

## **Agenda for Change**

### **Job Evaluation Monitoring Group (JEMG)**

The JEMG has considered a number of principles governing the process of considering assimilation requests consistent with its aims and remit. The principles are:

#### **Quality of the Assimilation Request Form**

The information given on numbers of posts and post holders needs to be clear, correlate with each other and correlate with posts held on CAJE.

NHS Boards should only seek assimilation approval when the matching for the job family (or if more appropriate, the sub job family) is complete.

All local consistency issues for the job family or sub job family must be concluded by the NHS Board prior to application.

The Critical Issues list arising from local consistency checking has to be clear and robust. For each issue raised the NHS Board should state:

- Brief details sufficient for JEMG to understand the issue
- The decisions made and the rationale
- The appropriate CAJE NHS ID code for the posts concerned (Job codes should also be quoted for posts being submitted for evaluation)

Statements from the Consistency Checking Checklist should not be repeated in the Proforma as this unnecessary additional information

#### **Provisional Approval**

There may be a number of circumstances where provisional approval may be given:

- Where the application requires further clarification for part of an assimilation request but other parts are satisfactory.
- If JEMG would like to consider further requests from other similar NHS Boards before giving final approval.

Where provisional approval has been given, the NHS Board will be advised that they could proceed and prepare for assimilation pending full approval.

#### **Consistency of outcomes**

In order for the JEMG to fulfil their monitoring role effectively and to avoid making mistakes which could set inappropriate precedents within Scotland, assimilation approval will not normally be given until there are 2 or 3 similar requests from other NHS Boards. All assimilation requests will be recorded and reviewed. The JEMG will feedback to the service of the types of requests that have been made.

#### **Matching Timetable**

The JEMG will take account of the Approved Matching Timetable in seeking and approving assimilation requests e.g. in the first instance Nursing, Midwifery and Ancillary posts.

#### **Comments made about the Job Evaluation Scheme**

Job Evaluation Leads have been asked not to use the Assimilation Approval process to raise concerns about the JE scheme. If concerns exist, these should be raised with SPRIG in a more appropriate manner.

### **Matching Procedure**

- Assimilation will not normally be granted if it is felt that the factors for Knowledge, Training and Experience (Factor 2) and Freedom to Act (Factor 12) have been used as a filtering mechanism and this has not been corrected by the process of consistency checking.
- JEMG will need to be satisfied that Matching Panels have attempted to identify the appropriate profile by checking 1 above and 1 below the profile chosen.
- NHS Boards are reminded to check the State of Play Document for Profile development to ensure all possible profile options have been attempted before progressing to local job evaluation, and also to check if profiles have been withdrawn or reviewed.

### **Submission of Assimilation Requests**

NHS Boards to submit approval requests **at least one week** before the date of the JEMG meeting to allow for adequate preparation.

### **JEMG procedures**

- Assimilation Requests will be logged and dated. A record will be kept of decisions made and further action required
- JEMG will review the log on a regular basis.
- In order to make efficient good use of JEMG's time, a core group of the JEMG will meet prior to the formal meeting to undertake a preliminary assessment of the assimilation requests made.

### **JMEG**

**August 2005.**