

JOB BANDING POLICY

1. INTRODUCTION

- 1.1. The NHS Job Evaluation Scheme underpins the Agenda for Change pay system as set out in the NHS Terms and Conditions of Service Handbook (NHS Employers, January 2005).
- 1.2. This Policy applies to the banding of all staff on Agenda for Change terms and conditions (all staff, except medical staff and directors).
- 1.3. The policy will apply the Job Matching and Job Evaluation procedures as set out in the NHS Job Evaluation Handbook (2nd Ed. Department of Health, October 2004). (See Appendix 1)
- 1.4. The policy applies to:
 - 1.4.1. the banding of new vacant posts, where a banding has not previously been applied;
 - 1.4.2. a post has been updated prior to recruitment;
 - 1.4.3. to the banding of posts that have been revised as a result of organisational change or where there have been significant changes to a job within a department
- 1.5. The policy does not need to be applied where there are straight replacements for existing posts.
- 1.6. The practical operation of this Policy will be reviewed from time to time and any amendments will be agreed between the management and staff side representatives.

2. POLICY

- 2.1. The purpose of the NHS Job Evaluation Scheme is to provide a means of fairly rewarding people by measuring their job-related skills, knowledge and responsibilities. The scheme has been developed especially for NHS staff and is used to help ensure that staff receive equal pay for work of equal value. The detailed assessment of a post using the Job Evaluation Scheme will determine the correct pay band for each post, and so the correct basic pay.

3. PROCEDURE

- 3.1 A job submission pack to include an agreed job description and person specification and organisational chart for all jobs that require banding (i.e. new posts and revised posts) should be sent electronically to the administrator followed by a hard copy to the appropriate HR Consultant. The hard copy should also include the job description submission form signed by the line manager. (Appendix 2)
- 3.2 Job Matching panels comprising of trained evaluators will meet on a regular basis to review jobs.
- 3.3 Certain posts are exempt from this procedure. This is due to a wide prevalence of these posts across the trust, and a consistency of bandings:

Job Title	Band
Newly registered staff with no requirement for further study to the equivalent of post-graduate diploma including: Nurses Midwives Physiotherapists Occupational Therapists Radiographers (diagnostic & therapeutic) Biomedical and Healthcare Scientists Orthoptists	5
Midwives on completion of preceptorship and Annex T of the Agenda for Change terms and conditions apply.	6
Newly qualified Pharmacists	6
Clinical Nurse Specialist	6
Nurse Team Leader (Ward)	6
Nurse Team Manager (Ward)	7
Newly registered Clinical Scientists	7
Senior Ward Housekeeper	3
Clinical Support Worker (with NVQ3)	3
Clinical Support Worker	2
Ward Clerk	2
Receptionist	2

Phlebotomist	2
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4. JOB BANDING REQUEST FOR REVISED POSTS

- 4.1 Only significant changes are likely to affect a matching or evaluation band outcome. When a job is identified as having changed significantly, a revised job description and person specification should be submitted so that a panel can assess whether it will match a national profile (not necessarily the one to which it may have matched before the change). If matching is unsuccessful, then it should be put through the Job Evaluation Procedure following the procedure set out in section 6.
- 4.2 A request for a job to be banded must be initiated by the relevant Line Manager, and should take account of significant changes to an individual's or group of staff's duties and responsibilities. Funding for a higher band must be agreed by the appropriate Finance manager or Directorate Manager before introducing any changes to the role.
- 4.3 The Line Manager concerned will maintain a file of all documentation relating to the job banding process. In accordance with the Data Protection Act 1998, individuals have the right to access this information.
- 4.4 The job submission pack containing a revised job description, person specification and organisational chart must be agreed and signed by the Line Manager and all post holders prior to submission.
- 4.5 A job description, person specification and organisational chart must be submitted in the Job Submission pack. Packs that are missing this information will be returned to the Line Manager and will not be presented to a panel.

5 JOB MATCHING

- 5.1 All banding requests will be considered by a Job Matching Panel comprising members who have been trained in the use of the NHS Job Evaluation Scheme. Panels will comprise of at least one HR Consultant and at least one representative from staff side.
- 5.2 The Job Matching Panel will follow the procedures as set out in the NHS Job Evaluation Handbook to avoid any claims of unfairness and to reduce the need for an Appeal.

- 5.3 The outcome of the Job Matching Panel will be checked for consistency by another HR Consultant and Trade Union representative who were not involved in the original banding panel.
- 5.4 The outcome will then be communicated in writing by the je administrator, including a copy of the panel report, to the Line Manager within ten working days of the panel meeting.

6 JOB EVALUATION

- 6.1 In exceptional circumstances if a job matching panel is unable to match a post to a national profile, local evaluation will be required.
- 6.2 The applicant will be required to complete an additional information which should be agreed with the line manager. (Further advice can be sought from Human Resources)
- 6.3 A new panel member will conduct a local evaluation exercise in order that a pay band can be determined. The panellists will review the content of the Job Submission Pack, including the job Description, person specification and additional information questionnaire, against the 16 factors and principles of the Job Evaluation scheme and score each factor to determine the overall band outcome.
- 6.4 The outcome of the local evaluation will be checked for consistency by different panel who have not been involved previously.
- 6.5 The outcome will then be communicated in writing by the je administrator, including a copy of the panel report, to the Line Manager within ten working days of the panel meeting.
- 6.6 If a national profile is subsequently published by the NHS Staff Council at a different pay band from the initial evaluation, managers should notify the je administrator will reconsider the information previously submitted to assess whether it matches against the new profile.

7. RECRUITMENT FOLLOWING JOB BANDING

- 7.1 Upon receipt of notification of the job banding, the Line Manager should forward a recruitment pack to the relevant Recruitment Assistant in Human Resources. The pack should include a job description, person specification, vacancy control form (VCF), KSF outline and a copy of the panel report for the recruiter to retain on file.

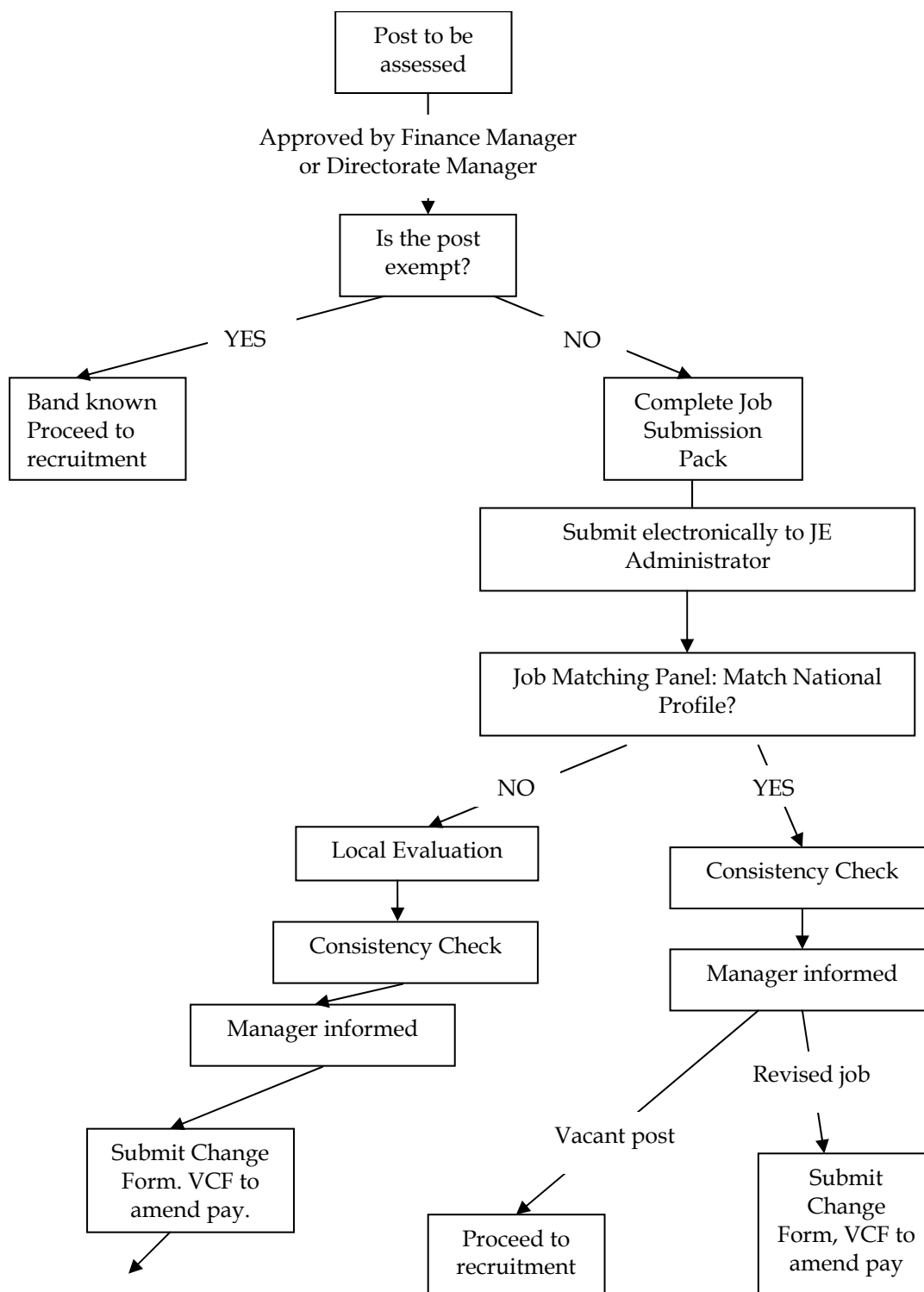
8. APPEALS PROCESS

- 8.1 In the event that the Line Manager and/or post holder(s) are unhappy with the outcome of the job matching or job evaluation panel, they will have a right to appeal under the Trust's Grievance Procedure.

9. MONITORING

- 9.1 This policy will be formally reviewed in 12 months

APPENDIX 1 - PROCESS FOR JOB BANDING



APPENDIX 2

**Job Banding
Job Description Submission**

Please use capital letters to complete this form

Job Title	
Reason for Banding	New post <input type="checkbox"/> Re-grading <input type="checkbox"/>
Job ID of last Banding (if re-grading)	ORH-
Directorate and Division	
Department(s)	
Post Holder Representative (PHR)	Name: Tel. No.:
Line Manager	
Contact Telephone Number	
E-mail Address	
Job Description Attached (please circle)	Yes No
Person Specification Attached (please circle)	Yes No
Organisational Chart Attached	Yes No

To be completed by Line Manager:

I (print name)confirm that the Job Description(s)/Person Specification(s) attached have been discussed with the postholder(s) and are an accurate and up-to-date account of the duties, responsibilities and skills/qualifications that are required to undertake the post.

Line Manager's
Signature.....

Job Title
Date.....

Please return the signed form(s) the job description and person spec in a sealed envelope marked 'Confidential' to the appropriate HR Consultant Human Resources Department, Carillion Building, John Radcliffe