

## Minute

### Human Resources Sub-committee

Tuesday, 30 August 2022, 14:00.

Council Chamber, Council Offices, School Place, Kirkwall.



### Present

Councillors Heather N Woodbridge, Alexander G Cowie, James R Moar, Gwenda M Shearer, James W Stockan and Duncan A Tullock.

### Clerk

- Sandra Craigie, Committees Officer.

### In Attendance

- Karen Greaves, Corporate Director for Strategy, Performance and Business Solutions.
- Gavin Mitchell, Head of Legal and Governance.
- Andrew Groundwater, Head of Human Resources and Organisational Development.
- Hazel Flett, Service Manager (Governance).

### Apologies

- Councillor John A R Scott.
- Councillor Ivan A Taylor.

### Declarations of Interest

- No declarations of interest were intimated.

### Chair

- Councillor Heather N Woodbridge.

## 1. Job Review, Evaluation and Appeal – Policy and Procedure

After consideration of a report by the Corporate Director for Strategy, Performance and Business Solutions, together with an Equality Impact Assessment, copies of which had been circulated, and after hearing a report from the Head of Human Resources and Organisational Development, the Sub-committee:

Noted:

1.1. That, as a signatory to the Scottish Joint Council (SJC) Terms and Conditions of Service for Local Government employees, the Council was obliged to ensure equality of treatment of staff on pay and grading via the SJC job evaluation scheme.

**1.2.** That, since its inception over 20 years ago, the job evaluation scheme had been reviewed regularly by the national steering group with new versions being issued to councils for use.

**1.3.** That the Council had been using the second edition of the job evaluation scheme via an electronic system for a considerable number of years and was now amongst the last in Scotland to be making the transition to the revised and updated third edition of the job evaluation scheme.

**1.4.** That excellent progress was being made in respect of implementation of the third edition of the job evaluation scheme and the Council remained well on track to implement the third edition by March 2023.

**1.5.** That, as part of the process of implementing the third edition of the job evaluation scheme, a review of the informal Job Evaluation and Appeals Procedure, adopted in 2011 and revised in 2014, had been undertaken.

**1.6.** That the revised Job Review, Evaluation and Appeal Policy and Procedure, attached as Appendix 1 to the report by the Corporate Director for Strategy, Performance and Business Solutions, had been developed in consultation with the recognised Trade Unions.

The Sub-committee resolved to **recommend to the Council:**

**1.7.** That the revised Job Review, Evaluation and Appeal Policy and Procedure, attached as Appendix 1 to this Minute, be approved.

Councillor James W Stockan joined the meeting during discussion of this item.

## **2. Conclusion of Meeting**

At 14:11 the Chair declared the meeting concluded.

Signed: Heather Woodbridge.