

**HR Procedure**

**Regrading**

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| Version Control | Changes made | Author |
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Introduction

This procedure shall be used where employees request a review of the grade - and therefore job family allocation - of their post. This includes requests for a review of Job Working Circumstances (JWCs).

An employee (or group of employees in the same post group) can request a review of the Job Family Allocation / Grade of their post where they consider that the following circumstances apply:

* There has been a substantial permanent change to the duties and responsibilities of the post since it was last allocated and graded.
* There is an identified equivalent (or ‘comparator’) post that has a different allocation to the employee’s post.

This procedure does not apply in the following circumstances:

* This procedure cannot be used to attempt to change the outcome of a previous review of a post, including outcomes introduced through a reshaping. New requests must provide material new evidence to support the request for review. New requests cannot be submitted within 9 months of the outcome of a previous review / reshaping.
* Where a ‘comparator’ request has been unsuccessful, employees cannot submit a repeat request using a different comparator.
* This procedure cannot be used if a reshaping is already taking place, or where the employee has been invited to a meeting to commence a reshaping.
* Separate processes apply to the allocation and grading of new posts, including changes to existing posts introduced through a reshaping.
* Separate procedures apply to temporary or short-term changes

[Scope](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

This procedure applies to employees who are covered by the NJC for Local Government Services (i.e. ‘Green Book’ employees up to and including Grade 19) and to all other employees of the County Council for whom there is no specific procedure laid down in national or local conditions of service, or where contractual conditions specify the use of this procedure.

It is recommended that governing bodies of community and voluntary controlled schools adopt this procedure. Foundation and voluntary aided schools and academies are encouraged to do the same. There are some variations for how this procedure shall operate in schools.

[Procedure](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

The process map at Appendix 1 summarises the procedure to be followed.

**Submitting a Request**

Employees must complete the ‘Request for Review’ form to commence the regrading procedure, providing evidence to support their request.

The completed form shall be submitted to the People Management Team - Pay and Reward via the People Management Portal, who will record the request. Anonymised requests will be recorded on a SharePoint site that is accessible to People Management and Trade Unions. Employees can provide additional documents as supporting evidence. This could include an updated Job Description (Post Specification) clearly highlighting any changes.

Where a request is submitted on behalf of a whole (or part) Post Group, People Management (Pay and Reward) will contact the lead applicant(s) where it is considered that further clarity is required about who is covered by a request. This may require Pay and Reward, or the lead applicants to contact other employees in the Post Group to ensure they are aware and have the opportunity to agree with and provide evidence into the request, before it is progressed.

**Reviewing a Request**

The Pay and Reward team will send the request to the appropriate Service Manager / Senior Manager for the Service that the employee works in, normally within 5 working days of the request being submitted. The Service / Senior Manager will arrange a meeting to review the request with the employee. The purpose of this meeting is to enable the request to be discussed openly and amicably. The Pay and Reward team will provide a template form which shall be used at this meeting to support the Regrading Procedure. The meeting shall normally take place within 10 working days of the Service / Senior Manager receiving the request from the Pay and Reward Team.

Where a request is submitted on behalf of the whole post group, all employees in that group must be made aware and confirm their acceptance of the application that has been submitted on their behalf. Where the post group extends across more than one team the respective Service / Senior Managers will be notified that the application has been received and will need to determine which Manager will lead the meeting. The request will then be sent to the lead Manager.

As part of reviewing the request, the Service / Senior Manager will normally get information from the line manager(s) within the service. Where the request is a ‘comparator’ request the Service / Senior Manager will normally get information about the comparator post from managers within the comparator post service area (employees can contact colleagues in comparator posts as part of providing evidence with their application).

The meeting may be attended by or involve input from the line manager(s) within the service. Employees can be accompanied by a trade union representative or work colleague, who can assist with explaining the reasons for the request and for group requests it would be expected that representative employees agreed by the group would attend, rather than the whole group. A People Management representative may also attend the meeting if requested by the Service / Senior Manager.

Following the meeting, the Service / Senior Manager will confirm the outcome (this will not necessarily be at the meeting). The outcome will be one of the following:

* The request is agreed in its current form and will go to a Regrading Panel for review.
* The request is rejected.
* The request is agreed with revisions – this may involve adjourning and reconvening the meeting to confirm the final version. The Service / Senior Manager will determine what information is included / excluded on an evidential basis.
	+ If a final version is agreed, this will go to a Regrading Panel for review.
	+ If a final version cannot be agreed, the request will be rejected.

The Service / Senior Manager will return the template meeting form to the Pay and Reward team, including confirmation of the key points of the meeting, any revisions made to the request, or confirmation of the rationale why the request has been rejected. This shall normally be returned within 5 working days of the meeting taking place.

Where the request has been agreed, the Service / Senior Manager will provide the final versions of the documents to the Pay and Reward team, who will then arrange for the request to go to a Regrading Panel.

Where the request has been rejected, the Pay and Reward team will provide the employee(s) with the rationale evidence / criteria for the request being rejected and advise the employee(s) of their right of appeal – providing a template appeal form. This shall normally be issued within 5 working days of the Pay and Reward team receiving the outcome from the manager.

Appeals shall be submitted to the appropriate Senior Manager / Assistant Director in the service area - via the Pay and Reward team. Where the request is a group request, there shall be a single appeal submitted on behalf of the group. The Appeal form (plus any supporting documents) should normally be submitted within 10 working days of receiving the outcome and template form from the Pay and Reward team. The appeal period will be extended by exception but if an Appeal form (and supporting documents) is not received within a reasonable time frame (and without appropriate reasons for delay) then the procedure will end, and the request will be rejected.

The Pay and Reward team will send the appeal form (and any supporting documents) to the appropriate Senior Manager / Assistant Director for the service area, who will review the appeal. The Pay and Reward team will also provide a template appeal review form which shall be used by the Senior Manager / Assistant Director to summarise their review of the appeal. This shall normally be issued within 5 working days of receipt of the appeal.

The Senior Manager / Assistant Director will arrange to meet with employee(s) - and manager(s) as required. Employees may be accompanied by a trade union representative or work colleague, who can assist with explaining the reasons for the appeal and for group requests it would be expected that representative employees agreed by the group would attend, rather than the whole group. A People Management representative may also attend meetings if requested by the Senior Manager / Assistant Director. The meeting shall normally take place within 10 working days of the Senior Manager / Assistant Director receiving the request from the Pay and Reward Team.

The Senior Manager / Assistant Director will make a decision on the outcome of the request. The outcome will be one of the following:

* The request is agreed in its original form and will go to a Regrading Panel for review.
* The request is rejected.
* The request is agreed with revisions. The Senior Manager / Assistant Director will determine what information is included / excluded on an evidential basis. The final version will go to a Regrading Panel for review.

The decision of the Senior Manager / Assistant Director is final and there is no further internal right of appeal.

The Senior Manager / Assistant Director will return the completed appeal review form to the Pay and Reward Team, including confirmation of the key points of the meeting, any revisions made to the request, or confirmation of the rationale evidence / criteria why the request has been rejected. This shall normally be returned within 5 working days of the meeting taking place. Where the request has been agreed, the Senior Manager / Assistant Director will provide the final versions of the documents to the Pay and Reward team, who will then arrange for the request to go to a Regrading Panel.

Where the request has been rejected, the Pay and Reward team will advise the employee(s) of the outcome, providing the rationale for the appeal being rejected. This shall normally be confirmed within 5 working days of the Pay and Reward team receiving the outcome from the Senior Manager / Assistant Director.

**Notes – Reviewing a Request:**

* Job Descriptions
	+ As part of any request, the existing Job Description for the post must be reviewed. This enables Job Descriptions to be moved onto the current Council template (Post Specification) and information such as DBS requirement to be recorded.
	+ The final content of any updated Job Description to go to panel will be determined by the Service / Senior Manager / Assistant Director that is reviewing the request.
	+ Where the request is a ‘comparator’ request, there may not always be a change to the applicant’s Job Description. However, if the applicant’s Job Description is on an old template, the content must still be moved onto the current Council template (Post Specification) as part of the review.
	+ Where a request is rejected and does not go to a panel, the Job Description that existed prior to the request will remain in place.
	+ Where a request is agreed, the updated Job Description that goes to a panel will become the new Job Description for the post, including in cases where the panel outcome does not change the grade of the post.
* It is expected that Service / Senior Managers will inform their respective Directorate Management Teams about Regrading requests as part of normal and ongoing discussions, so that senior teams are aware of potential changes (e.g. to structures or budgets). This will be for information only.

**Regrading Panels**

Once the final documentation has been provided, the Pay and Reward team will arrange for the request to go to a Regrading Panel. Regrading panels will normally run on a monthly basis, subject to variations based on the volume of requests. The Regrading Panel will consider the request, the updated Job Description, the comparator post (if applicable) and any other relevant information (e.g. structure charts) in arriving at a recommended allocation and grade. The panel as part of the process, will also consider the allocation of the individual post along with wider considerations in relation to the organisational and job family structure.

A Regrading Panel may need to be adjourned and reconvened at a later date for further information / clarification to be provided from employees or managers. In the event that the panel is adjourned the panel will normally aim to reconvene within the cycle of the next monthly panel. Where this is not possible, the employees will be notified.

A Regrading Panel will be constituted of 4 members:

* 2 People Management Team representatives. 1 will be from the Pay and Reward team and will chair the panel.
* 2 trade union representatives (1 each from GMB and UNISON)

The names of panel members will not be disclosed prior to a panel taking place. Any People Management or Trade Union representatives that have advised managers or employees in earlier stages of the procedure will not participate in the regrading panel review of that request.

The Regrading Panel decision will be one of the following:

* The evidence provided in the request supports (in full or in part) a change to the allocation / grade of the post.
* The evidence provided in the request does not support a change to the allocation / grade of the post.

The decision of the regrading panel is final. There is no further right of appeal.

If a Regrading panel cannot reach a consensus decision on a request, the request will be submitted to a new panel. The constitution of the new panel will be the same as the original panel – with different members. The Chair of the original panel will remain, but other members of the original panel will not participate in the new panel. The new panel will aim to reach a consensus decision. The new panel will normally aim to take place within the cycle of monthly panels. Where this is not possible, the employees will be notified.

**Outcomes**

Following completion of a Regrading Panel, the Pay and Reward Team will record the outcome and provide a summary of the key points to the Service / Senior Manager. This will normally be within 5 working days of the completion of the panel.

The Service / Senior Manager will be responsible for informing individual employees of the outcome, normally within 10 working days of receiving notification of the outcome. The Service / Senior Manager will also need to contact the Service Centre to implement any changes to iTrent and Payroll, as well as updating structure charts and any other relevant information and systems as appropriate. This shall normally be carried out so that the changes are implemented in the next available payroll run.

**Effective Date of Change**

The effective date for any changes to the grade and allocation of a post will be the date that the initial Request for Review form was received by the Pay and Reward Team. By exception an earlier date will be considered where it is evidenced that the employee could not submit the request until this point.

Where the outcome involves an increase to the base grade of a post (or where the employee(s) moves to another post with a higher base grade), a maximum of the first 6 months from the effective date will be at level A of the new grade.

Where the outcome involves an increase to the grade because of JWC’s only, the employee(s) will move to level B of the new grade from the effective date.

**Further Requests for Review**

Where a review of a post has been carried out, an employee cannot ask for a further review within 9 months of the notification of the outcome of the previous request including the outcome of a reshaping.

**Monitoring**

The Pay & Reward Team will record, track and monitor requests made under this procedure to ensure consistency and fair treatment. The recording, tracking and monitoring will be captured on a SharePoint site that is accessible to People Management and Trade Unions.

**December 2020**

