

Handling Member Appeals - guidance notes - 3 Jan 07

Informal Process

Stage 1

On receiving a request from an individual for representation at appeal please ensure the member registers their appeal in writing with their line manager, the Job Evaluation Team and the UNISON office. It is **important** to ensure the member of staff registers their appeal within the timescales as set out in the process.

Establish - Has the individual informed their line manager they wish to appeal and do they have their support? If not this should not deter them registering an appeal.

Arrange to meet with the member to establish the following:-

1. Did the individual complete a questionnaire?
or
2. Did the individual contribute to a group questionnaire completion?
or
3. Was the score allocated from a family rationale – ‘best fit’ exercise?

Stage 2

- Consider the evidence with the individual -
- Has the job changed significantly as a result of a service restructure or review?
- Is the change sufficient to warrant completing a new questionnaire?
- Does the individual carry out duties over and above the rationale/best fit?
- Has the individual moved to a new role?
- Is this a completely new role/job as a result of a restructure/review?
- Is the individual challenging the result of the scoring process? If yes you will need to consider each factor.

/Stage 3

Stage 3

- Consider next steps as a result of evidence at **Stage 1**.
- Significant change to responsibilities – map to scoring details i.e. Resources, Knowledge and Skills, Creativity etc.
- Individual moved to new role – is there an existing profile to cover this or has this new role not yet scored by the Job Evaluation Team.
- Breakdown the individual factors and identify any possible errors i.e. dispersal not taken into account.
- Arrange to meet with the Job Evaluation Team to consider the evidence at the informal stage. The appeals will be considered as they are filed within the agreed timescales; any deferment must be jointly agreed. (May wish to consider group appeals where appropriate)
- The informal meeting will decide if a re-evaluation is warranted the group will include an overview by a TU member of the joint review group. There will also be a need to consider any wider implications / knock on effect for other post-holders.

Formal Process

Establish if the individual's formal appeal is supported by line manager.

Stage 1

- Register the formal appeal
- Complete re evaluation details.
- Attend the panel to present / clarify evidence if required.
- Receive independent panel evaluation – consider the impact on other post-holders.