

Grading and Regrading Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Procedures:

Change Management Procedure

Other Documents:

Role Profile Template

Staff Re-grading Application Form

Grading Flow Chart

Process

1 Scope

1.1 This procedure covers all North Yorkshire Police (NYP) personnel.

2 Purpose

2.1 To establish a procedure for the fair processing and consideration of applications for re-grading from members of police staff, and for management submissions for grading and re-grading of posts.

3 Principles

3.1 In line with treating all individuals within its employment on a fair and consistent basis, these procedures conform to Police Staff Council (PSC) and locally agreed Conditions of Service.

4 Applications from Staff

4.1 An application form can be obtained from the Source or by clicking on the link above.

- 4.2 The completed application form should be submitted through the Line Manager and Head of Function to the People Services Helpdesk inbox. This should be carried out within four weeks from the time at which the Line Manager first receives the completed application.
- 4.3 A Personal Regrade application from a member of staff should relate to one or more of the following criteria:
- *where there has been a substantial change in the level of duties, responsibilities and/or accountabilities of the post beyond normal variations since the last appointment to the post or since the current level of pay for the post was established (whichever is later).*
 - *where duties, responsibilities and/or accountabilities have transferred from one post to another and a member of staff feels that as a consequence management has misapplied the North Yorkshire Police pay framework to their post, when assessing the levels of duties, responsibilities and/or accountabilities with the level applicable to other similar posts in NYP.*
 - *where a member of staff accepting a post after advertisement claims, within the first 12 months of working in the role, that management has misapplied the pay framework to their post, when assessing the level of duties, responsibilities and/or accountabilities with the levels applicable to other similar police staff posts in NYP.*
- 4.4 If the post also exists in other Functions, further work may need to be undertaken to determine a revised role profile which is agreed by all relevant parties. This work will be co-ordinated by the HR Business Partner appointed to support the grading application.
- 4.5 Where the application is not supported by management, the manager should provide feedback to the individual and update the form documenting the rationale.
- 4.6 Upon receipt of the application for re-grading the HR Business Partner is required to complete Section 1 of the Grading Report and the relevant section of the application form. Having quality assured all the information they have received and completed and signed the relevant parts of the application form and the Grading Report, the HR Business Partner will submit: the Re-grading Application Form; a copy of the role profile which was in place at the time the applicant commenced the role; a copy of the current role profile (if applicable); and the Grading Report. It is expected that the HR Business Partner will normally be able to submit this information within two working weeks of receipt.
- 4.7 Wherever possible, NYP will endeavour to provide an outcome to a grading application within six weeks of receipt of the full paperwork.(see 6.1).
- 4.8 The individual's line manager and the HR Business Partner will be informed of the outcome of the panel within 7 calendar days of the Grading Panel. At this point the appropriate

paperwork will be generated by the People Services Helpdesk Team. The line manager will inform the individual/s of the outcome of the panel.

- 4.9 Any enhancement to grade (or appeal) will be paid with effect from the date of when the applicant signed the completed application.
- 4.10 Agreed timescales for the processing of applications can only be amended by mutual consent.

5 Management Submissions

- 5.1 Where management believe a current post requires re-grading, or they have a new post which requires grading, they should liaise with the HR Business Partner for their area in the first instance. All management grading/re-grading requests must be accompanied by a change proposal approved by the Head of Function and Chief Officer Lead and should include the rationale for the requested grade.
- 5.2 The HR Business Partner will be required to complete Section 1 of a Grading Report and submit this, along with all relevant paperwork. A copy of the new role profile on the appropriate template should be submitted at the same time.
- 5.3 As with the personal re-grading submission, the HR Business Partner must quality assure all documentation before it is sent through to be processed, including the role profile - ensuring that it is legally compliant, succinct and fit for purpose. This will usually take no more than two calendar weeks from the date the HR Business Partner receives the completed paperwork from the manager.
- 5.4 Grading submissions will only be accepted when all of the required documentation has been completed, quality assured and provided with the submission. Incomplete paperwork is likely to result in delays to the process.
- 5.5 Wherever possible, NYP will endeavour to provide an outcome to a grading submission within six weeks of receipt of the full paperwork (see 6.1).
- 5.6 The relevant manager and the HR Business Partner will be informed of the grading outcome within 7 calendar days of the Grading Panel. At this point, where there has been a re-grading and there is a current post holder undertaking the role, the appropriate paperwork will be generated by the People Services Helpdesk Team.
- 5.7 Grading Panel outcomes will be effective from the date of the Grading Panel decision.

- 5.8 Where management do not agree with the outcome of the Grading Panel, they do not have the right of appeal. However, if they feel that the Panel did not have all relevant information available to them, management will be able to submit one further grading application, to include all of the additional information, to a future grading panel, following the appropriate process.

6 The Grading Report and Grading Panel

- 6.1 Once all completed and accurate documentation is received the role will be booked into the next available Grading Panel. Wherever possible NYP will endeavour to provide a decision on any personal grading application or management submission within 6 weeks of the full and complete paperwork, including the Grading Report, being received. Those concerned will be fully consulted with should there be a need for an extension to this time period.
- 6.2 The applications will be assessed using benchmark roles within NYP, which have been agreed, with UNISON, as suitable comparator roles for the grading process.
- 6.3 The completed Grading Report which details recommendations along with a supporting rationale, will be submitted to a Grading Panel.

7 Grading Appeals (Personal Re-grade Applications Only)

- 7.1 If the post-holder is not satisfied with the result of the Grading Panel, they have a right of appeal. The appeal should be registered with the People Services Helpdesk Team, in the first instance, detailing the grounds for appeal, within one month of receiving the result in writing. A date for the hearing shall be notified to the post-holder within one month of receipt of the appeal. The date of the appeal hearing will be within 3 months.
- 7.2 Appeals will be heard by the Director of People Services or their nominated representative.
- 7.3 At the appeal the individual will have the right to be accompanied by a colleague or trade union representative.
- 7.4 The decision of the Director of People Services will be final.

Responsibilities

Member of Staff

Will abide by this procedure when submitting an application for re-grading.

Line Manager

Will consider all applications for re-grading fairly and will supply supporting documentation where appropriate. Will abide by this procedure when submitting a management grading or re-grading

request. Will complete the appropriate parts of the relevant forms and will submit all necessary documentation as required. Will communicate the outcome of any application or submission to any individual/s affected.

Head of Function

Will consider applications for re-grading fairly, giving due regard to all relevant information and the potential wider impact of a re-grade. Will liaise with the line manager as necessary in the submission of a management re-grade/grading request.

People Services

Will liaise with the relevant manager in the submission of a management request for re-grading/grading. Will complete and sign Section 1 of the Grading/Re-Grading Report template for all submissions. Will complete the relevant section of individual re-grading application form. Will quality assure all documentation before it is passed on for processing.

Will compare the new role profile to benchmark comparator roles and will produce a report based on the findings. Will present a summary of the report to the Grading Panel.

Grading Panel Members

Will consider fairly and objectively the grading report, and where appropriate the application form, and any additional information supplied by management at the Grading Panel. Will make a decision on each submission and will complete the relevant Grading Panel Decision Form, adding any comments to be fed back to the manager/ HR Business Partner.

UNISON

Will attend the Grading Panel as appropriate. Will provide comment and advice to ensure fairness of process.

Definition of Special Terms

Benchmark/Comparator Roles

Roles which are deemed by their role profiles to be suitable examples of a particular grade. The role profile is used as a benchmark to compare the new or revised role profile against.

Grading Panel

A panel consisting of a Chair (usually the Head of HR Support) and two other members of NYP staff who are senior managers. The panel considers all grading and re-grading applications and submissions.