

FRAMEWORK IN RESPECT OF MATTERS CONCERNING THE GLPC JOB EVALUATION SCHEME

Version 0.1

July 2015

Approved at JCNC

30th July 2015

Approved at Council.....

FRAMEWORK IN RESPECT OF MATTERS CONCERNING THE GLPC JOB EVALUATION SCHEME

General

1. Within the former Ballymoney Borough Council, Coleraine Borough Council, Limavady Borough Council and Moyle District Council all posts have been evaluated under the GLPC Job Evaluation Scheme.
2. Para 5.3 of Part 2 of the Green Book provides that *“an employee dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grading. Procedures will be agreed locally to deal with such appeals”*.

This Framework has been drawn up locally to provide procedures and guidance where an employee whose post has been evaluated in accordance with the GLPC Job Evaluation Scheme wishes the grading to be reviewed.

It has been developed following consultation with the following unions, Northern Ireland Public Service Alliance, UNITE, and GMB.

Joint monitoring and review of the application of the Scheme

Council will consult with NIPSA, GMB and UNITE regarding the Joint Monitoring and review of the application of the scheme.

Equal Pay Audit on a 3 year basis

Council will undertake an Equal Pay Audit.

Procedure for requests for reconsideration of grading

Section A: Reconsideration of grading and criteria for referral for Job Evaluation

As all posts within the Council have been evaluated under the GLPC Job Evaluation Scheme, to ensure the integrity of the Scheme is maintained a request for reconsideration of grading will be carefully scrutinised and will only result in a referral for evaluation under the Scheme in defined circumstances. Evaluation under the Scheme is not a process intended to assess or reward performance of the post holder. Rather, evaluation assesses demands of the post under pre determined factors. Evidence of additional volume of work or additional work at the same or similar level will not result in a referral for evaluation (it may require management to consider the need to prioritise or redistribute workloads or seek more staff).

The **defined circumstances** in which a request for reconsideration of grading will result in a referral for evaluation under the Scheme are set out below:-

- a. The post is a **newly created post** which has not been the subject of evaluation;
- b. The duties of the post have been substantially changed by a **re-structuring** which has been authorised by the Council since the last evaluation resulting in demonstrably greater demands.
- c. Substantive and permanent changes have been made to or substantive duties have been added to the post due to **statutory changes** to the Council's responsibilities since the last evaluation resulting in demonstrably greater demands.
- d. **Substantive and permanent changes** have been made to or **substantive additional duties** have been added to the post with the authorisation of management since the last evaluation resulting in demonstrably greater demands.

Section B: Procedure for Reconsideration of grading and Referral for Job Evaluation

Where an employee believes their request falls under one or other of the defined circumstances outlined in a – d above they should in the first instance discuss this with their line manager. Following this discussion, if they wish to proceed, they should **complete the Request for Reconsideration of grading and Referral for Job Evaluation Form** at Appendix 1.

The Request should be signed off by the employee, their line manager and the Departmental Director/Head of Service.

The Request should be forwarded to the Human Resources Department. At this time the Manager and with support from the Human Resource department will review the current Job Description, and Person Specification, organisational chart and any other relevant details.

This should be reviewed and agreed with the employee, the line manager and the Departmental Director/Head of Service. Any authorisations relevant to the Request should be included.

Where the line manager and/or the Departmental Director/Head of Service refuse to sign off the Request, their reasons for the refusal should be detailed on the Request form.

Where the line manager and/or the Departmental Director/Head of Service fail to sign off the Request within a period of 28 days, evidence that the Request has been brought to their attention and there is no reasonable explanation for the failure should be submitted with the Request. The period of 28 days will commence when the employee provides the line manager with the Request form. This time frame should be adhered to unless altered by mutual agreement between the parties.

The following documents at 1-4 below should then be forwarded to the Head of Human Resources for consideration. The Head of Human Resources and a member of the Strategic Leadership Team will consider the following information against the defined circumstances outlined at a-d above:

1. Current Job Description, Person Specification and organisational chart.
2. Request for Job Evaluation Form
3. New Job Description, Person Specification and organisation chart (with tracked changes demonstrating the amendments)
4. Reasons for Refusal to sign off Request or Failure to sign off Request.

When it is considered necessary a meeting with the employee to review these documents may be organised. On these occasions the employee may be accompanied by a work colleague or TU representative and can present their Request to the panel which will decide to:

- a. Refer the Request for evaluation under the GLPC Scheme; or
- b. Refer the Request back to the Director/Head of Service for further information to be provided within a defined period no greater than 28 days to allow the Request to be considered at next available opportunity; or
- c. Refuse the Request with reasons explaining the decision.
- d. Refuse the Request and invite the employee to raise or refer the matter for consideration under the Council's Grievance Procedure.

NB: Only where it is asserted by an employee that the decision not to refer a request to evaluation is tainted by some improper motive or is clearly irrational should the complaint be considered under the normal grievance process.

Where a Request for referral is refused under c above the employee can appeal this decision in writing to the Chief Executive, within five working day of the decision stating the grounds for the appeal. The appeal will be heard by an Appeal Panel comprising the Chief Executive and one other senior officer, from the Strategic Leadership Team, not previously involved in the decision. The Employee may be accompanied by a work colleague or TU representative at the appeal. The decision of Appeal Panel is final there is no further right of appeal. However, the Appeal Panel may invite the employee to raise or refer the matter for consideration under the Council's Grievance Procedure in accordance with the circumstance outlined at (d) above.

The outcome of all requests considered by the HR panel will be notified to the Strategic Leadership Team and included within the monthly report to Council.

Section C: Referral for job Evaluation under the GLPC Scheme

Once approved by Council, Human Resources will forward the completed Job Description, Job Specification and organisational structure for evaluation. An evaluation will be undertaken. The employee will be informed of the proposed evaluation and will have an opportunity to make representations to the evaluator. There will be 1 representative from Management and 1 Trade Union side representative from the Council at the meeting. The employee will be informed in writing of the evaluation decision.

If the employee is dissatisfied with the outcome of the evaluation he/she can appeal the evaluation within 28 days setting out the factor and points which are the subject of the appeal. The appeal will be heard by an independent Chair and 1 representative from Management and TU side from another council or as identified.

Effective date of implementation: If the outcome of the evaluation process results in an increase in the evaluated grade for the post, the effective date of implementation of the evaluation is the date on which the Council was informed of the request to refer for an evaluation (is the date on which the final agreed Job details, job description, job specification and organisational chart were signed by the employee, manager and Director/Head of Service).

Appendix 1

REQUEST FOR RECONSIDERATION OF GRADING AND REFERRAL FOR JOB EVALUATION FORM

| | |
|--|--|
| JOB TITLE | |
| Name | |
| Date commenced employment in current post | |
| Date post was last evaluated | |
| Date | |

1. Has this post been evaluated under the GLPC JE Scheme? Yes/No
2. When was the post evaluateddate/ don't know
3. Were you in post at the time of the evaluation? Yes/No
4. Did you exercise a right to appeal? Yes/No
5. Please identify which of the circumstances identified below is relevant to your Request for reconsideration of grading and referral for evaluation:
 - a. The post is a **newly created post** which has not been the subject of evaluation;
 - b. The duties of the post have been substantially changed by a **re-structuring** which has been authorised by the Council since the last evaluation resulting in demonstrably greater demands.
 - c. Substantive and permanent changes have been made to or substantive duties have been added to the post due to **statutory changes** to the Council's responsibilities since the last evaluation resulting in demonstrably greater demands.
 - d. **Substantive and permanent changes** have been made to or **substantive additional duties** have been added to the post with the authorisation of management since the last evaluation resulting in demonstrably greater.

6. Please outline below and with accompanying documents evidence you have to support your Request?
Yes/No (Please outline below)

Signed: _____ Post: _____ Date: _____
Employee

Signed: _____ Post: _____ Date: _____
Manager

Signed: _____ Post: _____ Date: _____
Director/Head of Service

If the Request Form has not been signed off by the Manager and/or Director/Head of Service please confirm if this is due to a refusal by either or both and attach their reasons for the refusal.

If the Request Form has not been signed off by the Manager and/or Director/Head of Service please confirm if this is due to a failure by either or both and set out your evidence or your attempts to obtain their signature(s) and grounds on which you consider the failure to be unreasonable.