



Nottinghamshire  
County Council

# Job Evaluation – Appeals Procedure and how to appeal against your evaluation job score



**F A I R**



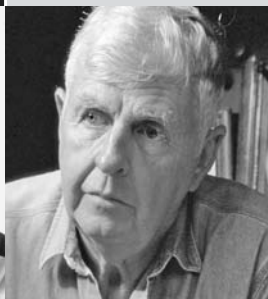
**P A Y**



**F O R**



**A L L**



*You should read this document,  
to help you with your decision  
about whether to appeal.*

# Job Evaluation – School Support Staff

## Appeals Procedure and how to appeal against your evaluation job score

This document explains the formal appeals procedure, how you can appeal against your evaluation score, and guidelines for postholders attending an appeal panel and guidelines for line managers/head teachers supporting an appeal that has been agreed with the recognised Trade Union.

### The Appeals Procedure

#### 1. Introduction

- 1.1 The appeals procedure was agreed with the Trade Unions in 2008 and has been updated to reflect the position for school based support staff.

#### 2. The Appeals Process

- 2.1 The grounds for an appeal are that:
- the scheme has been wrongly applied; or
  - there is new or better information available to support the evaluation
  - An indicative evaluation was undertaken

**You are reminded that comparators with other posts are not to be used as this is not a basis for appeal.**

**For appeals against a Hay evaluation a brief description of the scheme and grade descriptors is outlined in section 6 of this document to assist you with this.**

- 2.2 Appeals must be registered by the job holder using the published form by 25th March 2011: Attached as Appendix A. Appeals in respect of vacant posts may be registered by the Head Teacher. The right of appeal applies to all current employees. If you are unable to meet the deadline please contact the JE team to discuss the position (contact details are at the end of the document).

- 2.3 Following registration of the appeal, you will be required to submit any additional information by 15th April 2011 on the pro forma attached as Appendix B or Appendix C for Hay appeals. The pro forma must be completed by the job holder and counter-signed by their line manager/Head Teacher. If in exceptional circumstances the job holder and the line manager/Head Teacher disagree about the accuracy of any of the information the job holder has provided, this should be resolved prior to submission of the form by using the agreed resolution procedure attached as Appendix D. The job holder may be assisted by their trade union representative, at their own discretion, and may seek advice from the JE Team.

- 2.4 Appeals can result in job scores going up, staying the same or going down.

- 2.5 There will be a single appeal against the evaluation of a post (i.e. the job score) and this will be the only means by which the grading of posts will be determined. The outcome of the appeal process will be final. There will be no further right of appeal, either at a school level or within or outside the County Council.

- 2.6 Where there is more than one job holder in a particular job, a workplace meeting of the whole group of job holders will need to be convened. That meeting will decide whether or not an appeal should be pursued in respect of the job, on the basis of a simple majority of those present. If the meeting decides to pursue an appeal, members of the group will nominate a representative to complete the appeals pro forma on their behalf, but all members of the group will be given the opportunity to comment on the completed form.

- 2.7 Individuals or sub-groups who are able to demonstrate that their job is different from the rest of the group and have the support of their line manager/Head Teacher may be considered for a separate assessment and subsequent evaluation.

- 2.8 Completed appeal pro formas will be subject to an initial assessment by a job analyst. If any of the information in the form is unclear, incomplete or not relevant the analyst will contact the line manager/ Head Teacher and/or the job holder to seek clarification. Any additional information gained will be shared with the job holder.
- 2.9 Appeals will be considered by a joint review panel. The joint review panel will comprise of three members, two of whom have had no previous involvement in the job evaluation process for the post, and wherever possible with one member being from the original joint panel, to support the consistent application of the scheme.
- 2.10 The panel will consider the evidence that has been submitted against all relevant factors. Where the panel considers that the evidence submitted impacts on factors other than those identified in the appeal, these will be taken into account by the panel and the appellant will be notified accordingly.
- 2.11 Where the evidence submitted clearly supports the appellant's case, the panel will uphold the appeal. The job evaluation team will notify the job holder and their Line Manager/Head Teacher of the outcome of the panel's deliberations within 10 working days of the panel's meeting.
- 2.12 Where the evidence submitted is less clear, the meeting shall be adjourned and the job evaluation team will write to the job holder setting out the panel's concerns or where the appeal is not upheld on all the factors the job holder has the right to request to attend panel and provide further information.
- 2.13 The panel will subsequently be reconvened and the Line Manager/Head Teacher, job holder and their representative will be invited to attend. Where the appeal is on behalf of a group of job holders, the group's nominated representative(s) will be invited to attend.
- 2.14 This will provide the opportunity to highlight the areas of concern and for the panel to ask questions of the job holder and Line Manager/Head Teacher to clarify areas of difference, or for the job holder to provide the panel with further information. This is part of the same appeal and therefore only factors that were initially appealed will be considered.
- 2.15 The panel will then determine the outcome of the appeal taking account of any representations made. The outcome of the panel's decision will be released within 10 working days of the panel meeting.
- 2.16 Following completion of the above procedure there will be no further right of appeal.
- 3. How to Appeal**
- All posts**
- 3.1 Talk to your Line Manager/Head Teacher. Make sure you have their support to appeal. You can also talk to your trade union representative for advice.
- 3.2 Register your appeal using the form attached as Appendix A.
- 3.3 For vacant posts the appeal should be submitted by the Head Teacher.
- NJE Posts only**
- 3.4 Having received your outcome decide which of the 13 factor(s) used to evaluate your job, you want to appeal against and fill page 3 of the appeal pro forma (Appendix B) and the relevant sections of the form.
- 3.5 You'll then need to look at the level you have been given for the factor you're appealing against. Each factor has different levels; the higher the level the more you will score. The level you will have been given depends on the skills and responsibilities needed for your post. The job evaluation team will have worked your level out from the information you gave them when your job was evaluated.

- 3.6 If you want to appeal you will need to provide the evidence to say why your job should be given a higher level for the factor(s) you're appealing against. You can get an idea of what the different levels for each factor involved and the evidence you will need for your appeal by reading the National Job Evaluation scheme. This is set out in the Green Book of terms and conditions. Copies may be available from your line manager/Head Teacher and trade union representative or alternatively you can download a copy of the scheme from the Big issues website – look under the heading 'The National Job Evaluation scheme'.

Information on the Hay methodology to support your appeal is available on the Big Issues Website.

- 3.7 For each factor that you have appealed, you must complete the relevant section of the pro forma (Appendix B). This should be returned to the JE team by 15th April 2011.

#### **For Hay posts only**

- 3.8 Having received your outcome refer to Section 6 of the appeals guidance and decide which areas of the evaluation you want to appeal against and complete the relevant sections of the appeal pro forma (Appendix C) to reflect this decision.

#### **For all posts**

- 3.9 You can be assisted by your trade union representative.
- 3.10 Where there is more than one job holder the nominated representative should complete the pro forma but all members of the group must be given the opportunity to comment. This should be discussed with your line manager/Head Teacher.
- 3.11 Only include information on the pro forma which represents the position at the point the job was evaluated i.e. **September 2008**.
- 3.12 Only include information that reflects the standard level of performance required within the job, not the skills/qualifications of yourself/the group.

- 3.13 Your line manager/Head Teacher will need to check the accuracy and completeness of the information being provided, and sign the pro forma to confirm the validity of the information provided.

- 3.14 Any disputes with your line manager/Head Teacher must be resolved before submission of the pro forma. Please refer to the resolution procedure attached as Appendix D.

## **4 Guidelines for job holders attending Appeal Panels**

- 4.1 You will receive your appeal outcome within 10 working days of the panel meeting, if the appeal was not upheld or only partially upheld then you will be offered the opportunity to meet with the panel. If you wish to meet the panel you should register this intention with the Job Evaluation Team, details of how to do this will be included in the appeal score release letter. If you do not register your wish to meet the panel within 10 working days the appeal will be closed.
- 4.2 You should submit any further information that you want the panel to consider within 28 days of requesting to meet the panel. Information should be corroborated by your line manager/Head Teacher - if there are any disputes/disagreements in relation to the information provided these should be resolved before attending panel.
- 4.3 If you feel that you have already submitted enough information – but you believe that the panel has not understood the role or given enough weight to the examples/ information – in these circumstances you can present the original information to the panel and explain the role. Please ensure that you advise the Job Evaluation Team that this is the case.
- 4.4 45 minutes is allocated for you to present your appeal – if, in very exceptional circumstances, you think that you will require longer you will need to inform the Job Evaluation Team, giving an explanation of the reasons for this request. This will be considered and, where agreed, a revised date will be scheduled, although this will of course delay the timescale for consideration of your appeal.

- 4.5 Attending panel will be the job holder, line manager/Head Teacher and TU rep if the job holder wants trade union support. It is the responsibility of the job holder to invite a TU rep.
- 4.6 The panel will consist of a HR Representative (Chair of the panel), a Trade Union Representative and wherever possible, a member of the Moderating/ Review Panel.
- 4.7 The panel will only consider further information on factors/areas previously outlined in your initial appeal.
- 4.8 At the panel you will be asked to present the information you have provided and the panel may ask you or your Line Manager/ Head Teacher questions for clarification. The panel will not be in a position to discuss the appeal outcome or comment on the additional information.
- 4.9 Panel members will have access to the complete JE file.
- 4.10 The purpose of the panel is to accept further information/clarity from the job holder and they are not able to discuss why a factor level was agreed in the first instance.
- 4.11 You are reminded that comparators are not to be used as this is not a basis for appeal. The purpose is to hear the information provided, and then the panel will decide whether to change a factor.
- 4.12 You should be aware that following an appeal, scores can go up, stay the same or go down. Also that evidence submitted in one factor may need the panel to consider other factors and they may wish to ask questions.
- 4.13 Once the information has been presented the Chair will ask the group to leave and inform them that they will receive the decision within 10 working days of the panel.
- 4.14 This is the end of the appeal process and there is no further right of appeal.

## 5 Guidelines for Head Teachers

- 5.1 The role of line managers/Head Teachers is to check the accuracy and completeness of the information being provided, resolving any queries where possible and act as authorised signatory of appeal submissions to confirm their validity.
- 5.2 Ensure that, as a minimum for each factor that has been appealed the relevant section of the pro forma is completed.
- 5.3 The job holder can be assisted by their trade union representative.
- 5.4 Where there is more than one job holder the nominated representative should complete the pro forma but all members of the group must be given the opportunity to comment.
- 5.5 Ensure that the information on the pro forma represents the position at the point the job was evaluated i.e. **September 2008**.
- 5.6 Ensure that the job information as set out reflects the standard level of performance required within the job, not the skills/ qualifications of the current job holder. (You may wish to consider what the job requirements would be in terms of a person specification and what you would expect if recruiting to a vacant post, against what would be expected following the full induction and training of a successful appointee).
- 5.7 Discuss any differences with the job holder(s), these must be resolved before submission of the information, please refer to the Resolution Procedure at Appendix D.
- 5.8 Line Managers/Head Teachers, or their nominated representative, should accompany job holders to any appeal panel that they attend. This is to ensure that the job holder is supported, to corroborate any information provided at the meeting and clarify any issues for the panel.

## 6 The Hay Scheme

### 6.1 The Common Elements

The Hay scheme is based on the analysis of three common elements, each element being measured on a separate matrix guide chart. The elements are:

#### **Know-How**

The knowledge, skills and experience required for fully acceptable job performance.

#### **Problem Solving**

The span, complexity, and level of analytical, evaluative and innovative thought required in the job - expressed as a utilisation of Know-How.

#### **Accountability**

The discretion given to the job holder either to direct resources of all kinds or to influence or determine the course of events, and his/her answerability for the consequences of his/her decisions and actions.

6.2 The Hay scheme is a factor comparison system which provides the facility for checking the soundness of an evaluation by completing a range of checks and balances including the technical consistency of the evaluation, comparison of the weight of a job element versus the same element in another Council job and considering the shape or profile of the job. This is accomplished by testing the distribution of the three elements of Know-How, Problem Solving and Accountability in the evaluation of each job to see if it makes sense.

6.3 The Grade Level Descriptors are designed to outline examples of the **typical results** achieved at the different Nottinghamshire grades. **Since typical results are used some roles may be at a given level due to a different balance between the evaluation factors than is outlined. For example a role could require marginally less knowledge than outlined in a level descriptor, but require a marginally higher level of communication skills or planning and organising, which would lead to it being classified at the same level.**

## Grade Level Descriptors Quick Reference Guide

**Important note:** This is a quick reference guide only. It is intended to give a straightforward description of the different levels. Full job evaluation using the Hay Guide Chart and Profile Method remains a requirement to establish correct band level. These documents are not available due to copyright.

<b>Band A</b>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Specialist skills gained through significant experience, typically 5 years plus or technical or part professional qualifications.</li> <li>• Planning and organising of own workload and co-ordination of related activities (possibly for co-ordinating the work of a team).</li> <li>• Motivating, negotiating or influencing others can normally be achieved on the basis of facts.</li> <li>• Roles covered by complex procedures with jobholder having to select the correct procedure based on previous experience/training.</li> <li>• Diagnosis and advice, or supervisory role over clerical work, or operate as 'junior specialists' in a particular field.</li> </ul>
<b>Band B</b>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Academic qualifications, full professional qualifications or formal training with substantial experience.</li> <li>• Conceptual understanding of why things are done.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Planning and organising of own workload and significant co-ordination of related activities (possibly co-ordinating the work of a team)</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Specialist skills via typically 5 years experience plus technical or part professional qualification roles.</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>• Higher level planning and organising of the work of a team or a sub-function. Operates within a 6 to 9 months planning timescales with some guidance.</li> </ul>
<b>Band C</b>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Academic qualifications, full professional qualifications or some formal training but with substantial experience. Jobholder expected to have Conceptual understanding of why things are done.</li> <li>• A significant element of planning and organisation work, due to the management of a team, a sub-function, or co-ordination of complex activities. Jobholder typically operates within a 6 to 12 months planning timescale with some guidance.</li> <li>• Motivating, negotiating or influencing others on the basis of facts.</li> <li>• Not always a single correct answer.</li> <li>• Thinking will still be based mostly on past experience or training.</li> <li>• Diagnosis and advice or a managing role over clerical work, or operate as a 'specialists' in a particular field.</li> </ul>

<p><b>Band D</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Academic qualifications, full professional qualifications or some formal training but with substantial experience.</li> <li>• Conceptual understanding of why things are done.</li> <li>• Planning and organisation of work (management of a team, a sub-function, or co-ordination of complex activities).</li> <li>• 6 to 12 months planning timescales with some guidance.</li> <li>• Influencing and/or motivating people are critical to achieve goals.</li> <li>• Thinking will tend to be guided by a clear policy with guidance available.</li> <li>• May have direct impact on managing a unit or process, or indirect impact on Directorate or lesser impact on specified Council resources.</li> </ul>
<p><b>Band E</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Full professional qualification and 6-8 years of experience.</li> <li>• Planning and organisation of work (management of a team, or a sub-function, plus co-ordination of associated complex activities).</li> <li>• 9 to 12 months planning timescales with some guidance.</li> <li>• Influencing and/or motivating people are critical to achieve the goals.</li> <li>• Direct impact on managing a medium sized unit or process, or indirect impact on Directorate or lesser impact on specified Council-wide resources.</li> <li>• Analytical, interpretive and a degree of evaluative judgement.</li> </ul>
<p><b>Band F</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Full professional qualification and 6-8 years experience.</li> <li>• Co-ordination and integration of a number of sub-functions.</li> <li>• Planning over 1 to 2 years.</li> <li>• Influencing and/or motivating people are critical to achieve the goals.</li> <li>• Significant degree of evaluative judgement and innovative thinking.</li> <li>• Situations are often grey and ambiguous.</li> <li>• Direct impact on a significant area of the Council's operations or an indirect impact over a larger area.</li> </ul>
<p><b>Band G</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Full professional qualification and 10-15 years experience. Deep and/ or broad experience built on concepts and principles.</li> <li>• Co-ordination and integration of a number of sub-functions. Planning over 1 to 2 years.</li> <li>• Influencing and/or motivating people are critical to achieve the goals.</li> <li>• Only broad objectives available as guidance.</li> <li>• Need to establish the plan, priorities and processes needed to resolve the problem.</li> <li>• Significant judgement required.</li> <li>• Significant input to strategic direction and business plans for Directorate.</li> <li>• Direct impact on a very large area of the Council's operations or an indirect impact over a major part of the Council.</li> </ul>

<p><b>Band H</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Full professional qualification and 10-15 years experience. Deep and/ or broad experience built on concepts and principles.</li> <li>• Co-ordination and integration of sub-functions with some conflicts between priorities. Contribute to Council business plans, strategic direction and the future direction of the Directorate.</li> <li>• Influencing and/or motivating people are critical to achieve the goals.</li> <li>• Only broad objectives available as guidance.</li> <li>• Need to establish the plan, priorities and processes needed to resolve the problem. Operating over a broader and more complex area than roles in Band G. The problems will not be clearly defined requiring the jobholder to think through the issues operating only within broad functional guidelines.</li> <li>• Direct impact on a very large area of the Council’s operations or an indirect impact over the whole Council or a major part of it.</li> </ul>
<p><b>Band I</b></p>	<p><b>Typical characteristics:</b></p> <ul style="list-style-type: none"> <li>• Full professional qualification and 12-15 years experience. Deep business understanding of a major Local Authority or similar service providing organisation.</li> <li>• Operation of major functions which are somewhat diverse in nature requiring co-ordination, integrating and strategic planning over a significant period, typically two to three years, either through direct project delivery or management responsibility or possibly via a Council-wide strategic advisory role. There will be a number of sub-functions, diverse in nature and with conflicts in priority. The roles will be expected to provide a significant input to Council business plans, strategy and the future direction of the Directorate.</li> <li>• Influencing and/or motivating people are critical to achieve the goals.</li> <li>• Only broad objectives available as guidance.</li> <li>• Need to establish the plan, determine the priorities and the processes needed to resolve the problem. Operating over broader and more complex areas than roles in Band G or H.</li> <li>• Direct impact on a major area of the Council’s operations or an indirect but significant impact over all of the Council.</li> </ul>



**APPEAL AGAINST JOB SCORE - SCHOOL BASED SUPPORT STAFF**

**Please note the closing date for registering your appeal is 25th March 2011**

I wish to register my intention to appeal against the evaluation (Job Score)

Name .....

Job Title .....

School .....

Ref No .....

Contact Address .....

.....

E mail .....

Telephone No .....

Line Manager/Head Teacher .....

This is an appeal on behalf of a group      **Yes/ No**  
If yes

I can confirm that the appropriate meeting has been arranged and a majority of group members have agreed to proceed. **Yes/No**

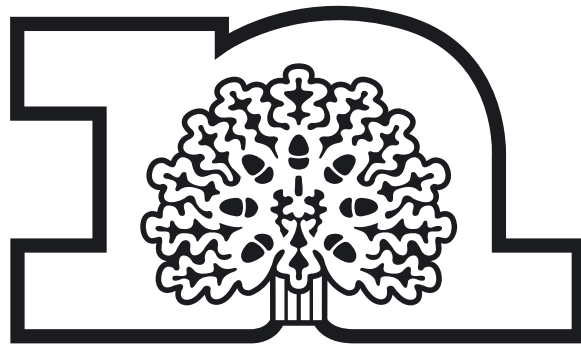
Signature \_\_\_\_\_

Return the form to - JE Team, County Hall, West Bridgford, Nottingham, NG2 7QP or alternatively you can e mail the form to [nje.schools@nottscc.gov.uk](mailto:nje.schools@nottscc.gov.uk)

Information supporting your appeal needs to be submitted by 15th April 2011 by completing the NJE or Hay appeals submission form as appropriate.



# **NJE Appeal Submission School based support staff**



**Nottinghamshire  
County Council**

Please return by 15th April 2011

to JE Team, County Hall, West Bridgford, Nottingham, NG2 7QP or alternatively you can e-mail the form to [nje.schools@nottscc.gov.uk](mailto:nje.schools@nottscc.gov.uk)

## NJE Appeal – School Support Staff

Please complete all section of the below form in full. Please note if you are signing this forma as the Line Manager you are endorsing the information contained within the appeal and confirming its accuracy.

Reference:			
Post Title			
School			
Appeal on behalf of a group: (Please circle)	Yes	No	
Name of job holder / group representative			
Signature of jobholder / group representative			Date
Name of Line Manager / Head Teacher			
Signature of Line Manager/ Head Teacher			Date
Name of TU Representative			
Signature of Trade Union Representative if applicable			Date

If the Appeal is on behalf of a group please also fill in the section below.

Has this submission been agreed by the rest of the job group?	Yes	No
Date of group meeting to agree submission:		
Please list the other job holders in the group:		

<b>Reference:</b>	
-------------------	--

Please tick the factors that you wish to appeal against.

<b>1</b>	<b>Knowledge</b>	
<b>2</b>	<b>Mental Skills</b>	
<b>3</b>	<b>Interpersonal/ Communication Skills</b>	
<b>4</b>	<b>Physical Skills</b>	
<b>5</b>	<b>Initiative &amp; Independence</b>	
<b>6</b>	<b>Physical Demands</b>	
<b>7</b>	<b>Mental Demands</b>	
<b>8</b>	<b>Emotional Demands</b>	
<b>9</b>	<b>Responsibility for People</b>	
<b>10</b>	<b>Responsibility for Supervision</b>	
<b>11</b>	<b>Responsibility for Financial Resources</b>	
<b>12</b>	<b>Responsibility for Physical Resources</b>	
<b>13</b>	<b>Working Conditions</b>	

Please use the relevant sections below to add additional information, provide examples or supply supporting evidence that you wish to be considered as part of your appeal. Only fill in the factors that you are appealing against and the additional information section at the end if you wish to do so. Please remember the appeal is about the requirements of the job not about your personal qualifications, experience, skills or expertise.

### **1. Knowledge**

We are looking here at all the knowledge normally required to do the job properly, including any which is essential in background or context to the work. Physical, mental and interpersonal/communications skills are looked at later.

### **2. Mental Skills**

Mental skills include fact finding, analytical, problem solving and judgemental skills. They also include creative and developmental skills, whether related to design, handling of people or development of policies and procedures; and planning and strategic skills.

### **3. Interpersonal & Communication Skills**

Interpersonal skills are those which involve developing some form of working relationship with others, for example caring skills for responding to their needs, training skills for identifying and responding to learning needs; persuasive, motivating or counselling skills.

#### 4. Physical Skills

Physical skills cover manual and finger dexterity, hand-eye co-ordination, co-ordination of limbs and sensory co-ordination.

#### 5. Initiative & Independence

We are looking here at the scope allowed to the jobholder to exercise initiative, take independent actions and plan own work. Taking into account the nature and level of supervision of the jobholder, the level and degree of direction and guidance provided by policies, precedents, procedures and regulations and whether the jobholder works on own or with others.

#### 6. Physical Demands

Physical demands cover all forms of bodily effort, for example, that required for standing and walking, lifting and carrying, pulling and pushing; for working in awkward positions, for example bending, crouching, stretching, sitting, standing or working in a constrained position; stamina and strength.

### **7. Mental Demands**

Mental demands cover mental concentration, alertness and attention, and awareness; and other forms of work related pressure, for instance, arising from conflicting work demands, interruptions or the need to switch between varied tasks or activities.

### **8. Emotional Demands**

Emotional demands are those arising from contacts or work with other people. For instance, people who are upset or unwell; or in circumstances such as to cause stress to the jobholder, for example, if the people are terminally ill, very frail, at risk of abuse, homeless or disadvantaged in some other way.

### **9. Responsibility for People**

We are looking here at responsibility for people, which includes responsibilities for the physical, social, economic and environmental well being of any people (i.e those who are dependent upon you for their care or safety), other than employees supervised or managed by you.

### **10. Responsibility for Supervision**

We are looking here at responsibility for training, supervision, co-ordination or management of employees, or others in an equivalent position.

### **11. Responsibility for Financial Resources**

We are looking here at responsibility for financial resources including cash, cheques, debits and credits, invoices, budgets and income, business planning and long term development of financial resources.

### **12 Responsibility for Physical Resources**

Responsibility for physical resources covers all physical resources.

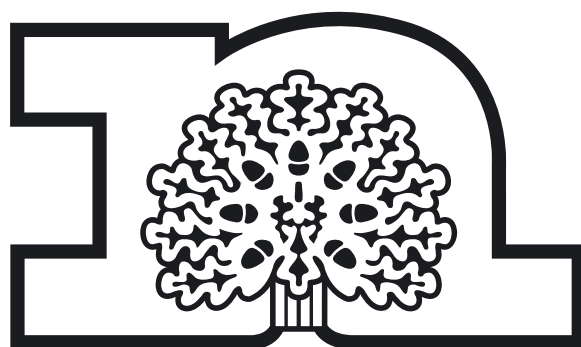
### **13. Working Conditions**

We are looking here at your exposure in your job to disagreeable, uncomfortable or hazardous working conditions arising from the environment or from working with people.

### **Additional Information**

Please use this section to include any further information that you would like to include in the appeal but does not fit into any of the above sections, continue on a separate sheet in required.

# **Hay Appeal Submission School based support staff**



**Nottinghamshire  
County Council**

Please return by 15th April 2011  
to JE Team, County Hall, West Bridgford, Nottingham, NG2 7QP or alternatively you can  
e mail the form to [nje.schools@nottscc.gov.uk](mailto:nje.schools@nottscc.gov.uk)

## Hay Appeal – School Support Staff

Please complete all section of the below form in full. Please note if you are signing this form as the Line Manager you are endorsing the information contained within the appeal and confirming its accuracy.

Reference:			
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School			
Appeal on behalf of a group: (Please circle)	Yes	No	
Name of job holder / group representative			
Signature of jobholder / group representative		Date	
Name of Line Manager / Head Teacher			
Signature of Line Manager/ Head Teacher		Date	
Name of TU Representative			
Signature of Trade Union Representative if applicable		Date	

If the Appeal is on behalf of a group please also fill in the section below.

Has this submission been agreed by the rest of the job group?	Yes	No
Date of group meeting to agree submission:		
Please list the other job holders in the group:		

Please identify below the areas of the evaluation that you want to appeal against and

**Know How**

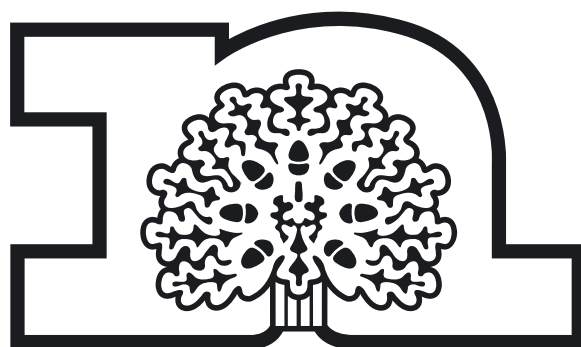
**Problem Solving**

**Accountability**

**Additional Information**

Please use this section to include any further information that you would like to include in the appeal but does not fit into any of the above sections, continue on a separate sheet in required.





Nottinghamshire  
County Council

# **JOB EVALUATION – SCHOOL BASED SUPPORT STAFF**

## **RESOLUTION PROCEDURE FOR APPEAL INFORMATION**

**It is important to note that this is not an appeal against the evaluation – but is the agreed procedure for settling any dispute in relation to the information to be submitted for an appeal.**

## **1. The Initial Meeting – Stage 1**

- 1.1 The initial meeting is to determine the appeals information using the agreed job description, as of September 2008; and the completed profile and to agree any additional information/evidence that should be included.
- 1.2 The meeting should be held between the job holder or group representative and the verifier (usually the line manager/Head Teacher).
- 1.3 Where there is a dispute in relation to the appeals information to be provided at an early stage in the meeting, this dispute should where possible be thoroughly explored with every attempt made to resolve the issues.
- 1.4 It is possible that a job holder/line manager is disputing a piece of evidence which will result in only a small change in the total points score, and therefore will not affect the appeal. The JE team can be contacted who will be able to offer advice on this issue.
- 1.5 If no agreement can be reached regarding the verification of the information then the job holder can request that the matter is referred to a review panel (Stage 2) for consideration.

## **2. Process – Stage 2**

- 2.2 The employee/group should inform the manager/verifier who undertook the initial meeting they wish the appeal information to be reviewed.
- 2.3 To trigger a review a request must be made within 5 working days of the original meeting using Appendix 1. This may be extended with the agreement of both parties – especially if a group meeting is required.

- 2.4 A meeting should then be arranged by the head teacher. It is expected that the meeting would be held within 10 days of receiving notification of the request for a review.
- 2.5 The verifier will need to complete their response to the job holder/groups comments on Appendix 1 (Verifiers Section) – once completed a copy should be given to the job holder/ group representative before the review meeting.
- 2.6 If the appeal is on behalf of a job group in the school other jobholders in the group will need to be consulted. A meeting should be held with the job group and at least half the job group will have to agree that they wish to refer the issues for consideration at Stage 2. If it is agreed to proceed, a representative for the group will also need to be agreed. It may not be possible to meet the 5 day deadline for requesting a review and this should be discussed with the verifier.

## **3. The Review Panel**

- 3.1 The review panel will consist of the verifier's line manager/Head Teacher, a nominated governor and a trained analyst from the Job Evaluation team.
- 3.2 The Job holder/Group representative will be expected to attend the meeting to present their evidence as outlined in Appendix 1 – Section A. The job holder/group representative may choose not to attend but present further written evidence.
- 3.3 The verifier/line manager will be expected to attend the meeting and present their comments as outlined in Appendix 1 – Section B.
- 3.4 The panel will review the pro-forma completed by employee/group and the information provided by the Line Manager with the job description as at September 2008, and will make a final decision regarding which appeal information the individual/group matches is to be submitted.

- 3.5 The interpretation of the review panel will be final and the appeal information including Appendix 1 will be forwarded to the JE Team for evaluation using Appendix 2.
  - 3.6 The review panel's decision will be confirmed in writing to the individual/ representative of the group and line manager/ Headteacher within 10 working days of the meeting.
  - 3.7 There will be no further right to a review.
  - 3.8 Any individual/group who remains unsatisfied with the outcome of the review should lodge a grievance following the agreed grievance procedure.
- 4. Trade union representatives' role in the resolution process**
- 4.1 A number of trade union representatives have been identified and trained to support this process. Their role is to act as guardians of the process, to ensure consistency and fairness.
  - 4.2 It is a matter for the job holders to decide whether they wish to have a trade union representative present. This is irrespective of whether they are members of a trade union, involving the trade union representative in the collating of appeal information is not essential.

The JE team has a list of designated Trade Union Reps.



**REVIEW OF THE APPEAL INFORMATION AND  
VERIFIERS/LINE MANAGER RESPONSE**

**School:**

**Section A**

**Job Holder/Group request for a review**

<b>Name:</b>	<b>Post:</b>
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<b>Group: Yes/No</b>	
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**Which profile do you feel you match and why?**  
Please specify Profile No

Please continue on a separate sheet if necessary

**What additional duties do you complete which you feel are not reflected within the appeal information?**

Please continue on a separate sheet if necessary

**Signed:**

<b>Verifier/Line manager</b>	<b>Post:</b>
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**Date:**

Please include agreed job description, as of September 2008 and any additional information that supports your case.

## Section B

Verifier/Line Manager's Response	
<b>Name:</b>	<b>Post:</b>
<b>Which profile do you feel that should be a match and why?</b> Please specify Profile No	
Please continue on a separate sheet if necessary	
<b>What additional duties do you feel should not be reflected within the appeal information and why?</b>	
Please continue on a separate sheet if necessary	
<b>Signed:</b>	
<b>Date:</b>	

Please include agreed job description, as of September 2008 and any additional information that you want support your response.

**REVIEW OF THE APPEAL INFORMATION – RECORD OF REVIEW**

<b>School:</b>
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<b>Date of Meeting:</b>
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<b>Panel Members:</b>
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<b>Post Considered:</b>
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<b>Name of Job Holder/Group Representative:</b>
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<b>Name of Verifier/Line Manager:</b>
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<b>Decision record</b>
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<b>Profile Matched:</b>
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<b>Additional Information agreed as:</b>
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<b>Other comments:</b>
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<b>Signed:</b>
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<b>Print Name:</b>	
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<b>Date:</b>
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Please forward to: Job Evaluation Team, Corporate Services, County Hall, West Bridgford, NG2 7QP  
 Or e mail to [nje.schools@nottsc.gov.uk](mailto:nje.schools@nottsc.gov.uk)



Nottinghamshire  
County Council

### Contacting us

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