

## EPPING FOREST DISTRICT COUNCIL

### JOB EVALUATION MAINTENANCE POLICY - APPEALS PROCEDURE

#### 1. Introduction and scope of the Procedure:

This appeals procedure forms part of the Council's Job Evaluation Maintenance Policy. Appeals may be lodged after an evaluation of a post has taken place in the following circumstances:

- After management instituted changes to a job description (Category 3 in the procedure);

#### 2. Notification of Results of Job Evaluation

Following an evaluation, the member of staff will be given his/her total number of points and the individual scores under Category 3 of the procedure.

#### 3. Procedure for Lodging Appeals

It is insufficient for the purposes of a valid appeal for a postholder to state solely that the total number of points awarded is incorrect.

No new evidence should be presented in either written or oral form to an Appeals Panel that was not made available by the individual in the paperwork submitted with the original evaluation.

Employees (or a group of employees in an identical post) electing to appeal do not necessarily have to attend the actual Appeal Panel meeting but they may do so if they wish. As part of that written appeal, the postholder(s) must state whether they intend to attend the hearing. They may be accompanied by a representative. This person should not have been a member of the Panel which previously evaluated the post in question. In the case of a group appeal, the group may nominate one person to address the hearing, with a single representative, if required. Any representative may not be the postholder's line manager, Head of Service or member of Management Board.

#### 4. Constitution and powers of the Appeal Panel

An appeal by an employee will be considered by a Panel comprising three persons trained in the application of the Job Evaluation Scheme - a representative from the trade union side, a representative from the management side and a representative from the Human Resources Unit (to be the chairman). (Separate arrangements will apply for appeals from staff working in the Human Resources Unit, in order to ensure impartiality). No person will be allowed to sit on an appeals panel in a case where either the postholder is employed in the same Service Area or if they have been associated with the original evaluation. The chairman of the original Job Evaluation Panel will be present throughout the Hearing to explain the rationale for the original evaluation. If the original Chairman is unavailable a representative from the Panel will attend instead. The original chairman will not be present for the decision making process.

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The Panel will have power to allow or reject an appeal (either wholly or in part). The Panel can amend the level appealed against if, on hearing the evidence, it is judged to be appropriate. Outcomes of the appeal process could either be:

- (a) a higher level award is made;
- (b) there is no change to the level awarded;
- (c) a lower level award is made.

This means that there is a potential for the grade of the post to rise, remain the same or fall.

## 5. Appeals Procedure at the Hearing

The Panel will have before it the following:

- A copy of the original completed Job Questionnaire (if completed);
- A copy of the postholder's Job Description (as supplied to the original panel);
- A copy of the postholder's Person Specification (if supplied to the original panel);
- A copy of the completed Additional Information Sheet;
- The score sheet for the original evaluation;
- The Job Evaluation Scheme;
- The postholder's written appeal (both the notice of appeal and the written statement).

If the postholder has chosen to attend, he/she will be invited to speak to the written submission after which the Panel and the original Job Evaluation Panel Chairman may question the postholder(s).

The Chairman of the original Job Evaluation Panel will respond to the appeal to explain the rationale for the original evaluation and in particular to respond to the issues raised in regard to the Level Award(s) brought into contention. The Appeals Panel may question the original Job Evaluation Panel Chairman, followed by the postholder.

The postholder may make a short closing statement after which the postholder, the chairman of the original hearing and any other representatives will retire leaving the Appeals Panel to consider the appeal.

If the Appeals Panel wishes to clarify any points all parties will be recalled, together with their representatives.

The Appeals Panel will then reach a decision.

Decisions of the Appeals Panel will be notified within 5 working days (with written reasons given). Where the result is a change in the scores for one or more factors a new score sheet will be supplied to the individual concerned who will be advised of any grading implication that the change(s) yield.

The decision of the Appeals Panel is final.

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