

# Agenda for change

## The NHS Job Evaluation Scheme

The Agenda for Change proposals are the biggest change to the pay of NHS staff in 50 years. At their heart, is a job evaluation scheme that seeks to be a fair way of working out the relative worth of different jobs. This briefing explains some of the principles of job evaluation.

### Background

The Agenda for Change final package includes proposals to introduce a new pay and grading system across the NHS. The government's proposals for modernising pay and conditions across the NHS were originally published in 1999. A Central Negotiating Group, made up of the Employers' side and recognised trade unions and staff organisations, was set up to establish a set of jointly agreed principles to underpin the Agenda for Change negotiations.

### What were UNISON's objectives?

Achieving a fair and non-discriminatory pay system was central to UNISON's objectives during the Agenda for Change negotiations. Developing a new NHS Job Evaluation scheme, capable of evaluating all jobs in the NHS, was the means to achieving this objective.

### What is Job Evaluation?

Job Evaluation (JE) is intended to provide a systematic approach to determining the relative worth of jobs within a workplace. Job Evaluation itself does not determine the rate of pay – it simply produces a list of jobs, in rank order. This list of jobs can be used to place existing and new jobs onto a single pay spine in a consistent manner. Job Evaluation is about the demands made by the job and the value of the job in the organisation – it is not about the jobholder.

### Example 1: Laundry Assistant

Eileen has worked as a Laundry Assistant for the past 6 years. She is currently paid at Spinal Point 11 on the Ancillary Staff Pay Scales, and receives £180.30 per week (or £9,401 per annum), excluding any additional payments. She is at the top of her grade, and has no further room for incremental progression. Under the Agenda for Change proposals, Eileen has come out at Band 1. She would be assimilated to Spinal Point 2 and be paid £193.71 per week.

Ancillary Grade B	Current Salary	Proposed Spinal Point	Proposed Salary
	£174.26	2	£193.71
		3	£200.42
	£177.25	4	£207.13
		5	£212.89
	£180.30		

## How was the NHS Scheme devised?

The NHS Scheme has been developed nationally in partnership by the Job Evaluation Working Party (JEWPP) which involves representatives from the management side, trade unions as well as job evaluation experts. The JEWPP agreed to evaluate typical NHS jobs. This process involved trained teams, including trade union representatives, evaluating Job Description Questionnaires (JDQs). The JDQs were completed by NHS employees with the assistance of trained job analysts.

The jobs selected were measured against 16 factors that included knowledge and skills, responsibilities, effort and environment. Each factor was divided into a number of different 'levels' which describe how much, or how little, a particular factor is involved in a job. The various levels

were then given points, which when all added up, give a total score for the job. The jobs were then ranked in numerical order which shows where each job stands in relation to every other job in the NHS.

Initially 500 NHS jobs were 'benchmarked' (measured against each other). 'Typical' examples of common jobs were evaluated in order to see where they come out as compared to other NHS jobs. This gave the information required to test the Job Evaluation scheme, to design the new pay bands and show how the benchmarked jobs would be assimilated to the new pay bands.

## Assimilation and job profiles

Staff will need to be transferred across from the current pay system to the new one. This process is called assimilation. To

### Example 2: Clinic Receptionist

Susan has been working as a Clinic Receptionist for 4 years, and is paid at Spinal Point 12 on the Administrative and Clerical Pay Scales. She receives £12,765 per annum. Under the Agenda for Change proposals, Susan has come out at Band 2. She would be assimilated to Spinal Point 10 and be paid £12,900 per annum.

Administrative & Clerical Grade 3	Current Salary	Proposed Spinal Point	Proposed Salary
	£11,437	4	£10,800
	£11,805	5	£11,100
	£12,273	6	£11,400
	<u>£12,765</u>	7	£11,750
	£13,276	8	£12,100
		9	£12,450
		10	<u>£12,900</u>
		11	£13,400

help the process, the JEWPs are drawing up more than 200 national 'Job Profiles'. The first set of job profiles have been published, and a further set will be available shortly. These profiles cover the most common jobs found in the NHS. These profiles are not detailed job descriptions, but are written specifically to explain how the functions of the job relate to each of the 16 factors.

### How will the Job Evaluation Scheme be used locally?

If Agenda for Change is agreed, the Job Evaluation scheme will be piloted by a number of Early Implementer sites. A joint union/management matching panel will be set up within each Early Implementer site to assign jobs to the national profiles. Where it is clear that a post is significantly different from any of the

agreed national profiles, that job will be evaluated locally, using an agreed national procedure. There will be a computer-based system that will allow local jobs to be measured and checked against the national evaluation database. A second matching panel can be called if members disagree with the original decision.

### Where can I find details of the proposed Job Evaluation Scheme?

Copies of the proposed Job Evaluation scheme have been sent to all UNISON health branches, and this information is available on the UNISON website at [www.unison.org.uk/healthcare/a4c](http://www.unison.org.uk/healthcare/a4c)

This is the first in a series of briefings explaining how the Job Evaluation scheme, proposed under Agenda for Change, would operate.

#### Example 3: Grade Nurse

Viran has been working as a D Grade Staff Nurse for the past 4 years, and is paid £17,670 per annum at the top of the Nurses, Midwives and Health Visitors Pay Scales. Under the Agenda for Change proposals, Viran has come out at Band 5. He would be assimilated to Spinal Point 21 and be paid £18,000 per annum.

D Grade Nurse	Current Salary	Proposed Spinal Point	Proposed Salary
	£16,005	19	£17,000
	£16,545	20	£17,500
	£17,105	21	£18,000
	<u>£17,670</u>	22	£18,600
		23	£19,200
		24	£19,750
		25	£20,300
		26	£21,100
		27	£22,000

## **Keep informed, get involved, have your say**

Agenda for Change will bring about a major pay revolution for NHS employed staff. UNISON will be consulting extensively with our membership. Branches will decide on whether to recommend acceptance of the package to members at our Annual Health Conference in April. An individual membership ballot will follow in early May, so you will be able to have your say.

## **Want to keep up to date with new developments?**

Keep informed by checking out our web pages at [www.unison.org.uk/healthcare/a4c](http://www.unison.org.uk/healthcare/a4c)

## **Are you an existing UNISON member? Need to update your personal details?**

If you have moved house, changed employer, job or workplace, please keep UNISON informed. Update your records

by contacting your local Health Branch, calling UNISONdirect on 0845 355 0845 or use our website link at [www.unison.org.uk/healthcare/a4c](http://www.unison.org.uk/healthcare/a4c).

## **If you are not a trade union member, join UNISON today**

Only trade union members are being consulted on the Agenda for Change proposals. To make sure that your voice is heard, join UNISON and you will have a vote in the national ballot. Get an application form from your local steward, UNISONdirect or by downloading a copy from the website.

## **Do you have a local UNISON contact or representative in your section or on your ward?**

If not, why don't you consider becoming a representative yourself? Let your local health branch, Regional Office or UNISONdirect know, and we'll add you to our workplace contacts list.

*Please send me an information pack as I am interested in becoming a:*

- Steward
- Health & Safety Representative
- Learning Representative

*Please register me as a:*

- Workplace contact

Name \_\_\_\_\_

Employer \_\_\_\_\_

Work address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return to UNISON DIRECT, FREEPOST (WC5652), London WC1H 9BR**