



NORTHAMPTON BOROUGH COUNCIL

TERMS AND CONDITIONS OF SERVICE

September 2010

This document, together with the policies and procedures below, overwrites previous Council, directorate and other service level agreements that refer to the pay and conditions of the Council for employees covered by the NJC for Local Government Services.

Additional Procedures:

- Market Supplement Policy
- Pay Progression Policy
- Appeals Procedures (Project)
- Job Evaluation and Appeals (Post Project)

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1. PRINCIPLES

- 1.1 The conditions of service will operate within a set of guiding principles, which will also inform local agreements:
- a) High quality services delivered by a well trained and motivated workforce.
 - b) High quality services delivered courteously, timely and efficiently.
 - c) Meets the needs of employees at different life stages and supports life long learning and development.
 - d) Meets the guiding principles of the National Agreement for equality, quality, flexibility and stable industrial relations.
 - e) Improves the recruitment and retention of employees with the right skills, organised in the right ways.
 - f) Clear, consistent, simple and easy to administer conditions of service.
 - g) Improve aspects of equality and diversity by removing barriers to work and improving representation and opportunities for contribution.
 - h) Works within and recognises financial and service constraints.
- 1.2 Continued compliance with the Code of Practice on Equal Pay will be achieved through annual monitoring on the basis of gender, ethnicity, disability, age and part time and fixed term workers.

2. SCOPE

- 2.1 This agreement applies to all employees covered in the National Joint Council (NJC) for Local Government Services (LGS), commonly known as 'Green Book'.
- 2.2 Employee groups specifically not covered by this agreement are:
- Chief Executive
 - Directors and Heads of Service
 - Craft Workers

3. PAY & GRADING

- 3.1 This section of the agreement sets out the Council's arrangement for the pay and grading of posts within the organisation.

Cost Of Living Awards

- 3.2 The council will continue to apply the annual cost of living award that is nationally negotiated and agreed by the NJC (National Joint Council). The council's pay spine, including any locally determined spinal column points, will be increased in line with those pay awards agreed nationally.

Pay Spine

- 3.3 The Council will continue to use the NJC (National Joint Council) pay spine, spinal column points 4 to 49 and as extended to spinal column point 61 by local agreement.

Grading Structure

- 3.4 The councils grading structure is as follows:

Pay Band	Points	SCP Min	SCP Max	Incs	£ Min	£ Max
Grade 1	0 - 290	SCP 6	SCP 11	6	£12489	£14733
Grade 2	291 - 315	SCP 12	SCP 17	6	£15039	£16830
Grade 3	316 - 368	SCP 17	SCP 22	6	£16830	£19621
Grade 4	369 - 425	SCP 22	SCP 27	6	£19621	£22958
Grade 5	426 - 485	SCP 27	SCP 32	6	£22958	£27052
Grade 6	486 - 530	SCP 32	SCP 37	6	£27052	£30851
Grade 7	531 - 580	SCP 37	SCP 42	6	£30851	£35430
Grade 8	581 - 630	SCP 42	SCP 47	6	£35430	£39855
Grade 9	631 - 680	SCP 47	SCP 52	6	£39855	£44199
Grade 10	681 - 756	SCP 52	SCP 57	6	£44199	£48496
Grade 11	757+	SCP 57	SCP 61	5	£48496	£52315

Pay Progression

- 3.5 Pay progression through each grade will be subject to the Pay Progression Policy. Annual service related increments will cease for jobs graded 6 and above following the payment of increments on 1st April 2011. Service related increments will cease for those on grades 1 to 5 following the payment of increments on 1st April 2012. After payment of the final service related increment progression for both groups will be based on a set of criteria, as set out in the Pay Progression Policy.
- 3.6 For those staff moving up into a new grade, their first incremental pay progression will be from April 2012.

Starting Pay On Appointment

- 3.7 The starting salary for all appointments (new recruits, employees who transfer within the organisation and employees promoted) is the first point of the new grade. In exceptional circumstances the Head of Human Resources will approve a starting salary above the minimum where it is necessary to meet an existing salary and the candidate can demonstrate a level of skills and experience that is comparable to existing employees who have progressed through the grade. The approval and reason for it will be recorded on the employee's personal file. Starting salaries will form part of the annual equality audit. Employees who transfer (including redundancy transfers) to an equivalent graded post will transfer over on existing spinal column point.

Employees who move to a lower grade post will move to the spinal column point closest to their existing salary. As grades overlap employees who are promoted to the next grade will receive at least one increment above their current salary.

- 3.8 Pay progression will be in accordance with the Pay Progression Policy from the commencement of employment.

Market Related Pay

- 3.9 The new grading structure aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market premiums can be paid in order to attract suitable candidates. The Council's policy on Market Pay is available on the Intranet.

Career Graded Progression

- 3.10 Multi graded posts are no longer available. Each level in a career progression will now be a separately evaluated role. For example, a trainee accountant; assistant accountant; accountant and senior accountant each have separate evaluation score which recognises the differences in knowledge and skills that the higher levels require. Career progressions are governed by criteria which detail the level of knowledge and skills necessary to enable progression to the next evaluated level. Career progressions may also be controlled by establishment numbers, that is, a limit on the numbers at the higher levels, which means that a career progression cannot take place until a vacancy occurs. Recruitment can be directly into any job evaluated level of a career grade as long as the knowledge and skill level requirements are met.

Moving Into The New Pay Structure

- 3.11 Assimilation - The definitions below apply to the substantive job evaluated post. A substantive post is one that the jobholder is contractually bound to return to after the ending of a secondment or acting-up period. Honoraria paid in these or other circumstances will need to be re-calculated based on the new grades. Consideration may need to be given to individual circumstances where a long-term acting up positions is in place. The principle is to most closely match the former earnings, which may be basic pay or a combination of basic pay and allowances.

- Employees whose current annual salary (SCP) matches a spinal column point within the new grade will move directly across into the new grade.
- Employees who currently receive allowances which are to be discontinued, but are protected, will be assimilated at the point in the new grade band which matches the former earnings level or is rounded up to the SCP which most closely matches the former earnings level.
- Employees who have a new basic pay and new allowance will be assimilated to that point in the scale where the total earnings most closely

matches the former earnings or is rounded up to the SCP which, together with the new allowance, most closely matches former earnings.

3.12 Protection – The period of protection will be twelve months from 1 January 2011 to 31st December 2011.

- For the purpose of this agreement, the earnings level to be protected is that which applies immediately prior to the implementation date, and includes all basic and regular contractual allowances but excludes any casual earnings such as casual overtime, stand-by and call out, temporary acting-up allowances or honoraria (these are replaced by alternate schemes).
- Automatic April 2011 increments will be paid to all employees so entitled. Automatic April 2012 increments will be paid to employees on grades 1 to 5 who are entitled to progress. Employee on grade 6 and above will move to the performance progression policy from April 2012. Employees on grades 1 to 5 will move to the performance progression policy from April 2013.

3.13 If pensionable earnings are reduced as a result of this agreement, employees will be advised to contact the pension help line for further information.

4. STANDARD WORKING AND PAY DEFINITIONS

4.1 The standard working week is 37 hours. The working week of individual employees may vary from the standard of 37 hours provided that the individuals average over a pre-determined reference period does not exceed that standard working week over the same period.

4.2 The period for averaging working hours will be the reference period determined by the Working Time Regulations or such other pre-determined operational period up to a maximum of one year, commencing on the 1st January each year. For starters and leavers the part of the reference period or year actually worked is the period used for averaging the first period of employment.

4.3 All employees are covered by the detailed requirements of the Working Time Regulations. These regulations specify the minimum standards with regard to:-

- Unpaid rest breaks and how they must be taken
- Daily and weekly rest periods
- Night work
- Maximum working week.
- Keeping records

Non-compliance with these regulations *and* the associated Council Collective Agreements is a breach of Health and Safety legislation.

- 4.4 Employees basic pay is the spinal column point reached on progression and is the basis from which calculations on premium payments will be made. The annual salary is the basic pay plus any shift payment or contractual overtime or Sunday allowance. For the purposes of calculation this is also known as normal pay. Monthly pay is normal annual pay divided by 12.
- 4.5 Normal pay is paid for periods of sickness, holiday and all forms of approved paid leave of absence, maternity leave and redundancy payments.
- 4.6 Excluded from the calculation for normal pay are casual additional hours, overtime payments and irregular non-standard payments such as on-call, standby.
- 4.7 All payments made within the definition of normal pay are pensionable.
- 4.8 For starters and leavers who do not complete a calendar month at the beginning or end of their service, payment is made on the basis of the number of completed hours in that part month at normal pay rate (see 4.4 above).
- 4.9 Working hours not attracting premium payments are defined as hours worked on Monday to Saturday, fixed or varied within a fourteen hour period set between the hours of 05.00 to 12 midnight. The start and finish times for the fourteen hour period may be different for different services. A core service time may also be established within the fourteen hour period or, subject to health and safety considerations, the working day may extend up to the fourteen hour limit. Hours' ranges apply to Sundays but hours worked on a Sunday as part of a normal working week attract a payment of x 0.5.
- 4.10 Flexi time is standard working and extends to a fourteen hour day over five days within which a core attendance time will be fixed and for which no shift payment is made.

5. NON - STANDARD WORKING

Overtime Working

- 5.1 Any overtime arrangements must comply with the requirements of the Working Time Regulations in respect of the maximum working week; daily and weekly rest periods.
- 5.2 Overtime premium rates are payable to employees on or up to SCP 32 within Grade 5 for work over 37 hours per week. This excludes shift workers or ad hoc irregular working where hours average 37 per week over the roster period; excepting when the hours worked exceed the average.
- 5.3 Overtime premium rates are time plus one half for Monday to Saturday and double time on a Sunday. The basis for calculating the hourly rate is the basic salary as defined in section 4.4 above. (Any other forms of payment e.g. shift allowance are excluded from the calculation.).

- 5.4 The local arrangement provides for the payment of enhanced overtime rates up to the overtime limits specified (SCP 32 within Grade 5). Locally, and subject to mutual agreement, any overtime worked by employees above or below that limit may be banked (at plain time rates) in accordance with time banking scheme arrangements to be taken as holiday as an alternative to payment.
- 5.5 Overtime payments are in full settlement of the overtime worked and do not attract other forms of premium payments.

Sunday Working

- 5.6 Work on a Sunday as part of normal working week will be paid at x 0.5 for all hours worked on that day. Allowances for Sunday will not be paid to employees in receipt of a shift allowance, with the exception of Night Workers where the time plus 1/3 payment will be replaced with time + 50%.

Shift Working

- 5.7 Patterns of work falling into the definitions below attract premium shift payments at various levels. Shift payments are calculated on the basic salary and are part of the normal weeks pay as defined in Section 4.5 above.
- 5.8 A shift worker is an employee who works in the same job over a regular rostered pattern of work, which extends outside the standard fourteen hour day. To attract the shift payment the employee must be rostered into all of the shift sessions over the period of the roster. Overtime hours at plain time or premium rates do not attract any form of shift payment. Night rate is paid for casual or temporary cover in the defined night shift to eligible employees. Other shift allowances are not paid to casual cover unless the full shift range is regularly covered.
- 5.9 In determining working arrangements to suit the needs of the service, managers will take into account the circumstances of the individuals and groups of individuals. Working time arrangements should avoid:
- a) Short notice changes to rostered or expected patterns of work
 - b) Excessive hours in any particular week and
 - c) Unnecessarily long periods over which the weekly hours are arranged.
- 5.10 New rotas and non-standard working patterns may be agreed with employees and their representatives at local level. Payment rates must stay within the terms of this framework agreement unless changes are negotiated centrally to apply across the Council.
- 5.11 Shift Premium Payments are limited to employees on or below SCP 32 within Grade 5 and will fall into one of the following categories:

- a) **Night Rate**
The night rate of 33.3% applies to employees working nights only Monday to Saturday. Sundays are paid at x 0.5 (50%). Night work must include the hours 12 midnight to 05.00 - the core night. Start and finish times may be up to 4 hours either side of the core night, assuming a 1 hour unpaid rest break. If the night shift exceeds the 8 hours the above rates are paid to all of the hours on the shift except for the unpaid break. The unpaid break must be taken if the shift exceeds 6 hours and must be taken during the shift, not at either end.
- b) **Shift Level One**
Hours are worked within a rota covering the full 24 hours in shifts of five or less in seven days, or averaging shifts of five or less in seven over a reference period not exceeding one year. The shift premium is 20% on the basic salary.
- c) **Shift Level Two**
Hours are worked within a rota which extends beyond the standard 14 hour day (excluding the core night) in shifts of five or less in seven days, or averaging five or less in seven over a rostered reference period not exceeding one year. The shift premium is 10% on the basic salary.

Stand By and Call Out

5.12 The following are definitions to determine whether employees are eligible for a Standby and/or Call Out Payment.

- a) **Standby:**
Employees who are on rostered standby duty to provide services out of hours;
- or**
- Employees who are on rostered standby duty to provide support, advice and guidance out of hours, where appropriate in liaison with other agencies and services and must
- Remain available at all times during the standby period;
 - Be directly contactable;
 - Remain fit and capable to return to work to undertake duties required;
 - Be immediately available to return to work;
 - Be able to arrive at work within 30 minutes of being notified.
- b) **Key Holder**
Employees who are key holders and are requested to return to work on an ad hoc basis out of hours, if available to do so, to enable access to Council buildings in an emergency.

- c) **On-Call**
Employees requested, on an ad hoc basis, if they are available to do so, to provide direction over the telephone to enable the maintenance of services and systems out of hours in an emergency.
- d) **Call Out**
Employees who are required to return to work as a consequence of being on a standby duty roster or on an ad hoc basis as a key holder or on-call.

5.13 Rostered standby requirements will attract allowances separate and additional to basic salary. Key Holder and On-Call duties are not eligible for standby payments.

5.14 Overnight standby will be the period from the end of the normal working day to the commencement of the next working day. For standby periods where normal work does not recommence the next day e.g. public holidays or weekends then the standby period will two sessions per standby period (i.e. 24 hours).

5.15 Standby arrangements will be based on the following principles:

- a) Where a formal standby roster is required this will be planned well in advance to minimise disruption to employees.
- b) Employees on rostered standby duty must adhere to the requirements set out in paragraph 15.12 (a) above.
- c) Standby payments will not be made to employees not available for work or off sick.
- d) Formal recording must be maintained for the period of each call out or telephone call and, where required, the completion of call out tasks must be notified to the manager.
- e) Standby payments will be fully recompensed in respect of an employee:
 - being available to return to work out of hours throughout a period of rostered standby duty.
 - responding to telephone contacts made in respect of a rostered standby duty covering one or more calls amounting to one hour response time.

5.16 Standby payments will be £30 per session.

5.17 Call Out payments will be made to:

- a) Employees on rostered standby duty who are required to return to work to provide services.
- b) Employees on rostered standby duty who are required to provide support, advice and guidance out of hours and who do so for response times in excess of one hour.
- c) Employees who are designated key holders and are called out, out of normal hours.
- d) Employees on-call responding to an ad hoc approach out of hours for one or more calls in excess of one hour

- 5.18 A minimum payment of two hours at plain time rate will be made for the first call-out. Travel time payment of up to 30 minutes for each call out will be paid. Travel time will be accumulated and paid to the nearest quarter hour (rounding up/down rules).
- 5.19 Payment above the two hour minimum will be based on an employee's basic hourly rate plus 0.5 on Monday to Saturday and double time on Sunday. These rates apply to both part time and full time employees up to SCP 32 within Grade 5. Plain time rates will apply to employees on SCP 33 to 60.
- 5.20 Where the time spent at work breaches the statutory unpaid rest period entitlements defined in the Working Time Regulations, the line manager will provide compensatory, unpaid time off.

6. CHANGING WORKING HOURS

- 6.1 Changes to working hours are best mutually agreed with the employee or arrived at by collective agreement. Other changes, which mean the need for the work has ceased or diminished, may involve redundancy and this needs to be discussed within the context of those policies. Achieving changes to working hours or arrangements through mutual consent or collective agreement will maintain morale and gain commitment for the service improvement.
- 6.2 There are ways of achieving change through well-established and effective industrial relations so that there are: -
- Joint approaches to solving business problems
 - Implementing change through involvement of employees
 - Emphasizing shared values and shared learning opportunities
 - Using work life balance and flexible working arrangements to meet both customer and employee needs
 - Recognising and understanding the rights and responsibilities of both managers and employees
 - Using external help with developments and ideas
 - Offering transitional arrangements to existing employees
 - Enabling growth and development through new ways of working
 - Empowering self-determination for team rosters including shift swapping schemes

7. ACTING-UP / HONORARIA AND RELIEF ARRANGEMENTS

Cover for Managers / Supervisors

- 7.1 Acting up allowances will be paid in the event of a temporary and unforeseen absence of a manager or supervisor where an employee is required to cover the duties of the post for more than one calendar month. Cover provided for

absences of less than this will not be paid unless there is a designated relief post (see section 7.5).

- 7.2 Where an absence is likely to be lengthy, e.g. maternity leave, managers must consider making an appointment to the temporary vacancy through advertisement to a wider field of potential applicants.
- 7.3 Once cover extends beyond one month then employees will be paid the difference between their own rate and the job-evaluated rate for the job being covered, backdated to the beginning of the period of cover. A minimum of one spinal column point higher will be paid. A percentage of the difference in rate may be made to reflect a lesser range of responsibilities being covered. Percentage acting up allowances may be paid to more than one member of a team if responsibilities are being shared.

Honoraria

- 7.4 On occasions when employees undertake additional responsibilities for a limited period of time the Head of Service (having taken advice from a HR Business Partner) will have the discretion to award an honorarium. This will not be a full job evaluated rate given the time limits on the responsibilities however the job evaluation scheme can be used to help establish a reasonable honoraria rate. If the additional duties are outside the usual knowledge and skill requirements it may be necessary to use market information (in accordance with the Market Policy) to establish a payment level. Honoraria should cease after 12 months. If the additional duties continue then an evaluated rate must be established, if necessary with a market premium in accordance with the Market Policy.

Relief / Casual Arrangements

- 7.5 Where there is a business requirement for a relief manager or duty officer e.g. as part of a duty roster a single fixed job evaluated rate for the relief role should be established and paid as a change of rate for the period during which the employee covers the duty requirements. If the employee is appointed as acting manager because of extended absence then the acting up arrangements apply.
- 7.6 Casual workers are entitled to the evaluated rate for the job unless they are not required to cover the full duties of the job. If this is the case then a casual worker job evaluated rate must be established. The casual worker is entitled to any allowances arising from non-standard working in the same circumstances as an established employee.

8. PUBLIC AND ANNUAL HOLIDAYS

Annual Holidays

- 8.1 All employees are entitled to a minimum of 26 days annual leave (or pro rata thereof) each completed year. This entitlement rises to 31 days per year (or pro rata thereof) after completion of 5 years service. The holiday year will be from April to March.
- 8.2 If any employee does not take their full entitlement of annual leave it cannot be carried over to the next year unless the Council has prevented the leave from being taken because of work requirements. If this is the case the employee can carry up to five days leave over to the next leave year, with the agreement of the Head of Service. Managers will make sure that employees get proper breaks by monitoring annual leave. The working time regulations require that minimum of 28 days holiday is taken each year (this allowance includes 8 days public holiday).
- 8.3 In exceptional circumstances and with the approval of the Director the Council can buy back up to 5 days holiday from an employee as long as the minimum holiday entitlement has been taken. Payment will be made at the hourly rate of the employee based on a 37-hour week (or pro rata thereof) and will be subject to usual deductions.
- 8.4 Holiday requests should be booked in advance and can only be taken with the approval of managers, in accordance with the needs of the service. Holiday requests will not be unreasonably refused.
- 8.5 Casual workers are entitled to a pro-rata entitlement to annual leave according to the hours worked in any one-month accounting period. The leave must be taken as paid leave on the same arrangements that apply to established employees.
- 8.6 Further rules in respect of annual leave are available on the Council's Intranet or from the Human Resources Team.

Public Holidays

- 8.7 The Council will be closed on the following eight days, so these will be counted as public holidays and a day off for most employees:
- Good Friday
 - Easter Monday
 - May Day Monday
 - Spring Bank Holiday Monday
 - August Bank Holiday Monday
 - Christmas Day
 - Boxing Day
 - New Year's Day

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. Alternatively time off with pay shall be allowed as follows:

- Less than half normal hours worked - half day
- More than half normal hours worked - full day

Faith Days

- 8.8 All employees are entitled to a celebration or faith day to allow them to join in their own religious or cultural celebrations. Managers will give automatic approval. Where circumstances allow (i.e. the Council building/service is open or home work is possible) this day can be swapped for one of the Public holidays, alternatively annual leave, TOIL or banked hours can be used.

Banked Hours Scheme

- 8.9 With the agreement of the service manager any *approved* extra hours worked as TOIL or overtime can be saved and “banked” to be taken as time off in the future. Up to five days a year may be banked. This scheme applies to those employees who are unable to work flexi-time because of service requirements. Taking banked hours is subject to the same terms of approval and carry over as annual leave.

Special Leave Arrangements

- 8.10 The Council has policies to provide leave in special circumstances. Details on these may be obtained from the Council’s Intranet or the Human Resources Team. Schemes are as overleaf: -
- Compassionate/Bereavement Leave
 - Dependency/Domestic Leave
 - Unpaid Leave
 - Pre-retirement special leave
 - Interview leave
 - Maternity Leave
 - Paternity Leave
 - Maternity Support Leave
 - Parental Leave
 - Adoption Leave
 - Leave for service in non-regular forces
 - Leave for special constables
 - Leave for Witness or Jury Service
 - Time off for Public Duties
 - Attendance on Professional Bodies
 - Study Leave

9. FLEXIBLE WORKING SCHEMES

Existing Schemes

- 9.1 The Council has established schemes for job share and career breaks. Details on these can be obtained from the Council's Intranet or from the Human Resource Team.

Types of Flexible Working

- 9.2 **Flexi-time** averages working hours (currently over 10 hours to be extended to reflect the standard day. (The full flexitime scheme is available from the Human Resources Team).
- 9.3 **Annualised Hours** are working hours defined on an annual basis and will require different working patterns over the course of the year. The average of annualised hours will be 37 hours, or less, per week. The evaluated annual salary will be paid as 12 equal monthly payments and not vary with changing hours. Annualised working arrangements are reached at service level in consultation with the recognised trade unions.
- 9.4 **V-time (voluntarily reduced hours) Working** is reduced or variable hours on an agreed short term and temporary basis. Salary will be pro-rated for the agreed period.
- 9.5 **Team / Self Determined Rotas** provides teams with the opportunity to propose the patterns they want to work outside of formal shift arrangements. Any arrangements (including mutually agreed shift swaps) will only be approved if service needs are met or improved.
- 9.6 **Working Compressed Weeks / Fortnights** are where the same weekly basic hours are worked over, for example, four and half days or nine days out of ten. This is useful for services where there are longer working days and for employees who get the opportunity to take a longer weekend or different days off. This enables services to offer an evening or Saturday morning service to customers.

10. CAR ALLOWANCES

- 10.1 The existing mileage scheme to be replaced by the Inland Revenue mileage scheme for both essential and casual users, which, provided certain rules are met, mileage payments can be made free of tax and NI. The rule requirements are simple and existing mileage recording arrangements will continue. This scheme is based on a calculation of what it costs to run a car.
- 10.2 Current Rates (listed on web site as 2002/3) are:-
- First 10,000 business miles = 40p per mile -all cars
 - Motor cycles (10,000 business miles) = 24p per mile

- Bicycles (10,000 business miles) = 20p per mile

10.3 Essential users lump sum payments have been revised to more closely meet the Council's carbon emissions targets and Green Agenda. Payments will be made on the following basis to those employees who satisfy the criteria set out in 10.4 below.

BAND	CO2 EMISSION G/KM	12 MONTH TAX RATE	6 MONTH TAX RATE	NJC BAND
A	Up to 100	Not taxable	Not taxable	
B	101-110	£20	N/A	NJC Higher rate £1239 pa
C	111-120	£30	N/A	
D	121-130	£90	£49.50	
E	131-140	£110	£60.50	
F	141-150	£125	£68.75	NJC Middle rate £963 pa
G	151-165	£155	£85.25	
H	166-175	£180	£99.00	
I	176-185	£200	£110.00	
J	186-200	£235	£129.25	
K	201-225	£245	£134.75	NJC Lower rate £846 pa
L	226-255	£425	£233.75	
M	Over 255	£435	£239.25	

10.4 Essential user's lump sum payments will be made to employees who meet the following criteria:

- An employee required to drive 1000 miles per month or more (or 10,000 miles per annum)

and/or

- An employee required by their service to have a vehicle available to respond to service requirements as they arise.*

*Service related criteria are defined as part of the 2010 review of essential users.

11. JOB EVALUATION AND APPEALS

11.1 All employees have the individual right to appeal against their job evaluation result. The basis on which appeals can be made and details of the process, including appeal forms, are on the Intranet. Implementation for Employees accepting the offer will be 1st January 2011. Appeals from these employees must be registered by 1st November 2010 with the full appeal submitted by 1st December 2010.

11.2 Detailed arrangements for job evaluation and appeals post implementation are available on the Intranet.

GLOSSARY OF USEFUL TERMS

Accelerated Increment

- A pay step on the grade which is earned faster and as an addition to normal increments because of excellent performance.

Acting-Up

- When an employee formally covers the job of a higher graded employee.

Assimilation

- The means by which a job holder moves from the old pay structure to the new pay structure when their current earnings do not change or their earnings are rounded to meet a spinal column point in the new grade.

Annual Salary

- The total earnings for the year made up of basic pay and any allowances received. This is usually divided by 12 to arrive at the monthly salary.

Band

- The range of increments which define the maximum and minimum of the grade.

Basic Salary

- The spinal column point reached through incremental progression and the basis on which all allowances are calculated.

Criteria For Progression

- The definitions of skills, knowledge and competencies which are gained by the job holder in their development plan and which are used to approve progression through the gateway to the next band.

Gateway Progression

- This is the movement of the job holder from one grade band to the next because they have attained a higher level of responsibility within their profession through satisfying the criteria or by promotional appointment.

Grading Structure

- The relationship of pay bands to job evaluations scores which define the spinal column points for each grade.

Green Book

- The NJC National Agreement on Pay and Conditions of service. Incorporates key national provisions and guidance on the Job Evaluation Scheme.

Increment

- The step in earnings between one spinal column point and the next.

Honoraria

- A temporary payment made for an employee who undertakes additional duties over a specified period of time.

Job

- A range of tasks, activities and responsibilities defined in the job evaluation questionnaire, which is undertaken by one or more jobholders.

Job Evaluation

- The process by which the different requirements within a job are given a points value according to a set of common factors.

Job Evaluation Panel

- The panel is made up of Human Resources advisors and Trade Union representatives who have been well trained in the National Job Evaluation scheme. They take the information from either a hand written form (or later on - the computerised format) and make sure that the job receives the right scores for all of the factors in the scheme.

Job Evaluation Scheme

- The description of the factors and levels, which determine the job evaluation score. The National Job Evaluation scheme is described in the 'Green Book'.

Job Families

- A group of Jobholders whose jobs contain the same attributes, e.g.: skills, abilities, tasks and a required level of knowledge. These job families can have members across the organisation.

Job holder

- An employee or number of employees occupying a job evaluated as the same job.

Job Questionnaire

- The form (designed nationally) on which the job holder describes the duties of their job under the different factor headings.

LGPS (Local Government Pension Scheme)

- This is the body which manages the pension scheme for all local authority workers (excluding teachers).

Market pay

- An additional level of earnings usually paid for a particular job in the Council in order to recruit and retain certain skills. Market Pay Schemes have to be annually reviewed and approved in accordance with the Market Policy. These will not be consolidated into basic pay.

National Job Evaluation Scheme

- Measures all of the Councils jobs according to a set of common factors. It has been agreed at a national level and is written up in the Green Book.

National Joint Council (NJC)

- The National Joint Council for Local Government Services is the body which decides the pay and conditions of service for many people in local government. These decisions and rules are written into the 'Green Book'.

Normal Pay

- The combination of annual salary and regular allowances which are paid through periods of holidays, sickness and other forms of leave.

Paused Increment

- When normal incremental progression is put on hold whilst issues of training and performance are addressed.

Pay Spine

- The list of annual salaries which make up the grades for the pay structure, there are 56 salaries or spinal column points on the pay spine, each of which represents one increment.

Plain Time Rate

- Plain time rate is the basic hourly rate for the job.

Post

- Each job holder occupies a post within the same job. There may be many posts in the one job – a job family.

Recruitment And Retention

- The purpose of any pay scheme is for an employer to be able to recruit and retain the people able to do the jobs required by the organisation.

Roster / Rota

- The plan for how working hours over the day or week are to be covered by employees.

(SCP) Spinal Column Point

- The pay spine is divided up into money values each of which is called a spinal column point. There are 56 spinal column points (4 – 60) on the new pay spine.

Shifts

- Are the periods of time, within 24 hours, over which the service must be provided.

Shift worker

- An employee whose pattern of work is rostered to cover all of the hours over which the service must be provided and which is defined in the terms and conditions.

Single Status

- This the common name given to the agreement reached in 1997 by the National Joint Council for Local Government Services (Green Book).

Skills

- Techniques gained from knowledge, learning and experience, which enable the jobholder to meet the requirements of the job in the most efficient and effective way.

Working Time Regulations

- These are the rules, which the Government sets, that limit the amount of work people can do, with minimum levels for holidays and rest breaks for the health and safety of employees. Information is available from the Human Resources Team.



NORTHAMPTON BOROUGH COUNCIL

JOB EVALUATION & APPEALS PROCEDURE

1. AIM

This Procedure is to be used by employees appealing against the job evaluation results arising from the single status job evaluation exercise (Pay and Grading).

2. SCOPE

This Appeals Procedure is for those jobs evaluated as part of Single Status (Pay and Grading). This will include new jobs, redesigned jobs and vacant jobs, which are submitted for evaluation before 1st November 2010. On completion of the appeals generated from the Pay and Grading Project the new standard appeals process will apply.

If the appeal is due to a significant change in the job, i.e. the functionality and purpose of the job have altered between the date of the evaluation and 1st November 2010, the pay and grading appeals will not apply. In these cases the new Job Evaluation Scheme and (if necessary) the new standard appeals process should be used.

New Jobs and vacant jobs to be evaluated after 1st November 2010 will be outside of the current project but will be similarly jointly evaluated using the standard job evaluation scheme. This will enable these jobs to be advertised within the new pay and grading structure and will not therefore carry protection rights (further information will be provided at the time of advertising these roles to advise candidates on the pay and grading process). For further guidance refer to the post project job evaluation and appeals procedure. Revised evaluations for occupied posts will carry a right of appeal under the project scheme and will continue to fall within the scope of the project until 31st December 2010, so that existing employees are covered within project protection arrangements.

3. GENERAL GUIDANCE

Appeals can only be submitted on the basis of a disagreement with the level given under any of the thirteen job evaluation factors in the National Scheme. Comparator posts can be used in the appeals process, however this must be substantiated with evidence under any of the thirteen factors. At all stages employees will be expected to provide significant evidence to support their application and/or be able to demonstrate that existing evidence is incomplete or inaccurate. Attached in **Appendix A, Section 1** is a definition of significant evidence.

The evidence must show, under each relevant factor, where the evaluation did not reflect the demands and/or requirements of the job.

Appeals will not be accepted on the basis of comparison with other jobs within the Authority where the only reason for appeal is a view about differences in point scores.

Employees should note that there is the possibility that their score might go down as well as up as a result of an appeal.

The timescale for appeals lodged within the single status project will be dependent upon the number of appeals lodged, however it is expected that all appeals will be dealt with within six months of the final appeal submission in 1st December 2010.

4. PROCEDURE

Unless there are exceptional circumstances employees must abide by the timescales stated. The Head of Service will consider exceptional circumstances but generally appeals will be dismissed if they fall outside the time scales.

4.1 Informal Stage

Trade Union members are advised to seek advice from their Trade Unions before they submit an Appeal. At all stages of the procedure the employee may seek support from one of the signatory trade unions or a colleague. At this stage Line Managers should endeavour to meet with employees to discuss their scoring should the employee(s) request this.

4.2 Stage One

Employees will be notified of their Job Evaluation score and grade in writing by October 2010. Once employees have received notification of their score they are advised to consider whether the score reflects the nature of their role. Trade Union members are advised to do this in conjunction with their Trade Union representatives.

- a) The intention to appeal must be registered with the Employee Relations Officer (address on the form). The intention to appeal must be registered by **1st December 2010**. The appeal registration form is at **Appendix B**. Copies will be made available to the signatory trade unions.
- b) If you are part of a job family and you wish to appeal, you should in the first instance discuss this with your job family colleagues.
- c) Management will facilitate a one-hour meeting for this purpose. Trade Union Representatives can attend this meeting, however it is the responsibility of the employee(s) to arrange for them to be invited. If the employees in the same job family wish to appeal as a job family

they must agree by majority to proceed with the appeal and then must elect not more than two colleagues to complete the process.

- d) Employees may request from the Pay and Grading Team up to five other Job Evaluation Questionnaires from other posts. These posts should be appropriate to the appellant's post and should be one grade up or down from the appellant's post.
- e) The purpose of the meeting is to bring together evidence for the appeals, based on the criteria set out in the general guidance and **Appendix A**.
- f) If sufficient evidence is available to proceed with the appeal then the employee or nominated job family member(s) will be responsible for the completion and submission of the Standard Appeal Form (SAF) at **Appendix C**, (Trade Union members may request the support of their Trade Union Representative). The Job family manager must sign the form and verify the additional information being submitted. Two hours works time for the elected jobholders will be allowed for this purpose. The full final appeal form must be submitted by 14th January **2011** otherwise the appeal will be automatically dismissed.
- g) If an employee who has been designated as part of a job family wishes to appeal on an individual basis (or if there is more than one employee but not a majority) they are urged in the first instance to discuss this with their colleagues as outlined in 4.1 above. If the employee / employees wish to pursue the appeal without a majority decision they should follow the appeals process described in **Appendix A**.
- h) Employees who have been placed in a job family and appeal their job evaluation result should understand that the possible outcomes of the appeal listed in 4.4(c) may apply to the whole job family and not just the appellant(s). It may also be the case that an individual appeal may result in a individual being moved out of the job family and being given a new evaluation score relative to their appealed job.

4.3. Stage Two

- a) A joint assessment panel (comprised of a Human Resources representative and a Trade Union Representative, both trained in the National Scheme) will consider the information in the appeal form together with the information from the original evaluation.
- b) The assessment panel will firstly determine whether or not there are grounds for appeal. Where there is insufficient information or evidence the appeal will be dismissed. If the appeal is dismissed the nominated jobholders will be advised of this in writing and the reasons for this will be explained.

4.4 Stage 3

Once it has been determined that there are grounds for appeal, the appeal will be considered by an appeals panel.

- a) The appeal panel will consist of a Human Resources representative, a senior manager (a Head of Service or Director), a manager and a representative from each of the recognised Trade Unions – GMB and UNISON (all trained in the National Job Evaluation Scheme).
- b) The appeal panel will evaluate the additional evidence using the National Job Evaluation Scheme, with the local conventions, to re-evaluate the job. During the course of this process the panel may find it necessary to ask the jobholder(s) and the job family manager further questions of clarification. The job family manager must be able to verify any further information submitted.
- c) The appeal process will have one of 6 outcomes:
 - Appeal upheld with a revised job evaluation score and higher grade.
 - Appeal upheld with a revised job evaluation score and the same grade.
 - Appeal dismissed with the evaluation score unchanged.
 - Appeal upheld with a lower revised job evaluation score and a lower grade.
 - Appeal upheld with a lower revised job evaluation score and the same grade.
 - A move to a different job family.
- d) The decision of the Panel will be communicated in writing with the rationale on the completion of all appeals.
- e) The Panel will seek a consensus decision on the outcome of the appeal based on the information presented and advice taken where appropriate. The decision of the Appeal Panel will be final. Failing a consensus decision by the evaluation panel the evaluation result will default to the result originally notified.

5. PAY AND GRADING DURING THE APPEAL PROCESS

During the Appeal process and pending the outcome of the appeal employees will remain on the grade designated as part of the original evaluations. Should the appeal be successful and result in a change of grade then an appropriate adjustment to their salary will be made, backdated to the actual implementation date, if 1st January 2011.

Should the appeal be unsuccessful, and the initial evaluation result remains unchanged there will not be any change to salary.

Should the job be evaluated at a lower level upon appeal and result in a reduction in grade the evaluation will be backdated and if necessary the single status protection agreement will apply but no back pay or overpayment will be recovered.

6. AFTER THE APPEAL PROCESS

There are no further opportunities for Appeal once the procedure as described in Section 4 has been completed.

Appendix A

GUIDANCE ON COMPLETING THE APPEALS

This document should be read in conjunction with the formal Job Evaluation Appeals Procedure.

1. Grounds For Appeal

An appeal against a job evaluation can be considered if you can show "significant evidence" to support your view that: -

- The level given under any of the thirteen factors within the Job Evaluation scheme is incorrect;
- The information given on the questionnaire is incomplete or incorrect.
- Or that the job evaluation process has not been applied fairly to your job.
- An individual was incorrectly grouped (or not) to a family

An appeal can be based on one or more of the above reasons, but only one appeal needs to be submitted.

"Significant Evidence" is defined as being:

- Significant and important points of fact which the appellant believes have been under represented or under weighted and which if given further consideration would change the factor level and score.
- A claim of unfair process must be based on a verified failure of the jointly agreed local process.

2. How To Present Your Evidence

It is important that the appeal panel can understand the principal points of your appeal.

- Try to organise your appeal by submitting evidence for each factor on separate pages. To help you complete this you should refer back to your original job evaluation questionnaire, which was split into factors and contained explanatory notes.
- If you wish to, refer to levels in the green book ([NJC Green book](#)) for example, state "My evaluation is at level 2 on this factor and I think I should be considered for level 3" followed by the evidence to support this statement.
- Describe the task, which forms the basis of your evidence. Make sure that, where relevant, you include information on the time taken to complete an activity? How often you have to do it? Who are your contacts? Who gives you work? What is the size of your budget? How many people do you supervise?
- Provide information, which is as brief as possible – one good example will do the work of 3 or 4 poor examples.

- If you wish to refer to the green book, you can quote descriptions contained within it. This **must** be accompanied by the description of the tasks within your job to which you think it refers.

3. Appeal Outcomes

The results of an appeal can be:-

- No change to the score
- A higher score and a higher grade
- A lower score and a lower grade
- A change to a score with no change in grade
- A change in a job family
- Appeal dismissed

4. Appeals Dismissed

Appeals will be dismissed: -

- Where the only basis for the appeal is a view about the relative differentials in the total points score between your job and other jobs that have been evaluated. It is acceptable to use comparators in submitting an appeal, however this must be based on any of the 13 factors, using supporting evidence.
- Where the appeal just gives an opinion about the suitability of the scheme in general to measure the characteristics of any given job.
- Where the evidence given are quotes from the green book without supporting evidence
- Where there is insufficient evidence to change a factor level

5. Getting Help And Information

Green Book factor levels and descriptions are all on the intranet. You can also obtain these documents from the Pay and Grading Team on extension 7590, alternatively you can email the team at:

payandgrading@northampton.gov.uk

You do not need a detailed knowledge of these documents to submit a good appeal but they do provide useful information to help formulate the appeal or to help you decide that you do not have sufficient evidence to meet the requirements of the higher factor level.

Your manager and your trade union representative are available to help you with your appeal. Remember your manager must verify the information on your appeal form.

Remember – Please register your appeal by 1st December 2010 and submit your full appeal by 14th January 2011

Appendix B

APPEAL REGISTRATION FORM

Please return this form by 1st December 2010

APPELLANT

I wish to register my right to appeal against the job evaluation score for my post

Name: _____

Job Code: _____

Job Title: _____

Date: _____

Signature: _____

LINE MANAGER

I acknowledge receipt of the registration form

Name: _____

Designation: _____

Date: _____

Return to: Pay & Grading
Human Resources
3rd Floor
The Guildhall
St Giles Square
Northampton NN1 1DE

Date Received:
Received by:

Or email the form to payandgrading@northampton.gov.uk

Appendix C

STANDARD APPEAL FORM

This appeal form must be completed and submitted with your manager's signature by 14th January 2011.

Full Name, location and contact details.

(Attach a full list of the names of job family members with signatures where appropriate)

Name.

Location.

Telephone number and /or e mail address

.....

Job Title

Job Code

(You must include this code, as we will be unable to trace your evaluation details – if this is missing the form will be returned to you)

Employee's Signature

Manager's Name and Job Title.

.....

Manager's Signature.

The Manager signs to verify that the information you have submitted is correct

Managers contact details

Date of Registration of Appeal

**Return to: Pay & Grading
 Human Resources
 3rd Floor
 The Guildhall
 St Giles Square
 Northampton NN1 1DE**

Or email the form to payandgrading@northampton.gov.uk

Date Received Stamp

Received by:

PLEASE NOTE THAT IF THE APPEAL FORM IS NOT SUBMITTED BY THE DUE DATE WITHOUT GOOD REASON THEN THE APPEAL WILL BE INVALID.

The DUE DATE is 1st December 2010

Grounds of Appeal

PLEASE READ GUIDANCE IN APPENDIX A OF THE APPEALS PROCEDURE CAREFULLY BEFORE COMPLETING THIS FORM

To be completed by the Employee

To support your case for appeal, please give full written details. These must either contain substantial additional evidence or demonstrate the information previously submitted has been incorrectly interpreted. **Please note that substantial does not mean lengthy it means proven. One example can serve to illustrate the point of the appeal.**

Please specify under which of the thirteen job evaluation factors you are providing evidence.

<u>FACTOR</u>	√	<u>FACTOR</u>	√
Knowledge		Emotional Demands	
Mental Skills		Responsibility for People	
Interpersonal & Communication Skills		Responsibility for Supervision	
Physical Skills		Responsibility for Financial Resources	
Initiative & Independence		Responsibility for Physical Resources	
Physical Demands		Working Conditions	
Mental Demands		Check Indirect Entries	

(Please continue overleaf.....)

(continued from overleaf)

Additional pages may be inserted. *If submitting evidence under more than one factor please start a new page for each factor. Number the pages*

Identify Number of additional pages submitted --

Signature of appellant(s) or designated representatives

.....

Date

Signature of Line Manager

.....

Date



NORTHAMPTON BOROUGH COUNCIL

**JOB EVALUATION
APPEALS PROCEDURE
(Post Pay and Grading Implementation)**

1. AIM

This Procedure is to be used by employees appealing against the job evaluation results arising from the job evaluations that are undertaken after the implementation of the single status job evaluation exercise (Pay and Grading).

2. SCOPE

This appeals procedure is for those jobs evaluated after the implementation of the Single Status (Pay and Grading) Scheme. This will include new jobs, and jobs that have substantially changed either due to restructures or over time.

3. GENERAL GUIDANCE

Appeals can only be submitted on the basis of a disagreement with the level given under any of the thirteen job evaluation factors in the National Scheme. Comparator posts can be used in the appeals process, however this must be substantiated with evidence under any of the thirteen factors. At all stages employees will be expected to provide appropriate evidence to support their application and/or be able to demonstrate that existing evidence is incomplete or inaccurate. Attached in **Appendix A, Section 1** is a definition of appropriate evidence.

The evidence must show, under each relevant factor, where the evaluation did not reflect the demands and/or requirements of the job.

Appeals will not be accepted on the basis of comparison with other jobs within the Authority where the only reason for appeal is a view about differences in point scores.

Employees should note that there is the possibility that their score might go down as well as up as a result of an appeal.

4. PROCEDURE

4.1 Stage One

When a post has been evaluated the line manager will be advised of the job evaluation score. The line manager will also be advised of the individual factor scores. If the post is an existing post, the line manager will advise the postholder(s) of the outcome of the job evaluation. An appeal can be made if the line manager or postholder disagree with the evaluation result.

- a) The intention to appeal must be registered with the Employee Relations Officer (address on the form). The intention to appeal must

be registered within 4 weeks of the original job evaluation panel. The appeal registration form is at **Appendix B**. Copies will be made available to the signatory trade unions.

- b) If you are part of a job family and you wish to appeal, you should in the first instance discuss this with your job family colleagues.
- c) Management will facilitate a one-hour meeting for this purpose. Trade Union Representatives can attend this meeting, however it is the responsibility of the employee(s) to arrange for them to be invited. If the employees in the same job family wish to appeal as a job family they must agree by majority to proceed with the appeal and then must elect not more than two colleagues to complete the process.
- d) The purpose of the meeting is to bring together evidence for the appeals, based on the criteria set out in the general guidance and Appendix A.
- e) If sufficient evidence is available to proceed with the appeal then the employee or nominated job family member(s) will be responsible for the completion and submission of the Standard Appeal Form (SAF) at **Appendix C**, (Trade Union members may request the support of their Trade Union Representative). The Job family manager must sign the form and verify the additional information being submitted. Two hours works time for the elected jobholders will be allowed for this purpose. The full final appeal form must be submitted within 8 weeks of the original job evaluation panel otherwise the appeal will be automatically dismissed.
- f) If an employee who has been designated as part of a job family wishes to appeal on an individual basis (or if there is more than one employee but not a majority) they are urged in the first instance to discuss this with their colleagues as outlined in 4.1 above. If the employee/employees wish to pursue the appeal without a majority decision they should follow the appeals process described in Section (e) above.
- g) Employees who have been placed in a job family and appeal their job evaluation result should understand that the possible outcomes of the appeal listed in 4.2 (c) may apply to the whole job family and not just the appellant(s).

4.2 **Stage 2**

- a) The appeal panel will consist of a human resources representative, a senior manager (a Head of Service or Director), a manager and a representative from each of the recognised Trade Unions – GMB and UNISON (all trained in the national job evaluation scheme and not involved at the evaluation stage). The managers present at the

appeal panel will be from a different work area to the job being appealed.

- b) The appeal panel will evaluate the additional evidence using the National Job evaluation Scheme, with the local conventions, to re-evaluate the job. During the course of this process the panel may find it necessary to ask the jobholder(s) and the job family manager further questions of clarification. The job family manager must be able to verify any further information submitted.
- c) The appeal process will have one of 6 outcomes:
 - Appeal upheld with a revised job evaluation score and higher grade.
 - Appeal upheld with a revised job evaluation score and the same grade
 - Appeal dismissed with the evaluation score unchanged
 - Appeal dismissed with a lower revised job evaluation score and a lower grade
 - Appeal dismissed with a lower revised job evaluation score and the same grade
 - A move to a different job family.
- d) The decision of the Panel will be communicated in writing within 5 working days, with the rationale on the completion of all appeals.
- e) The Panel will seek a consensus decision on the outcome of the appeal based on the information presented and advice taken where appropriate. The decision of the Appeal Panel will be final. It is expected that a consensus would be reached in all but extreme circumstances. Failing a consensus decision the evaluation result will default to the result originally notified.

5. YOUR PAY AND GRADE DURING THE APPEAL PROCESS

Should the appeal be unsuccessful, and the initial evaluation result remains unchanged there will not be any change to salary.

Should the job be evaluated at a lower level upon appeal and result in a reduction in grade the single status protection agreement will apply (if necessary) but no back pay overpayment will be recovered.

If the job is evaluated at a higher level, the pay increase (if applicable) will be backdated to the date that the appeal form was completed and signed by all parties.

6. AFTER THE APPEAL PROCESS

There are no further opportunities for Appeal once the procedure described in Section 4 has been completed.

Appendix A

GUIDANCE ON COMPLETING THE APPEALS

This document should be read in conjunction with the formal Job Evaluation Appeals Procedure.

1. Grounds For Appeal

An appeal against a job evaluation can be considered if you can show "appropriate evidence" to support your view that: -

- The level given under any of the thirteen factors within the Job Evaluation scheme is incorrect;
- The information given on the questionnaire is incomplete or incorrect.
- Or that the job evaluation process has not been applied fairly to your job.
- An individual was incorrectly grouped (or not) to a family.

An appeal can be based on one or more than one of the above reasons, but only one appeal needs to be submitted.

"Appropriate Evidence" is defined as being:

- Points of fact which the appellant believes have been under represented or under weighted and which if given further consideration would change the factor level and score.
- A claim of unfair process must be based on a verified failure of the jointly agreed local process.

2. How To Present Your Evidence

It is important that the appeal panel can understand the principal points of your appeal.

- Try to organise your appeal by submitting evidence for each factor on separate pages. To help you complete this you should refer back to your original job evaluation questionnaire, which was split into factors and contained explanatory notes.
- If you wish to, refer to levels in the green book ([NJC Green book](#)) for example, state "My evaluation is at level 2 on this factor and I think I should be considered for level 3" followed by the evidence to support this statement.
- Describe the task, which forms the basis of your evidence. Make sure that, where relevant, you include information on the time taken to complete an activity? How often you have to do it? Who are your contacts? Who gives you work? What is the size of your budget? How many people do you supervise?
- Provide information, which is as brief as possible – one good example will do the work of 3 or 4 poor examples.

- If you wish to refer to the green book, you can quote descriptions contained within it. This **must** be accompanied by the description of the tasks within your job to which you think it refers.

3. The Outcomes Of An Appeal

The results of an appeal can be:-

- No change to the score
- A higher score and a higher grade
- A lower score and a lower grade
- A change to a score with no change in grade
- A change in a job family

4. Appeals Dismissed

Appeals will be dismissed: -

- Where the only basis for the appeal is a view about the relative differentials in the total points score between your job and other jobs that have been evaluated. It is acceptable to use comparators in submitting an appeal, however this must be based on any of the 13 factors, using supporting evidence.
- Where the appeal just gives an opinion about the suitability of the scheme in general to measure the characteristics of any given job.
- Where the evidence given are quotes from the green book without supporting evidence
- Where there is insufficient evidence to change a factor level

5. Getting Help And Information

Green Book factor levels and descriptions are all on the intranet. You can also obtain these documents from the Employee Relations Officer on extension 7730 or your Trade Union Representative.

You do not need a detailed knowledge of these documents to submit a good appeal but they do provide useful information to help formulate the appeal or to help you decide that you do not have sufficient evidence to meet the requirements of the higher factor level.

Your manager and your trade union representative are available to help you with your appeal. Remember your manager must verify the information on your appeal form.

Appendix B

APPEAL REGISTRATION FORM

Please return this form within 4 weeks of the Job Evaluation panel date

APPELLANT

I wish to register my right to appeal against the job evaluation score for my post

Name: _____

Job Code: _____

Job Title: _____

Date: _____

Signature: _____

LINE MANAGER

I acknowledge receipt of the registration form

Name: _____

Designation: _____

Date: _____

Return to: Human Resources
3rd Floor
The Guildhall
St Giles Square
Northampton NN1 1DE

<p>Date Received Stamp</p> <p>Received by:</p>
--

Or email the form to payandgrading@northampton.gov.uk

Appendix C

STANDARD APPEAL FORM

This appeal form must be completed and submitted with your manager's signature within 8 weeks of the original Job evaluation panel.

Full Name, location and contact details

(Attach a full list of the names of job family members with signatures where appropriate)

Name.

Location.

Telephone number and /or e mail address

.....

Job Title

Job Code

(You must include this code, as we will be unable to trace your evaluation details – if this is missing the form will be returned to you)

Employee's Signature

Manager's Name and Job Title.

.....

Manager's Signature.

The Manager signs to verify that the information you have submitted is correct

Managers contact details

Date of Registration of Appeal

**Return to: Human Resources
 3rd Floor
 The Guildhall
 St Giles Square
 Northampton NN1 1DE**

Or email the form to payandgrading@northampton.gov.uk

Date Received Stamp

Received by:

PLEASE NOTE THAT IF THE APPEAL FORM IS NOT SUBMITTED BY THE DUE DATE WITHOUT GOOD REASON THEN THE APPEAL WILL BE INVALID

Grounds of Appeal

PLEASE READ GUIDANCE IN APPENDIX A OF THE APPEALS PROCEDURE CAREFULLY BEFORE COMPLETING THIS FORM

To be completed by the Employee

To support your case for appeal, please give full written details. These must either contain substantial additional evidence or demonstrate the information previously submitted has been incorrectly interpreted. **Please note that substantial does not mean lengthy it means proven. One example can serve to illustrate the point of the appeal.**

Please specify under which of the thirteen job evaluation factors you are providing evidence.

<u>FACTOR</u>	√	<u>FACTOR</u>	√
Knowledge		Emotional Demands	
Mental Skills		Responsibility for People	
Interpersonal & Communication Skills		Responsibility for Supervision	
Physical Skills		Responsibility for Financial Resources	
Initiative & Independence		Responsibility for Physical Resources	
Physical Demands		Working Conditions	
Mental Demands		Check Indirect Entries	

(Please continue overleaf.....)

(continued from overleaf)

Additional pages may be inserted. *If submitting evidence under more than one factor please start a new page for each factor. Number the pages*

Identify Number of additional pages submitted --

Signature of appellant(s) or designated representatives

.....

Date

Signature of Line Manager

.....

Date