

# Hull Teaching Primary Care Trust

## AGENDA FOR CHANGE

### **SUBSTANTIVE & TEMPORARY RE-GRADING POLICY & PROCEDURE**

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# **RE-GRADING POLICY & PROCEDURE (including permanent and temporary arrangements)**

## **1. INTRODUCTION**

As a result of the implementation of the Agenda for Change Terms and Conditions this policy gives clarity on the process for re-grading posts that fall within the scope of Agenda for Change (excludes medical, dental and those on the very senior managers contract), either on a substantive or temporary basis.

It is important to note that applications for regrading should be based on the requirements of the post, not on the skills and experience of the post-holder. It should also be noted that undertaking a greater volume of work at the same grade does not constitute grounds for re-grading. This is an issue to be raised through the supervision process.

If an employee is given additional responsibilities the line manager must ensure that a fair selection process has been followed in determining who should take on the additional responsibilities.

## **2. SCOPE**

- 2.1. This procedure applies to all PCT employees who are on agenda for change terms and conditions irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership. All employees will be treated in a fair and equitable manner and reasonable adjustments will be made where appropriate (e.g. interpreter or signing provision, access arrangements, induction loop, etc.).

## **3. RE-GRADE ON A SUBSTANTIVE BASIS**

The following process must be applied when assessing a post in respect of a re-grade on a substantive basis:

- 3.1. Applicants will be required to contact the Human Resources department to ask for a copy of their current post's Agenda for Change outcome. The applicant will be required to complete a job review form providing evidence on the factors within their current post that has changed since the previous A4C banding outcome.

- 3.2 Applicants will be required to obtain their line managers signed agreement to the changes reflected in the job review form. Before signing the form the manager must check that the information given is correct. If, in the manager's opinion, the form is not correct then they should discuss it with the applicant and agree any amendments required. If agreement cannot be reached and the manager is unwilling to sign the questionnaire stating that it is correct, they should attach a statement giving their reasons for not signing. (In such circumstances, the completed documentation will be forwarded to the HR department and a meeting will be arranged between the individual and their staff side representative, their line manager and an HR representative to try and resolve the issue prior to being submitted to a job evaluation panel).
- 3.3 The agreed completed review form should be returned to the Human Resources department together with a current job description and person specification. On receipt of the review form the Human Resources team will acknowledge the date on which it was received. If the application is successful this is usually the date from which the regrading is applied.
- 3.4 All documentation will be submitted to a Job Evaluation panel made up of two management side and two staff side representatives. The panel will consider the review request in accordance with the nationally agreed procedures and any locally adapted agreements.
- 3.5 If a block application for regrading is to be made from a group of staff on the same grade, with the same job title and job description, then only one job review form should be submitted on behalf of the whole group.
- 3.6 The outcome of the panel review will be notified to the Human Resources team who will discuss the outcome with the Director.
- 3.7 The applicant will be informed of the outcome.
- 3.8 The applicant will be given 93 days in which to submit an appeal against the outcome of the review.
- 3.9 If the applicant's appeal is unsuccessful they have no further right of appeal. However, in the event that the applicant can demonstrate that the process was misapplied they may pursue a grievance via the PCT's Grievance Procedure about the process, but not against the matching or pay banding decision.

#### **4 RE-GRADE ON A TEMPORARY BASIS**

The new Agenda for Change Terms and Conditions do not allow acting up within a banding. An employee taking on temporary additional responsibilities would need to have the temporary role assessed to determine whether it was necessary to re-grade on a temporary basis to

a higher band. To ensure a consistent approach is taken across the local health community, when employees are given additional responsibilities on a temporary basis, the following principles will apply (any temporary arrangement must last at least one month and up to a maximum of 6 months, unless there are exceptional circumstances):

#### **4.1 Taking on additional responsibilities within the same banding:**

4.1.1 If an employee is required to undertake someone else's job, in full, within the same band they will be required to work to the full job description and they will remain within the same banding. There will be no incremental increase, however, it will provide opportunity for development in line with the principles within the Knowledge and Skills Framework.

4.1.2 If an employee is required to undertake someone else's job, in part, within the same band it is likely that they are also continuing with their own job, in part/full. This is unlikely to result in the temporary job being in a higher banding and if it was a lower banding the employee is not likely to accept. There will be no incremental increase, however, it will provide opportunity for development.

#### **4.2 Taking on additional responsibilities within a higher banding:**

4.2.1 If an employee is required to undertake someone else's job, in full, within a higher band they will be required to work to that job description and the grade of the post ie given the same higher banding. They will be put on a pay point that is the nearest above their existing salary. This will be a temporary re-grade (not acting up).

4.2.2 If an employee is required to undertake part of someone else's job within a higher banding a job description and person specification will be required to ascertain whether the additional responsibilities result in a higher banding. If an employee is placed into the higher banding they will be put on a pay point that is the nearest above their existing salary. This will be a temporary re-grade (not acting up).

4.2.3 If an employee is required to undertake additional responsibilities within a new post that is vacant and awaiting appointment, the post will have been evaluated and they will be placed in the band for the post. If the post is the same banding there will be no incremental increase, however, it will provide opportunity for development. If the post is in a higher banding they will be put on a pay point that is the nearest above their existing salary. This will be a temporary re-grade (not acting up).

### **4.3 Process**

The manager must contact the Human Resources department prior to taking any action. The established Job Evaluation process must be adhered to when assessing the banding of a post where an employee is being asked to take on temporary additional responsibilities. Equal opportunities must apply during the process in that unless a manager can demonstrate that a member of staff was the only person with the particular skills, the temporary opportunity must be open to other members of staff to express an interest.

When the assessment of the banding is complete a change form will be required in order to process the change through payroll. It will be important to indicate that it is a temporary re-grade (payroll will no longer accept acting up requests as it does not form part of the new Agenda for Change terms and conditions). No temporary re-grades will be accepted by payroll unless there is authorisation by Human Resources and Finance.

## **5. REVIEW**

This Policy will be reviewed with the PCT's recognised Trade Union Partners within 2 years of the date of implementation.

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Reviewed

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