



APPEALS PROCEDURE FOR SENIOR LEADERSHIP GRADED ROLES

This procedure applies to all County Council employees whose post is evaluated using the KornFerry / Hay Group evaluation scheme.

Updated May 2018

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INTRODUCTION

This Procedure ensures that the County Council has fair and effective arrangements for dealing with appeals against evaluations arising from the KornFerry / Hay Group method for job evaluation.

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

CHIEF EXECUTIVE

Implementing the procedure.

DIRECTORS

Agreeing job descriptions.

Applying and taking part in the Job Evaluation Appeals procedure.

HEAD OF SERVICE - PEOPLE

Reviewing and revising this procedure.

Ensuring appropriate progress is made on receipt of appeals.

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 Where a post is new (this may be due to a restructure), appeals will not be heard during the first 6 months of the post being occupied
- 1.3 Prior to lodging an appeal, employees do have the opportunity of an informal discussion with a member of the HR Team and KornFerry / Hay Group to understand the information that resulted in their own grade outcome, the evaluation, the rationale, what features were taken into consideration.
- 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 KornFerry / Hay Group review the appeal.
- 2.2 The JD is reviewed and agreed with the line manager.
- 2.3 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 but a re-evaluation and the revised JD should be submitted to a KornFerry / Hay Group evaluation panel in accordance with normal evaluation procedure.
- 2.4 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.
- 2.5 The criteria for appeal is that the employee considers the post has been incorrectly graded.
- 2.6 Employees will be required to provide evidence to suggest why they feel their post is incorrectly scored, 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.
- 2.7 The employee must then complete their evidence and pass this to their line manager to add their comments, prior to submission by the employee to Elizabeth.Hipworth@lincolnshire.gov.uk. The manager may or may not support the appeal. After submission, no additional documentation will be accepted.

3 APPEAL

- 3.1 An Appeal is a complete review of the post and therefore KornFerry / Hay Group taking into account factors such as know how, problem solving and accountability.
- 3.2 Appeals will be heard within 6 weeks of receiving the Appeal evidence. Both the employee and the manager are required to attend the appeal.
- 3.3 Appeals will be heard by a KornFerry / Hay Group Consultant who was not involved in the original evaluation. Both the employee and the manager are required to attend the appeal or to make a written submission.
- 3.4 The employee presents the case to the KornFerry / Hay Group Consultant who may ask questions. The manager will also present their case.
- 3.5 The manager presents the case to the KornFerry / Hay Group Consultant who may ask questions. Normally this will be the line manager however this will be the line manager's manager in cases where a final resolution has been made at this level, over the final version of the JD submitted for appeal.
- 3.6 Any disputes may result in the appeal hearing being postponed.
- 3.7 An employee or manager can choose whether or not they wish to participate in the appeal or make a written submission. In either case evidence will be required to support the appeal. Employees or managers who choose not to attend will be informed of the date and time of the Appeal, as they may need to be contacted for points of clarification.

4 APPEAL DECISION

- 4.1 The outcome of the appeal may be as follows:
- The factor levels awarded against a post may change; this will lead to the zone level of the job decreasing, increasing or staying the same.
 - 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 zone may remain the same.
- 4.2 The appeal outcome is final and not subject to further review.

FURTHER INFORMATION

Please contact Human Resources for further advice and support.

ADDITIONAL RELEVANT POLICIES

[Senior Leadership Pay Guidance](#)