

PAY REVIEW ACTION PLAN

The use of career grades to attract talent to the organisation and provide development opportunities and progression to develop and retain rising stars.

Action:

- Develop career pathways, including key professional pathways – for example, Environmental Health Officer, Development Management Planner Officer, Accountant
- Identify relevant professional roles to fit to career progression template

Update August 2022

- Vacant Senior/Environmental Health Officer role advertised as a career development opportunity
- Work underway to produce draft career grade strategy and career progression template
- Vacant administrative posts being used to create administrative apprenticeships operating on a rotation basis across a number of service areas

A review of the lower range of pay grades to ensure that there is clear differentiation between the grades, based on the 2022 Real Living Wage rate.

Action:

- Modelling removal of the lowest scale points in order to create more differentiation between grades in the bottom scales

Analysis of similar roles across the organisation to identify any inconsistencies between pay grades. Consideration to be given to the setting of salary bands for different levels e.g. senior officer, 1st line manager, team leader, service manager.

Action:

- Analysis of line manager roles across the organisation to identify any areas of inconsistency and categorise different levels of line manager roles within relevant pay bands.

Update August 2022

- Analysis completed and update included in report to the Employment Committee.

Develop a consistent process for the benchmarking of roles, particularly those which are hard to recruit to. Consideration could be given to using job evaluation in conjunction with salary benchmarking, and the use of external benchmarking tools. to provide meaningful evidence to support pay decisions.

Action:

- Training for managers and HR team on job evaluation process
- Update job evaluation procedure and documentation
- Develop market supplement process for hard to recruit to roles
- Set up in house benchmarking database

Update August 2022

- Draft Job Evaluation procedure developed – to be shared with Pay Review Working Group for feedback
- Job evaluation training arranged for October 2022 – will include a representative from each directorate who will sit on job evaluation panels and appeals
- Draft market supplement developed to provide guidance on process to be followed – to be shared with Pay Review Working Group for feedback