

APPEALS PROCEDURE FOR GLPC JOB EVALUATION SCHEME

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

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.

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[APPENDIX 2 Form JEA1 JobEvaluation Appeal Application Form](#)

INTRODUCTION

This procedure ensures that the County Council has fair and effective arrangements for dealing with appeals against evaluations arising from the GLPC job evaluation scheme.

OBJECTIVES

The objectives of this procedure are to:

- ensure that the County Council has a fair and transparent process for dealing with appeals against evaluation outcomes
- ensure that non-discriminatory and effective arrangements exist for dealing with appeals and hearings
- ensure that all employees are treated in a fair, consistent manner.

RESPONSIBILITIES

DIRECTORS AND ASSISTANT DIRECTORS

Implementing the procedure.

MANAGERS

Agreeing job descriptions.

Applying and taking part in the County Council Job Evaluation Appeals procedure.

SERVICE MANAGER PEOPLE – PEOPLE MANAGEMENT SERVICE

Reviewing and revising this procedure.

Ensuring appropriate progress is made on receipt of appeals.

GLPC APPEALS PROCEDURE

1 INTRODUCTION

- 1.1 An **employee** dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grade of their post after it has been through the normal evaluation process.
- 1.2 In schools Governors determine pay 'with regard to the terms and grading in the Local Authority' and this procedure will apply in schools that have adopted the GLPC scheme. Therefore Headteacher/Governors will manage the process for schools staff appeals.
- 1.3 Where a post is new, this may be due to a restructure or be a unique post, appeals will not be heard during the first 6 months of the post being occupied.
- 1.4 Employees dissatisfied with the grade of their post should discuss this with their manager. If the outcome is a completely revised job description (JD) then this should be evaluated via the normal evaluation process. If the manager disagrees or there is no change to the JD then the following appeals process should be followed.

2 PROCESS

- 2.1 All requests must go through the line manager and in all cases the JD must be agreed before the panel can hear an appeal.
- 2.2 In schools the Headteacher and/or Governors will be responsible for this process. Advice is available from the school HR Advisor or HR Service provider.
- 2.3 The JD is reviewed and agreed with the line manager.
- 2.4 If the revised JD is the same in all or most respects as that used in the original evaluation this appeal procedure will apply then the appeal will be heard. If there are major changes to the JD this is not an appeal and the revised JD should be submitted to an evaluation panel in accordance with normal evaluation procedure. For multi-occupancy posts see 4. below.
- 2.5 If the employee does not agree with the manager's version of the JD the employee is able to raise this with the next level line manager for resolution.
- 2.6 The criteria for appeal is that the employee considers their post has been incorrectly scored.
- 2.7 Employees will be required to provide evidence to suggest why they feel their post is incorrectly scored. By considering the level the job was given against one or more of the factors of the scheme and must provide an explanation as to why this level should be increased. This will normally entail further information being obtained from the jobholder and the line manager.
- 2.8 The employee must then complete the Appeal Form [[JEA1 see Appendix 2](#)], along with any supporting documentation, pass this to their line manager to add their comments on the last section of the form prior to submission by the employee to JETeam@lincolnshire.gov.uk. The manager may or may not support the appeal. After submission no additional documentation will be accepted.

2.9 In schools Governors or Headteachers will forward Appeal forms for hearings.

3 APPEAL HEARING

3.1 An Appeal is a complete review of the post and therefore the panel will review all factors.

3.2 Appeals will be heard within 6 weeks of receiving the Appeal form. Both the employee and the manager are required to attend the appeal.

3.3 Appeals will be heard by a panel of 3 who will normally comprise of:

- an experienced HRA who will support the Chair of the hearings
- an LCC Service manager who will normally Chair the hearing
- a trade union representative

who were not involved in the original evaluation.

However as a minimum, of the 3 members, 1 will be a trade union representative and 1 will be an experienced HRA evaluator.

3.4 The employee (who may be accompanied by a trade union representative) presents case to panel who may ask questions. The manager will also present their case.

3.5 The Chair is responsible for ensuring all attendees have the opportunity to comment in an orderly fashion. Any disputes may result in the appeal hearing being postponed.

4 GENERIC AND MULTI-OCCUPANCY POSTS

4.1 If the appeal is for a multi-occupancy post 2 employees may represent the views of the staff group, however, for large multi-occupancy posts e.g. 100 or more, 3 employees may attend. One trade union representative may also attend. Only one appeal form needs to be submitted.

4.2 The outcome of an appeal will apply to all employees covered by the generic job description.

4.3 If the jobholder is part of a multiple occupancy group and they feel that the generic JD does not adequately represent the tasks they are required to do, or that all aspects of their individual job have not been taken into account, this is not an appeal and should be discussed with the line manager. If the manager agrees a new JD may be developed and submitted for evaluation using the normal process.

4.4 If the line manager does not agree with the employee then the employee is able to raise the issue with the next level line manager for resolution.

5 APPEAL DECISION

5.1 The outcome of the appeal may be as follows:

- The factor levels awarded against a post may change; this will lead to the grade of the job increasing, staying the same or reducing.
- If increased the outcome will be backdated to the date of the appeal request.
- The factor levels awarded against the job may change but the grade may remain the same.

- The job description needs amending to take into account evidence submitted and agreed through the appeal process.
- 5.2 The outcome of the appeal will be notified to the employee and manager, or Governors/Headteachers in schools, by the scheme Administrator within 1 week of the hearing. The Panel Chair will be available to answer queries from managers/Headteachers. The Administrator will enter revised scores on JEM, issue a new JEM report with the revised Factor Levels and scores and amend the JD Library. In schools the outcome will require Governor approval and notification to the Authority.
- 5.3 The decision of the Appeal panel is final and not subject to further review. However in special circumstances notes made by panel members will be available on request.
- 5.4 In the unlikely outcome of an appeal reducing the post Grade organisational pay protection will apply from the date of registering the appeal.
- 5.5 Associated terms and conditions of employment which are grade dependent will apply from the date of registration of appeal (upgrades), agreed backdating or end of protection (downgrades) wherever practical. In the case of overtime, this may entail offsetting of overpayments if an employee is upgraded to Grade 8 or above.

FURTHER INFORMATION

Please contact Human Resources for further advice and support.

ADDITIONAL RELEVANT POLICIES

[Job Evaluation and Grading Policy](#)

[Collective Agreement](#)

[Pay Policy](#)

Updated April 2015

APPENDIX 1 FLOWCHART

