



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

RE-GRADING PROCEDURE

Human Resources:-

November 2014

1. Purpose

- 1.1 The Council recognises that the pay and grading of jobs must be fair, transparent and non-discriminatory. Having implemented a review of pay and grading for all posts covered by the National Joint Council (NJC) terms and conditions, using the NJC Job Evaluation Scheme, the Council wishes to ensure that it can maintain the integrity and fairness of its pay and grading structure on an ongoing basis.
- 1.2 This procedure therefore provides an effective, consistent and transparent process for applications for post re-grading, from both post-holders and section managers, following the implementation of the revised pay and grading structure in 2015. This procedure takes effect on 1 April 2015 and supersedes previous arrangements for consideration of re-grading applications and appeals.

2. Introduction

- 2.1 It is acknowledged that the duties and responsibilities of posts may necessarily change incrementally, and new features may be added over time. Such variations are a common occurrence and often do not fundamentally alter the core characteristics of a post, therefore neither necessitating nor justifying a re-evaluation or re-grading. However, as part of the normal management process, the nature, ranking and grading of all posts will be under continuous review.
- 2.2 The Council does, however, recognise that change is constant and that in order to maintain an accurate grading structure and organisational hierarchy, posts that alter significantly may require re-consideration in accordance with the Job Evaluation Scheme and associated Factor Comparison process. This will similarly apply to the creation of new posts. Additionally, the Council acknowledges that the terms and conditions of NJC staff provide for the right to appeal for reconsideration of the grading of their post, in accordance with local procedures and criteria, if they are dissatisfied with the grading of their job. All staff and managers should be aware that the grade attached to posts may increase or decrease at any time following review, and as a result of re-grading applications and appeals.

3. Scope

- 3.1 The policy applies to all Council employees, employed under the Scheme of Conditions of Service of the National Joint Council (NJC) for Local Government Services (the Green Book). This includes NJC staff employed within Anglesey schools, unless the school has formally opted out of these provisions.

4. Remit

- 4.1 The remit of this procedure is to deal with re-grading applications made by the Council's employees on the grounds of:

- A material change in duties and an associated increase in responsibilities of the post;
- Equal pay as defined by legislation, i.e. the right to enjoy remuneration and benefits without discrimination on the grounds of sex.
- External market forces, ie, comparable job roles, evidenced through job descriptions, which attract a higher salary in similar public service bodies in the local area.

4.2 Part 2 of this procedure may be invoked by managers in the following circumstances:

- A new post is established and there is no existing post with the same duties and responsibilities already evaluated;
- As a result of a departmental/service review of operational requirements, the Council proposes to change the duties of a post to an extent that is likely to impact upon its grading.

4.3 This procedure is not appropriate for dealing with:

- The amount of work an employee is required to undertake, or changes to volume of work where the change does not affect the level of responsibility for the post;
- Internal comparisons with other employees or posts (other than on the grounds of equal pay as referred to above), or pay differentials between an employee and their line manager;
- Employees being asked to undertake work which is not specifically detailed in the job description for the post, but the scope of which could reasonably be expected to fall within 'any other duties commensurate with the grade';
- Acting-up or temporary job cover arrangements;
- Making amendments to incorrect or out-dated job descriptions.

This is not an exhaustive list, but the example scenarios listed will be dealt with under alternative processes and procedures as appropriate, for example the appraisal process, the grievance procedure or as part of normal day to day line management.

5. Multiple/Group Applications

5.1 This policy is designed to deal with individual re-grading applications. However, it is recognised that there are many posts within the Authority that are undertaken by more than one person, i.e. by two or more part-time or job share employees, or where there are multiple posts of the same nature that have been assessed, in job evaluation terms, as 'generic posts'.

5.2 In the case of joint or group applications, it is not necessary for each employee to submit a re-grading application as the outcome will be applied to all post-holders. However, where more than one employee occupying a shared or generic post submits a re-grading application, the claim will be treated as a group claim with a maximum of two employees being nominated

to be actively involved in the procedure and to put forward the views and position on behalf of the group. Ideally, the group submitting the claim should agree which two employees will be actively involved, although where no consensus can be reached, management reserves the right to nominate two employees of its choosing.

- 5.3 Individual employees occupying generic posts should be mindful that the outcome of their re-grading application will affect all of the employees occupying the generic post, regardless of whether they have been party to the application.

6. Timing and Frequency of Applications

- 6.1 The grade of a post will only be re-considered through applications made under this procedure once in every rolling twelve month period, unless the employee(s) making the application can identify in their initial written application a specific and significant change in duties and responsibilities that was not considered during the previous review. The decision to progress an application in these circumstances will be exceptional and rests entirely with the Head of Profession - Human Resources. No appeal facility exists against such decisions.
- 6.2 Applications will not be accepted from any employee until they have occupied their post for a minimum period of six months.

7. Effective Date of Change of Grade

- 7.1 The effective date of any change agreed under this procedure will be the date the application was received via the appropriate form by the employee's Head of Service. Posts will not be re-graded retrospectively beyond this date.

8. Preliminary Considerations

- 8.1 It is the responsibility of all managers within the Council to keep under review the grades of all posts within their area of responsibility, as part of their normal management responsibilities. Likewise, it is the responsibility of all employees to seek to resolve issues with their manager prior to the consideration of formal procedures.

Part 1 - Re-grading Applications – Generated by Employees

- 9.1 Applications must be submitted on the appropriate form (Appendix A) and be signed by the applicant(s) and the line manager prior to submission to the Head of Service.
- 9.2 In the event of the line manager indicating on the form that they agree to the changes documented by the employee, the Head of Service may submit the application to Human Resources for re-evaluation without the need for a meeting. However, the Head of Service may, at his/her discretion, call a

meeting with the employee and line manager to discuss the re-grading application. The Head of Service shall, at his/her discretion, determine whether or not to add their own comments to the application form prior to submission to Human Resources.

- 9.2.1 Re-evaluations will be undertaken by a trained member(s) of Human Resources staff. In the majority of cases this will be undertaken purely on the basis of the written information provided, however, exceptionally and at their absolute discretion, the evaluator may request clarity from any of the parties involved.
 - 9.2.2 The outcome of the re-evaluation will be confirmed to the Head of Service. The Head of Service may, at his/her discretion, request a re-examination of certain factors prior to confirming the outcome to the employee.
 - 9.2.3 Employees will be notified by their Head of Service of the outcome of their re-grading application in writing, together with details regarding the right of appeal and the process for doing so. The Council will endeavour to provide written confirmation of the outcome of re-grading applications within 4 weeks of the date the application is received by Human Resources. This may be necessarily extended in exceptional circumstances.
- 9.3 In instances where a re-grading application is received by a Head of Service, within which the line manager has indicated disagreement with aspects of the application, the Head of Service will call a meeting. The purpose of the meeting will be to seek to establish a factual position on the employee's job role, rather than to consider or anticipate grade implications. If, following this meeting, the Head of Service determines that the employee has grounds for submitting a re-grading claim, regardless of whether or not the grade may be affected following re-evaluation, the application will proceed through stages 9.2.1 to 9.2.3 above, ensuring that full and accurate information is provided to Human Resources to enable re-evaluation.
- 9.4 If, following the meeting described at 9.3 above, the Head of Service determines that there are insufficient grounds for progressing a re-grading application, the application will be declined. In these instances there will be no submission of post details to Human Resources for evaluation. Should an employee be dissatisfied with this outcome, they may consider use of the Council's Grievance Procedure.
- 9.5 The Grievance Procedure does not consider matters of grading. In the circumstances described in 9.4 above, the grievance would be concerned with the factual accuracies of job roles and job-changes. Resolution available under the Grievance Procedure in these circumstances would be limited to considering whether the employee had access to re-evaluation. Therefore, if the grievance were upheld, the re-grading application would be referred back to the Re-grading Procedure and re-entered at stage 9.2.1. The right of appeal against the re-evaluation outcome would remain.

9.9 The timescales indicated in 9.2.3 above may be necessarily extended in instances where meetings have been required. Time-scales will be suspended in instances where a grievance has been raised.

10. Grading Appeals

10.1 The written notification from the Head of Service regarding the outcome of the re-grading application will detail the employee's right to appeal.

10.2 Any appeal must be submitted in writing, to the Head of Service, within ten working days of the date of the letter communicating the decision. The appeal should be submitted on the application form at Appendix B and must specify the grounds for appeal and provide supporting information for the grounds specified.

10.3 Appeals may only be made on the following grounds:

- That the information used in the making of the decision was incorrect, or seemingly misinterpreted or misunderstood; or
- That the decision was unreasonable, given the information used in the making of the decision.

10.4 Information that was not submitted with the original application will not normally be considered at the appeal stage. Further information will only be considered in exceptional circumstances if it is relevant and could not, for reasons beyond the applicant's control, have been made available when the original decision was made.

10.5 Appeals will normally be considered by a member of the Senior Leadership Team (SLT), however, this may be delegated appropriately if necessary. The employee will be invited to attend an appeals meeting, at which the relevant Head of Service will also be present. The SLT representative may also, at their discretion, invite the line manager and the evaluator. Additionally, the SLT representative may choose to seek advice in assisting them in making their decision. This meeting should be held within 4 weeks of receipt of the written appeal registration.

10.6 Following consideration of the information submitted as part of the appeal, the SLT representative may choose to either reject the appeal, or refer it for further re-evaluation. In the event of further re-evaluation, this will be undertaken by a panel of evaluators, comprising a minimum of one evaluator from Human Resources and one representative from the trade unions. Panel members will be trained evaluators and will not have been involved in any previous evaluations of the post in question.

10.7 The SLT representative will confirm the outcome of the appeal in writing, within five working days of the appeal meeting. If the decision is to refer for further re-evaluation, this will require a longer timeframe but should ideally be undertaken within four weeks of the appeal meeting. Irrespective of whether

or not the post has been referred for re-evaluation, and irrespective of the subsequent outcome, the decision arising from the appeal stage is final.

11. Right to be Accompanied

- 11.1 When invited to meetings at any stage of this procedure, employees have the right to be accompanied by their trade union representative or a work colleague. It is the employee's responsibility to identify and invite their companion to relevant meetings. On the basis that the Council will endeavour to progress re-grading applications and appeals in a timely manner, meetings will not normally be postponed or deferred due to the non-availability of the employee's preferred companion, as there may be other companions available to attend. A companion's role is to support the applicant, not to act as a witness, and they should not have a direct interest or involvement in the job role, nor have been involved in any previous aspect of the evaluation process.

Part 2 – Re-grading Review Initiated by Managers

- 12.1 Managers are responsible for ensuring that the services provided under their area of responsibility are of high quality, efficient and represent value for money for Anglesey residents. As such, ways of working and staffing structures should be continually under review, and service departments should ensure that they are proactively seeking continuous improvement and adapting positively to change.
- a. Managers may, at any time, determine that a service-led change requires an adjustment to the duties and responsibilities attached to a post, particularly if a post is vacant and the opportunity has been taken to review it. However, changes to job roles should not be merely imposed on occupied posts, as these changes are likely to have an impact on the post-holder(s). In either scenario, changes are required to be managed effectively to ensure that the Council's organisational establishment and hierarchy is properly maintained together with the integrity of the pay and grading structure. Any potential grade changes will also have budgetary implications.
 - b. When considering any changes to existing roles and structures, affecting occupied posts, managers should refer to the Council's Restructuring and Redundancy Policy. Even if no redundancies are anticipated, this policy outlines requirements for consultation and achieving changes to employees' roles, terms and conditions. It is also a requirement of such proposed change, that a business case is prepared and submitted for approval prior to implementation. Managers should seek advice from Human Resources in these instances, and proposed changes to job roles may be subject to evaluation to assist with the costing of the business case.
- 12.4 In any circumstances, including the creation of new posts, the review of vacant posts, or the proposed change to occupied posts, managers are not

permitted to establish a grade for a post without it going through the Council's approved job evaluation/factor comparison process. Managers are required to complete the 'New Post/Job Change Request' form attached as Appendix C, and to complete and submit a Job Description/Person Specification form in the Council's approved format.

- 12.5 Employees occupying posts affected by a change of grade following a management review, will have the right to invoke this procedure at the appeal stage if they are dissatisfied with the outcome.

13. Monitoring

The outcome of all re-grading applications and appeals will be reported to the Head of Profession, Human Resources, by Heads of Services for necessary action and for monitoring purposes. Re-grading applications and appeals will be monitored in accordance with the Council's Equalities Strategy, and statistical information may be reported as appropriate. Papers relating to re-grading applications and appeals will be stored and processed in accordance with the Data Protection Act.

This procedure will be monitored and reviewed periodically as necessary.

This policy supersedes any other policy, procedure, practice or reference in other documents to HR arrangements for dealing with the re-grading process.

*November 2014
(DMD)*

APPLICATION FOR REGRADING

Requests for regrading of posts must be submitted to your line manager for forwarding to your Head of Service for approval. The only grounds for regrading are:-

- A material change in duties and an associated increase in responsibilities of the post;
- Equal pay as defined by legislation, i.e. the right to enjoy remuneration and benefits without discrimination on the grounds of sex.
- External market forces, ie, comparable job roles, evidenced through job descriptions, which attract a higher salary in similar public service bodies.

Name	
Pay No.	
Service	
Post Title	
Current grade	
Date of appointment to current post	
Date of last application for regrading	

Part One – For completion by applicant

Please explain your reason for your regrading application, ie, your role has changed/ potential equal pay discrepancy/external market forces (similar posts attracting a higher salary in the external market). (If you need assistance with your application please contact your line manager in the first instance),

Please continue on separate sheets if required

Write a brief summary of how and why your role has changed and/or please provide specific examples which demonstrate the ways in which your role is required to operate at a higher level.

I enclose a revised job description, organisation chart and/or further written evidence, such as comparable job role job descriptions, with my application for regrading.

Signature **Date**

Part Two – For Completion by Line Manager

I confirm that I agree/disagree* that the information contained in the brief summary is accurate and that I have/have not* verified the examples of higher level responsibilities provided.

** Delete as appropriate.*

The attached revised job description, organisation chart, and/or further written evidence, such as job descriptions for comparable job roles, have been discussed and agreed with the post holder, together with a job change request form (if applicable).

Name (Print)

Service

Signature: Date

This form and attachments should now be passed to the Head of Service

Part Three – For Completion by Head of Service

*I confirm that I agree with the information contained in this application and request that the role is rescored accordingly.

*I confirm that I disagree with the information contained in the brief summary and do not think it appropriate that the role is rescored at this point.

** Delete as appropriate.*

I wish to add the following comments:-

Name (Print)

Service

Signature: Date

Once completed, this form should now be forwarded to Human Resources for action

APPEAL AGAINST REGRADING APPLICATION

Name of Appellant	
Pay No.	
Service	
Post Title	
Date of original application	
Outcome of application	

GROUND FORS FOR APPEAL:-

I submit this appeal on the grounds that:-

- The information used in the making of the decision was incorrect, or seemingly misinterpreted or misunderstood; or
- The decision was unreasonable, given the information used in the making of the decision.

Please give further details of the grounds of appeal:-

.....

.....

.....

.....

*I propose/do not propose to be present at the appeal

*I shall/shall not be represented at the appeal

** delete as appropriate*

Name & Designation of representative (if applicable):-

.....

Signature..... Date

**NEW POST / JOB CHANGE REQUEST FORM
(for regrading applications proposed by Management)**

Post Title:

JE No (if applicable):

Date of Submission:

		Please tick as appropriate
1.	This post is a new post on the service establishment – please evaluate (please attach Job Description)	<input type="checkbox"/>
2.	This post has changed since its previous evaluation – please re-evaluate (please attach revised Job Description and highlight how the job role/responsibility has changed)	<input type="checkbox"/>
3.	This post is new/has changed as a result of an internal reorganisation/restructure (please attach Job Description and, if applicable, highlight how the job role/responsibility has changed)	<input type="checkbox"/>

Signature of Manager.....

Date

Signature of Head of Service

Date.....

