

NORTH LINCOLNSHIRE COUNCIL

CORPORATE SERVICES CABINET MEMBER

GRADING POLICY

1 OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To seek approval for the revised Grading policy.

2 BACKGROUND INFORMATION

- 2.1 The Grading policy is part of the council's Human Resource (HR) manual and was last updated in January 2010.
- 2.2 The procedure provides a method of evaluating posts using both the Greater London Provincial Council (GLPC) and the HAY job evaluation schemes for NJC and JNC posts respectively. There is no change to the two schemes that the council uses to evaluate posts.
- 2.3 When the policy was last amended in January 2010, it provided for an electronic evaluation system that replaced the original panel based evaluations. This approach was piloted for six months.
- 2.4 Following this pilot the decision has been taken that it should revert to panel based evaluations. The electronic system didn't realise the cost savings that had been envisaged as it required a greater level of support for managers. The electronic system was also going to require further investment in the future.

3 OPTIONS FOR CONSIDERATION

- 3.1 To consider and accept the revised policy.
- 3.2 To reject the revised policy.
- 3.3 To recommend amendments to the revised policy.

4 ANALYSIS OF OPTIONS

- 4.1 The revised policy allows for the return to panel based evaluations. This will negate the need for further investment in the electronic evaluation system.

- 4.2 Rejecting the policy would result in the lack of a workable Grading policy.
- 4.3 Recommending further changes to the policy would require further consultation and delay implementation.

5 RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 Financial

The adoption of the revised policy will negate the need for further investment in the electronic evaluation system.

5.2 Staffing

There are no direct staffing implications

5.3 Property

None.

5.4 IT

None.

6 OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 CRIME AND DISORDER, RISK AND OTHER)

- 6.1 None.

7 OUTCOMES OF CONSULTATION

- 7.1 The relevant trade unions have been consulted and are supportive of the proposals.

8 RECOMMENDATIONS

- 8.1 That the revised policy be approved and adopted.

Assistant Director Human Resources

Pittwood House
Ashby Road
Scunthorpe
DN16 1AB

Author: R Stanford
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Background Papers used in the preparation of this report: None

1.0 Introduction

- 1.1 This policy describes the arrangements for the evaluation of:
 - new posts
 - posts where there has been a significant change to the duties
 - individual regrading applications.
- 1.2 This policy applies to all employees of the council whose terms and conditions of service are determined by the NJC for Local Government Services or JNC for Chief Officers including those appointed by schools with delegated powers.
- 1.3 The Greater London Provincial Council (GLPC) Job Evaluation scheme will be used for all NJC evaluations. The Hay scheme will be used in the evaluation of JNC posts.
- 1.4 Evaluations will be undertaken by a panel of Human Resources (HR) employees who are fully trained in the use of the appropriate job evaluation scheme. Trained trade union representatives will be invited to participate in panels where new posts are being evaluated.
- 1.5 Advice and guidance is available from the relevant HR service team throughout the process.

2.0 Procedure

- 2.1 The evaluation of jobs will be undertaken using a job description in the council's standard format, Job description (Appendix 2).

Note 1: The council has produced a Good Action Guide, (Appendix 1) to support the completion of job descriptions.

- 2.2 Prior to the submission of a report containing staffing implications to the relevant cabinet member(s), it is essential that a job description in the council's standard

format is prepared and a panel convened. The panel will consider the job description and evaluate the post using the appropriate job evaluation scheme.

- 2.3 The HR service team will be responsible for supplying all complete and accurate documentation to the panel members in advance of the panel and the HR policy team will be responsible for supplying contextual job family data where requested.
- 2.4 The HR service team will inform the manager of the outcome of the evaluation and record the score and the grade on the Professional Personnel system following approval by the relevant cabinet member(s) and the Corporate Services Cabinet Member.
- 2.5 If following the evaluation the job description requires further review this will result in a second submission for grading of the post. The panel will reconvene and the resulting grade will be notified to the manager. The grade from the second submission will become the recommended grade of the post. No further submission will be allowed.

3.0 Grading of a new post

- 3.1 The manager, having identified the need for a new post, should contact the HR service team, and provide a copy of the new job description.
- 3.2 The HR service team will acknowledge receipt of the job description and convene a panel. The HR service team will be responsible for submitting the job description and any other relevant documentation to the panel members prior to the panel.
- 3.3 Any queries or anomalies arising from the content of the job description will be referred back to the manager concerned by the relevant Head of HR or their nominated representative.
- 3.4 The procedure outlined in paragraphs 2.2 to 2.5 above will then be followed.

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- 3.5 The manager will then prepare a report for consideration by the relevant cabinet member(s) and for approval by the Corporate Services Cabinet Member in order to establish the new post.

4.0 Grading of an existing post – Manager request

- 4.1 A manager may at any time decide to review a current job description where it no longer describes the duties of a post. This may be due to a change in the nature of the work of the service, or as a result of an operational review of the team. In either case the change in the duties of the post must be significant.

Note 2: A significant change is viewed as a change in the duties and responsibilities of the post. An increase in the volume of work is not recognised by the job evaluation process and guidance should be sought from the HR service team or line manager.

- 4.2 Where there is a significant change and an employee is in post or the change may impact upon other posts in the organisation, consultation should take place in line with F.1 Review Protocol.
- 4.3 The manager will be required to write a revised job description that accurately reflects the change in duties and complete the Manager's statement - Grading application form (Appendix 5), which gives the reason for the revision and the nature of the significant change. The manager will then submit both documents to the relevant HR service team. The procedure outlined in paragraphs 2.2 to 2.5 above will then be followed. A manager's statement is not required in a team/service review situation.
- 4.4 If the evaluation results in a change in grade, the manager will prepare a report for consideration by the relevant cabinet member(s) and for approval by the Corporate Services Cabinet Member.
- 4.5 Following approval, the relevant Head of HR will write to any incumbent employee advising them of the panel's decision including the factor levels and the right of appeal.

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- 4.6 The date of implementation of the change will be the date of implementation of the Corporate Services Cabinet Member decision unless otherwise stated in the report.

5.0 Grading of an existing post – Employee request

- 5.1 An employee may request to have their post re-evaluated if there is a significant change in their duties and responsibilities. See note 2 above.
- 5.2 In order to establish if the change is significant the employee should discuss the matter with their manager who will be able to provide guidance on the change.
- 5.3 If after seeking guidance an employee wishes to request that their job be re-evaluated, they should complete the Employee grading application form (Appendix 6), stating the areas of significant change and submit the form to their line manager.

Note 3: The employee should be aware that the resulting change to the job description and subsequent evaluation may result in the grade of the post increasing, staying the same, or decreasing. Employees are encouraged to seek advice from their trade union representative, if appropriate, before submitting a regrading appeal.

- 5.4 The manager will confirm receipt of the regrading application and should complete and return their part of the form within 15 working days of receipt of the application.
- 5.5 If the manager is in agreement with the change they will need to produce a revised job description with the employee and then submit the revised job description to the HR service team requesting a re-evaluation, in accordance with paragraphs 2.2 to 2.5 above.
- 5.6 If the manager is not able to agree to the change in duties submitted by the employee, then the manager will meet with the employee to discuss and clarify the duties of the post. If agreement is reached then the steps from paragraphs 2.2 to 2.5 above will be followed.

- 5.7 Where agreement cannot be reached between the manager and the employee, the manager will record the reasons why they are unable to agree to the changes of duties on the regrading application form. The employee has the option of then progressing the matter under the council's Grievance procedure, C.2.
- 5.8 Where only partial agreement can be reached the changes agreed will go forward for evaluation.
- 5.9 If the evaluation results in a change in grade, the manager will prepare a report for consideration by the relevant cabinet member(s) and for approval by the Corporate Services Cabinet Member.
- 5.10 Following approval, the relevant Head of HR will write to any incumbent employee advising them of the panel's decision including the factor levels and the right of appeal.
- 5.11 The date of implementation of any change will be backdated to the date of the employee's submission recorded on the Employee grading application form (Appendix 6).

6.0 Right of appeal

- 6.1 All employees whose job has changed and who remain in or are designated into post and employees who submit a regrading application have a right of appeal to the Appeals Committee if they are not satisfied with the outcome of the job evaluation process. **Employees should be aware that the resulting change to the job description and subsequent evaluation could result in the grade of the post increasing, staying the same, or decreasing.**
- 6.2 Employees will be informed in writing of the right to submit a written appeal at the time they are notified of the grade.
- 6.3 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;
 - trade union representation where appropriate.
- 6.4 To exercise this right, the employee must appeal in writing using the Regrading appeal form (Appendix 7), clearly stating the reason for the appeal. This form must be submitted to the relevant Head of HR within 10 working days of receipt of written notification of the grade.
- 6.5 The employee will be entitled to attend and make a verbal submission to the Appeals Committee. The employee has the right to be accompanied by a trade union representative or fellow worker of the council.
- 6.6 The relevant Head of HR or nominated representative will explain the rationale behind the evaluation panel's decision. The Assistant Director Human Resources or a Head of HR who has had no prior involvement in the evaluation, will advise the Appeals Committee.
- 6.7 The employee will be informed of the Appeals Committee decision in writing within 10 working days of the date of the appeal hearing by the Service Director Legal and Democratic Services.
- 6.8 The decision of the Appeals Committee is final.
- 6.9 If the outcome of the appeal results in a change of grade, the change will be backdated to the date the post holder submitted the Regrading appeal form (Appendix 7) or, in the case of designation into a changed job following a service review, the date of the appointment to the post. Where there has been a decrease in the grade of the post salary protection will be applied in line with the council's Redeployment procedure, A.9.