~~ **Director** is responsible for collating and checking the accuracy of the job description, person specification, additional information form and **limits of** authority proforma ensuring that they are signed as appropriate.
- 2.2 The ~~Head of Service~~ **Director** is responsible for completing the **Job Evaluation** Management Board Proforma. **Once completed they will send all the relevant documents to the Head of Paid Service to authorise submission to the JE Panel in relation to Category 3 posts. Category 1 and 2 posts can be submitted direct to the Panel.**  
~~HR who will arrange for the request(s) to be placed on the next convenient Management Board agenda.~~
- 2.3 **The Head of Paid Service will forward the signed documents to HR to take forward to the next available JE Panel. If the Head of Paid Service does not authorise the documents the reason for refusal will be shared with the Director.**  
~~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 Mangement 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 **Director** ~~Head of Service~~ to keep the postholder(s) informed with progress of their evaluation.
- 2.6 The JE Panel will notify the **Director** of the evaluation result **and the Director and Head of Paid Service the evaluation result of posts under Category 3.** ~~Head of Service and Management Board. 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.~~