

1 November 2010

SNCT 10/20
JOB SIZING OF PROMOTED POSTS

Dear Colleagues

Following its review of Job Sizing the SNCT has agreed changes to the job sizing questionnaire, notes of guidance and review criteria. There have been no fundamental changes to the underpinning principles of the process and there has been no change to the methodology of the tool-kit.

The introduction of the new job sizing documentation is to be supported by SNCT training for Job Sizing Co-ordinators from all councils. This training is taking place in November/December 2010. The materials from the training will be made available to all Local Negotiating Committees (LNCTs) to be used for future, locally organised, training. LNCTs will be provided with a copy of the tool kit and it will also be available on the SNCT website.

The new documentation must be used for all job sizing from the December 2010 review time onwards. Job sizing must only be carried out by Job Sizing Co-ordinators who have completed the SNCT training or training that has been provided locally and which has used the SNCT training materials.

It should be noted very clearly that the issue of the new documentation does not of itself require or trigger a resizing of any post. The only circumstances which lead to the sizing of posts being reviewed remain those set out in Appendix 2.3, Job Sizing Review.

Holders of the Handbook should remove the existing Part 2, Appendix 2.2, Appendix 2.2, Annex A (Job Sizing Questionnaire and Notes of Guidance), and Appendix 2.3 and Appendix 2.3, Annex A (Review Criteria) and insert the attached replacements. Appendix 2.2, Annex B (Job Size Score Allocation to Salary Scales) remains unchanged.

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Yours sincerely

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