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Grading Review and Appeal Procedure

OCTOBER 2023

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1. STATEMENT OF INTENT

- 1.1 Wyre Council is committed to ensuring that all staff are rewarded fairly in relation to the roles to which they are appointed. The current economic climate and in particular the reduction in funding from Central Government means that staffing reviews are now more frequently undertaken. Consequently, roles change in relation to complexity, level of duties, accountabilities and responsibilities. Such changes ultimately require a review of the grade for the post.

2. PURPOSE AND SCOPE

- 2.1 This document sets out the process that should be followed when:
- a new post is created;
 - a staffing review identifies that a post has changed significantly;
 - a post holder has taken on additional responsibilities over a period of time;
 - it is believed that an equivalent job is more highly graded;
 - an existing employee is dissatisfied with their grade.

Managers should identify significant changes in job roles and not allow employees to reduce or take on additional responsibilities without considering the impact on the grading of the post.

The document applies to all Wyre Council employees engaged on National Joint Council for Local Government Services [Green Book] conditions of service and/or whose jobs have been evaluated using the GLPC Job Evaluation Scheme.

3. THE EVALUATION PROCEDURE

- 3.1 Changes to staffing resources are documented and approved using the Officer Delegation Report (ODR). The Head of Service will complete the ODR in consultation with the Corporate Director and produce job descriptions and person specifications for the new or amended positions.
- 3.2 Management will ultimately determine the duties and responsibilities of posts. However where changes are being made to the post of an existing employee, the manager will formally consult with the post holder regarding the content of the revised job description.

- 3.3 Where the proposals create a new position or affect the duties and responsibilities of an existing post the ODR and the supporting documentation should be forwarded to the Human Resources Advisor with responsibility for job evaluation to provide an initial assessment and instigate a formal job evaluation of the role by a Job Evaluation Panel.
- 3.4 The Job Evaluation Panel should be comprised of at least two trained staff including a trained Trade Union Official and a member of Human Resources. For new positions the panel should be comprised of a minimum of three trained staff. Where possible, and when deemed appropriate by the Human Resources Manager this will include one trained Trade Union Official, the Human Resources Manager (or representative) and a nominated HR Advisor as a chairperson. Whilst union representation will be sought in the first instance, where there is deemed to be a conflict of interest, unequal representation across council services or a lack of trained trade union officials to move the evaluation forward swiftly, a trained member of staff can be used in place of a trained union official. The trained member of staff would be someone who was independent of the job evaluation process. This decision rests with the Human Resources Manager or a Corporate Director where the Human Resources Manager is unavailable or the conflict of interest relates to them.

Once the initial JE Assessment is validated and the ODR is approved the JE Assessment will stand for a period of 12 months from the date of appointment to the new/amended post. If after 12 months the employee is dissatisfied with their job evaluation the employee has the right to request a review.

- 3.5 The 12 month review is a formal procedure that allows for the 'testing' of a new job description and initial job evaluation assessment. The post holder is given the opportunity to draw on the 12 months experience of working in the post and put forward any additional information to support the application. The application for review should be made no later than 20 working days after the end of the 12 month period

4. REQUEST FOR REVIEW

- 4.1 An employee who is dissatisfied with their job evaluation may ask for a review on one or more of the following grounds:
- a review is requested by an existing employee after 12 months in post;
 - an existing employee is dissatisfied with their grade;
 - it is believed that an equivalent job is more highly graded;
 - the job has changed significantly since the initial evaluation.

It should be noted that:

- an increase in the volume of work undertaken by the post holder would not necessarily result in an increase in the job size sufficient to warrant re-grading;
- it will not be appropriate to consider individual factor elements identified as part of the review in isolation, all other factor levels will also be re-evaluated;
- this procedure could lead to a re-evaluation that results in an increase or decrease in salary.

4.2 The application should be submitted to the Human Resources Manager on the appropriate form (see Appendix 1 of this document). The form mirrors the factors used in the GLPC Job Evaluation process and each request should clearly state the basis for the request and provide as much information as possible to support the application.

4.3 On receipt of the request for review, the Human Resources Advisor responsible for Job Evaluation will review the application and meet with the employee and/or Head of Service to ensure that the information provided is accurate and complete.

It may also be necessary to meet with other job holders if the post is a generic position. Evaluation of generic positions must have a 100% agreement of all post holders for the evaluation to be complete and all signatures must be obtained on the request for regrade form by a nominated representative of that group.

Human Resources will arrange for an appeal hearing within 10 working days of receiving the application and will be responsible for presenting the application and all related information to the Job Evaluation Panel for a review of the position.

If required, the panel may call on the employee, line manager or Head of Service to attend briefly to clarify points within the appeal.

4.4 New or changed posts (i.e. an application made following a 12 month review period): if successful the agreed effective date will be the date that the employee was appointed to the role.

4.5 All other posts: If successful the agreed effective date will be the date that the employee submits their application to the Human Resources Manager.

4.6 If no agreement is reached the post holder will be advised in writing of the decision that the post will not be re-graded. The post holder has the right of formal appeal in accordance with the procedure described below. The application for appeal should be made in writing to the Human Resources Manager within 10 working days from the date on the regrading request outcome letter.

5. HEARING THE APPEAL

5.1 All appeals received will be referred to a Grading Appeals Panel and will be heard within 20 working days.

5.2 Due to the size of the Authority it will not be possible to restrict the panel members to those who have had no earlier involvement in the job evaluation process. The Grading Appeals Panel will therefore comprise of a minimum of five trained staff which should include a Corporate Director, Head of Service and Trade Union Official that have not been previously involved with the evaluation and a HR Advisor and Trade Union representative from the original job evaluation panel.

Where there is deemed a conflict of interest, unequal representation across council services or a lack of trained Trade Union officials to move the evaluation forward swiftly, a trained member of staff can be used in place of a trained union official. This decision will be made by the Corporate Director hearing the appeal.

5.3 The employee must be given at least 5 working days' notice of the time and date of the appeal hearing and if they wish, their representative has the right to attend the meeting and present their case. A management representative from the applicant's service area may also be present.

During a pandemic it may be necessary to extend this period to a reasonable length as deemed appropriate by the Corporate Director hearing the appeal.

5.4 After presenting the case the employee, their representative and the management representative will leave the room to allow the Grading Appeals Panel to consult and re-evaluate with the advisors and consider their decision.

5.5 The Grading Appeals Panel will:

- check whether the applicant satisfies one or more of the grounds for appeal - appeals which do not meet one of the grounds for appeal will be rejected and employees will be advised giving reasons for the rejection;
- consider the original evaluation, the job description and all the representations made in respect of the application;
- ascertain whether or not the issue is one that has been subject to a local convention, or one that has been dealt with as part of the moderation or evaluation process previously. In such a case the advisors to the hearing should identify the convention and advise the panel accordingly.
- determine whether or not to uphold the original evaluation or to make changes to the factor levels for the post.

This determination could result in an increase or decrease in the grade of the post.

- 5.6 The decision of the Grading Appeals Panel will be reached by a majority vote and there is no further right of appeal.
- 5.7 The employee will be notified by Human Resources of the outcome of their appeal within 5 working days.

HR will inform the employee, their Head of Service and Director of the outcome and any change to the grade. HR will also inform the Head of Finance and S151 Officer of any changes to the grade.

6. EQUALITY IMPACT ASSESSMENT AND MONITORING

- 6.1 The operation of this policy will be monitored for its impact on different equality groups in line with the Equality Act 2010. This will enable the council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

7. DATA PROTECTION

- 1.1 In implementing this policy, the council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.



REQUEST FOR REVIEW

Name: Contact Details:

Post Title: Grade:

Directorate: Service:

Is this job covered by a generic job description? Yes [] No []
(i.e. Are there other people doing the job covered by this job description)

If so, is this a group application? Yes [] No []

If so, please name all those who are submitting this appeal / re-grading request: [Please continue on another sheet if required]

.....
.....

I wish to appeal as the job evaluation scheme has been wrongly applied to my post.	
I wish to appeal because the job information provided at the evaluation stage was not complete.	
I wish to appeal as I believe that an equivalent job is more highly graded.	
I wish to apply for a re-grading because my post has changed significantly since the initial job evaluation.	

APPEAL / RE-GRADING EVIDENCE – In order for the Job Evaluation panel to assess each area fully, information and examples supporting the application must be provided for ALL factor levels. This ensures that the panel use the most up to date information with regard to your current role and responsibilities when assessing your regrade application. Incomplete forms will be returned unassessed.

It is the responsibility of the post holder to supply all relevant information to assist the grading process. It is important to understand that scores may decrease as well as increase as part of the process.

Where a particular task or activity is referenced, please indicate the frequency this is undertaken, for example; three times a week I'm required to use a ride on mower for more than 2 hours or 20% of my week is spent driving to/from sites across the borough.

Additional information such as appendices must be clearly referenced to the appropriate factor(s).

<i>Factor Level</i>	Please include all relevant evidence.
Supervision and Management of People	
Creativity and Innovation	

Contacts and Relationships	
Decisions – Discretion	
Decisions – Consequences	
<i>Factor Level</i>	Please include all relevant evidence.
Resources cash plant/equipment	

stocks/materials data systems buildings	
Work Environment Work Demands	
Work Environment Physical Demands	
Work Environment Working Conditions	
Work Environment Work Context	

Knowledge and Skills	

I / we have also enclosed additional information in support of my/our application / appeal and give the following explanation as to why I/we think it should be included.

Description of Additional Information.

Employee(s) Signature: Date:
.....
.....
.....

For Office Use Only

Head of Service Report. You should include your own observations on the evidence provided and confirm that the information is accurate and complete. Please also state whether there are any other factors that should be taken into consideration as part of the process.

Signed: Date:
Head of Service.

The completed form should then be forwarded to the Human Resources Manager.