

Achieving Equal Pay in the Workplace

Your Guide to Changing Policy and Practice

Job Evaluation Systems

Job evaluation (www.acas.org.uk/job-evaluation-considerations-and-risks-advice-booklet) systems are more commonly used in the public sector. The two main ones are the Local Government Single Status Scheme and the Agenda for Change in the NHS. Some private sector organisations also use job evaluation systems.

Job evaluation is a way to work out the relative importance of different jobs in an organisation and devise pay arrangements to match this.

If an employer operates a job evaluation scheme, they are less likely to have equal pay issues. However, if it is operated badly or becomes out of date, it may no longer be effective. The following questions will help you identify whether this is the case.

- Does the organisation use a Job Evaluation Scheme?
- Does the organisation have a job evaluation and grading policy? How often are these reviewed?

How was the Job Evaluation Scheme developed?

- Was the scheme agreed with the relevant Trade Unions?

How effective has this system been in making changes to job descriptions, roles, and responsibilities and ensuring that pay has been adjusted?

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Is the methodology reviewed and, if so, how often?

What leads to a job being re-matched or re-evaluated?

How is the financial impact of any changes to the grading system and points to pay scale determined so that any changes to role responsibilities are adequately incorporated within the grading scheme?

Does the organisation use market-based pay systems or supplements not underpinned by job evaluation?