

Pay Modernisation Team

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TO: JE Leads
CC: Project Managers
Job Evaluation Monitoring Group

Date 17th August 2005
Your Ref
Our Ref PMT2005.012

Enquiries to David Renshaw
Extension 4415
Direct Line 01324 404415

Dear Colleague,

Revised Assimilation Request Proforma & Principles Governing Consistency

I attach the revised Assimilation Request Proforma and notes which have been placed on an Excel attachment. The revised forms have been approved by the Job Evaluation Monitoring Group (JEMG) and all assimilation requests should now use this format.

Please note that all requests should be sent to the Agenda for Change Team (Caroline Nicol) at least 1 week prior to a JEMG meeting.

A completed sample proforma is also attached. This was completed using a fictitious data.

Also attached is a paper attached describing the principles that the JEMG will adhere to when considering requests. The principles have been approved by both the JEMG and SPRIG.

For information, the dates of future meetings and the members of the JEMG (a sub group of SPRIG) are:

Tuesday 30th August
Tuesday 13th September
Tuesday 27th September
Tuesday 11th October
Thursday 27th October or Tuesday 1st November (Provisional dates)
Tuesday 8th November
Tuesday 22nd November
Tuesday 6th December

C'td.....



David Renshaw (Chair)
Diane Annand
Lorraine Hall
Patricia McNally
Caroline Nicol
Elizabeth Stow
Gordon Wenham

Jane Anderson
Michael Fuller
Gillian Lenaghan
Jean Mowle
Sonia Pollock
Paul Watt

Please contact David Renshaw on 0797 982 5683 if you have any enquiries regarding the Assimilation Request Proforma.

Yours sincerely.

David Renshaw
Job Evaluation Lead