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**To: EI HR Directors  
Project Managers  
Staff Side Leads**

Monday 21st June 2004

Dear Colleague

**RE: Review of Early Implementation**

We are making good progress in carrying out the joint review of processes and overall results of early implementation of Agenda for Change. We have completed a review of a number of processes and will be making these available to you as early implementers. In addition we are beginning to prepare revised documents which incorporate any changes for organisations planning for rollout to commence from the date of national rollout.

We have also given careful consideration to how and when revised processes should apply to early implementers. We are agreed that there is no requirement to redo previous work using revised processes. Revised processes that may result in a different outcome are to be applied with effect from the date of release. Revised processes which when applied are most unlikely to lead to a different outcome are to be applied from the date of national rollout.

We have attached the first two revised processes that are about job matching and a copy of the revised JE factor plan. These processes are to be followed with effect from today in respect both of any new matching and of any reviews to be held to reconsider an earlier match. If a review results in a different pay band outcome this will be effective from 1<sup>st</sup> June 2003 or a later date if appointed or in an altered role after 1<sup>st</sup> June 2003. Please make copies of the revised process available to your Job Evaluation teams. Any technical queries about this should be referred to Trevor McIlroy, Chair Job Evaluation Working Party.

Signed,

M Evershed - DOH                      J Irwin - Staff Secretary  
**[Shadow Executive of the Staff Council]**