

## **Appeals**

### **What happens if my job changes significantly before implementation of Single Status?**

If your job has significantly changed since the introduction of Single Status please speak to your line manager.

There is a process in place to ensure that new jobs or significant changes to existing jobs are notified to HR.

### **If I lodged an appeal will I stay on my current grade?**

If you accepted the new contract but appealed against the grading of your job, the new grade will be applied from implementation i.e. 1<sup>st</sup> April, 2010. Any adjustment subsequently agreed would be backdated to 1<sup>st</sup> April 2010, or change of duties, whichever is the latter. If a job is downgraded as a result of an appeal the new grade will apply from the date of the appeal notification.

### **I think my job has been evaluated wrongly, what can I do?**

You should have submitted an appeal within the agreed timeframe.

### **Why aren't I allowed to make my case to the panel at a hearing?**

We believe the process is a technical matter and not one that would necessarily benefit from verbal input. We do need to balance the process to make it manageable within reasonable timeframes. We have decided to keep the Appeal Process simple and believe a paper process will achieve this. It is therefore important that you fully explain your reasons and grounds of appeal in the documentation you submit.

### **Is there any evidence that would not be taken into account when my appeal is considered?**

In reaching a decision about your appeal, the panel will take into account information about the accountabilities/requirements of your role. The following information will not be taken into account and should not be included as evidence to support your appeal:

- the pay for your own or any other job
- what other employers pay
- how your job looked in the past or may look in the future
- personal details about yourself or other role holders e.g. age, gender
- when the job is carried out e.g. weekends, out of hours
- your performance in the role
- references
- information about allowances or changes introduced under the Derbyshire Package

## **What paperwork will the employee and the panel receive regarding an appeal?**

All those attending the panel meeting will have copies of all of the same evidence regarding an appeal. This will include evidence from the employee and evidence from the department. All paperwork that will be relied on at the panel meeting will be made available to all parties, normally 7 working days before the appeal meeting.

## **Who will be on the Panel?**

The Stage 2 Panel will comprise of two authority and two TU representatives, all whom are Hay trained practitioners. See the Employee Guidance on appeals and the Appeals Process for more details.

## **Who will chair the Stage 2 Panel?**

The chair will be a Senior Manager from the authority's pool.

## **How will I know what the outcome of the meeting is and what will happen next?**

You will be notified in writing of the panel outcome at the end of the JE Appeals process and intended completion date, which is March 2013.

If you are slotted or matched to a different job or the grade for your role changes you will, at a later date, also receive a letter from the SSC confirming these changed details and any impact on your pay/grade.

## **Can I appeal against the outcome of the Appeal Panel?**

No, The Joint Screening Panel will consider all the evidence you have provided carefully, and will reach a decision. There is no right of appeal if their decision is to reject your appeal.

The Joint Appeal Panel will review your evidence carefully and may re-evaluate your job. Its decision is also final.

If you have further questions please contact the SSC Helpline on

- tel. ext. 35525 or 01629 535525
- or email [single.status@derbyshire.gov.uk](mailto:single.status@derbyshire.gov.uk)