

Human Resources Policies and Procedures

Job Evaluation Review Procedure

UCD/HRO/JE Review/40

Introduction

This document details the Review Procedure to be used when an individual or staff group do not agree with the Job Evaluation outcome for their post and they wish to submit a review request. This procedure should be read in conjunction with the Agenda for Change Job Evaluation Handbook (JE).

The NHS Staff Council Job Evaluation Group state:

- A postholder or postholders may request a review if they are dissatisfied with their outcome
- The postholder(s) must provide details of where they disagree with the initial outcome and evidence to support their case
- The review panel will have the majority of its members different from the original job evaluation panel
- For matching, the review panel will operate in the same way as the first panel and have access to job advisors or representatives
- For evaluation, the postholder can decide whether to use the original JAQ or resubmit a second JAQ, subject to the validation processes in the scheme.

Review Procedure

Reviews must be submitted within 3 months of notification of the banding outcome, using the attached form. The individual or staff group must provide written details of their disagreement along with additional evidence, only the factors being challenged will be reviewed by the panel. The Review Request Form (Appendix 1) **must** be signed by the relevant manager before submitted to the Job Evaluation Administrator who will acknowledge receipt of the form within 10 working days.

A review panel will be set up within 30 working days. Each review panel will consist of 2 Management and 2 Staff Side representatives, all of who will have been formally trained in job evaluation. In exceptional circumstances panels of 3 will be allowed provided that the panel is still conducted in partnership.

The outcome of the review panel will be notified to the individual/staff group no later than 15 working days following the date of the review panel meeting unless further advice is needed from NHS Staff Council, in which case the individual/Representative Post Holder will be informed of the delay.

The review panel may after consideration of the issues determine that the case should be linked with a number of similar cases and dealt with as a cluster review rather than an individual process.

The decision of the Review Panel will be final, subject to the Consistency Checking Procedure, and there will be no further level of appeal.



Blood and Transplant

NHSBT Job Evaluation Scheme Review Request Form

This form is for use to request a review of the banding outcome of the NHS Job Evaluation Scheme. It must be submitted within 3 months of receipt of notification of the outcome of the process.

Complete Part 1 if you are submitting as an individual or Part 2 if you are submitting a group (cluster) review request.

<p>Part 1 - (Individual Postholder)</p> <p>Name:</p> <p>Tel No:</p> <p>Position title:</p> <p>Department:</p> <p>Full office address</p> <p>.....</p> <p>Trade Union Representative: (If applicable)</p>

<p>Part 2 - Group (Cluster) Review</p> <p>Name of Representative Postholder/s (no more than 2/3 names)</p> <p>Telephone Number/s:</p> <p>Position title:</p> <p>Full office address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Names of individuals in group (please use separate page if necessary):</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Part 3 – Please state reasons why Review has been submitting with any additional evidence. (Continue on a separate sheet if necessary)

Part 4 – Manager’s authorisation

Manager’s name:

Manager’s signature:

Full Office Address:

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Date:

Please send completed form to:

**JE Administrator – HR Ops
NHSBT
Bridle Path, Leeds, LS15 7TW
Leeds
LS15 7TW**

NB For BPL please use BPL forms available from HR