

NNC Job Evaluation Appeals - Further Guidance

Informal Appeals

- This should be seen as the first stage of the appeals process and is an opportunity for anyone concerned about the results of the job evaluation process to seek clarification and possible resolution of individual concerns which should be discussed informally between the employee, a management representative (normally from the HR department) and a union representative (if appropriate) as soon as possible. It is also helpful if a trained member of a matching or evaluation panel is present so that the rationale for the current grading can be explained and the questions for appeal identified.
- The outcome of the informal appeals process can be either:
 - For the appellant to withdraw the appeal having had any concerns explained satisfactorily; or
 - Confirmation that the role will proceed to the formal appeal to be discussed by a panel; or
 - Agreement that the job description on which the original matching / evaluation was based was incorrect and that a new job description or JDQ will be presented to another panel.
- At this informal stage appellants should be made aware that there are four possible outcomes if the appeal goes to the formal hearing:
 1. The panel may decide that there is insufficient evidence to warrant a re-matching or re-evaluation; or
 2. The total job score could go down which may result in a lower pay band; or
 3. The total job score could go up but the role may remain in the same pay band; or
 4. The total job score may go up which results in the role being at a higher pay band.
- JE appeals are being handled as a fast track, two step process whereby all matching, evaluation and grading disputes are handled through an agreed framework. Members of staff cannot 'cherry-pick' between JE appeals and using the grievance procedure.
- If during the informal appeal stage it becomes clear that the information provided to the original panel was out of date, incorrect or the role has significantly changed then the role should be the subject of a new matching / evaluation and is no longer an appeal.

Formal Appeals

- The second, final, stage of the appeals process will be conducted by a panel of three people, not more than one of whom can have been involved with the original matching / evaluation of the role under appeal. The national agreement is that Appeals Panels will be established in each Area and local management will be responsible for convening such panels.
- Membership of the panels will be drawn from those who have received training in the JE scheme either in Job Matching or Job Evaluation and this may include Members of the local Probation Board. Each Panel should have at least one representative from the recognised trades unions and it is essential that the Panel is objective in its deliberations. Conflicts of interest should be avoided and panel members should not deal with their own jobs or those of members of their department.
- Panels should be representative of the Area in terms of gender and diversity and all relevant papers must be provided to panel members well in advance of the meeting.
- When re-matching or re-evaluating the role, the panel will look at the role “in the round” and may look at factors other than those specifically raised by the appellant. If any of these other factor scores go down, it has been agreed that the appellant will have a second right of appeal on the basis of these amended factors which were amended but were not the subject of the appeal.
- If an appellant is challenging the results of a matching panel it may be appropriate for the appeals panel to recommend that a Job Description Questionnaire is produced and for this to be presented to the appeals panel for evaluation at a future date.
- The appellant may provide the panel with new evidence for some or all factors; in these cases the panel will re-match or re-evaluate the role at the end of the hearing. They will complete a new matching or evaluation form as appropriate.
- Should there be a substantial number of appeals in an Area it may not be possible to fully meet the agreed timescales. If this should happen, local agreements can be made to extend the timescales.

Note, also, that appeals should be carried out by a local panel; they should not be sent to another Area without the tripartite agreement of the appellant, the management and the unions.