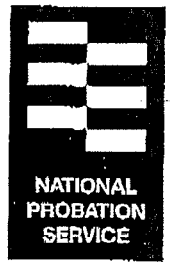


**WEST YORKSHIRE PROBATION AREA**

**WEST YORKSHIRE PROBATION**

**Human Resources Department**

Head Office, Cliff Hill House, Sandy Walk, Wakefield WF1 2DJ  
Tel: 01924 885300 Fax: 01924 885369



Our ref: IB/kab

9<sup>th</sup> November 2007

National Secretary  
UNITE THE UNION  
Administration - Amicus Section  
Hayes Court  
West Common Road  
Hayes  
Bromley BR2 7AU

Dear Sir/Madam

**FOI Request – Job Evaluation**

Further to your letter dated 18<sup>th</sup> October, 2007, I can advise you as follows:

- a) The Job Evaluation process has been completed in West Yorkshire.
- b) The process has been completed in accordance with the Guide and relevant instructions.
- c) A local Appeals Process was developed to give clarity around the national arrangements (copy attached at Annex C).
- d) Job Matching and Evaluation was carried out on the basis of both some generic grade-based job descriptions and some role-based job descriptions. There were also a significant number of specialist posts which had their own individual job descriptions.
- e) Please see attached (Annex E).
- f) The jobs marked with an asterix on Annex E are those which resulted in appeal and the outcome is indicated to the right of these jobs.
- g) Please see attached (Annex G).

Yours sincerely

A handwritten signature in black ink that reads "Ian Brandwood".

**Ian Brandwood**  
Director of Human Resources

Encl.

**NOMS** National Offender  
Management Service  
Working together to reduce re-offending

[www.westyorkprobation.org.uk](http://www.westyorkprobation.org.uk)



West Yorkshire Probation Board

Chief Officer: Sue Hall  
Chair: Stan Hardy  
Secretary: Nigel Thorpe  
Director of Human Resources: Ian Brandwood

## Job Evaluation Appeals Procedure

### 1.0 Grounds For Appeal

1.1 The grounds for appeal are:

- 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
- The job is significantly different from the national profile to which it was matched.

### 2.0 Informal Appeal

2.1 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 HR department) and a union representative (if appropriate) as soon as possible and, in any event, within one month of the submission of the appeal request.

2.2 This meeting should be requested by E Mailing the Job Evaluation Enquiries Mailbox and a member of the HR Team will contact the Appellant.

2.3 If as a result of the meeting, the management representative agrees that a change in grade is appropriate, he/she will prepare a report for a future evaluation panel for ratification.

2.4 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.

### 2.0 Formal Appeal

2.1 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. To appeal, an employee (or group of employees) must submit the claim in writing to the Director of HR by completing a blank evaluation rationale form, explaining under each of the JE factor headings the information they consider should have been taken into account.

2.2 If a job evaluation questionnaire has not previously been completed, and if relevant, the employee should complete the questionnaire so that the Appeals Panel has all appropriate information. It is the employees responsibility to complete this if he/she considers it relevant.

2.3 The formal appeal will be heard by a joint panel of at least three members who have all been trained in Job Matching or Job Evaluation with a locally agreed Chair. Members should not have been previously involved with the

matching or evaluation of the job. The Panel will have one representative from the recognised trade unions

- 2.4 The purpose of the meeting is to enable panel members to fully understand the reason for the appeal and clarify any areas of misunderstanding.
- 2.5 A written note of proceedings will be taken for future reference
- 2.6 The appellant may make oral or written representations to the panel, either in person or through a union representative or workplace colleague if desired. The purpose of the oral representations is to clarify the issues. The panel may ask questions. The appellant and representative should not be present when the actual evaluation takes place.
- 2.7 The panel will:
- Apply the procedure exactly as for the original process;
  - Consider whether the new information/representations change the original grade;
  - Complete a new scoring form.
- 2.7 The decision of the panel is final so far as it relates to JE matching, grading and related pay issues. The appellant(s) should be notified in writing as soon as possible of the outcome of the formal appeal, normally within 5 working days of the date of the hearing.
- 2.8 Any other queries or concerns raised by members of staff should be addressed through the appropriate local procedure.
- 
- 2.9 Where the Appeal results in a change of grading, this should be implemented from the date at which the original grade became effective, or if the appeal was based upon substantial job changes, then from the date which the appeal was submitted.

Appeals  
↓

Employee Number	Name	Post	Post Long Desc	JE Points
Band 3	401 - 480		19,075 - 25,378	
		P01165	SENIOR ADMIN OFF (FIN AND ESTATES POLICY)	417
		P00881	HELPDESK SUPERVISOR	433
		P01301	SENIOR ADMINISTRATIVE OFFICER *	438
		P01045	SENIOR ADMINISTRATIVE OFFICER	436
		P00814	ADMINISTRATIVE MANAGER	442
		P00844	SENIOR LEGAL ASSISTANT	449
		P00883	SENIOR ADMINISTRATIVE OFFICER (TRAINING)	487
		P01176	SENIOR ADMINISTRATIVE OFFICER (PERSONNEL)	472

- Rejected

Band 4 481 - 550 25,127 - 33,452

		P00855	LIBRARY INFORMATION MANAGER	492
		P00820	POLICY MANAGER (FINANCE AND ESTATES)	495
		P00850	TECHNICAL NETWORK PROJECT MANAGER	495
		P00829	PAYROLL AND EXPENSES MANAGER *	498
		P00826	MANAGEMENT ACCOUNTANT *	499
		P00308	DISTRICT ADMINISTRATIVE MANAGER *	514
		P01241	BASIC SKILLS MANAGER	528
		P00870	TRAINEE DEVELOPMENT TEAM MANAGER	531
		P00979	SENIOR PERSONNEL OFFICER *	532
		P00882	INFORMATION SYSTEMS PROJECT MANAGER *	537

- Band 5  
- Band 5  
- Rejected

- Band 5

Band 5 551 - 630 31,838 - 36,914

		P00848	RESEARCH MANAGER	551
		P01002	ETE MANAGER	554
		P00878	TRAINING & DEVELOPMENT MANAGER	557
		P00263	PRACTICE MANAGER	564
		P01178	PRACTICE DEVELOPMENT ASSESSOR	564
		P00813	PUBLIC RELATIONS OFFICER	587
		P00872	INTERNAL VERIFIER	570
		P00848	PERFORMANCE INFORMATION MANAGER	577
		P01238	IT SYSTEMS MANAGER	579
		P02008	DEPUTY HOSTEL MANAGER	584
		P00752	TEAM MANAGER *	593
		P00251	DISTRICT COMMUNITY SERVICE MANAGER	609

- Rejected

Band 6 631 - 35,839 - 43,680

		P02007	HOSTEL MANAGER	636
		P00878	PERSONNEL MANAGER	640
		P00784	AREA MANAGER	649
		P00841	BREACH & CONTRACTS ADVISOR	649
		P01091	AREA MANAGER	649
		P00074	AREA MANAGER, DEVELOPMENT AND DIVERSIT	655

Monthly Staff Report - as at 01 November 2007

Staff Profile by FTE

	Chief Officers & Area Managers	SPOs & Senior Practitioners	Probation Officers	Trainee Probation Officers	Probation Service Officers	Assistant Residential Officers	APT&C	Total
Asian or Asian British: Bangladeshi	0	0.00	1.00	0.00	0.00	0.00	1.00	2.00
Asian or Asian British: Indian	1	0.00	0.00	2.00	7.91	0.00	6.39	17.30
Asian or Asian British: Other	0	0.00	0.00	0.00	0.00	1.00	0.47	1.47
Asian or Asian British: Pakistani	0	3.00	16.80	5.00	13.36	0.00	12.92	51.08
Black or Black British: African	0	0.00	0.00	0.00	0.00	0.00	0.50	0.50
Black or Black British: Caribbean	0	3.00	10.50	0.00	10.03	3.00	7.01	33.54
Black or Black British: Other	0	1.00	1.00	0.00	1.00	0.00	1.50	4.60
Chinese	0	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Mixed: Other	0	0.00	2.00	1.00	0.00	0.00	0.00	3.00
Mixed: White & Asian	1	0.00	1.00	0.00	1.00	0.00	1.00	4.00
Mixed: White & Black African	0	2.00	2.00	0.00	2.50	0.00	2.69	9.19
Mixed: White & Black Caribbean	1	0.00	2.00	0.00	2.89	0.00	1.50	7.39
Other Ethnic Group	0	1.00	5.00	3.00	6.79	1.00	5.98	22.77
Refused	21	95.19	206.18	53.00	223.52	6.00	265.40	870.29
White: British	0	4.00	8.00	1.00	3.00	0.00	3.00	19.00
White: Irish	0	6.50	10.60	0.00	10.00	0.00	5.00	32.10
White: Other	0	0.00	3.00	2.00	1.00	0.00	0.00	6.00
Missing Information	0	0.00	269.08	67.00	283.00	11.00	315.46	1085.23
<b>Total</b>	<b>24.00</b>	<b>115.69</b>	<b>269.08</b>	<b>67.00</b>	<b>283.00</b>	<b>11.00</b>	<b>315.46</b>	<b>1085.23</b>

	Chief Officers & Area Managers	SPOs & Senior Practitioners	Probation Officers	Trainee Probation Officers	Probation Service Officers	Assistant Residential Officers	APT&C	Total
Female	11.00	65.90	187.78	47.00	174.37	6.00	270.39	762.44
Male	13.00	49.79	81.30	20.00	108.64	5.00	45.06	322.79
<b>Total</b>	<b>24.00</b>	<b>115.69</b>	<b>269.08</b>	<b>67.00</b>	<b>283.01</b>	<b>11.00</b>	<b>315.45</b>	<b>1085.23</b>

CF