

THE COUNTY COUNCIL'S POINTS RATING - JOB EVALUATION SCHEME:
APPEALS PROCEDURE

1. There is a procedure for the hearing of appeals by staff against the grade given to their post by evaluation. Most "white colour" jobs (other than teachers) are graded under this scheme.
2. Each Appeals Panel comprises four members (i.e. two of whom are drawn from the Regulatory Committee and two from the local branch of UNISON). Panel members have been trained in understanding and applying the job evaluation scheme factors and their levels, and the manner in which levels are awarded. The purpose of this training is to promote consistent application of the scheme and thereby promote consistent grading. To this end there was a joint training session a few months ago which Mrs. Bryant, Mr. Molland and Mr. West attended, along with a small number of UNISON nominees.
3. The existing procedure for appeals was agreed by the County Council and UNISON in 1986 (although this was more of a "fine tuning" than a radical revision to a procedure which has existed, largely unchanged, since the early 1970s). The existing procedure is attached as an appendix.
4. Under the procedure that each appellant receives a detailed description of each of the job evaluation factors. However a feature of the job evaluation process and job evaluation appeals procedure since the scheme was introduced 30 years ago, has been that individuals whose jobs are evaluated are not informed of the level awarded under each factor. This knowledge has been left to those trained to operate the scheme (i.e. job evaluation officers and Appeal Panel members). This arrangement is not unique. The HAY job evaluation scheme for senior managers does not reveal the HAY score to appellants.
5. In preparing and presenting their case at appeal an appellant has opportunity to:-
 1. Take advice from the UNISON official who attends the hearing in the capacity of advice and advocacy, and who is aware of the factor levels awarded (see paragraphs 2.1, 2.2, 3.3 and 3.5 of the attached appendix.
 2. To explain in detail the requirements and complexities of their job so that the Panel can assess whether the appropriate factor levels have been awarded or whether they need revision. If so, the Panel will apply them.

6. An appeal by a group of appellants (Child Care Fieldwork Managers) has been provisionally listed for hearing in April. However, this group are demanding access to information not currently made available to appellants (i.e. the factor levels awarded).
7. Informal discussions with the Branch Secretary of UNISON indicates that UNISON is sympathetic to the demand being made.
8. There may well be good reason to review and revise existing arrangements. This may be better achieved without reference to particular representations from one group of appellants. Such a review might appropriately form part of a wider review of grading arrangements currently being undertaken.
9. It is recommended that:
 - (a) the Child Care Fieldwork Managers be advised that their appeal will be heard in accordance with the existing jointly agreed procedure and that they will not be given access to information to which they are precluded under the existing procedure.
 - (b) a review of appeal arrangements be undertaken as part of the current wider review of grading arrangements.

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Unpublished documents relied upon in the production of this report:

Environmental impact of the recommendations contained in this report: