

# Councillor Role Evaluation Scheme

### Why does role evaluation appear so complex?

Role evaluation involves deciding the relative importance of all the different roles that attract a Special Responsibility Allowance from the Council.

Role evaluation schemes are further complicated by the 'human factor'. Although role evaluation evaluates the role and not the post holder, councillors identify very closely with the roles that they do.

Deciding the relative importance of roles within an organisation will inevitably cause anxieties, as well as raise expectations, for those involved. role evaluation produces a hierarchy of roles that may not mirror everyone's perceptions.

Job evaluation is:	Job evaluation is not:
systematic consistent a good basis for a fair allowance structure a way of getting a hierarchy of roles based on the responsibilities, skills and workloads attached to these roles.	scientific an exact measurement of duties or tasks performed a way of judging a role holder's performance

### What is the aim of job evaluation?

The aim of this role evaluation scheme is to provide a hierarchy of roles that is free from discrimination and 'felt to be fair' by councillors.

Although many councillors might feel that role evaluation should move them up the 'pecking order', in reality roles can move up, down or stay the same.

## What is analytical role evaluation?

Analytical role evaluation is a method of evaluating roles by separately appraising individual factors of compensatory characteristics – such as skill, effort, responsibility, and working conditions – and combining the separate evaluations into a single points score for each role

Each of these characteristics is broken down into ‘factors’ and each factor is further broken down into levels.

Role descriptions are evaluated against the factor plan to determine which level the job scores under each factor.

## Relevant Documents

To complete the role evaluation exercise, you will need the following additional documents:

- Roles and Responsibilities of SRAs (“Roles booklet”)
- SRA Role Evaluation Scoring Notes (“Scoring Notes”)
- Workload Notes
- SRA Score Sheet

## How to Complete the Score Sheet

1. Read the role descriptions in the Roles Booklet
2. Look at the Scoring Notes with reference to the Roles Booklet and determine the appropriate level for each factor in the scoring notes e.g. for the factor consider if the Leader of the Council is Level 1, 2 or 3.
3. When you have decided on the appropriate level enter the score for that factor against each role e.g. if you feel the leader’s Political Leadership is Level 3 enter 3 in that factor against the Leader of the Council. If the level does not apply to a post enter a “0” in that factor against that post.

**Please note that the workload scores have automatically been entered from the Workload Notes**