



Regrading Policy & Procedure

Version Control:	
Document Name:	Regrading Policy & Procedure
Version:	1
Author:	Head of Human Resources
Approved by:	Director of Resources
Date Approved:	
Review Date	

Regrading Policy & Procedure

1. Introduction

1.1 Change in the external environment, such as the introduction of new legislation, or the adoption of new policy initiatives by the Council will inevitably lead to change in the roles that employees perform.

1.2 Changes are often within the scope and grade of existing posts and minor amendments to job descriptions will be necessary. In other cases the job content may change qualitatively, for example by introducing greater decision-making responsibility or duties which require the application of a higher level of knowledge or skill. In these cases regrading of the post may be necessary to ensure the grade is appropriate to the scope of the job.

1.3 Normally, regrading occurs as part of a restructuring of a team to meet changing service needs. Where change is incremental, however, individuals may make an application for regrading on the grounds that additional duties have changed the **level** and **scope** of the job resulting in a significant increase to duties and/or responsibilities.

1.4 The policy is not appropriate for dealing with:

- The amount of work an employee is required to undertake where the change does not affect the level of responsibility of the job.
- Internal comparisons with other employees (other than on the grounds of equal pay).
- Employees being asked to undertake work not specifically detailed in the job description but the scope of which could reasonably be expected to fall under 'any other duties commensurate with the grade'.
- Appeals following departmental reviews and restructures.

2. General principles

2.1 The procedure applies to all employees of the Council except those employed under JNC conditions for Chief Officers and Chief Executives for whom separate procedures, as detailed in the relevant JNC handbooks, apply.

2.2 If an employee feels that they have reasonable grounds for an upgrading as a result of substantial changes to the **level** and **scope** of the duties and responsibilities of the job, then they can complete a regrading application form available from the HR Department.

2.3 Assessment of the grade will be made solely on the basis of permanent significant changes in the duties of the job, where these represent either a substantial increase in the **level** and **scope** of the responsibility of the role, or a requirement to apply a **higher level** of knowledge or skill. These factors, rather than volume of work or its budgetary implications, will be the basis for judging a claim for regrading.

2.4 All regrading applications will be considered at a Regrading Panel meeting and a decision reached and notified to the employee normally within ten working days of the panel meeting.

2.5 Applications for regrading within 12 months of a previous application will not normally be considered. The decision to progress an application in these circumstances rests entirely with the Head of HR. No appeal facility exists against such decisions.

2.6 A regrading application may be deferred if it is determined as part of a wider-ranging organisation review. The review should be completed or a decision on the regrading claim made within six months of the date of the application. If the process is subject to delay, reasons for the delay and a revised deadline will be given.

2.7 Any complaint by the employee that an application decision has not been given within the ten working days with no reason for a delay given may be raised through the grievance procedure.

3. Procedure

3.1 It is the responsibility of the applicant to submit their statement of case by completing the appropriate section of the regrading application form, detailing the perceived changes in duties from the current job description, and the **level** and **scope** of responsibility and demonstrate a significant increase, or a requirement to apply a **higher level** of knowledge or skill. The applicant should illustrate the changes by giving comprehensive examples of work undertaken on a permanent, regular basis. It should be made clear where the nature of the duties has changed and/or where additional duties have been undertaken. Reference should be made to the reasons for the changes to responsibilities e.g. deletion of established posts, voluntary redundancies, early retirements etc. Attached to the application should be the current job description and any other supporting documentation. The applicant should keep a copy of the regrading application and any documents submitted. All relevant evidence must be included by the applicant at this stage as no further supporting papers/evidence will be accepted at any future stage including appeals.

3.2 The completed form should be submitted to the Line Manager (must be Head of Service or above) who will complete the relevant section of the form verifying the accuracy of the information in the application. They will also make a clear recommendation either supporting the application, or not.

The following factors should be considered: -

- Accuracy and permanent nature of additional duties and/or responsibilities.
- The additional duties and/or responsibilities claimed demonstrate sufficient detail to assess the following:
 - A significant increase in the level and scope of duties
 - A significant increase in the level and scope of responsibilities
- That the grade requested by the applicant does not conflict with or adversely affect other gradings within the department.

Completed forms should be submitted to the HR Department. To ensure a consistent approach is adopted all regrading applications will be discussed between the Head of HR and an HR Principal Officer prior to submission to the Regrading Panel, to ensure completeness. Applicants may then be given a time limited opportunity to address any gaps in their application.

4.0 Regrading Panels

4.1 The Regrading Panel comprises Senior Management Team who have delegated authority to approve applications and will decide whether additional duties and responsibilities constitute 'a substantial increase in level and scope'.

4.2 During 2022/23, the Regrading Scheme will be opened for one four-week window only, following which the Regrading Panel will convene to consider any applications.

4.3 An HR Principal Officer will act as a formal procedural advisor to the Regrading Panel. If the application is directly related to the HR Team, the Democratic and Electoral Services Manager will act as advisor.

4.4 Applicants will attend the Regrading Panel to present their case and answer any questions from the panel. The applicant also has the option to be accompanied by a work-based colleague or union representative.

4.5 Successful applications normally take effect from the date of original application. Managers will draft the new job description and person specification and HR will issue a revised contract.

4.6 The Regrading Panel will confirm reasons for any unsuccessful application.

4.7 The Regrading Panel decision will be notified in writing by HR to the employee, normally within ten working days of the panel meeting.

5. Regrading Appeals – Principles

5.1 If an employee's request for regrading has been rejected by the Regrading Panel, the employee may apply to have their case heard by a panel of four Elected Members established especially for this purpose and constituted in accordance with rules of proportionality.

5.2 If required to convene, the Regrading Appeal Panel will be scheduled no later than 8 weeks after the Regrading Panel meeting.

5.3 The Regrading Appeal Panel has delegated authority to refuse or uphold an appeal and effect an increase in grade.

5.4 Appeals must be submitted in writing to HR within 5 working days of the employee receiving confirmation of the rejection of their regrading application, detailing the grounds for their appeal..

5.5 The employee has the right to be accompanied by a work-based colleague or union representative.

5.6 The Democratic and Electoral Services Manager will convene the Regrading Appeal Panel and ensure that statements of case are submitted and distributed according to this procedure.

5.7 An HR Principal Officer will act as a formal procedural advisor to the Regrading Appeal Panel. If the appeal is directly related to the HR Team, the Democratic and Electoral Services Manager will act as advisor.

5.8 The relevant Senior Management Team member will submit and present the Management case.

5.9 A written statement of case will be required from Management no later than seven days before the Regrading Appeal Panel meeting date. The Management statement should include the reasons the application was rejected by the Regrading Panel, the current job description for the appellant together with an organisation chart showing the position of the post within the departmental hierarchy. The employees original application, comprising their statement of case and any additional documentation, will be submitted to the Regrading Panel. No additional supporting papers will be accepted.

5.10 The Regrading Appeal Panel will receive both statements of case at least three days before the meeting date. Both sides should receive hard copies of the others case statements as soon as possible but no later than three days before the meeting date, either hand delivered or sent via Royal Mail Special Delivery, and in all cases, delivered on the same day. Employees should make their own arrangements for giving a copy of the management case to their union representative if they wish to do so.

6.0 Hearing of the Regrading Appeal

6.1 The appellant and/or their representative will present their statement of case giving specific details of the additional responsibilities taken on by the appellant.

6.2 This will be followed by questions from the Management side and Panel Members.

6.3 The Management statement of case will be presented by the appropriate member of Senior Management Team who may then be questioned by the appellant(s), their representative and the Regrading Appeal Panel Members.

6.4 Both sides will have an opportunity to sum up at the conclusion of the Management side case.

6.5 At the conclusion of the evidence both sides will withdraw. The Panel will deliberate in private, only recalling the parties for points of clarification. Both sides will be recalled should further clarification of this nature be necessary.

6.6 The decision of the Panel shall be normally be conveyed to both parties in writing by an HR Principal Officer (or Democratic and Electoral Services Officer if acting as advisor) no later than ten working days after the hearing. Any decision to re-grade will take effect from the original application date and actioned in the subsequent monthly payroll.

6.7 The decision of the Regrading Appeal Panel is final and no further right of appeal exists.