

Re-evaluation of Posts Procedure

Human Resources

Approved at HR Sub Committee 17 August 2016

Approved at NLL Board 31 August 2016

1. **Introduction**
   1. This procedure applies to all contracted employees.
2. **Context**
   1. The procedure sets out a mechanism to respond to those circumstances which justify a re-evaluation of an existing job, or the evaluation of a new job.
   2. Sections will be expected to maintain stability in their job grades, and managers must ensure that employees work within the terms of their job description. Any change in duties which extends beyond an employee's current job description should be as a result of an informed decision and agreement of their Line Manager and not as an unplanned consequence of circumstances evolving incrementally.

2.3 The procedure addresses both individual requests as well as re-evaluations arising from structure reviews.

1. **Applications**

3.1 Where an individual employee identifies that their job has changed, the following criteria must be met:

* 1. a substantial change in the duties and responsibilities (not increased volume of work) impacting significantly on one or more of the 7 factors of the Job Evaluation Scheme, **and**
  2. the change is a necessary part of the job remit; **and**
  3. the change is considered to be a permanent feature of the post; **and**
  4. clear supporting evidence of the change can be provided, including the impact of new duties on existing duties, i.e. what is no longer being done or done to a lesser degree/frequency, **and**

iv the post has not been evaluated/re-evaluated within the preceding 2 years,

3.2 If their Line Manager agrees that the criteria are met in full, they both should complete the relevant sections of the re-evaluation request form, which should be forwarded to the appropriate CMT member, seeking approval for a re-evaluation of the job.

3.3 Where the Line Manager does not agree, this should also be recorded on the re-evaluation request form and submitted to the CMT member for a determination. In the event that the CMT member determines that all the criteria have not been met, the employee will be advised accordingly and that their request will not proceed further.

1. **Documentation and Submission**
   1. Where supported, the completed re-evaluation request form should be signed by the appropriate CMT member and forwarded to the Head of HR & Payroll.
   2. The job will be re-evaluated on the submission provided and it is essential, therefore, that all relevant evidence supporting the request, such as organisation charts, where appropriate, budgetary extracts, and job description, is attached with the completed form.

## **It should be noted that wording directly lifted from the job evaluation scheme is not supporting evidence; and comparability with other posts, either internal or external to NLL will not constitute grounds for a re-evaluation.**

1. **Re-evaluation Process**
   1. The post will be re-evaluated by Human Resources under the relevant factors of the job evaluation scheme.
   2. Human Resources will retain an audit trail of the re- evaluation.
   3. The re-evaluation will result in one of the following:
      1. Change to Factor level(s) and Grade
      2. Where the re-evaluation results in an increase in grade, the effective date will be the date approved.
      3. The employee will be placed on the minimum point of the new grade, provided that the differential at least equals the smallest increment on the new grade, failing which they should be placed on the second point of the new grade. Where grades overlap, the employee should be accelerated by one increment, taking into account any normal progression on the scale.

5.3.4 Change to Factor Level(s) and /or Factor Text only No Change to post evaluation.

* 1. The Managing Director has delegated authority to agree proposed grade adjustments in circumstances where the number of posts do not impact significantly on current service provision, and, thereafter, submit a retrospective report to the HR Sub-Committee for information.
  2. The employee will be informed of the decision and provided with any necessary contractual changes, as appropriate.
  3. A post will not be re-evaluated again within a two year period unless the post is subject to a wider Service review.

1. **Structure Reviews** 
   1. Where a Section seeks to establish a new post as part of a structure review, the Section, in consultation with the HR Section, must submit the following information to the Head of HR & Payroll to allow a full and proper evaluation and grade assessment to be carried out:
2. a copy of the Business Case, which sets out the proposals;
3. a copy of new job description for the post;
4. a copy of the person specification for the post;
5. a general statement about the remit and scope of the post, identifying any specialist elements of the post;
6. identify any impact the creation of this new post will have on existing posts within the structure
   1. Where a Section is reviewing the duties and responsibilities of an existing post as part of a review, they must also provide evidence detailing the changes, and how the changes have come about and when, the impact of new duties on existing duties, together with the existing job evaluation reference number.

## **It should be noted that wording directly lifted from the job evaluation scheme is not supporting evidence; and comparability with other posts, either internal or external to NLL will not constitute grounds for a re-evaluation.**

* 1. Once the re- evaluation has been agreed by the HR Section, the Business Case should be sent to the CMT for approval.

#### Appeals

* 1. There will **only** be a right of appeal in the following circumstances:-
     1. Where a request from an employee for a re-evaluation is not supported by the relevant CMT member.
     2. Where the outcome of a request supported by the CMT member results in no change to the existing evaluation grade, including where there may be a text change or factor level change only.
     3. Where posts are subject to review as part of a Service review and result in either no change or a text change or factor level change only.
  2. Appeals will only be admissible where the appellant evidences in their written appeal submission that the evaluation outcome does not reflect the duties and responsibilities of the post as relied on in the original re-evaluation request. Appeals on the grounds of comparability with other jobs (either within NLL, other Trusts/Councils or nationally), or appeals seeking to restore previous differentials or appeals based on a change to the grounds of the original re-evaluation request will be inadmissible.
  3. The decision as to whether an appeal will be admissible or not will be the responsibility of the appeals panel. The appeals panel will sift the submissions and identify those submissions which meet/do not meet the grounds for appeal. For these cases, the appellant will be notified that their appeal will not proceed further in the process.
  4. Appeals should be made using the prescribed appeals procedure (see Appendix 1) and by completion of the appeal pro-forma which should be lodged with any supporting documentation to the Head of HR & Payroll within three weeks of notification of the decision at the first stage.
  5. Appeals will be by way of written submissions only and will be considered by a panel of three, one from the management side and one Trade Union/Employee Representative, with an alternating chair and supported by a job evaluation analyst, and will normally be considered within 3 calendar months from receipt of the appeal documentation.
  6. On completion of the appeals process, there will be no further right of appeal.

**APPEALS PROCEDURE** APPENDIX 1

# Introduction

### Appeals will be considered admissible where:-

* + - * Where a request from an employee for a re-evaluation is not supported by the relevant CMT member.
      * Where the outcome of a request supported by the CMT member results in no change to the existing evaluation grade, including where there may be a text change or factor level change only.
    - Where posts are subject to review as part of a Service review and result in either no change or a text change or factor level change only.

In addition, the appellant must evidence in their written submission that the evaluation outcome does not reflect the duties and responsibilities of the post

# The Appeals Process

Appeals should be submitted to the Head of HR & Payroll on the standard

pro­forma which identifies:

* factor levels being appealed against
* appellant’s case under each of the relevant factor headings
* views of the relevant line manager and/or the next line of management as appropriate, in relation to the factual content of the job and the accuracy of the appellant’s case

Appellants may attach supporting documentation in respect of their case, for

example budget reports, organisational structures etc.

Appellants can access the factor definitions and guidance of the Job Evaluation

Scheme by contacting the HR Section.

Appellants, where appropriate, may seek the assistance of their Trade

Unions/Employee representative in the preparation of their appeal.

1. **Timescales**

Appeals must be lodged within three weeks of the date of receipt of the written notification of the outcome of the re-evaluation.

1. **Consideration of Appeals**

Written appeal submissions will normally be considered by an appeal panel within 3 calendar months from receipt of the appeal documentation.

Where it becomes apparent that this timescale may not be achievable, the applicant will be advised accordingly, outlining the reasons for the delay and the expected timescale for conclusion.

### The decision by appeals panel is final, and there will be with no further right of appeal.

1. **Consideration of Appeal & Notification of Results**

### Following consideration of the appeal by the appeals panel, notification of the decision will be made to the appellant within 10 days. The appeals panel may either uphold the appeal in full or in part, or reject the appeal.

1. **Further Advice/Information**

### If you require further advice or information, please contact your line manager or HR Section.