

National Joint Council for local government services

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

3 August 2020

Dear Chief Executive,

NJC JOB EVALUATION SCHEME: 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 major changes in the local government landscape in the form of new and evolving jobs emerging against a background of significant restructuring of organisations.

As previously notified in our interim circular of 1 March 2019, the NJC agreed to reconvene the Job Evaluation Technical Working Group (JETWG). This review has encompassed both the paper and computerised (Gauge+™) versions of the NJC Scheme.

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 has been to ensure that the operation of the scheme is set out as clearly as possible. No changes have been made to the scheme's factor level structure and associated weighting / scoring.

JETWG has now completed its work on updating the scheme guidance notes and two copies are **attached** for your information; one showing all track changes, the other not.

It is very important, even for those who are quite familiar with the scheme, to read the updated guidance in detail to ensure that the recommended approaches are fully taken into account. The updated 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 over time internally consistent and non-discriminatory.

Updated Scheme Guidance Notes

The purpose of updating the guidance has been 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 Some of the scheme's language was also looking outdated in terms of technological advances (e.g. use of social media / software packages) and in measuring commissioning skills, so has been updated accordingly.

We have carried over the updates and clarifications to the guidance into the national Gauge+™ "help text". Gauge+™ subscribers will receive separate information from Pilat HR Solutions.

Yours sincerely,

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