

Anne Whiteley  
Director of Children & Young People's Services

TO: ALL HEADTEACHERS/PRINCIPALS

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QG

Your ref: My ref: IEF/MYG Date: 7 September 2006 Please ask for: Ingrid Fisher Phone: 01392 382010 Fax: 01392 382203 e-mail:

Dear Colleague

**JOB EVALUATION PROFILES  
ESSENTIAL BRIEFING FOR HEADTEACHERS/PRINCIPALS**

Phil Norrey recently wrote to all DCC staff confirming the implementation date for Job Evaluation as April 2007, and you will recall that the JE Team made presentations at the Summer Term DAPH, SHAD and DASH briefings to prepare you for the process.

We are working closely with staff representatives to adopt a common and supportive approach to getting this right: getting it wrong will have serious consequences. It is particularly challenging in relation to schools as the Education Act 2002 makes it clear that the local authority must treat all staff as it does other employees, and this requires us to work in partnership to see it through. This does not apply to colleagues in VA or Foundation Schools in the same way, but I am including them in this letter as Governors need to be aware of the process in hand with a view to adopting their own best practice.

**I am writing to you at this juncture to ensure you are aware of how important this exercise is, and to appeal to you to engage with us in seeing it through.**

The exercise is in respect of support staff, which includes administrators and LSAs. Your school profiles are currently being prepared, and the JE Team has organised a number of drop-in 'clinics' around the County (list to follow). The proposed dates are by Learning Communities to try to moderate the numbers at each; but if you cannot make one date please do try to come to another.

You will be directly responsible for assimilating your staff onto the graded pay structure to be implemented. This is what all the questionnaires and other work to date has been building up to. The information, awareness-raising and trouble-shooting support that these events offer will reduce our risk of appeal claims.

Headteachers/Principals are therefore advised to attend personally. If you cannot do so please



ensure a senior representative of your school comes.

These are the procedures we have to follow to achieve the process and timescales:

1. The JE Team will send staff profiles **to the Headteacher/Principal** before the drop-in clinics.
2. Heads/Principals should **cascade the profiles** to all non-teaching support staff.
3. The best fit exercise that follows **must be in consultation with each affected individual**. The JE Team and/or your personnel link officer can offer support.
4. Following the consultation process schools are responsible for **notifying each individual by letter** (using the template) of the results of the JE process (which you will have determined in consultation with them).
5. DCC will provide for you the **JE notification letters**, a **standard pack**, and a **letter template**.
6. Please return appropriate template from the pack **to the JE Team** so that they can notify payroll on your behalf.

Please note that the target date for sending these letters for **all** DCC staff is the end of November (exact date to be confirmed). It is essential that we all hold to date in order to comply with legal requirements relating to changes to terms and conditions of service.

Lastly, I must advise you of the **arrangements for the appeals process**. It is a very difficult area for local authorities, as it has been made clear that they will be held responsible for applying processes equitably. On the other hand, Devon wants to recognise and respect Governors' direct influence on their staffing arrangements. A process is therefore under consideration that allows appeals to go direct to Governors, copied to the JE Team, rather than vice versa. The finalised appeal process will be clearly set out in the pack, and in the template for letters to individuals.

You will know from some very unfavourable media coverage that job evaluation can be a hot potato and very unsettling for staff. **All local authorities have to harmonise terms and conditions of employment by addressing inequalities that exist within our current pay and grading structure. Job Evaluation will address these issues.** DCC and union representatives have already put every effort into getting this right for staff and avoiding unwelcome fall-out. DCC is planning support in every way it can, but we can't do this alone where local managers (in this case, yourself) have a role and responsibility. For your information Trade Unions have set aside 4.00 – 6.00 pm at each clinic venue for a question and answer surgery for any support staff who have queries or concerns about the job evaluation process.

I am sure that despite earlier briefings this letter will raise as many questions as it answers. Please make use of the 'clinics'. Other background information and contact numbers are on the attached sheet.

Yours sincerely

**Ingrid Fisher**  
**Assistant Director (Policy & Strategy)**  
**Children & Young Peoples Services**

## BACKGROUND AND INFORMATION SHEET

Contact names of Job Analysts for queries about process:

Sharon Samuel	01392 688169	<a href="mailto:sharon.samuel@devon.gov.uk">sharon.samuel@devon.gov.uk</a>
Jackie Moyses	01392 688174	<a href="mailto:jackie.moyes@devon.gov.uk">jackie.moyes@devon.gov.uk</a>

Hyperlinks to background briefings

Note from the Chief Executive:

<http://www4.devon.gov.uk/eal/docs/jul06/0625032.doc>

Guidance relating to legislation:

NJC 2004 Agreement and Education Act 2002

Staffing Guidance

[http://www.unison.org.uk/localgov/gettingequal/pages\\_view.asp?did=2015](http://www.unison.org.uk/localgov/gettingequal/pages_view.asp?did=2015)

<http://www.governornet.co.uk/linkAttachments/ACF3B38.doc>

School Support staff - The Way Forward (issued by the Joint Council for Local Government Services, specifically Section 4, Para 4.3 on grading structures and job profiles.

[http://www.lge.gov.uk/conditions/education/content/documents/supportstaff\\_guidancenotes.pdf](http://www.lge.gov.uk/conditions/education/content/documents/supportstaff_guidancenotes.pdf)

Dates for drop-in clinics can be found at:

<http://www4.devon.gov.uk/eal/docs/sep06/0637009.pdf>