



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Job Evaluation Appeal Pack

All you need to know about making an appeal...

Human Resources Unit
Deputy Chief Executive's Department
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List of Available Information

When you receive details of your job evaluation scores, you may well wish to know more, and ask what you can do next. You can raise such issues in the first instance with your line manager or Union representative or the JE team or HR.

This pack is a guide to your appeal rights and to direct you to the information which will help establish whether you have grounds to make an appeal. The table below outlines the information that is available, and where it can be obtained.

What is available?	Where can I get a copy from?
NJC Scheme – Green Book	MonITor or Line Manager
Local Conventions	MonITor or Line Manager
Family Tree Information	Line Manager
Rank Order with Factor Scores	MonITor
Individual Factor Scores	Provided in Individual Letter
Job Description & Person Specification Original Job Description Questionnaire (JDQ) (If completed) or Factor Comparison Information (Where a JDQ was not completed)	Employee Notification Pack
Appeal Registration Form	MonITor or this pack (Appendix 2)

The flowcharts for each of the individual grounds of appeal, as stated in the NJC Scheme are included in Appendix 1 at the back of this procedure. The grounds for appeal are:-

- 1.2 Own Job Wrongly Evaluated**
- 1.3 Equivalent Job Differently Evaluated**
- 1.4 Post Wrongly Matched with Generic Group**
- 1.5 Incomplete Job Description Questionnaire**
- 1.6 Changed Post**

The Appeal Procedure

This is the local, jointly agreed procedure based on guidance provided by the National Joint Councils

This procedure has been established to address potential appeals arising from the job evaluation process. It will follow the initial grading review evaluations and associated quality checking, but prior to the publication of pay and grading structures. It is anticipated that many queries will be resolved through discussions and contact at Road shows, with the JE Team/Line Managers/Trade Unions etc. However, matters that could not be resolved in this way can proceed through the appeal process.

This procedure provides for both –

- Appeals against an initial evaluation, in order to consider and correct perceived errors that impact on the overall score of the post.
- Appeals for review of a job which has changed significantly since the initial evaluation.

The grounds for appeal under this procedure shall be as follows –

- Where the post appears to have been wrongly evaluated in relation to one or more of the specific factors
- Where it is believed that an equivalent job has been differently evaluated.
- Where the job questionnaire did not provide complete information.
- Where the job has been wrongly matched within a generic group.
- Changed posts

The procedure provides for two levels of appeal –

An **Informal Review** which should allow most errors adjustments to be dealt with amicably and disposed of, thus reducing the number of unnecessary or inappropriate formal appeal hearings.

A **Formal Appeal** at which a final and binding decision will be made.

Employees believing that they have grounds for requesting an appeal must register their appeal in writing using the appended pro-forma by the end of 09/01/2014.

There will usually be individual appeals or collective appeals. Collective appeals are those, in respect of those posts incorporated as a generic group. i.e. A generic group of posts is usually one post e.g. home carers but the Authority will have a number of people undertaking the same role.

An individual who has been allocated to a generic post can appeal as an individual on the grounds that their post has been wrongly matched to the generic group. Appealing on any of the other grounds will affect the whole generic group to which the post has been matched and individuals should be mindful that the outcome of their appeal will affect all of the employee occupying the generic post, regardless of whether they are party to the appeal or not.

Where a collective request for an appeal has been made, or more than one individual request has been made relating to the same post, management reserve the right to consider the appeal as a group appeal.

All appeals will usually follow the same process i.e. informal stage first. If deemed successful at this stage the appeal will proceed to formal stage. If not deemed valid the individual concerned will be advised of this decision. Representatives will be allowed to accompany individuals (a max of two representatives can attend the informal and formal appeals in support of a collective/generic appeal)

In the case of a group appeal it is important to ensure that the majority of the individuals in the generic group “sign up” to the appeal. This means at least 51% of the generic group must be in agreement to proceed to the formal appeal stage. Where there is a failure to achieve the 51%, management reserve the right to review the appeal on an informal basis. The outcome of any appeal in relation to a generic group will apply to the whole of the group. Scores can go up, stay the same or in some cases go down. You should therefore seek the agreement of the majority of your colleagues in your group.

The Informal Review

The informal review stage will address the following –

- Errors of scoring which can be highlighted and referred back for potential re-scoring
- Lack of understanding or misinterpretation which can be resolved immediately at the review.
- Issues relating to generic posts

In any case where the issue cannot be immediately resolved, the appellant will be advised of the basis of the grounds of a formal appeal.

An informal review meeting will consist of –

- the appellant
- appellant’s union representative
- the appellant’s line manager / Head of Service
- a representative of the appropriate trade union

- a representative of the HR service who will chair the review

The format for the meeting will depend upon the basis of the request for the review and will be flexible, geared to securing an agreed and amicable outcome without recourse to a formal hearing.

The outcome of the review will be confirmed at the meeting. The appellant will be notified in writing of that outcome and the steps to be taken recorded and actioned. Where there is no majority agreement the Chair makes the final decision on the balance of information presented.

Where a case cannot be resolved it is referred to a formal hearing.

The Formal Appeal

The formal appeal hearing will consider any cases which cannot be resolved through the informal review process.

A formal appeal hearing will be convened and the appellant advised of the date following the informal review meeting.

At least 10 working days prior to the formal hearing the appellant will be required to provide a written statement of case, identifying the specific factors and any other issue he/she considers to be relevant to the appeal. Concurrently, the appellant's Line Manager / Head of Service will provide a written statement of case, whether in support of, or challenging the basis of the appellant's claim. Such statements must be confined to the issues identified in the statement agreed at the informal review. No new issues are to be introduced at this stage. This information will be circulated to panellists.

The appeal will be heard by a joint panel consisting of four representatives in equal ratio of management and the recognised trade unions. HR will chair the hearing. For purposes of these appeal hearings, the individual's Line Manager / Head of Service cannot be part of the decision process if they have countersigned the original appeal. Countersigning the original proposal indicates that the Line Manager / Head of Service:

- agrees that there are grounds for appeal
- agrees that the information contained in the appeal paperwork is correct and accurate

All appeal panellists will be trained in the application of the Job Evaluation Scheme and all associated guidance including locally agreed conventions.

The panel's decisions will be by majority. Where there is a failure to agree the Chair of the Panel will have the final decision on the balance of information presented.

Procedure –

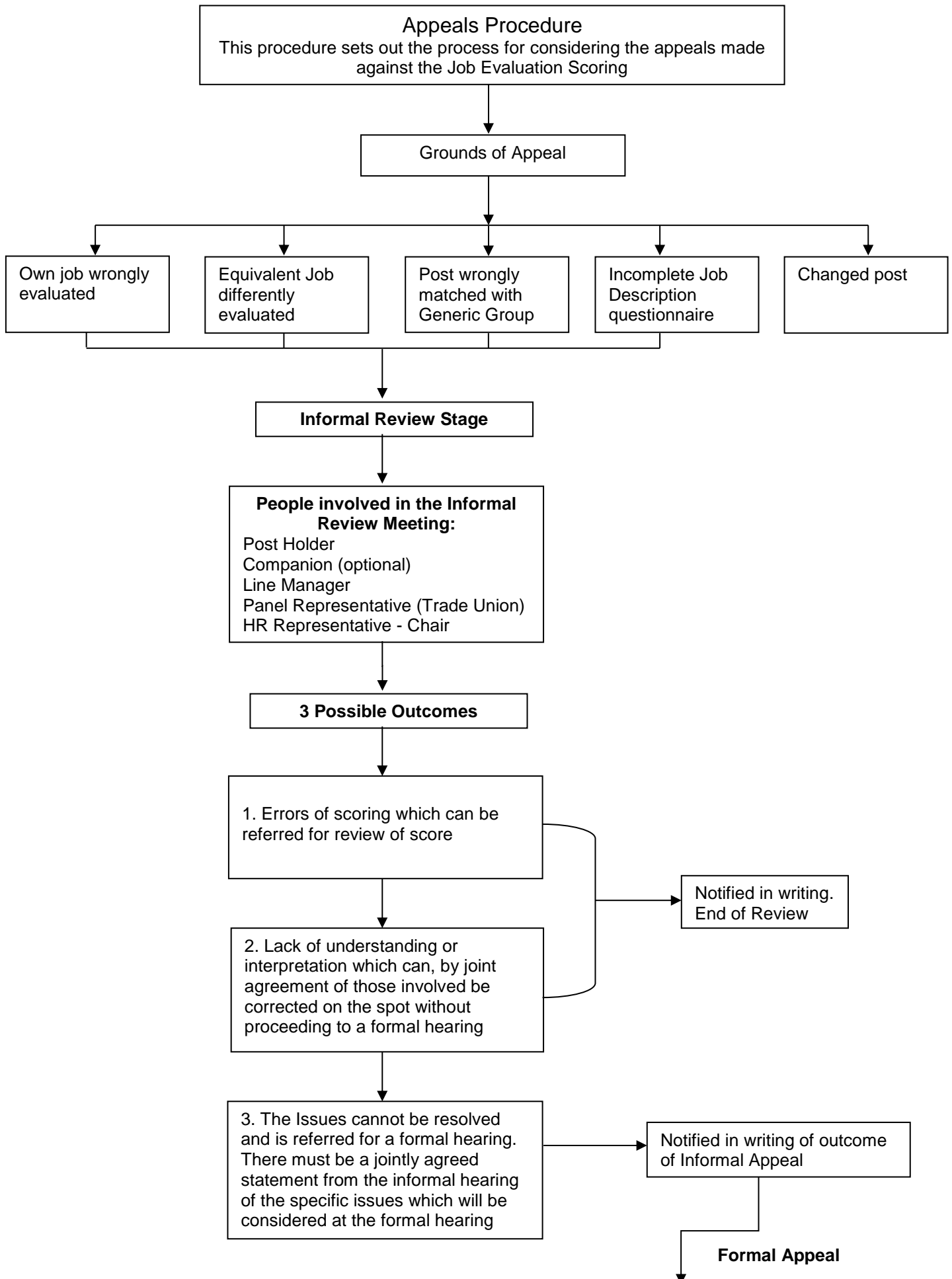
1. The appellant – who may be accompanied *(See Note 1) - will be invited to present his/her statement of case.
2. The Panel will ask any questions in clarification
3. The appellant's line manager will be invited to present his/her statement of case.
4. The Panel will ask any questions in clarification
5. The Panel will deliberate in private immediately and wherever possible, will invite the parties back to announce their decision on the day. Where further deliberations are necessary, the Panel may reserve their decision for a period of no more than two working days and inform the parties of their decision in writing.
6. The decision of the Panel will be final. There will be no further avenue of appeal.

The outcome of the Appeal will be confirmed in writing to the appellant and recorded for future reference and immediate action as appropriate.

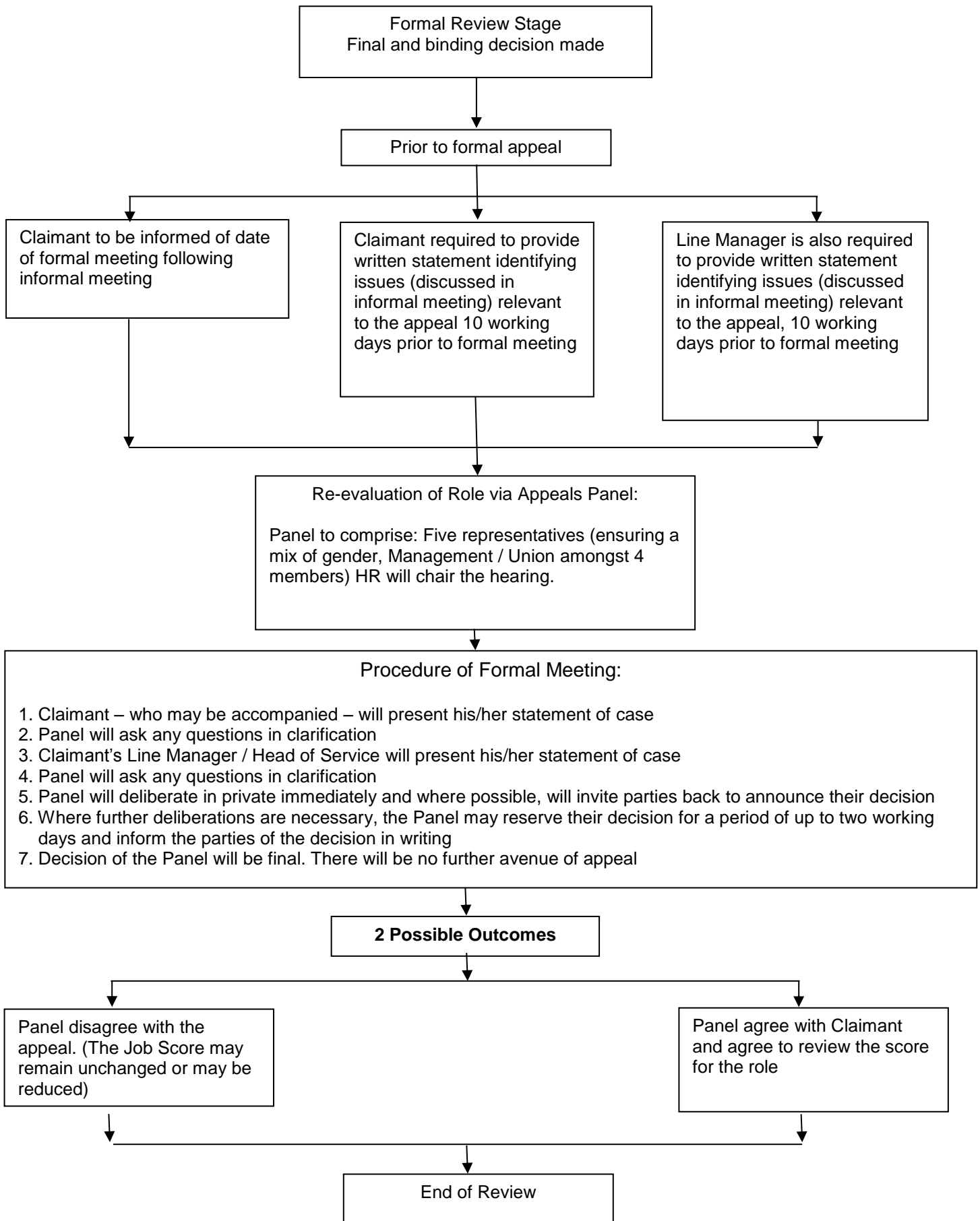
*** Note 1**

The appellant may be accompanied by a trade union representative or a colleague as a supporter (referred to in the flowcharts below as the "companion"). However, the appellant may not call any witnesses or be accompanied by anyone with a direct interest or involvement in the appeal. The Panel will call no other witnesses.

The Appeal Procedure Flowchart

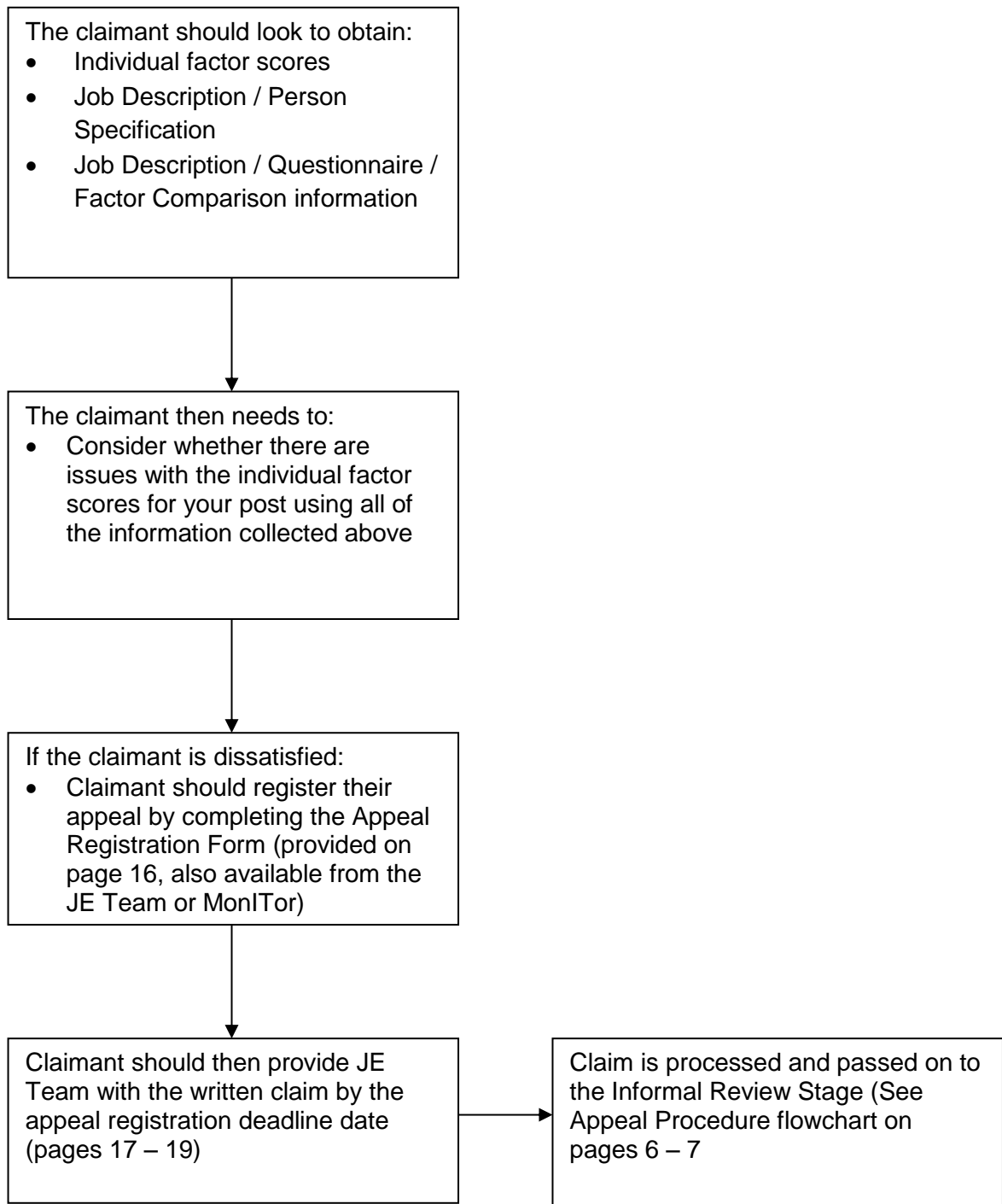


The Appeal Procedure Flowchart

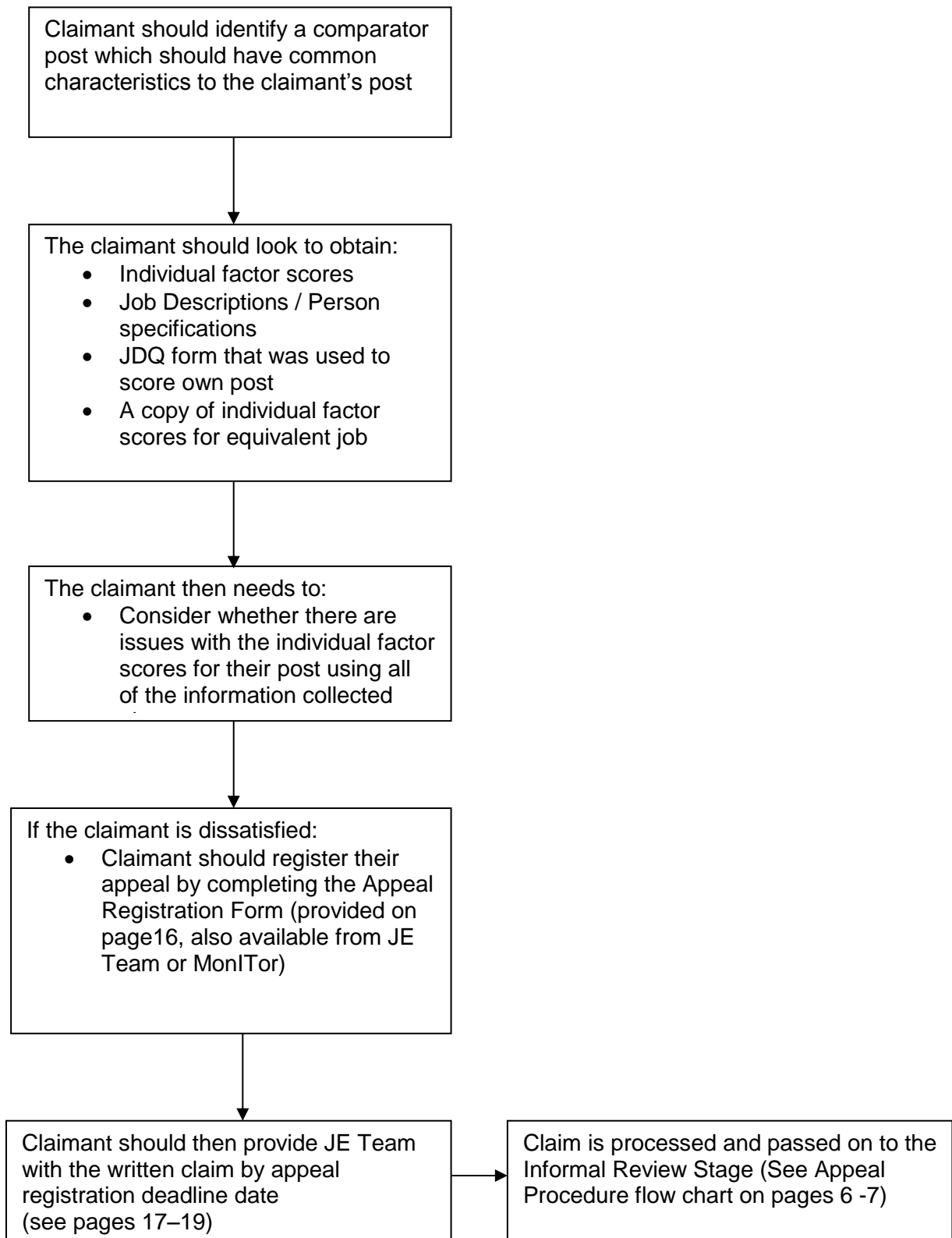


Appendix 1

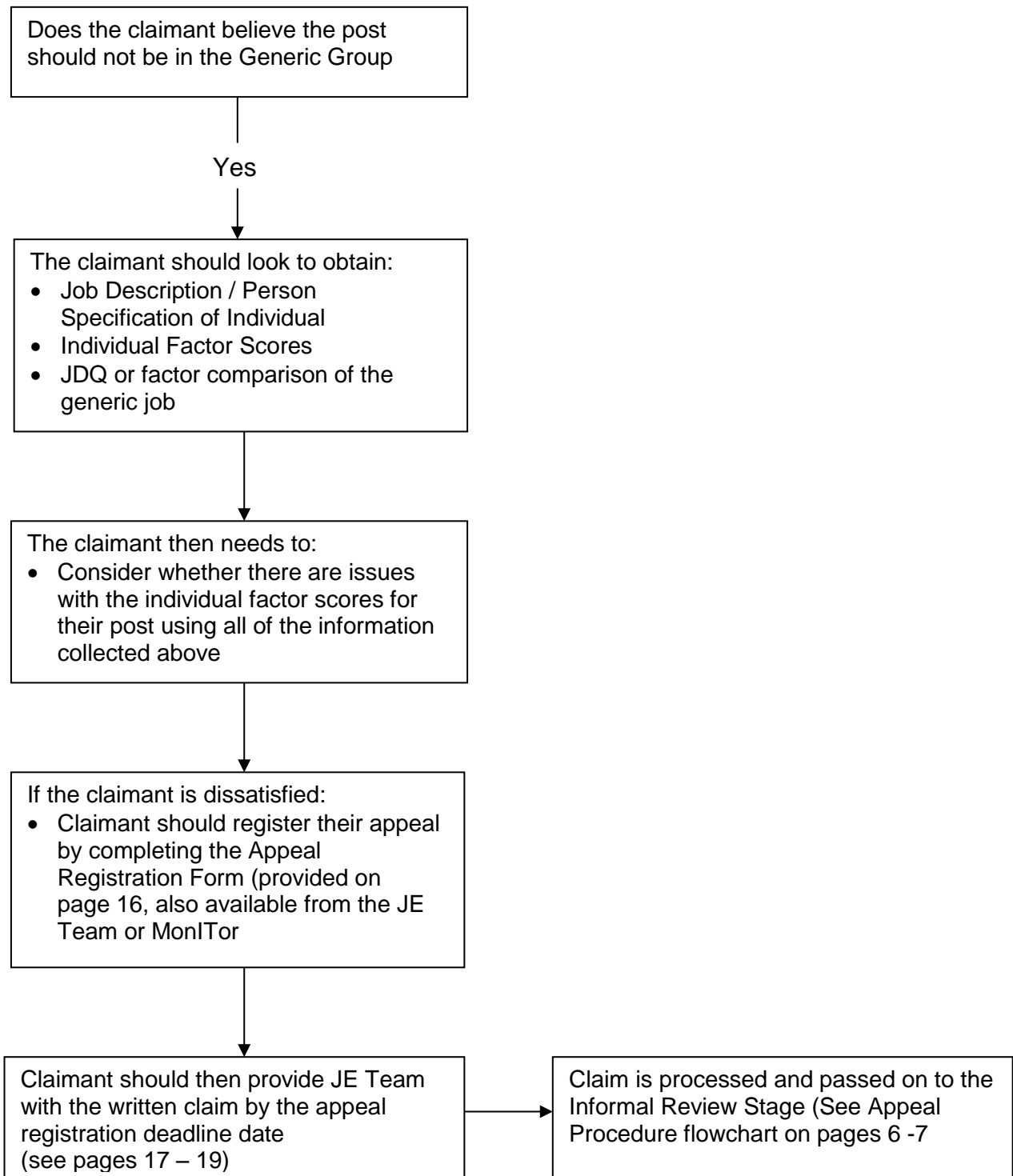
1.2 Own Job Wrongly Evaluated Flowchart



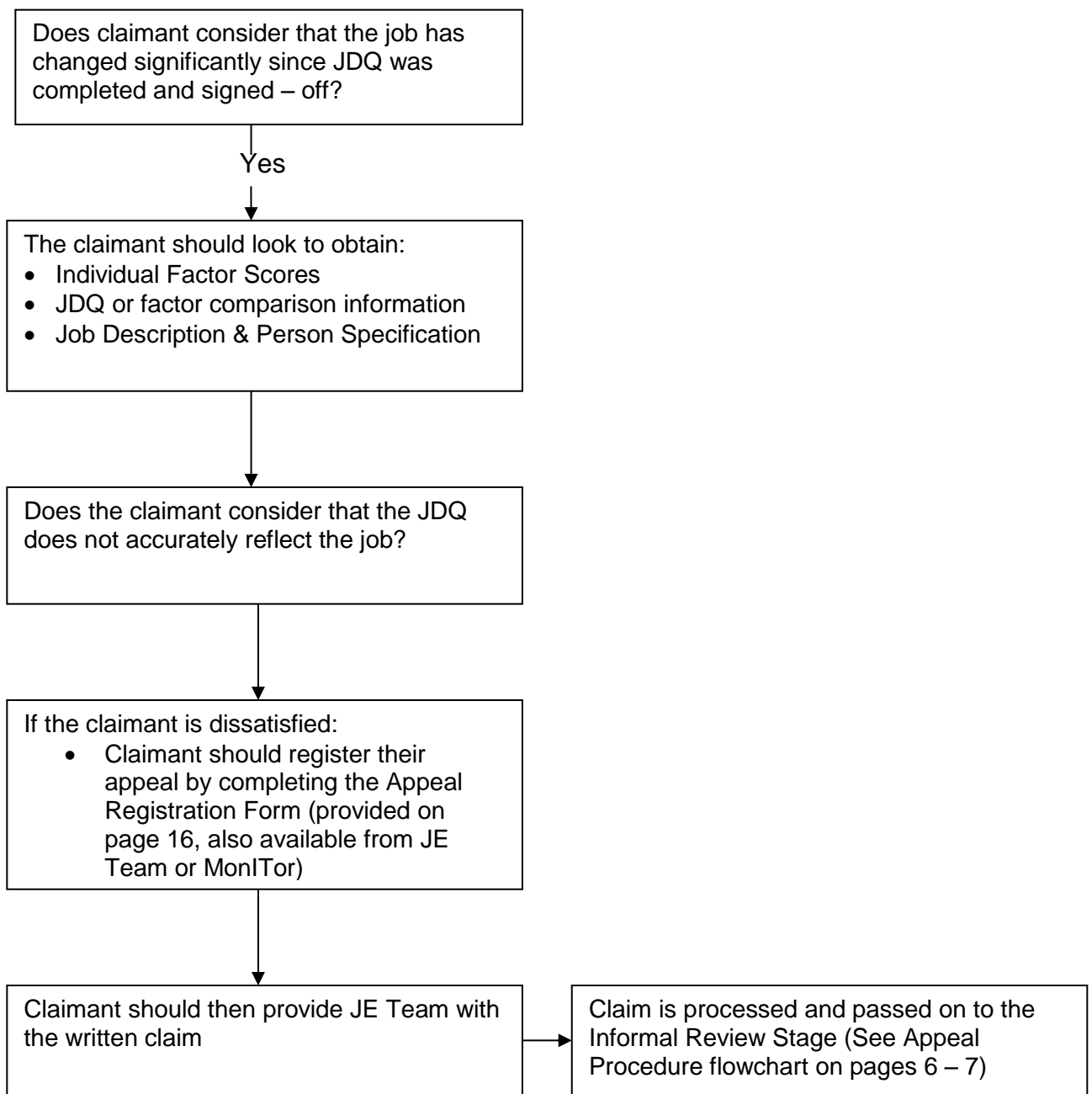
1.3 Equivalent Job Differently Evaluated Flowchart



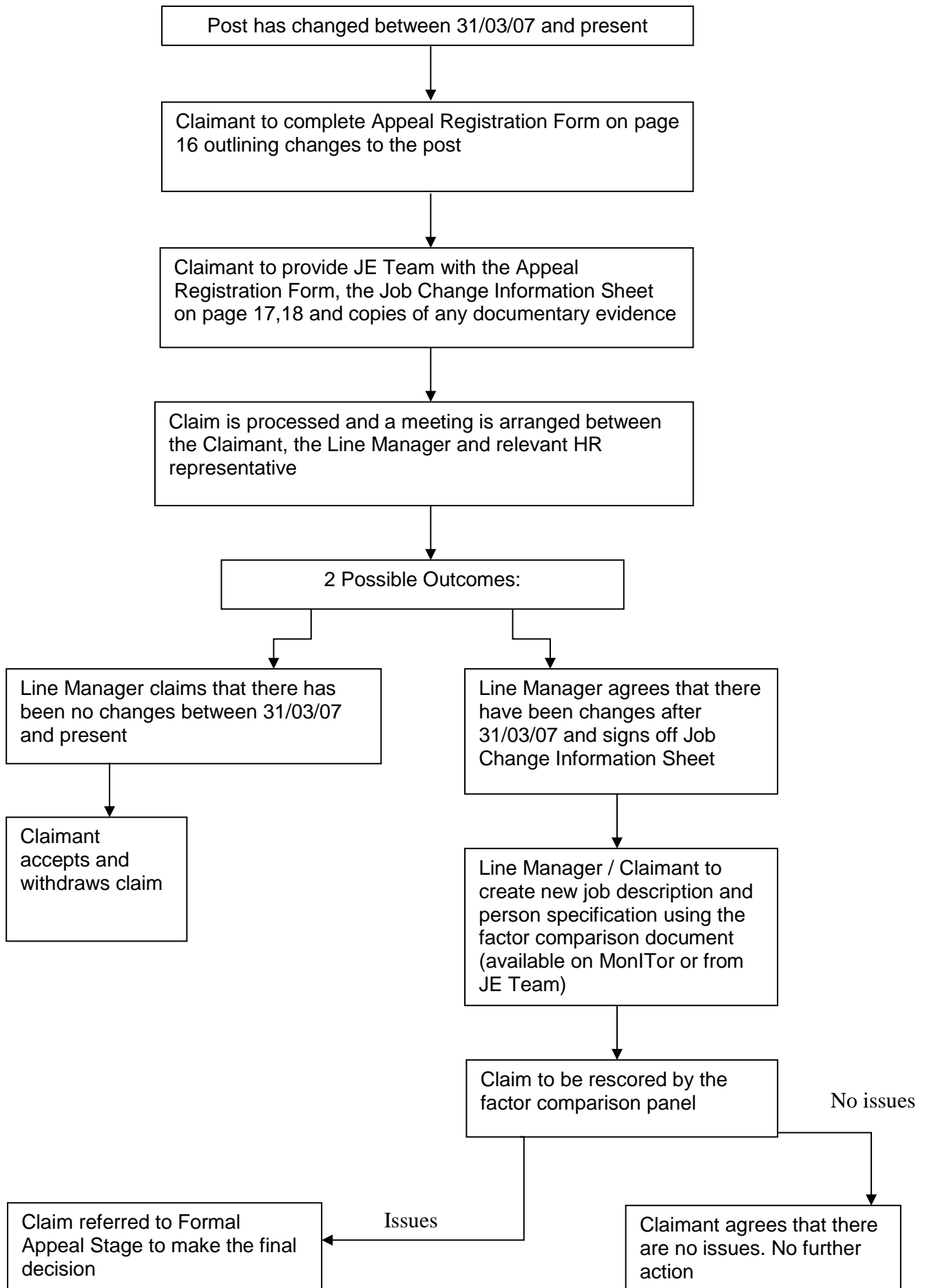
1.4 Post Wrongly Matched with Generic Group Flowchart



1.5 Incomplete Job Description Questionnaire Flowchart



1.6 Changed Post Process Flowchart





Pay and Grading review

Job Evaluation: Appeal Registration Form

Section 1: Personal Details.

Surname:

Forename(s):

Post Held:

Section / Service:

Directorate:

Pay Number: Telephone Number:

E-mail:

How long have you been in this post / for which your appeal relates:

.....

Start date in post?:

.....

Signed:.....Date:.....

For Official Use Only:-

Appeal Reference Number/s _____

Date Received by JE Team: _____

Section 2: Basis.

What is the basis of your appeal? (Please tick the appropriate box below – you should not tick more than one box)

The grounds for appeal set out below are as jointly agreed with the trade unions and follow the model provided by the National Joint Council for adoption by local authorities.

	Basis of Appeal	✓
1	I believe that my post has been wrongly evaluated in relation to one or more of the specific factors	
2	I believe that an equivalent job to my own has been differently evaluated	
3	I believe that my job has been wrongly matched with a generic group	
4	I believe that the job description questionnaire which was used to evaluate my post did not provide complete information	
5	I believe that my job has changed significantly since the completion of the original job description questionnaire	

Job Change Information Sheet

Post Title: JE No: Estab. No:

Date Submitted:

Information relates to job change proposed by Management **

Information relates to claim submitted by employee**

Please enter the existing Job Evaluation Factor Scores:

Know	MentS	Int&CS	PhysS	I&I	PhysD	MentD	EmD	People	Superv	FinR	PhysR	WConds

Please indicate, by entering a tick (✓) in the appropriate factor box(s) below, which factor scores you consider have changed:

Know	MentS	Int&CS	PhysS	I&I	PhysD	MentD	EmD	People	Superv	FinR	Phys R	WConds

Glossary:-

Know - Knowledge

MentS – Mental Skills

Int&CS – Interpersonal & Communication Skills

PhysS – Physical Skills

I&I – Initiative & Independence

PhysD – Physical Demands

MentD – Mental Demands

EmD – Emotional Demands

People – Responsibility for People

Superv – Responsibility for Supervision

FinR – Responsibility for Financial Resources

PhysR – Responsibility for Physical Resources

WConds – Working Conditions

** Delete as necessary

Narrative: (Brief rationale for proposed / claimed changes)

Knowledge and Skills Factors:-

Demand Factors:-

Responsibility Factors:-

Working Conditions:-

Signature of Claimant.....Date Signed.....

Signature of Line Manager.....Date Signed.....

Signature of Head of ServiceDate Signed.....

Guidance for Completion of the Appeal Documentation

Basis 1 - My job has been wrongly evaluated.

You will need to indicate clearly which specific factor (or factors) you consider to have been wrongly evaluated.

In each case you will need to provide –

- a justification for your claim
- the evidence which you believe demonstrates that the factor was wrongly scored and indicates what the factor score should have been.

Remember in this case, you are not seeking a comparison with another post, rather the concentration should be on your own job scores and where and how you think there has been a misinterpretation which has led to an incorrect factor score.

Basis 2 - An equivalent job has been evaluated differently.

You will need to identify and specify in your case, the particular post (or posts in the case of a generic group) which you consider to be the direct equivalent of the post which you occupy and where in the score line it has been differently evaluated to your own post.

You will need to provide –

- evidence to demonstrate that your post and that which you have identified are directly equivalent
- justification and evidence in relation to those factors where the two posts have been differently evaluated but where you believe that the factor scores for both posts should be the same.

You will need to identify an equivalent job to make an appeal on this basis.

Basis 3 - Wrongly matched with a generic group.

You will need to confirm the group of posts with which you have been matched.

You will need to provide information on –

- whether and how you indicated your agreement that your post was one within a generic group.
- whether you were consulted by your manager before your post was identified as being within the generic group.

- whether and how you participated in the preparation of or were consulted on the content of the Job description questionnaire for the post or were party to “signing it off” for evaluation.
- if it is only now that you have come to the conclusion that your post is wrongly matched with the generic group, you will need to set out your reasoning for that view and justification / evidence to support your view.

If your decision to appeal is based on recent job changes to your post which lead you to the view that the post is no longer the same as the others in the generic group, you may wish to consider and take advice as to whether you should seek a reassessment under the job change procedure rather than seek to use the above basis for an appeal.

Basis 4 - The JDQ did not provide complete information.

In preparing the information for this particular ground for appeal you must remember that in preparing your job description questionnaire, you will have received comments from a job analyst and will have discussed the form jointly with management prior to both parties “signing it off” as a complete and accurate reflection of the post.

You will need to identify which part (s) of the questionnaire you consider were not compiled in a manner which provided complete information.

You will need to provide –

- details of what was omitted from the form
- the details and evidence which you consider should be taken into account to satisfy you that the questionnaire represents a complete picture
- whether the matters which you now indicate as missing from the questionnaire were discussed with your manager and/or an analyst and by agreement or otherwise were omitted from the original form prior to its evaluation.

Basis 5 - My job has changed significantly.

It is possible that you are one of those in a post which has changed significantly since the original job description questionnaire was completed and evaluated.

In presenting your claim you will need to –

- clearly indicate whether the change(s) in the post occurred at a single point in time or gradually developed to a point where, in combination, you considered that they amounted to a significant change
- clearly demonstrate whether the change(s) occurred prior to or after 31 March, 2007
- indicate whether you brought these changes to the attention of your manager and what if anything that person did or undertook to do in relation to the change(s)
- indicate whether your manager has indicated that he has registered the change within the Heads of Service review process.
- provide a clear indication of the nature of the change(s) in terms of
 - new / additional duties and responsibilities
 - training / qualifications necessarily undertaken in relation to those duties and responsibilities
 - additional demands in terms of work arrangements, staff, financial or other resource responsibilities
 - changes in place of work or working conditions.

Note:-

You have until the end of 09/01/2014 to lodge your Appeal.

When you have completed this appeal registration form outlining your claim and you have gathered the appropriate information to support your claim, the JE Team should be provided with a copy of all the information collated.