

## Job Banding Policy

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## 1. Introduction

This policy and procedure has been drawn up in line with the Department of Health (DH) NHS Job Evaluation (JE) Scheme which is based on the principle of equal pay for work of equal value and should be read in conjunction with it. The details of the scheme are laid out in [The NHS Job Evaluation Handbook – Fifth Edition \(October 2015\)](#).

Partnership working between the Trust and staff side will underpin this process.

## 2. Purpose or aim

The purpose of this policy is to set out the principles and process for the operation of the NHS Job Evaluation Scheme within AWP.

## 3. Scope

All employees of the Trust should have an up to date job description and person specification that describes the roles and tasks required of them in carrying out their job agreed by the postholder and their manager. This job description must follow the standard job description format and have been assigned a pay band through the Trust's job evaluation process. The [standard job description template](#) is available on Ourspace.

This policy and the process laid out in within the Trust's [job banding](#) pages on Ourspace relate to all posts within the Trust from except for medical posts and those posts occupied by very senior managers.

Changes to the established skill mix within teams should be implemented in line with the [Organisational Change Policy](#).

## 4. Definitions

**Job Evaluation:** Posts will be matched against job descriptions and person specifications, as agreed by the Manager and postholder.

**Job Matching:** Matching occurs when trained matchers working in partnership are able to match a job description to a nationally agreed profile which describes a post that is standard within the NHS and which has many common features with other similar roles.

**Re-banding:** Where the manager and postholder agree that there have been significant changes in the responsibilities of the post an [application for re-banding](#) should be made following the [procedure for the re-assessment of existing posts](#). The line manager must support the application for re-banding.

**Desktop Assessments:** refers to the evaluation of new posts which do not match existing national job profiles. In these cases a provisional desktop assessment will be carried out based on the job description, person specification and organisational chart, and in discussion with the manager where necessary.

**Job Analysis Questionnaires (JAQs):** Posts will be only be evaluated using JAQ's when it has not been possible to match a post against a national profile. This is normally where they are unique and/or significantly different to other similar roles elsewhere in the NHS. JAQs will be agreed by the manager and postholder with support and guidance from trained analysts/evaluators.

**Consistency Checking:** All posts will be consistency checked ensuring that all job matching/evaluations are accurate and consistent with the posts matched/evaluated across the Trust and with national profiles in order to avoid grading anomalies.

## 5. Policy description

### 5.1 Job Evaluation process

Within AWP each post is assigned a pay band and the post holder is paid according to that band. The Trust's Job Evaluation process for reviewing/allocating the band will be used when:

- either the postholder or their manager feels that a post is incorrectly banded due to significant changes in the responsibilities of the post, or
- a new post has been created.

### 5.2 Generic Job Descriptions

The Trust has developed a suite of [generic job descriptions](#) and these should be used in the majority of cases. Generic job descriptions will not normally be amended as this could impact on banding values, however a [Key Local Information Sheet](#) can be used to describe specific requirements of a role.

### 5.3 Matching and evaluation

Matching and evaluation activity will usually be prioritised based on the following criteria:

- Posts linked to compliance issues regulated by external bodies, then
- Posts which may provide potential suitable alternative employment for a member of staff on the redeployment register, then
- New posts, and finally
- Re-banding requests

The protocols set out in the NHS Job Evaluation Handbook will be followed in relation to the process of matching jobs against national job profiles, or in relation to local job evaluations.

It is the post that is matched or evaluated and not the skills or qualifications of the individual person who happens to be in the post at any given time.

Any change in the band of a post that results from an application for re-banding will be backdated to the date on which the application was first received by the manager.

### 5.4 A post holder has the right to request a [review of the Decision of a Banding Panel Panels](#)

Matching will normally take place in the presence of all panel members. Remote working will only be allowed if the work is undertaken at the same time, either through video or telephone conferencing.

Panel results will not be released to the postholder(s) or management until a final banding decision is reached and confirmed following consistency checking.

Information in relation to panel members and consistency work will be kept confidential and will not be released

## 6. Roles and responsibilities

It is the responsibility of all managers to ensure that members of staff who they manage have a relevant job description that lays out the duties of the role. Where possible they should use the banded generic job descriptions. Posts should not be advertised without having been formally banded.

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In assigning responsibilities within any given team line managers should be mindful of Trust models of care and their role in workforce planning and defining the skill mix, as well as the danger of unwittingly setting precedents that may impact on other teams. Any potential for this should be discussed with a more senior manager, who should give this careful consideration, before duties are assigned.

It is the responsibility of the HR Team to administer the processes associated with the JE Scheme and to ensure that sufficient Trust managers are trained as matchers and evaluators in order to support these processes and provide relevant support and assistance to managers in this regard.

It is the responsibility of Staff Side to ensure that sufficient trade union representatives are put forward to train as matchers and evaluators and remain active in undertaking this work.

### 7. Training

All job matchers and evaluators will receive appropriate training.

Further information and advice is available via Ourspace.

### 8. Monitoring or audit

The outcomes of job banding panels will be reviewed regularly and any anomalies addressed as appropriate.

Representatives from trades unions formally recognised by the Trust and management representatives have drawn up this policy. Management as part of the review will provide meaningful statistics.

This policy will be reviewed after 3 years or earlier at the request of either party.

### 9. References

Reference should be made to the Trust's [generic job descriptions](#) available on Ourspace.

[Procedure for the Re-assessment of Existing Posts](#)

[Procedure for the Evaluation of a New Role](#)

[Review of the Decision of a Banding Panel](#)

[Application for the re-banding of an existing post](#)

[Job Analysis Questionnaire](#) and [JAQ Guidance](#)

This policy has been drawn up with reference to current UK and European employment legislation and relevant national terms and conditions.

<b>Version History</b>				
<b>Version</b>	<b>Date</b>	<b>Revision description</b>	<b>Editor</b>	<b>Status</b>
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1.1	01 Sept 2007	Permission given at Integrated Governance Committee to roll forward the review date to September 2008	AM	Approved
2.0	01 Dec 2009	Approved by Q&HGC	AM	Approved
3.0	30 Nov 2012	Policy due for 3 year review. Amendments agreed by GNG 25 Sept 2012. Amendments agreed by MWMG 10 Oct 2012. ESEC approved 30 Nov 2012.	TW	Approved
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4.0	01 March 2016	Transferred into new Trust policy template format and amendments made	RK	
4.1	23 Apr 2016	Comments received from Staff Side SM	JB	
4.2	30 August 2016	Amendments agreed at GNG	Employee Relations Specialist	
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