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## SCHOOL BASED REGRADING APPLICATION **Policy**

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## 1. POLICY STATEMENT

The Council has agreed, in conjunction with the trade unions, to implement a Regrading Application Policy.

Both the Council and the trade unions agree that, although the particular duties attached to posts may vary over time, this does not necessarily result in a significant change in the level of responsibility or the general character of the duties involved. Such variations are a common occurrence, and do not provide a justifiable basis for regrading.

However, in cases where there has been a substantial change in the duties and responsibilities of a post, and the grading has not been altered to reflect this or the employee concerned is dissatisfied with the decision as to the grading of that post, then an application for a review can be made using the following procedure.

## 2. REGRADING APPLICATION CRITERIA

All applications must evidence a substantial change in the duties and the level of the responsibilities attached to the post to proceed to the Review Panel stage.

## 3. REGRADING - FORMAL REVIEW STAGE

Any employee(s) who wish to apply for a regrading must complete the application form set out in Appendix 1 and will need to state on this whether they are applying on an individual basis or as a group.

All applications must be submitted to the Governing Body using the following timescales

Applications received between:

- 1 October to 31 March will be processed by 30<sup>th</sup> June each year
- 1 April to 30 September will be processed by 31<sup>st</sup> December each year

If the Governing Body **accepts** that the employee(s) has/have evidenced a substantial change in the duties and the level of the responsibilities, they will confirm this fact by countersigning the form and submitting it to the Director of Human Resources who will arrange for the post to be suitably evaluated. As part of that evaluation process, the employee(s) will meet with the Council's Job Analyst(s) and the Job Evaluation questionnaire will then need to be completed.

The outcome of the Formal Review Stage is as follows:

- i) If following the evaluation process, it is determined that the post **should increase** then the increase will take effect from the date the application was submitted (NB - no backdating of payment will be allowed prior to this submission date).
- ii) If following the evaluation process it is determined that the post **should not increase** then the matter will be considered closed and no further review will take place for a 12 month period. The employee and the relevant Headteacher will have the opportunity to be met by a representative from HR and a Job Analyst to explain why there was no increase in grade.

If the Governing Body **does not** accept that the employee(s) has/have evidenced a substantial change in the duties and the level of the responsibilities, they will confirm this fact by countersigning the form and submitting it to the Director of Human Resources who will arrange for the post to be submitted to the Regrading Review Panel.

#### **4. REGRADING REVIEW PANEL**

The Panel will hear all cases within 3 months of the date that the regrading application was submitted, in accordance with the timescales identified in this procedure.

The Panel will be chaired by a representative of the Director of Human Resources. The Chairperson will be non-voting, but will provide advice and guidance to all parties present. Two Service Directors/Heads of Service, together with one trade union representative, will complete the Panel.

The Director of Human Resources representative must receive the statements of case of each party, at least fourteen days prior to the meeting of the Review Panel, and will arrange the mutual exchange of these documents. The agenda for the Panel meeting, together with all relevant documents, will be circulated to all parties at least five working days prior to the meeting of the Panel.

Where a trade union representative is presenting the case for an employee, the employee concerned will be permitted to attend. The procedure for hearing the regrading application is shown at Appendix 2.

**NB - No witnesses can be called at any stage of the procedure.**

## 5. REGRADING REVIEW PANEL DECISION

The Panel Members will consider the case in private, and will advise all parties in writing of their decision, within 10 working days of the hearing.

If the Panel accepts that the employee(s) has/have evidenced a substantial change in the duties and the level of the responsibilities then they will confirm this fact and ask the Director of Human Resources to arrange for the post to be suitably evaluated. The outcome of the formal review stage is as detailed in point 3 above.

The application will then be considered using the procedure set out in the Formal Review Stage is as detailed in point 3 above.

If the decision is **not to agree** to the regrading application the employee and Governing Body will be notified that the appeal was unsuccessful.

It has been agreed that no further action will be taken outside this procedure in respect of a regrading review claim.

No further formal review stage appeal can be submitted within the 12 month period following the date of notification of an unsuccessful appeal.

**APPLICATION FOR A REGRADING REVIEW WITHIN SCHOOLS**

All applications must be submitted via your Governing Body.

**PERSONAL DETAILS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TRADE UNION MEMBER: YES / NO  
IF YES WHICH TRADE UNION: \_\_\_\_\_

PAYROLL NOS: \_\_\_\_\_

**POST DETAILS**

POST TITLE: \_\_\_\_\_

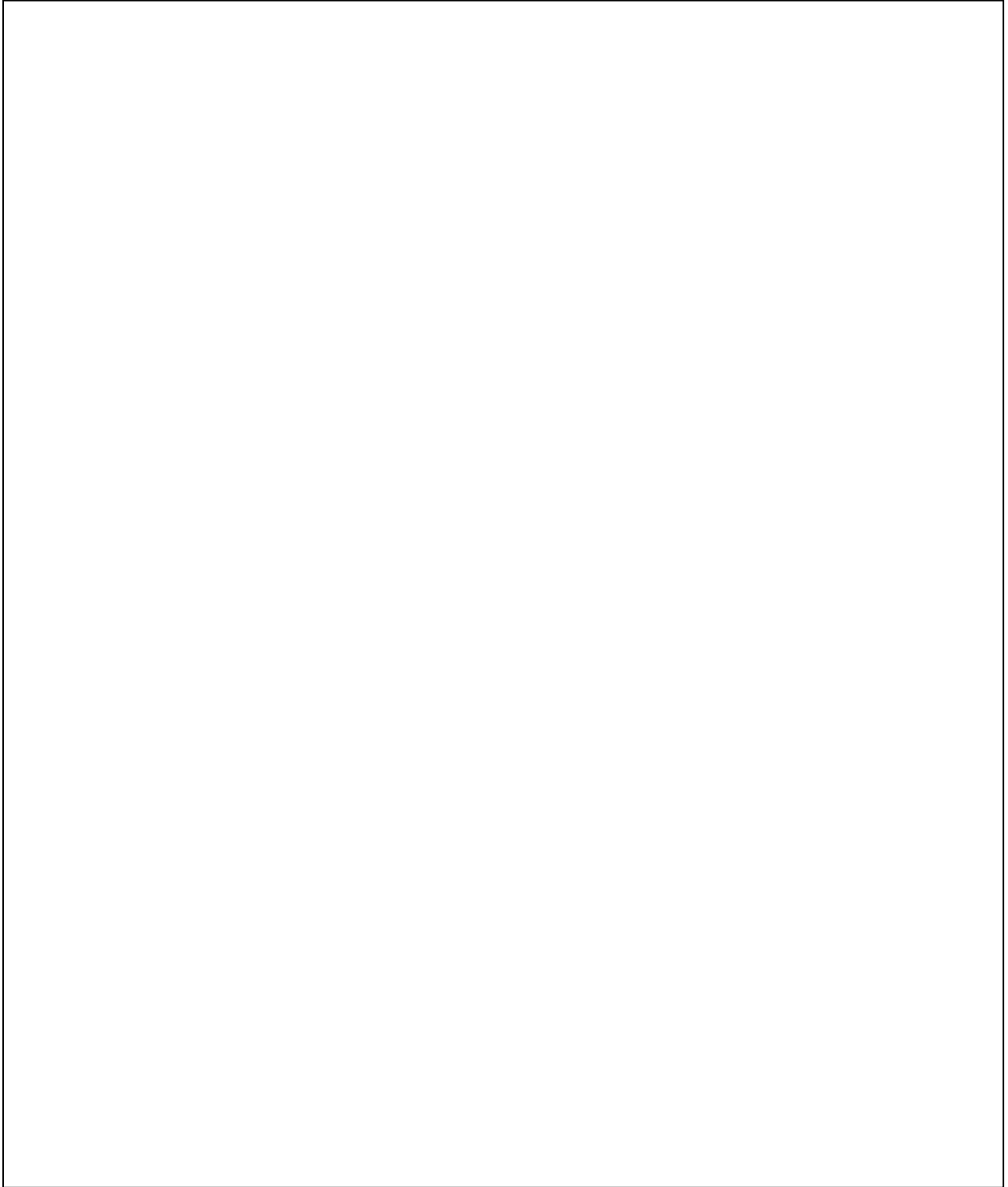
GRADE: \_\_\_\_\_ HEADTEACHER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**APPLICATION DETAILS**

Please outline evidence of a substantial change in the duties and level of responsibilities attached to the post (you may attach further information if required).

\_\_\_\_\_



Applications received between:

1 October to 31 March will be heard by 30 June each year.

1 April to 30 September will be heard by 31 December each year.



This application is submitted as:

- an individual request for a regrading review (\*)
- a group request for a regrading review and the additional staff members submitting the request are as follows (\*)

(\*) – please tick one box only.

<b>ADDITIONAL STAFF NAMES</b>
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**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GOVERNING BODY CONFIRMATION**

I confirm that I am **in agreement** that the employee(s) has/ have evidenced a substantial change in the duties and the level of the responsibilities and request a formal evaluation of their submission (\*).

I confirm that I **do not agree** that the employee(s) has/have evidenced a substantial change in the duties and the level of the responsibilities and request a formal evaluation of their submission (\*).

(\*) *– please tick one box only.*

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**CHAIR OF GOVERNORS:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Signed on Behalf of Governing Body**

**REGRADINGS REVIEW PANEL PROCEDURE**

1. The trade union representative and/or individual appellant will make the initial submission.
2. Questions may be asked, in the first instance, by management's representative, followed by Panel members.
3. Management will then state its case.
4. Questions may be asked by the trade union representative and/or individual appellant, and then by the Panel members.
5. The trade union representative or individual appellant will sum up their case.
6. The Management side will sum up their case.
7. All parties will then withdraw from the meeting.
8. If there is a need to recall the parties, then both parties shall return, notwithstanding that only one side is concerned with the point giving rise to doubt.
9. The Panel will determine on the case, in private, and will advise all parties in writing of their decision, within 10 working days of the hearing.