

Advice – External Costs

Email received from Ian Morgan, South West Councils, the parish councils HR consultancy provider.

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Internal pay reviews

The key thing about conducting an internal pay review is that it is done in an objective manner. As you know the most common approach is to use job evaluation but you will need suitably trained individuals to undertake any assessments fairly. If you don't use job evaluation you will have to identify criteria that are fair and applicable to all posts to avoid any bias. It is also important not to be unduly influenced by market forces as these may relate inconsistently across the workforce and can be misleading when you are assessing the true value of each post (by reference to the others on the council's establishment).

In terms of the cost of us conducting an exercise of this nature you would be looking at the following potential costs:

- Staff briefing (may not be needed if there hasn't been much turnover since the last review) – ½ day
- Job evaluation of all posts – we charge on the basis of up to 10 posts per consultancy day
- Design of pay and grading structure (may not be needed if the council wants to maintain its existing p&g structure) – up to 1 day
- Write & present report to members – 1 day

Our 2023/24 consultancy rate for this type of activity is **£875 plus VAT per day**.