

APPENDIX 1 - PAY & REWARD REVIEW: OUTLINE PROJECT PLAN

Work Strand	Key Tasks	Lead	Appendix XX																	
			Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016		
JOB EVALUATION	AUTHORISATION OF NEW SCHEME BY DB	NM	█																	
	AUTHORISATION OF NEW SCHEME BY GENERAL SERVICES COMMITTEE	NM			█															
	TRAIN HR IN NEW SCHEME	JC						█												
ROLE PROFILES	NGA TO SUPPLY ROLE PROFILES & PLACE INTO JOB FAMILIES	GP		█	█															
	FINALISE ROLE PROFILES	JH/ JC				█	█													
	EVALUATE ROLE PROFILES	JC							█	█										
PAY & REWARD STRUCTURE	DEVELOP OPTIONS FOR NEW PAY & REWARD STRUCTURE	GP/ HRM									█	█								
	NEW PAY & REWARD STRUCTURE & ASSIMILATION PROCESS AUTHORISED BY DB	HRM											█							
	NEW PAY & REWARD STRUCTURE & ASSIMILATION PROCESS AUTHORISED BY COUNCIL	JH												█	█					
	ALLOCATE GRADE & PAY RANGE TO EACH ROLE PROFILE WITHIN PAY & REWARD STRUCTURE	GP/ HRM														█	█			
	ALLOCATE PAY POINTS TO EMPLOYEES AND INFORM THEM	HRM /HR															█	█		
	APPEALS	DMT /DB																█	█	
	PAY & REWARD REVIEW TO BE STANDING ITEM AT FORTNIGHTLY TRADE UNION CONSULTATION MEETINGS	HRM	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		
	PAY & REWARD REVIEW TO BE STANDING ITEM AT MONTHLY PEOPLE BOARD MEETINGS	JH	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█		