

GRADING REVIEW & APPEAL PROCEDURE

This procedure applies to all staff employed under the terms and conditions of the National Joint Council for Local Government Services ("The Green Book"). It may be used by individual employees or collectively by groups of employees putting forward a joint case.

Background

The grades of all posts under the terms and conditions of the National Joint Council for Local Government Services ("The Green Book") are determined by the National Joint Council Job Evaluation scheme. This is a systematic process for defining the relative size of jobs of different sorts and ensures employees are receiving equal pay for equivalent work. Each job is assessed from the point of view of 13 factors and each factor is assessed for the job and assigned a level. The assigned factor levels equate to the relevant grade.

All new posts must be job evaluated. Managers should refer new posts to the Workforce Information Team.

Grounds for Re-evaluation or Appeal

A post may be re-evaluated by a Moderation Panel where one or more of the following grounds apply (Reasons A-C are set out in the Green Book Part 4.1, Section 6.4):

- A. The job evaluation scheme has been wrongly applied eg factor levels have been wrongly allocated, the evaluation panel has failed to follow guidance etc.
- B. The information given to the moderating panel was incomplete.
- C. It is believed that an equivalent job is graded more highly and paid more.
- D. Where it is claimed that there has been a substantial and significant change to its content since its original evaluation.

An informal or formal appeal may be lodged if the employee remains dissatisfied after completing the appropriate level of the process.

PROCEDURE

Re-evaluation

1. A post holder who wishes to request a re-evaluation of their post due to a substantial and significant change to their duties and responsibilities should firstly agree an updated job description and person specification with their line manager.
2. The updated job description and person specification must be submitted (electronically where possible) together with a job evaluation request form and structure chart to the Workforce Information Team.
3. A review of the information will be carried out by the Workforce Information Team, meeting with the post holder if appropriate before referring the details to the Job Evaluation Team.
4. The post will be re-evaluated at the relevant moderation panel.

5. The outcome of the panel will be notified to the employee by the Workforce Information Team within two months of their initial request and a job overview will be provided. Where this timetable cannot be adhered to the appellant will be notified and reasons given.

Informal Appeal

6. Where there are grounds for appeal the post holder must notify the Workforce Information Team within one month of the re-evaluation of their intent to appeal, unless there are extraordinary circumstances.
7. If there are grounds for appeal following the initial evaluation of a new post, the Manager must notify the Workforce Information Team within one month of the initial evaluation of their intent to appeal.
8. Further information must be provided stating where the post holder/Manager feels the job overview does not adequately reflect the post. In some cases additional information regarding the post may be requested.
9. The post will be re-moderated at the relevant moderation panel.
10. The outcome of the panel will normally be notified to the post holder/Manager within two months of their appeal request. Where this timetable cannot be adhered to the appellant will be notified and reasons given. If changes are made an amended job overview will be provided.

Formal Appeal

11. After following the steps above, where a post holder/Manager continues to believe that there are grounds for appeal they must notify the Job Evaluation Team within one month of the notification of the outcome of the Informal appeal that they intend to formally appeal the decision, unless Special circumstances apply.
12. Following a formal appeal request an acknowledgement letter will be sent to the appellant together with copies of the information submitted, the factor levels allocated by the moderation panel and a claimed factor level form.
13. The completed claimed factor level form and any further information the appellant wishes to submit must be received no later than one month after receipt of the acknowledgement letter unless extraordinary circumstances apply. Information submitted after this date cannot be considered by the appeal panel.
14. A date normally within three months of the acknowledgement letter will be set for the formal appeal and will be notified to the appellant. Where this timetable cannot be adhered to the appellant will be notified and reasons given.
15. The formal appeal panel is made up of an elected member of the Democracy and Organisation Committee in the chair, a HR Officer from a Directorate other than that of the appellant and a Unison representative. All panel members are trained in the job evaluation scheme.
16. There is no requirement for the appellant to attend the panel hearing but the panel may find it useful to ask questions of the appellant at the hearing. Appellants have the right to be represented at the appeal by a Trade Union representative or colleague.

17. It is not necessary for an appeal to have managerial support but note will be taken of where an appellant has support from their line manager.
18. The Job Evaluation Management's response to the appeal will be added to the information submitted by the appellant to form the appeal pack. This will be sent to the panel members and the appellant at least five days before the appeal hearing.
19. Following the formal appeal panel the appellant will be notified of the outcome within ten working days.
20. The decision of the formal appeal panel is final.
21. Should the post be subject to substantial and significant changes in the future there will be grounds for re-evaluation. In such cases posts cannot return to formal appeal until they have been through the re-evaluation and informal appeal process (points 1 to 10 of this procedure).

Job Evaluation Formal Appeal Procedure

1. The Chairman invites the appellant to introduce his/her case statement and to make any relevant comment on the written observations of the management submission.
2. The Chairman invites the management representative(s) to address questions to the appellant on his/her submissions.
3. The Chairman invites the management representative(s) to introduce the management side's written observations and to make any relevant comment on the appellant's submissions.
4. The Chairman invites the appellant to address questions to the management's representative(s) on the management submissions.
5. The Chairman invites the members of the Committee to address questions to either party. The opportunity is given to either party to address to the Chairman any comment arising from the question or on the replies given.
6. The Chairman invites the management representative(s) to summarise the management case.
7. The Chairman invites the appellant to summarise his/her case.
8. When the case has been heard the Chairman will advise the appellant that full consideration will be given to the evidence and a decision will be communicated in writing at a later date.

