

# APPOINTING 'ONE POINT BELOW' POLICY

This document applies to all Council employees except:

- Fire employees on Grey & Gold Book Terms & Conditions
- Employees on Teachers' Terms & Conditions
- Employees on Soulbury Terms & Conditions

**Notes:**

- This policy applies to schools that have adopted the Collective Agreement of April 2007.

*This document may not be applicable to employees who transferred into LCC under TUPE legislation and remain on the terms and conditions of their previous organisation.*

<b>Last Review</b>	July 2016
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## **INTRODUCTION**

In accordance with the Collective Agreement, effective from June 2008, managers are able to appoint 'one point below.'

In 'exceptional circumstances' where the person does not meet the criteria for the post they may be appointed to a single salary point, one point below the incremental Grade minimum for a period of up to 12 months.

In addition the Collective Agreement requires that a procedure should exist for employees failing to meet the required standards of ability, aptitude and conduct required for the post during the initial 12 month period. [See procedure for employees failing 12 month period.](#)

The purpose of this policy is to implement the Council's local agreement for appointing employees who do not possess all the essential knowledge and skills to fully carry out all the duties, tasks and responsibilities of a post and explain the process for managing employees failing to meet the required standards of ability, aptitude and conduct required for the post during the 12 month review-period.

The electronic, audio or video recording, by any device, of meetings during the 12 month review period will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

## **OBJECTIVES**

The objective of this policy is to ensure pay decisions are consistently applied across the Council and meet the Council obligations to comply with equal pay requirements.

Where discretions apply ensure equality regulations are taken into account.

## **RESPONSIBILITIES**

### **MANAGERS**

Complying with the requirements contained within this policy.

Informing Serco HR Admin/Payroll of the appointment and that it is in accordance with the Appointing One Point Below Policy.

Resolving issues raised by individual employee's in relation to this policy.

### **SERVICE MANAGER - PEOPLE**

Reviewing and revising this policy

## **APPOINTING ONE POINT BELOW**

In 'exceptional circumstances' where the person does not meet the criteria for the post they may be appointed to a single salary point, one point below the incremental Grade minimum.

One point below is defined as the spine column point below the lowest point of the appropriate grade.

This point will be regarded as a Single Point appointment and recorded on Agresso as such. No increments will be awarded. However, they will still be required to have performance and development appraisals and be given a rating in accordance with the rating scale. See [Performance and Development Appraisal Policy](#)

This Policy cannot apply to Grade 1 posts and it is unlikely to apply to appointments to posts paid on a single spine column point.

### **Criteria for appointing one point below**

The main criteria are where the appointee does not possess all the essential knowledge and-skills to fully carry out all the duties, tasks and responsibilities of the post that would normally be expected upon appointment to the post. This can include:

- the required skills and knowledge
- aptitude and conduct, and
- the required qualifications/suitable progress towards achieving required qualifications

The essential and desirable criteria for a post will be included in the person specification where one is provided. Reference to the skills, knowledge, experience and qualifications required may also be made in the job advert or job description.

### **TIME LIMIT**

These appointments are time limited to 12 months and employees should have acquired the required skills, knowledge, experience and qualification or suitable progress toward achieving the required qualification to meet the criteria within this time.

If progress towards these requirements is not being achieved during this period, this timescale is to include the appropriate notice period the employee is entitled to.

### **PERFORMANCE & DEVELOPMENT APPRAISAL**

All new employees will be set objectives in their initial performance and development appraisal. All performance and development appraisal procedures must ensure that the Council's vision, values and objectives are translated into personal, and, where relevant, team objectives to ensure that employees at all levels of the Council can see and understand that the objectives they are set contribute to the Council's success as a whole from the beginning of their employment.

The process provides an opportunity to link development and objectives to professional accreditation requirements where appropriate. At the end of the appraisal year all performance and development appraisal reviews will include a rating of the employee's performance. The expected minimum level of performance for all employees is an overall performance and development appraisal rating of successful.

### **REVIEW**

The 12 month period will be regarded as a period of continuous review and used to assess a new employee's ability, aptitude and conduct required for the post and their performance against targets/objectives set during their performance and

development appraisal. This period will include inducting, training and advising employees on their duties and responsibilities. Suitable on-the-job training and other appropriate training should be provided in order to get the best from the employee and make a fair assessment of their progress. All appointments under this policy will be regularly reviewed by the line manager who may move an employee to the bottom of the appropriate grade for the post at any time during the first 12 months of their appointment, providing the employee has fully met the standards of ability, aptitude and conduct required for the post, and their performance against targets/objectives set during their performance and development appraisal, with an expected minimum level of overall performance and development appraisal rating of successful. This is in addition to any requirements to achieve the necessary qualification or suitable progress toward achieving the required qualification. When managers move employees this will normally be to the bottom of the post grade in line with recruitment. Any exceptions to this must be discussed with HR in advance. Thereafter the employee will be entitled to the normal incremental pay progression for the post.

## **CONTRACTS OF EMPLOYMENT**

A clause will be inserted into the employee's contract of employment noting the employee is appointed on the terms of this policy.

Terms and conditions will be those applying to the Grade appointed to, not the Grade for the job.

For appointments under this policy the normal 6 month Probationary period and Capability Policy and Procedure will not apply.

## **ADVICE AND SUPPORT**

Please contact Human Resources for advice and support.

## **ADDITIONAL RELEVANT POLICIES**

[Green Book Employees Pay and Conditions Policy](#)

[Job Evaluation and Grading Policy](#)

[Procedure for Employees Failing 12 month Period](#)

[Performance and Development Appraisal Policy](#)

[Collective Agreement](#)