

**To: The Chair of the Probation Board  
The Chief of the Probation Board  
(Copy enclosed for the Head of Human Resources)  
Secretary of the Probation Board  
Members of the Standing Committee for Chief Officer Grades**

18<sup>th</sup> April 2007

**SCCOG CIRCULAR NO.2/2007**

Dear Colleague

**HAY JOB EVALUATION SCHEME : ARRANGEMENTS FOR FORMAL APPEALS**

Following discussions in the Standing Committee for Probation Chief Officer Grades, the Employers and Trade Unions wish to clarify the arrangements for the processing of Formal Appeals against the outcomes of the Hay Job Evaluation Scheme.

The details of the process are contained in Appendix D of SCCOG Circular No.2/2006, which was issued in April 2006. A copy of this Appendix is attached to this letter for ease of reference. An electronic copy of the full circular (and all other SCCOG Circulars) is available on the PBA website [www.probationboards.co.uk](http://www.probationboards.co.uk) in the HR and Employment section.

In addition to the provisions contained in that document, the following additions, relating to specific paragraphs have also been agreed:

Paragraph 1.3 ff: References to NPD should now be read as PACU.

Paragraphs 2.3.1 and 2.3.2. : It has been agreed that in addition to the three people who will constitute the Appeals Panel, an agreed independent technical advisor will be appointed. The independent technical advisor will not vote on the outcome of the Panel's deliberations. The jointly agreed pool of people who are fully trained and accredited in the Hay method of job evaluation is currently being finalised. It has been agreed that if consensus is not achievable, then a majority decision will be acceptable.

Finally, the Joint Secretaries have agreed that an employee appealing formally against the evaluation of his/her job in line with Paragraph 2.6 ff, should have the salary bandings and the scoring matrix made available to them, for similar jobs which have been evaluated under the Scheme.

Any further queries about the Appeals process should be addressed to Graeme Anderson at Probation Boards' Association.

Yours faithfully

**Christine Lawrie**  
**David Walton**

**Joint Secretaries**