

## **Job Grading, Regrading and Appeals Procedure**

### **1. Introduction**

- 1.1 This procedure describes the arrangements for the evaluation of new and changed posts\* and for assessing regrading applications.

\*Re-evaluations will only be undertaken where the changes to the job description are significant.

- 1.2 This procedure will apply to all employees of the Council whose terms and conditions of service are determined by the NJC for Local Government Services (the Green Book).
- 1.3 All evaluations will be undertaken by the Human Resources (HR) staff fully trained in the use of the GLPC computerised job evaluation scheme.
- 1.4 This procedure provides a structured approach for the evaluation of posts across all Council Services. It is expected that the relevant Chief Officer and Manager, will critically evaluate any request that suggests that a post has change significantly to justify a Job Evaluation Review. It is expected that this critical review will consider the “Why” and “How”.

### **2. Procedure for grading of new or changed posts**

- 2.1 Prior to the submission and approval of a report containing staffing implications, it is essential that a Job Description and supporting evidence for each new or changed post is prepared and submitted to HR who will consider the documentation and discuss the details with the Chief Officer and Manager. In the case of a changed post, the discussion will also include the postholder(s) if the post is filled. The post will be evaluated by HR using the computerised job evaluation scheme and its associated locally agreed conventions.
- 2.2 Following the evaluation, HR will inform the Manager concerned (and the employee(s) if the post is filled) of the outcome. The Manager will prepare a report, normally on a Change of Conditions form (the re-evaluation has resulted in a change of grade).
- 2.3 The recommendations within the Change of Conditions form will be considered by the appropriate officers.
- 2.4 It may be that the evaluation of a post takes place as part of a service restructure. In considering the proposals submitted by Managers/Chief Officer, the HR Team will assess if the proposals are likely to impact on any existing evaluation.
- 2.5 If the changes that are proposed impact on the evaluation of a post held by an existing employee, then this information will be set out in the restructuring report and form part of the consultation process with those employees affected by the restructure.

### **3.0 Procedure for regrading applications generated by the postholder**

- 3.1 Applications must be submitted on the appropriate form – Regrading Application Form. The form must also be completed by the Service Manager and Chief Officer before it is

submitted to HR.

- 3.2 Regrading applications will only be accepted where there is a significant change to the job.
- 3.3 The Manager must confirm that the description of the duties and responsibilities and that the effective date claimed in the application is accurate. If there is disagreement this must be resolved before the application is submitted for evaluation
- 3.4 If the Manager and Applicant(s) cannot agree the matter should be referred to the relevant Chief Officer who should seek advice from HR.
- 3.5 The Applicant(s) must send the completed Regrading Application Form and copy of the job description to HR.
- 3.6 The HR Team will:-
  - Acknowledge receipt of the application
  - Clarify any issues with the postholder(s) and line manager where necessary
  - Evaluate the post
  - Inform the Chief Officer and Service Manager concerned of the outcome
  - Write to the Applicant setting out the decision including the rationale and the right of appeal
  - If the grade is changed a report (on a Change of Conditions form) will be prepared by the appropriate Service Manager
  - The recommendations within the Change of Conditions form will be considered by the appropriate officers
- 3.7 If approved, HR will write to the applicant advising them of the decision and of the date of implementation. This will normally be the date of the application unless an earlier date is claimed, which can be substantiated by supporting evidence.

#### **4. Right of Appeal**

- 4.1 Employees whose job has changed and employees who submit a regrading application will have a right of appeal to the Job Evaluation (JE) Appeals Panel if they are dissatisfied with the job evaluation and can demonstrate that one of the grounds for appeal is satisfied.

#### **5. Grounds for Appeal**

- 5.1 An employee who is dissatisfied with their job evaluation has the right of appeal on one or more of the following grounds:
  - The salary of the post has been reduced
  - There has been a loss of incremental progression
  - More responsibility within the post has not been recognised

#### **6. The Appeal Procedure**

- 6.1 To exercise this right, the employee(s) must appeal in writing to the HR & OD Manager, on the Regrading Appeal form, within 10 working days of receipt of written notification of the grade.

- 6.2 On receipt of the Regrading Appeals Form, the HR & OD (or appointed Deputy) will gather all the information required by the JE Appeals Panel.
- 6.3 The appeal will be considered by the JE Appeals Panel. The Panel will be composed of:
- The Chief Executive
  - An advisor from a recognised Trade Union
  - An advisor from Human Resources.
- 6.4 A meeting of the JE Appeals Panel will normally be convened within 20 working days of receipt of the appeal.
- 6.5 The HR representative who evaluated the job will normally be the HR Advisor to the JE Appeals Panel. Their role will be to:
- Set out the grounds for appeal have been met
  - Explain the rationale behind any decisions
  - Provide information and advice on the GLPC Job Evaluation scheme.
- 6.6 If the panel is not satisfied that the grounds for appeal have been met, the appeal will be rejected and appellant will be advised, giving reasons for the rejection.
- 6.7 The appellant has the right to attend and present their case to the JE Appeals Panel and be accompanied by a Trade Union representative or work colleague of their choice. A management representative may also be present.
- 6.8 After presenting the case the employee, their representative and the management representative (if appropriate) will leave the room to allow the JE Appeals Panel to consider their decision in private.
- 6.9 If information is missing, or if new information is forthcoming, or there has been a misapplication of the job evaluation scheme, any new information will be entered into the software by the HR representative for re-evaluation of the factor/s concerned.
- This could change the original level of the factor (which could go up as well as down) or could confirm the evaluated factor level.
- 6.10 The Chief Executive will have the determining vote. The decision of the Panel is final and there is no further right of appeal.

## **7. Action Following the Appeal Hearing**

- 7.1 The appellant, Chief Officer and Service Manager will be notified by HR of the outcome of their appeal within 5 working days of the date of the meeting. Details of any changes to the factor levels and total score will be provided, together with confirmation of whether the amendments have resulted in a change to the grade of the job.
- 7.2 Successful appeals will be backdated to the date of the regrading application (unless an earlier date is claimed which is supported by evidence) or, in the case of a changed job, the date of the appointment to the post.
- 7.3 If an appeal against a grade involves a group of employees, wherever possible agreement should be reached between the employees in the following areas:-
- The content of the appeal
  - Nomination of an employee to attend the appeal panel on behalf of the group

**8. Review**

8.1 The functions of the JE Appeals Panel will be reviewed annually. The forum for the review will be the Joint Consultative Committee.

**Document Control:**

<b>Version No.</b>	<b>Effective Date</b>	<b>Reason</b>	<b>Review Due</b>
1.0	12.04.11	Policy agreed by Personnel Committee	
2.0	03.02.14	Policy update	03.02.16
3.0	02.02.16	Revisions to be considered by JCC and Personnel Committee	

# **REGRADING APPLICATION FORM**

## **How to complete the form**

### **General Guidance**

Before you begin to complete the Grading/Regrading Appeal Form you should read the guidance notes below. If you are a trade union member you may wish to discuss your appeal and the completion of the Appeal Form with your trade union representative.

### **Grounds for Appeal**

The following are grounds for appeal:

- The salary of the post has been reduced
- There has been a loss of incremental progression
- More responsibility within the post has not been recognised

### **Making an Appeal**

You will need to complete the appeal form and send it to HR & OD Manager within 10 working days of receipt of written notification of the grade.

What will happen after that is clearly laid out in the Grading, Regrading and Appeals Procedure.

# REGRADING APPEAL FORM

To be completed by the job holder, and returned to the HR & OD Manager within 10 working days of receiving written notification of the grade.

<b>Employee Name:</b>			
<b>Post No:</b>			
<b>Job Title:</b>			
<b>Service Area:</b>			
<b>Job Evaluation Points:</b>		<b>Grade:</b>	
<b>Type of Appeal:</b>	<b>Individual Appeal / Group Appeal</b> <i>(Delete as Appropriate)</i>		
<b>Please indicate the Grounds for Appeal (Please tick)</b>			
The salary of the post has been reduced <input type="checkbox"/>			
There has been a loss of incremental progression <input type="checkbox"/>			
More responsibility within the post has not been recognised <input type="checkbox"/>			
<b>Service Manager comments:</b>			
Name; _____ Signature: _____ Date : _____			
<b>Chief Officer comments:</b>			
Name; _____ Signature: _____ Date : _____			
<b>For Office Use only</b>			
<b>Date appeal lodged:</b>		<b>Date received in HR</b>	

**The information which I request is considered as part of the Appeal is:**

*(You may submit additional documents if required, however salary information relating to similar posts within other organisations will not be considered by the Appeals Panel)*

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For office use only**

**Grading Appeals Panel comments and outcome**

**Grading Appeals Panel comments and outcome**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chair of the JE Appeals Panel )

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Trade Union advisor)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(HR advisor)