

KEY TASKS FOR IMPLEMENTATION

TASK	DELEGATED POWERS	COMMITTEE APPROVAL
Joint Marketing of the scheme, production of guidance booklets and establishing effective staff consultation at various stages throughout the project	YES	
Identification of people resources required for the project <i>i.e. time and numbers available of: - Members of the group, TU's, Personnel & Development Staff, Finance Staff, Management & Employees generally.</i>	Identification of resources - YES	Allocation of resources - YES
Financial Planning - <i>identification of short & long-term financial resources required for progression of the project and final implementation - ongoing throughout the project.</i>		YES
Production of a project plan	Production of plan - YES	Project Plan Approved - YES
Agree and clearly define local conventions – <i>need clear descriptions of the full range of evaluating factors, agreeing issues such as does undertaking a task occasionally mean 1/2/3 times? Etc. Does regularly mean every day, or more than 3 days per week etc.</i>	YES	
Purchase of Job Evaluation software) Developing and interpreting the help text on the software to assist analysts	YES	Committee approval already gained
Determine membership of Evaluation panels and appeals panel		YES
Agree Evaluation and Appeals procedures Development of a pre-evaluation job description questionnaire for employees to complete	YES	YES
Training of Steering Committee/ Analysts/Evaluation panels/Appeals Panel/Managers/Employees - <i>achieving ownership at every level of authority</i>	YES	
Selecting a Benchmark Sample of posts to be evaluated and deciding who evaluates these benchmark posts.	YES	

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Gathering of Job Information on the Benchmark Sample, ensuring employees & managers provide correct information.	YES	
Evaluating the Benchmark Sample	YES	
Checking Benchmark Sample for Consistency and developing robust moderation process of initial results	YES	
Researching pay models and associated benefits in remuneration package, to achieve Part 3 of the 'Green book' NJC Conditions of Service	YES	
Selecting remaining jobs to be evaluated	YES	
Gathering information on remaining jobs	YES	
Evaluating remaining jobs	YES	
Checking for Consistency / Scrutinising Evaluations, using agreed moderation process of initial results	YES	
Identifying where re-evaluations / further information required and moderation of results	YES	
Review associated policies and procedures – i.e. protection of earnings, VR/VER policy, Grading Appeals Procedures, Appeals procedures and how this will relate to Best Value reviews	To review - YES	Report to JCC, then to Committee for approval
ALL REMAINING ITEMS TO BE SUBJECT TO CONSIDERATION IN A LATER REPORT		
Publishing Points awarded under the scheme to individuals		
Conducting Appeals		
Production of Job Evaluation hierarchy		
Pay Modelling (producing options for new pay models)		
Production of new pay structure		
Managing the conflict of grade allocation and the current recruitment climate. Researching and consideration of Market Supplements		
Effective Implementation Date		
Dealing with negative outcomes for some employees and staff morale		
Future review of hierarchy / grades – and how frequently etc.?		