



**Doncaster  
Clinical Commissioning Group**

## **GRADING REVIEW POLICY**

Last Review Date	Adopted 2 <sup>nd</sup> April 2013
Approving Body	Executive Committee
Date of Approval	4 <sup>th</sup> October 2017
Date of Implementation	4 <sup>th</sup> October 2017
Next Review Date	September 2020
Review Responsibility	Associate Director of HR & Corporate Services
Version	0.2

## REVISIONS/AMENDMENTS SINCE LAST VERSION

<b>Date of Review</b>	<b>Amendment Details</b>
November 2013	The original PCT document has been revised to: <ul style="list-style-type: none"><li>• Reflect the Clinical Commissioning Group Establishment</li><li>• Reflect the Clinical Commissioning Group structure</li><li>• Align to the Clinical Commissioning Group Human Resources and Organisational Development Policies and procedures</li></ul>
September 2017	Amended to reflect current job titles and roles

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## **SECTION A – POLICY**

### **1. Policy Statement, Aims and Objectives**

- 1.1. This policy ensures NHS Doncaster Clinical Commissioning Group has a mechanism to formally review the grade of an employee where there are significant changes to the employee's duties and responsibilities.
- 1.2. The development of this policy:
  - Ensures employees are treated fairly and equitably
  - Provides a mechanism for line managers or employees to request a grading review
  - Ensures an independent and objective grading review process

### **2. Legislation and Guidance**

- 2.1. The following legislation and guidance has been taken into consideration in the development of this procedural document.
  - Equality Act 2010
  - Agenda for Change Job Evaluation Scheme

### **3. Scope**

- 3.1 This policy applies to those members of staff that are directly employed by NHS Doncaster CCG and for whom NHS Doncaster CCG has legal responsibility.

### **4. Accountabilities and Responsibilities**

- 4.1 Overall accountability for ensuring that there are systems and processes to manage grading reviews lies with the Chief Officer. Responsibility is delegated to the following:

<p><b>Associate Director of HR &amp; Corporate Services</b></p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Maintaining an overview of the corporate ratification and governance process associated with the policy.</li> <li>• Leading the development, implementation and review of the policy.</li> <li>• Undertaking grading reviews ensuring Staff Side participation.</li> <li>• Communication of grading review outcomes to the relevant line manager and employee.</li> <li>• Providing an appeal facility.</li> </ul>
<p><b>Appointing Officers</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring they understand and adhere to their obligations in relation to this policy.</li> <li>• Ensuring employee's job descriptions are reviewed on an annual basis and accurately reflect the duties and responsibilities undertaken.</li> <li>• Ensuring employees are supported to submit a grading review application where approved to do so.</li> <li>• Attending a grading review panel if required.</li> </ul>
<p><b>All Staff</b></p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Ensuring they are familiar with the policy and procedure.</li> <li>• Ensuring their job description is up to date and is a true representation of duties and responsibilities.</li> </ul>

## 5. Dissemination, Training and Review

### 5.1. Dissemination

5.1.1. The effective implementation of this procedural document will support openness and transparency. NHS Doncaster CCG will:

- Ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.

5.1.2. This procedural document is located in the Employment Policy Manual. A set of hard copy Procedural Document Manuals are held by the Governance Team for business continuity purposes and all procedural documents are

available via the organisation's website. Staff are notified by email of new or updated procedural documents.

## **5.2. Training**

5.2.1. Grading review panel members will be fully trained in Agenda for Change Job Evaluation.

## **5.3. Review**

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.

## **SECTION B – PROCEDURE**

### **1. Reviewing the Job Description**

- 1.1. On an annual basis, or where significant changes occur in year, the job description of an employee should be reviewed by both the employee themselves and their line manager. The review should normally take place at the same time as the employees Personal Development Review (PDR). The review should ensure that the job description is up to date and remains relevant to business need.
- 1.2. Where amendments are required to be made to the job description these should be agreed by both the line manager and the employee. In most cases changes to a job description will not impact on the banding/grading of the employee.
- 1.3. Where amendments to a job description are deemed sufficient to request a grading review the procedure outlined in the following paragraphs should be followed. A grading review request can be made by an individual or a group of individuals who undertake the same role within the CCG.

### **2. General Principles**

- 2.1. The grading review procedure will follow a number of key principles as follows:
  - For a grading review request to be considered the employee or group of employees must be able to demonstrate that their role has changed, resulting in increased responsibilities and in their opinion warrants a higher pay banding.
  - An employee or group of employees, who share a job description, should discuss a potential grading review with their line manager in the first instance to ensure the line manager is supportive of the grading review request.
  - By supporting the grading review application the line manager is confirming that the employee is undertaking additional and/or different work which is not reflected in the substantive job description, that the work is relevant to business need and that it warrants a formal review.
  - Should the line manager not support the grading review application this should be confirmed to the employee and the rationale communicated. It is recommended that this communication is in writing. Should the employee wish to challenge this decision the Grievance Procedure should be followed. The grievance would only question the supporting of the application and not determine the outcome of the grading review itself. If

the grievance outcome is that the application should be supported the application will then be processed in accordance with the following procedure.

- To ensure that any future service developments and/or changes are reflected the grading review application form must be countersigned by the relevant Chief of Service to indicate support and approval of the application.
- Only one application per post for a grading review may be made in a 12 months period.

### **3. Grading Review Process**

- 3.1. Once the grading review application has been given approval to go ahead the employee should complete the grading review application form in full (appendix 1). The form should be signed by the employee, the line manager and the relevant Chief of Service and submitted to Human Resources along with copies of the substantive job description and the updated job description.
- 3.2. The Human Resources Manager will convene a grading review panel and the employee and line manager may be invited. The date, time and location of the panel will be confirmed in writing with appropriate notice being given.
- 3.3. The grading review panel will normally consist Human Resources and Staff Side Representatives. In some cases it will be appropriate for a third panel member to be present where 'expert' advice on a particular specialism is required. This would normally be the line manager of the post holder. The panel will carefully consider the application and will prepare a range of relevant questions to pose to the employee and line manager where appropriate.
- 3.4. The purpose of both the employee and the line manager attending the grading review panel is to provide an insight into the revised role and to ensure clarity is provided on areas required.
- 3.5. The grading review panel will utilise the national Agenda for Change Job Evaluation system that has been designed to determine the job weight of a post. The job weight score determines the pay band of the post. Where possible posts will be matched to national job profiles.
- 3.6. The outcome of the grading review and the supporting documentation will be quality assured by an independent Human Resources Representative and once formally agreed the outcome will be communicated to the employee and the line manager in writing.



## 4. Right of Appeal

- 4.1. Following the outcome of a grading review the employee has the right of appeal against the decision taken. The employee should confirm in writing to Human Resources the reason for the appeal and the factor areas and scores they are dissatisfied with by completing appendix 2. The appeal must be submitted within 10 working days of the grading review outcome being confirmed to the employee.
- 4.2. A grading review appeal panel will be scheduled. Only one representative from the original panel may sit on the appeal panel. The appeal panel will be chaired by the relevant Chief of Service or Chief Officer. The appeal panel Chair will ensure that full consideration is given to all the evidence submitted but will not be involved in the actual grading of the post. This will be undertaken by the other panel members.
- 4.3. The line manager will be in attendance at the appeal panel and the employee will only be called if there are any additional questions the appeal panel wish to put to the employee directly.
- 4.4. The appeal panel will normally only focus on the areas where the employee has appealed against. However, if the information provided at the appeal panel should contradict any areas on the original evaluation report, the appeal panel will also consider these areas and, where necessary make recommendations on these areas.
- 4.5. The panel reviewing the job will either:
  - Confirm the original outcome
  - Match the post to a different National Profile, in the same pay band, a higher band or a lower band.
- 4.6. The post will then go forward to Quality Assurance as described in paragraph 3.6.
- 4.7. There is no further right of appeal against the outcome of the appeal panel. The only option available should the employee remain dissatisfied is to lodge a grievance in accordance with the Grievance Policy.
- 4.8. Any grievance must be lodged within 10 working days of receipt of the letter confirming the outcome of the review process and should be submitted to the Clinical Chair.
- 4.9. The grievance will only consider if the process followed has been appropriate not the outcome of the grading review.

**GRADING REVIEW APPLICATION FORM**

**Employee Name or Employees Names and Payroll Numbers** (Please use additional sheets if required)

**Job Title**

**Date of Request**

**Date Request Applicable from**

*Please complete the table below detailing the additional duties and responsibilities being undertaken that demonstrate that your job description has changed significantly enough to warrant a review of your current Band.*

<b>Factor</b>	<b>Additional Information</b>
<b>Communication &amp; Relationship skills</b>	

<b>Knowledge, Training &amp; Experience</b>	Not Applicable – please see notes at the bottom of this form
<b>Analytical and Judgement skills</b>	
<b>Planning and Organisational skills</b>	
<b>Physical Skills</b>	

<b>Responsibility for Patient Client Care</b>	
<b>Responsibilities for policy and service development implementation</b>	
<b>Responsibilities for financial and physical resources</b>	

<b>Responsibilities for human resources (HR)</b>	
<b>Responsibilities for information resources</b>	
<b>Responsibilities for research and development</b>	

<b>Freedom to Act</b>	
<b>Physical Effort</b>	
<b>Mental Effort</b>	
<b>Emotional Effort</b>	

<b>Working Conditions</b>	
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**Factor 2, Knowledge, Training and Experience will not change with the majority of posts, however should you believe that the changes detailed above warrant a change to the agreed knowledge, training and experience of the post please detail this below:**

**Please submit this request for a grading review along with your substantive and your amended job description.**

<b>I confirm that I have discussed the above application for a Grading Review with my Line Manager and have identified the areas for review</b>	
Name of Postholder(s)	
Postholder Signature(s)	
Date	

Name of Manager	
Signature of Manager	
Date	
Name of Chief of Service/Chief Officer	
Signature of Chief of Service/Chief Officer	
Date	

**Enclosed**

- Original Job Description
- Revised Job Description

**Please return your request to the Human Resources Department, Doncaster CCG, Sovereign House, Heavens Walk, Doncaster, DN4 5HZ.**



**GRADING REVIEW APPEAL APPLICATION**

**Employee Name or Employees Names and Payroll Numbers** (Please use additional sheets if required)

**Job Title**

**Date of Appeal**

**Date of Notification of Grading Review outcome**

**Please provide detailed reasoning of the following:**

- **Why you disagree with the outcome,**
- **The areas that you disagree with (i.e. which factors)**
- **The reasons why you disagree and the additional evidence you have to support your case.** (Please use additional sheets is required)

Factor	
<p><b>Communication &amp; Relationship skills</b></p>	

<b>Knowledge, Training &amp; Experience</b>	
<b>Analytical and Judgement skills</b>	
<b>Planning and Organisational skills</b>	

<b>Physical Skills</b>	
<b>Responsibility for Patient Client Care</b>	
<b>Responsibilities for policy and service development implementation</b>	

<b>Responsibilities for financial and physical resources</b>	
<b>Responsibilities for human resources (HR)</b>	
<b>Responsibilities for information resources</b>	

<b>Responsibilities for research and development</b>	
<b>Freedom to Act</b>	
<b>Physical Effort</b>	

<b>Mental Effort</b>	
<b>Emotional Effort</b>	
<b>Working Conditions</b>	

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**Is the information you have supplied above contained in your job description?**

**Yes/No (Please delete as appropriate)**

- **I/We confirm that we have discussed the above appeal application with the Line Manager and have identified the areas for appeal**
- **I/We acknowledge that there is no recourse to further appeal following the decision of the Appeal Panel**

Signed

Date

Print Name

**If the review request is from a group of employees please ensure all employees sign (Please use an additional sheets if required)**

**Number of additional sheets**