

National Joint Council for local government services

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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

26 November 2020

Dear Chief Executive,

NJC JOB EVALUATION SCHEME: GUIDANCE FOR MATs

The National Joint Council's Job Evaluation Technical Working Group (JETWG) has produced the attached guidance that encompasses both the paper and computerised (Gauge+™) versions of the NJC Job Evaluation (JE) Scheme.

The guidance has been written specifically for multi-academy trusts (MATs). This guidance has been produced to assist MATs in carrying out pay and grading reviews for school support staff. It does not apply to teaching staff.

The status of the guidance is advisory. It is a matter for individual MATs to decide whether they undertake JE and pay & grading reviews. The guidance is intended for MATs that have decided to undertake pay and grading reviews for school support staff and MATs that are considering whether to undertake a review.

It sets out the key decisions to be made and the basic steps to be taken. References to more detailed generic NJC guidance on JE and pay and grading reviews are included in the text.

The guidance assumes that existing pay and grading arrangements for school support staff are based on the NJC pay spine and that employees' contracts of employment incorporate the terms of the [NJC for Local Government Services National Agreement](#) ('Green Book'). Where this is not the case, the guidance may nevertheless be relevant and useful, particularly if MATs are considering reviewing their current pay and grading arrangements.

The other main JE scheme used in local government, including schools, is the Greater London Provincial Council JE Scheme (GLPC JES). The guidance can be "read across" in the case of MATs using the GLPC JES. Both the NJC and GLPC JE schemes are suitable for evaluating jobs / roles found in MATs.

For further advice, assistance and guidance on starting the JE process in your MAT, the LGA Workforce Team offers a [consultancy service](#) to optimise pay and reward structures using a number of different JE schemes.

Individual MATs will have different approaches to involving recognised unions in job evaluation and pay and grading exercises. The guidance recommends that a partnership approach is taken. It enhances transparency and employee confidence in the process. It should also help in minimising and resolving employment relations problems.

Yours sincerely,

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