



**East Herts Council**

**Appeals Process**

**HAY Evaluation Scheme**

**January 2008**

## **Joint Process for Implementing Job Evaluation**

### **Appeals Procedure**

This procedure will apply to all appeals against results using the Hay method of job evaluation. The appeals procedure is confidential, any breaches of confidentiality will be considered under the disciplinary procedure.

- 1 If any individual wishes to lodge an appeal, against the result of their job evaluation they must notify the Head of People and Organisational Development in writing and send a copy to their Head of Service within 10 working days of receipt of their result. You do not have to submit your written appeal at this stage.

The Head of People and Organisational Development will acknowledge your intention to lodge an appeal and advise you of timescale for your written submission. The grounds of appeal must be that the individual considers that either, the scheme was wrongly applied to their post or there was a failure to follow the correct process. Their appeal must be based on how they consider their grade band is not accurate. They should then put forward their case for the band that they consider is appropriate.

- 2 The appellant must submit their written appeal to their Head of Service who will pass it with comments on the accuracy of the information to the Head of People and Organisational Development. A copy of the comments will also be sent to the appellant. Unison Members should seek a view from their Branch Officers before submitting an appeal.
- 3 It is intended to deal with appeals on written evidence. However the appellant will be informed of the date and time of the appeal, and should they wish to attend they can be accompanied by a Unison representative or a friend or colleague.
- 4 Each written appeal must state why the appellant considers the grade band should be changed. The appeal can only be based on the information available at the time of submitting the JE request and the documentation submitted.
- 5 The appeal panel will receive a copy of the written submission and

comments at least five days before the appeal hearing.

- 6 The appeal panel will consist of the following three members; a Hay trained member of People and Organisational Development, a Branch or Regional UNISON Officer (from outside the Appellants Division) and a Hay representative, all who have not previously evaluated the post.
- 7 Although the panel will only consider written evidence the appellant has the opportunity to present their written submission should they wish to do so.
- 8 If the appellant attends the appeal, the panel will be able to ask the appellant questions and seek clarification on points raised in the written submission.
- 9 The panel may seek clarity about the requirements of the post being looked at from the Appellant and/or Head of Service/Line Manager.
- 10 The panel will then discuss the appeal and reach their conclusions. Their options are:
  - Agree to change the grade banding or
  - Reject the appeal.
- 11 The result of the appeal will be issued to the appellant as soon as possible after the hearing.
- 12 There is no further line of appeal after this process.