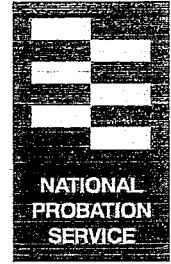


SOUTH YORKSHIRE PROBATION AREA

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SOUTH YORKSHIRE

Ref: RB/BJ

5 November 2007

The National Secretary
Unite the Union
Hayes Court
West Common Road
Hayes
Bromley
BR2 7AU

Dear Sir,

Re: FOI Act Request – Job Evaluation

Thank you for your letter dated 18 October 2007 requesting information about the operation of the Job Evaluation Scheme process within the South Yorkshire Area.

I have addressed my response in the same order of items in your letter:

- a) & b) The Job Evaluation process in this Area is reaching finalisation and is estimated it will be completed by the end of December 2007. Job evaluation has been undertaken in accordance with the National User Guide.
- c) Enclosed is a copy of the Appeal and Review Procedure produced by this Area as information/guidance in the Job Evaluation process.
- d) The job matching and evaluation has been carried out in South Yorkshire Area on the basis of generic and some role-based job descriptions.
- e) & f) Attached are spreadsheet details that give anonymised information about the management posts in the Area both in terms of the initial job evaluation outcomes and appeals.
- g) Enclosed is a Staff Profile, by grade, number, ethnicity and gender for South Yorkshire.

I hope the information provided is of assistance to your current national information gathering exercise.

Yours faithfully

Handwritten signature of Roz Brown in black ink.

Roz Brown
Chief Officer

SOUTH YORKSHIRE PROBATION AREA

JOB EVALUATION

APPEAL AND REVIEW PROCEDURE

1. OVERVIEW

This Appeal and Review Procedure has been adopted as part of the approved Job Evaluation Scheme for the Probation Service as agreed by the National Negotiating Council (NNC) in October 2005.

Job evaluation is a technique for comparing the relative demands of jobs, usually, as the basis for a grading and pay structure.

Job evaluation is about comparing the demands of jobs, not people. Job evaluation does not assess how individuals perform, nor how their work is organised, nor whether they have the required skills and knowledge for the work. The last of these issues is covered by Probation Service occupational standards.

2. GOVERNANCE ARRANGEMENTS

Appeals Panels are the responsibility of the South Yorkshire Probation Board, however powers of review have been retained by the NNC and National Probation Directorate (NPD) insofar as to ensure national consistency.

This Appeals Procedure relates only to Job Evaluation matching, grading and related pay issues. Any other queries or concerns should be addressed through the appropriate local procedure.

The substance of appeals raised through the Job Evaluation Appeal Procedure cannot be raised elsewhere. The decision of the Appeals Panel is final as it relates to job evaluation matching, grading and related pay issues.

3. CONSTITUTION OF APPEAL PANELS

The South Yorkshire Probation Board will be responsible for establishing a Job Evaluation Appeals Panel. It will be the responsibility of the Director of Human Resources and Organisational Development to convene such a panel.

Formal Appeals should be heard by a joint panel of three members not all of whom have been previously involved with the matching or evaluation of the job. The Panel should have at least one representative from the recognised trade unions.

Members of the Panels will be drawn from those who have received training in the Job Evaluation Scheme either in Job Matching or Job Evaluation.

The Chair of the Appeals Panel will be the Director of Human Resources and Organisational Development or their nominated representative. The Chair will be responsible for keeping a written record of proceeding, ensuring the appropriate formalities are observed and will sign the final letter advising the appellant of the outcome of the appeal.

4. TERMS OF REFERENCE

The Appeals Panel will be responsible for conducting hearings for the final, formal stage of the Job Evaluation Appeals Process.

The Panel will only be convened when all other procedures, as set out in the Job Evaluation User Guide, have been exhausted.

The appeal should be heard by the joint panel which will:

- Apply the procedure exactly as the original matching;
- Consider whether the new information/representations change the original match;
- Complete a new matching form

The decision of the Appeals Panel will be final.

5. STAGES OF THE PROCEDURE

For the purposes of this procedure, the stages are designated as follows:

- Stage 1 – initial evaluation or matching of the job
- Stage 2 – review of initial evaluation or matching (Informal Appeal)
- Stage 3 – appeal against initial evaluation or matching (Formal Appeal)

6. THE APPEALS PANEL

The appellant(s) may make oral or written representation to the Panel, and may be accompanied by a trade union representative or a workplace colleague. Any

submission must be available to the Panel at least five working days before the appeal is heard.

The purpose of any meeting with the appellant will be to enable the panel members to fully understand the reason for the appeal and clarify any areas of misunderstanding. The Panel may ask questions of the appellant or their representative.

The appellant and their representative should not be present when the actual matching takes place.

A written note of the proceedings should be made and the appellant should be notified in writing as soon as possible of the outcome of the formal appeal, normally within 20 working days of the date of the hearing.

The decision of the Appeals Panel is final.

The appellant should receive a copy of the new or revised matching form and any subsequent changes to employment contracts will be handled by the Central Personnel Team.

7. REASONS FOR APPEAL OR REVIEW

There are a number of situations in which an individual or a group of staff may wish to appeal against or seek a review of the grading of their jobs:

- Disagreement over matching of the job to a national profile;
- Disagreement over the local evaluation of the job;
- The job has changed significantly since the original matching or local evaluation; and
- A new role (less than 12 months)

Where a group of staff carrying out the same job wish to appeal or request a grading review, the method for dealing with this should be that a representation (no more than two staff members) from the group will put the case forward on behalf of all their colleagues

a) Disagreement over Matching to National Profile

Grounds for Appeal

An individual (or group of staff) may appeal against the matching of their job on one or more of the following grounds:

- Insufficient or otherwise inadequate information was available to the panel which undertook the initial matching of the job;
- The available job information was misunderstood or misinterpreted by the matching panel;
- The job is significantly different from that which was matched to the national profile.

Initiating an Appeal

An individual (or group of staff) who wishes to appeal against the matching of the job must submit the claim in writing to the HR Manager within 20 working days of publication of the results by completing a blank matching form, explaining under each of the JE factor headings the information they consider should have been taken into account.

Informal Appeal

As a first step, to allow for clarification and possible resolution of the issues, the appeal should be discussed informally between the individual, a management representative (normally from the Personnel Team) and a union representative (if appropriate) as soon as possible and, in any event, within one month of the submission of the appeal request.

Both the management representative and the union representative should have been trained in job evaluation – matching, so that the rationale for the current grading can be explained and the questions for appeal identified.

Formal Appeal

If the appeal is not settled or withdrawn as a result of the informal meeting, the formal appeal must commence within one month of the informal appeal date.

The panel will:

- Apply the procedure exactly as for the original matching;
- Consider whether the new information/ representations change the original match;
- Complete a new matching form.

The Panel will operate in accordance with the principles outlined in section 6 of this document.

Notification

The appellant should be notified as soon as possible of the outcome of the formal appeal and, in any event, within 20 working days of the date of the hearing.

Notification of the outcome should be in writing, normally in the form of a new or revised matching form.

Remedy

Where the appeal results in a change of grading, then this should be implemented on the 1st April 2006 or the date of appointment (if later than 1st April 2006).

b) Disagreement over Local Evaluation of the Job

Grounds for Appeal

An individual (or group of staff) may appeal against the local evaluation of their job on the following grounds:

- Insufficient or otherwise inadequate information was available to the panel which undertook the initial evaluation of the job;
- The available job information was misunderstood or misinterpreted by the evaluation panel

Initiating an Appeal

An individual (or group of staff) who wishes to appeal against the local evaluation of the job must submit the claim in writing to the HR Manager within 20 working days of publication of the outcomes by completing a blank evaluation form, explaining under each of the JE factor headings the information they consider should have been taken into account.

Informal Appeal

As a first step, to allow for clarification and possible resolution of the issues, the appeal should be discussed informally between the employee, a management representative (normally from the Personnel Team) and a union representative as soon as possible and, in any event, within one month of the submission of the appeal request.

The member of the Personnel Team should be a trained evaluator, so that the rationale for the current grading can be explained and the questions for appeal identified.

If it appears from the discussion that the job description questionnaire, on which the initial evaluation was based, was seriously inadequate, then, by agreement, the jobholder may be asked to complete a new job description questionnaire which will then be re-evaluated.

Formal Appeal

If the appeal is not settled or withdrawn as a result of the informal meeting, the formal appeal must commence within one month of the informal meeting date.

The panel will:

- Apply the procedure exactly as for the original evaluation;
- Consider whether the new information/ representations change the original evaluation;
- Complete a new or revised evaluation rationale form.

The Panel will operate in accordance with the principles outlined in section 6 of this document.

Notification

The appellant should be notified as soon as possible of the outcome of the formal appeal and, in any event, within 20 working days of the date of the hearing.

Remedy

Where the appeal results in a change of grading, then this should be implemented on the 1st April 2006 or the date of appointment (if later than 1st April 2006)

c) Significant Job Changes

Grounds for Review

An individual (or group of staff) may request a review of the initial evaluation or matching of their job on the grounds that the job has changed substantially since the initial matching or evaluation, so that the job is significantly different to that which was matched to the national profile or locally evaluated. The substantial change may have happened as the result of a reorganisation of work, or may have occurred through a series of incremental changes over time.

Initiating a Review

An individual (or group of staff) who wishes to request a review of the initial evaluation or matching of the job must submit the claim in writing to the HR Manager within 20 working days of publication of the outcomes of Job Evaluation, explaining the changes which have occurred to the job. It is expected that such a request for review of initial evaluation or matching will normally have the support of their ACO or Director, Line Manager.

Informal Review

As a first step, to allow for clarification and possible resolution of the issues, the request for review should be discussed informally between the employee, a management representative (normally from the Personnel Team) and a union representative as soon as possible and, in any event, within one month of the submission of the request for review of initial evaluation or matching.

If it appears from the discussion that substantial changes to the job have taken place, then the job description should be revised to accommodate these and, where a local evaluation is envisaged, the job holder asked to complete a new job description questionnaire.

Formal Review

If the request for review of initial evaluation or matching is not settled or withdrawn as a result of the informal review, the formal review must commence within one month of the informal review date.

The panel will:

- Apply the procedure exactly as for the original matching/ local evaluation;
- Consider whether the new information/ representations change the original match or local evaluation;
- Complete a new matching form or evaluation rationale, as appropriate.

The Panel will operate in accordance with the principles outlined in Section 6.

Notification

The appellant should be notified as soon as possible of the outcome of the formal review and, in any event, within 20 working days of the date of the hearing.

Notification of the outcome should be in writing, in the form of a new matching form or evaluation rationale.

Remedy

Where the review results in a change of grading, then this should be implemented as from the date at which the request for review of initial evaluation or matching was submitted.

Appeal against Review of Initial Matching or Evaluation

If an individual or group of job holders is dissatisfied with a review of a changed job, they may submit an appeal. In this case, the procedure is as above for an appeal against a matching review or for an appeal against an evaluation review.

d) New Jobs

New jobs should be provisionally matched or evaluated by a member of the Personnel Team and relevant line manager and advertised at the appropriate grade salary range.

After no more than 12 months, the job holder(s) may request a review of the local matching or evaluation of the post, against an up-to-date job description or completed job description questionnaire, as appropriate.

If an individual (or group of staff) is dissatisfied with the outcome of this review of matching or local evaluation, they may submit an appeal. In this case, the procedure is as for (a) above for an appeal against a matching review or (b) above for an appeal against an evaluation review.

National Probation Service - South Yorkshire Staff Profile.

PAY BAND	TOTAL HEADCOUNT	MALE	FEMALE	ASIAN/ASIAN BRITISH: BANGLADES	ASIAN/ASIAN BRITISH: OTHER	ASIAN/ASIAN BRITISH: PAKISTANI	BLACK/BLACK BRITISH: AFRICAN	BLACK/BLACK BRITISH: CARIBBEAN	BLACK/BLACK BRITISH: OTHER	MIXED: OTHER	MIXED: WHITE&BLACK AFRICAN	MIXED: WHITE&BLACK CARIBBEAN	NO DATA	OTHER ETHNIC GROUP	REFUSAL	WHITE: BRITISH	WHITE: OTHER	WHITE:IRISH
1	6	4	6										1			4		1
2	130	80	126								1		7	1	1	115	1	
3	250	152	170	1			2	10		1		2	11		1	222	1	
4	212	60	152		2	3	1	11	2			3	3		2	178	4	3
5	57	27	30					3	1	1					1	47		2
6	6	1	5					1								4		
TPO	18	2	16	1		1		1		7						8		
A	1		1													1		
B	10	7	3													10		
C	3	2	1													3		
DIP STAFF	31	10	21										5			26		
TOTALS	724	193	531	2	2	4	3	30	3	9	1	5	27	3	4	618	7	6

PAY BAND	TOTAL HEADCOUNT	MALE	FEMALE	ASIAN/ASIAN BRITISH: BANGLADES	ASIAN/ASIAN BRITISH: OTHER	ASIAN/ASIAN BRITISH: PAKISTANI	BLACK/BLACK BRITISH: AFRICAN	BLACK/BLACK BRITISH: CARIBBEAN	BLACK/BLACK BRITISH: OTHER	MIXED: OTHER	MIXED: WHITE&BLACK AFRICAN	MIXED: WHITE&BLACK CARIBBEAN	NO DATA	OTHER ETHNIC GROUP	REFUSAL	WHITE: BRITISH	WHITE: OTHER	WHITE:IRISH
1	0.83%	0.55%	0.83%										0.14%			0.55%		0.14%
2	17.96%	11.05%	17.40%				0.28%	1.38%			0.14%		0.97%	0.14%	0.14%	15.88%	0.14%	
3	34.53%	20.99%	23.48%	0.14%			0.28%	1.52%	0.28%	0.14%		0.28%	1.52%		0.14%	30.66%	0.14%	
4	29.28%	8.29%	20.99%		0.28%	0.41%	0.14%	1.52%	0.28%			0.41%	0.41%		0.28%	24.59%	0.55%	0.41%
5	7.87%	3.73%	4.14%					0.41%	0.14%	0.14%					0.14%	6.49%		0.28%
6	0.83%	0.14%	0.69%					0.14%								0.55%		
TPO	2.49%	0.28%	2.21%	0.14%				0.14%		0.97%						1.10%		0.14%
A	0.14%		0.14%													0.14%		
B	1.38%	0.97%	0.41%													1.38%		
C	0.41%	0.28%	0.14%													0.41%		
DIP STAFF	4.28%	1.38%	2.90%										0.69%			3.59%		
TOTALS	100.00%	26.66%	73.34%	0.28%	0.28%	0.55%	0.41%	4.14%	0.41%	1.24%	0.14%	0.69%	3.73%	0.41%	0.55%	37.26%	0.67%	0.29%

