

NHS Greater Glasgow and Clyde

Agenda For Change

Assimilation Exercise

Job Matching and Evaluation Review

Procedure

1. Introduction

- 1.1 This document sets out the process for reviews of job matching/evaluation as part of the assimilation exercise associated with the implementation of Agenda for Change. It applies to Greater Glasgow Health Board (NHS Greater Glasgow & Clyde) employees covered by Agenda for Change arrangements.
- 1.2 NHS Greater Glasgow & Clyde recognise that individuals have the right to seek a review of their matching or evaluation outcome providing they produce written additional evidence and submit this within the agreed time frame. The procedures for this process are laid out in the Job Evaluation Handbook (Chapter 8 page 58 for Matching, Chapter 10 page 62 for Evaluation).
- 1.3 Reviews will not be undertaken because changes have been made to a post after the job description was originally entered for matching or evaluation (but may be dealt with as per the Board's grading review process).

2. Communication

- 2.1 All members of staff receive a letter confirming the band they have been assimilated to and a job matching/evaluation report. Whether or not a member of staff decides to lodge a review may depend on the additional information or explanation they receive from their line manager, HR manager, staff side representative or Agenda for Change project team. This is particularly so if posts are matched to a profile from another sub family or where staff were previously on the same Whitley grades but their banding outcome is different.
- 2.2 NHS Greater Glasgow & Clyde has put in place mechanisms to help staff have a better understanding of Agenda for Change during the assimilation period. This involves briefing sessions for managers and staff representatives, written and web-based material such as Frequently Asked Questions.
- 2.3 Reviews may not be necessary if there is an open attempt to explain the outcomes in relation to the job demands the individual has and the Job Evaluation Scheme Factor Plan.

3. Process for Review of Matching Outcome

- 3.1 Should an employee or group of employees still feel that they may have grounds for a review then they have the opportunity to access the review process.
- 3.2 The need for a review will occur when an employee or group of employees is unhappy with the result of a matching or evaluation outcome. Employees have a right to seek a review of their matching or evaluation outcome either on an individual or collective basis. This request must be submitted within 3 months of the date of receipt of the matching/evaluation report.
- 3.3 It is strongly recommended that employees or groups of employees seek advice from their trade union or professional organisation before lodging a review request. This may also help to facilitate similar requests to be grouped together.
- 3.4 Following receipt of a written request for a review it is anticipated that the process will be undertaken normally within 6 months of the date of the request

and that of the 6 months the Exploratory Stage will take no longer than 2 months. The Area Partnership Forum will oversee this process.

4. Collective Reviews

4.1 The Agenda for Change Agreement allows for collective reviews to be lodged where a group of staff feel the banding outcome is considered inappropriate. The procedures are then the same as for individual requests.

5. Stages of Review Procedure

5.1 Notification

- 5.1.1 The Job Evaluation Handbook requires employees, following notification of the Agenda for Change Band decision to provide details in writing of where they disagree with the matching or evaluation outcome.
- 5.1.2 On receiving the review request the Agenda for Change Team will log the request. The Agenda for Change Team on receipt of this request will supply information on how to locate national profiles, JE handbook and the NHS Greater Glasgow & Clyde Assimilation Exercise Job Matching and Evaluation Review Procedure.
- 5.1.3 Line managers and/or staff representatives may also identify anomalies in the matching/evaluation outcomes. Such anomalies should be highlighted to the Area Partnership Forum subgroup (see paragraph 5.2.1 below) through the Director of Human Resources.

5.2 Exploratory Stage

- 5.2.1 A subgroup of the Area Partnership Forum will consider the overall requests for reviews to ascertain where through the pattern of reviews there may be a particular issue that can be resolved without recourse to further consideration. Where it is necessary to proceed with the review, this will be conducted as follows.
- 5.2.2 A discussion will take place between the employee or group of employees and their line manager, involving two experienced job matchers (one Management and one Staff Side). The employee or group of employees may choose to be accompanied by their trade union representative.
- 5.2.3 The purpose of this discussion is to:
 - a) clarify the matching or evaluation outcome,
 - b) ensure a shared understanding of how the matching and evaluation process works,
 - c) to assist in reaching consensus on the evidence presented,
 - d) identify in the light of the above whether or not a reasonable case may exist,
 - e) provide guidance on the steps the employee or group of employees has to take.

- 5.2.4 This exploratory stage will consider the appropriate job information and matching/evaluation report for the post(s). Should the exploratory stage indicate that the original matching/evaluation decision was made on insufficient information, then the employee/group of employees and the manager will need to provide the additional or revised information in writing using either the agreed matching review form (Appendix 1) or a revised Job Analysis Questionnaire (in the case of an evaluated job) to trigger the formal procedures.
- 5.2.5 It should be emphasised that a review request must be based on the job as it was on 1 October 2004. New and changed jobs since 1 October 2004 may be subject to the Board's grading review procedure.
- 5.2.6 If following this stage the individual/group are satisfied that the matching outcome was correct then the line manager will notify the Agenda for Change Team that the matter is closed.
- 5.2.7 At the end of this stage it is the right of the employee or groups of employees to proceed into the next stage if they remain dissatisfied with the outcome.

5.3 Formal Stage

- 5.3.1 The review will be carried out by referring the request to a further Matching or, if previously evaluated, further Evaluation panel. The majority of the review panel will consist of members that have not been previously involved in assimilating the post. The review panel will operate in the same way as the first as per the National Job Evaluation Handbook.
- 5.3.2 The review panel can:
- a) Confirm the same match
 - b) Confirm a match to a higher banded profile
 - c) Or, exceptionally, refer the job for local evaluation
- 5.3.3 The employee or group of employees has no right of appeal beyond the review panel if their complaint is about the matching/evaluation outcome.

6. Consistency Checking

- 6.1 Only when the reviewed post has gone through the local consistency checking panel and the national Job Evaluation Monitoring Group (JEMG) will individual/s be made aware of the outcome in writing.

7. Grievance Procedure

- 7.1 In the event of the line manager and the employee/group of employees failing to agree on additional or revised information required to take forward the Review Procedure then the employee/group of employees may pursue the matter using the Board's Grievance and Disputes Procedure.

NHS Greater Glasgow & Clyde

Agenda for Change – NHS Job Evaluation Scheme

Assimilation Exercise Job Matching Review Form

Please complete all of the following information and by using the appropriate factor indicate your reason for this review request.

Full Name:
(Please Print)

Home Address:

Job Title:

Staff Pay Number:

Place of Work:

Acute Directorate/CH(C)P/other Partnership/Corporate Function:

Name of Line Manager:

Job Statement	
Factor	Relevant job information
Communications and Relationship Skills	
Knowledge, Training & Experience	
Analytical & Judgemental Skills	
Planning & Organisational Skills	
Physical Skills	

Responsibility for Patient Care	
Responsibility for Policy/Service Development	
Responsibility for Financial & Physical Resources	
Responsibility for Human Resources	
Responsibility for Information Resources	
Responsibility for Research & Development	
Freedom to Act	
Physical Effort	
Mental Effort	
Emotional Effort	
Working Conditions	

Employee's Signature:

Line Manager's Signature:

Date:

Process Flow Chart

