Re-Evaluation of Pay Band Policy and Procedure (Re-banding)

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<th>125</th>
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<td>3</td>
<td>Undated</td>
<td>W&amp;OD Committee</td>
<td>18.7.2017</td>
<td>2.8.2017</td>
<td>18.7.2020</td>
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**Brief Summary of Document:** Procedure on the re-evaluation process, to be used when evaluating a potential change in pay band

**Scope:** All posts covered by Agenda for Change Terms and Conditions of Service

**To be read in conjunction with:** 142 - Grievance Policy
NHS Job Evaluation Handbook

**Owning Committee/Group:** Policy Review Group / W&OD Sub-Committee

**Executive Director:** Lisa Gostling
**Job Title:** Director of Workforce & OD
## HYWEL DDA UNIVERSITY HEALTH BOARD

### Reviews and updates

<table>
<thead>
<tr>
<th>Version no:</th>
<th>Summary of Amendments:</th>
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<tr>
<td>1</td>
<td>New Policy</td>
<td>12/5/2011</td>
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<tr>
<td>2</td>
<td>Revised</td>
<td>June 2014</td>
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<tr>
<td>3</td>
<td>Revised – 2 minor amendments only (Addition of the Executive Director sign off and the date that any back dating would be applied)</td>
<td>18/7/2017</td>
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### Keywords

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<td>Re-evaluation, pay band, re-banding, salary</td>
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Re-evaluation of Pay Band Policy and Procedure

Please check that this is the most up to date version of this written control document
1. INTRODUCTION
Hywel Dda University Health Board recognises the importance of the contribution of its employees in the provision of its services. It therefore seeks to ensure that all posts are appropriately banded, in an equitable and consistent way to reflect the tasks, duties and responsibilities of the post.

2. POLICY STATEMENT
The Health Board seeks to ensure that there is a consistent partnership approach to the evaluation of posts, to ensure the principles of equal pay for equal value are upheld in accordance with the NHS Job Evaluation Handbook, 6th edition (and subsequent amendments).

The Health Board is committed to implementing the policy in a way which meets the equality and diversity needs of staff. Equality and diversity encompasses race, disability, gender, age, sexual orientation, religion and belief, language and human rights. It is the responsibility of managers and staff to ensure that they implement this policy/procedure in a manner that meets the needs of people from these groups. It is always best to check with individual staff what their needs are, but needs may include providing information in an accessible format, considering mobility issues, being aware of sensitive/cultural issues.

3. SCOPE
This policy applies to all Agenda for Change posts (excluding medical and dental staff and Executive Director Posts) where there has been a significant change to a role that is likely to affect the previous matched or evaluated job result or where managers need to develop existing posts due to service need, where there are significant changes in the role and/or responsibilities following, for example, departmental restructure.

4. AIM
This policy and procedure aims to:
- Provide comprehensive guidelines on the re-evaluation process, which will be used when evaluating a potential pay band change for all posts covered by Agenda for Change terms and conditions of service.
- Deal with requests to review a post’s pay band following a significant change in role or a departmental restructuring.
- Follow the principles of the Agenda for Change Job Evaluation process.
- Ensure fairness, consistency and equality for all members of staff in accordance with the Health Board’s Equal Opportunities Policy.

5. OBJECTIVES
To achieve fairness and consistency in the process of Re-evaluation of Pay Banding for all members of staff.

6. PRINCIPLES OF JOB EVALUATION
To ensure a fair and consistent approach, the following principles will be adhered to:
- Re-evaluation applications may be submitted to the Job Evaluation Team at any time of the year. The application will be dealt with by the next available evaluation panel. Where possible an application should be sent electronically to enable the information to be uploaded into CAJE the on-line job evaluation system. A signed paper copy must also be sent.
- The banding of posts will be re-evaluated using the principles and processes set out in the NHS Job Evaluation Handbook.

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- The post will be re-evaluated **not** the post holder(s).
- The post(s) will be banded within the context of the organisation’s workforce as a whole i.e. all re-evaluated post results will be consistency checked across similar posts within the same job family.
- The post must be re-evaluated on the basis of the information contained within the submitted job description and person specification, not on past requirements.
- Re-evaluations will be undertaken by trained management and staff representative job matchers / evaluators in partnership.
- The post holder may involve their trade union/staff representative at any stage of the process.
- The funding of posts re-banded to a higher pay band must be funded from the manager’s existing department budget.
- The re-evaluation of a post can result in a post being banded to a lower pay band as well as to a higher pay band.
- Employees/managers will receive a job match/evaluation report outlining the re-evaluation result.
- Employees will have the right to request a review of their re-evaluated result if they are not satisfied with the outcome (see Section 11 of the NHS Job Evaluation Handbook).

7. SOURCES OF A RE-EVALUATION REQUEST

A re-evaluation application may originate in one of two ways.

7.1 Manager

A manager may request that a post is re-evaluated in the context of a change of duties. This may include a reduction in duties / responsibilities in accordance with the organisational change policy as well as an increase in duties / responsibilities, as a result of service developments, restructuring or any other significant change. Where there is an incumbent in post, any changes outside of the organisational change policy must be agreed between the manager and the employee.

A manager may also request that a post is re-evaluated following changes that are made to a vacant role as part of the recruitment and selection review of task, duties and responsibilities.

7.2 Employee

An employee or a group of staff believe that their post has changed significantly and their application is supported by their manager.

8. APPLICATION PROCESS

It is important that Staff and Managers discuss any changes to role as soon as the changes are apparent to the individual and/or manager, and where the post holder and the manager agree that the role has changed and the changes may warrant a higher or lower pay band. The Re-evaluation Request Form must be completed and signed using the Health Board’s current Job Description template and agreement form (Appendix 1 and available on the Intranet or from the Job Evaluation Team). The form should be signed by the post holder, budget holder and executive director for that service.

If the manager does not agree that the changes are warranted or required then they **must** discuss this with the employee and ensure these duties are reallocated so the employee is working to their original job description.
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In the case where a manager agrees that a post holder is working to a job description that has already been job matched with a band outcome and CAJE reference the application process must still be adhered to i.e. the Re-evaluation Request Form must be completed and signed using the Health Board’s current Job Description template and agreement form. The form must be signed by the post holder, budget holder and executive director for that service.

Any applications that have not been signed by all parties will be returned.

The re-evaluation application must be dated, and any change of band will be backdated to the effective date of change on the application form which is the date signed by the Executive Director. It is the manager’s responsibility to ensure that the signed re-evaluation request form and documentation is received by the Job Evaluation Team within 10 working days. The job description should also be sent electronically to enable the information to be uploaded into CAJE the on-line job evaluation system.

In the situation that the manager and employee do not agree that a role has changed the grievance procedure may be utilised.

It is strongly recommended that a copy of all the documentation sent be retained by the applicant.

9. QUALITY ASSURANCE OF DOCUMENTATION

It will be the responsibility of the Job Evaluation Team to ensure an initial scrutiny of the submitted documents, prior to it being sent to a re-evaluation panel. This quality assurance exercise will be undertaken to ensure that all of the necessary documents have been submitted using the agreed template and contain the necessary information to assist the panel to match/evaluate the post.

If as a result of this scrutiny it is found that there is insufficient information contained within the documentation to match the post, the Job Evaluation Team will return the re-evaluation documentation to the manager and the post holder, advising them of the additional information that is required.

10. RE-EVALUATION PROCESS

The re-evaluation request will be allocated to a partnership based job matching panel, comprising of trained management and staff job matchers. The panel will comprise of between 3 and 5 members in accordance with the NHS Job Evaluation Handbook.

The job matching panel will consider all of the evidence/information submitted and will establish if there is a national profile available to match the post to.

If it is agreed that a national profile is available the panel will proceed to attempt to job match the post.

If the job matching panel agrees that the post does not match a national profile or that job matching has been unsuccessful if the first instance the panel will request further information from both the member of staff and their manager. If the match is still unsuccessful the post will be referred for local evaluation and the national protocol for local evaluation in Section 13 of the NHS Job Evaluation Handbook will apply.
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12. RESPONSIBILITIES
Managers, in conjunction with the Job Evaluation Team are expected to deal with any applications for Re-evaluation of Pay Banding in a timely manner and in accordance with the procedure outlined in this document.

The Job Evaluation Team will notify both the manager and the member of staff with the re-banding outcome. This information will include the pay band, the effective date of change, a PDF version of the job description and the accompanying job match report.

A copy of the outcome result will also be communicated to the Payroll Team.

In all cases where a re-evaluation of pay band results in a change in band the manager will be required to complete a Change of Circumstances Form notifying Payroll of the outcome and effective date of change. A copy of the signed agreement form must also be attached to the change form. Payroll will not make any changes until this information has been received from the manager.

13. REFERENCES
Post Title:

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Vacancy
(for use in the vacancy approval processes)

New structure or Service Change
(for use in developing structures or change)

Re-banding
(please complete the section below)

Please e-mail a copy of the job description to:
Andrea Thomas, Senior Terms, Conditions and Benefits Manager, andrea.j.thomas@wales.nhs.uk

PLESE COMPLETE FOR RE-BANDING APPLICATIONS ONLY

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<tbody>
<tr>
<td>Signature(s)</td>
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Name of Budget Holder

| Signature |  |

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<td>Signature:</td>
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For re-evaluation of pay band applications – a signed copy should be sent to:
Workforce & OD Department, Withybush General Hospital, Sealyham Building, Haverfordwest, Pembrokeshire, SA61 2PZ - (please also email a copy as above)