



**Joint Policy for Cumbria Partnership Foundation Trust & North Cumbria  
University Hospital NHS Trust**

## **AGENDA FOR CHANGE JOB MATCHING AND JOB EVALUATION POLICY**

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<b>Version</b>	1.0
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<b>Accountable Director</b>	Director of Workforce and OD
<b>Policy Author</b>	HR Business Partner and Senior HR Advisor

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## **Data Protection Legislation**

The Trust(s) are committed fully to compliance with the requirements of the General Data Protection Regulations (GDPR) 2016 and the Data Protection Act (DPA) 2018. The GDPR and DPA legislation aims to balance the requirements of organisations to collect, store and manage various types of personal data in order to provide their services, with the privacy rights of the individual about whom the data is held.

The GDPR and DPA legislation covers both manual and computerised records in any format, where the record contains details that can identify, directly or indirectly data on a natural person or persons. The DPA sets out principles which must be followed by those who process data; it gives rights to those whose data is being processed.

## Policy On A Page

### **SUMMARY & AIM**

This policy supports the practice of equal pay for work of equal value within North Cumbria University Hospitals NHS Trust and Cumbria Partnership NHS Foundation Trust, in line with the NHS Job Evaluation Scheme: Agenda for Change and Equal Pay Legislation.

### **KEY REQUIREMENTS**

In the majority of cases a role will be matched to a National Job Profile to determine its pay band.

Roles that do not match a National Job Profile will be evaluated locally by the Trusts to determine pay bands. Only a very small number of roles will require local job evaluation.

It is the responsibility of Line Managers to ensure that roles are managed in line with job descriptions and that the level of work assigned is appropriate to the Pay Band.

Where service need requires a role to be substantially changed to the extent that it may affect the pay band, the role may need to be re-banded. This will be based on the requirements of the service, for that role and will only be progressed if there is a clear business need for the work to be done in that role. This is to ensure that equal pay for work of equal value is consistent throughout the Trusts.

### **TARGET AUDIENCE:**

This Policy applies to all staff employed under Agenda for Change Terms and Conditions.

### **TRAINING:**

There is no specific training associated with this policy. Advice and support on its application can be obtained from Human Resources.

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## **1. INTRODUCTION**

This policy applies to all staff within North Cumbria University Hospitals NHS Trust and Cumbria Partnership NHS Foundation Trust (the Trusts) employed under Agenda for Change Terms and Conditions.

## **2. PURPOSE**

This policy supports the practice of equal pay for work of equal value within the Trusts, in line with the NHS Job Evaluation Scheme: Agenda for Change and Equal Pay Legislation and the continued fair and transparent operation of the Agenda for Change job evaluation process locally.

It is the expectation of the Trusts that roles are managed within the grade at which they have been evaluated and re-matching of existing roles is exceptional, based only on service need.

## **3. POLICY DETAILS:**

### **3.1 Job Families**

For jobs that are established across the Trusts where the skills and responsibilities are essentially the same, for example, administrative posts within clinical teams, generic job descriptions should be used. Managers should consult their HR Department regarding use of appropriate generic job descriptions.

### **3.2 Desk topping of New Posts**

New posts developed by the Trusts will be desk-top reviewed in line with guidance contained in the NHS Job Evaluation Handbook. The outcome will determine the pay band for the new post.

### **3.3 Job Evaluation**

The majority of posts within the NHS will match a National Job Profile. Posts that do not match a National Profile will be locally evaluated to determine the pay band. Local Evaluation will be carried out in line with guidance contained in the NHS Job Evaluation Handbook.

### **3.4 Re-matching**

Re-matching of existing roles will be based on the requirements of the service for that role and will only be progressed if there is a clear business need for the work to be done in that role. This is to ensure that equal pay for work of equal value is consistent throughout the Trusts.

### **3.4.1 Role Drift**

Role drift occurs when an individual 'picks up', and continues to do, additional work which is not formally part of their role, e.g. taking on additional work when covering the absence of a colleague, and continuing to do that work after the colleague's return.

It is the responsibility of Line Managers to ensure that role drift does not occur, and that roles are managed in line with the job descriptions and requirements of the service.

Where a staff member believes their role is subject to role drift, they should seek to resolve any concerns they may have informally with their line manager in the first instance.

### **3.4.2 The Reasoning behind a Re-matching**

If there is a clear need for the role to be substantially changed to include additional or reduced workload responsibilities (e.g. due to a change in service requirements) then this may have an impact upon the assigned Agenda for Change pay band for that role. In this instance the process that needs to be followed is outlined in Appendix 1.

Any request for a role to be re-matched must be approved in principle in advance by the Associate Chief Operating Officer for the Care Group (or in the case of Corporate Services, the responsible Executive Director) following liaison with the relevant HR Business Partner and must be accompanied by a clear business case and rationale. Any re-matching request must be agreed and signed off by the Associate Chief Operating Officer for the Care Group or the responsible Executive Director (for Corporate Services) before submission to Human Resources for processing.

Any increase in pay as a result of re-matching will take effect from the date on which a revised job description is mutually agreed and signed up to by the Line Manager and Post Holder.

## **3.5 Consistency Checking**

Consistency Checking will be jointly carried out by management and staff practitioners trained in Agenda for Change job matching. The process will be conducted in line with guidance contained in the NHS Job Evaluation Handbook.

## **3.6 Review**

In the event that groups of staff or an individual is dissatisfied with the result of matching, they may request a rematch by a panel with the majority of its members different from the previous panel. Such a request must be made within three months of notification of the original panel's decision.

In order to trigger a review, the employee(s) must provide details in writing of where they disagree with the match and evidence to support their case using the matching review form (Appendix 2).

All information submitted for review must be mutually agreed with the post holder's Line Manager and countersigned by the Associate Chief Operating Officer for the Care Group or the responsible Executive Director (for Corporate Services).

If the outcome of a review changes the band, then this should be subject to a further consistency check.

The employee has no right of appeal beyond the second panel if their complaint is about the matching outcome. In the event that the employee can demonstrate that the process was misapplied they may pursue a local grievance about the process.

#### 4. TRAINING AND SUPPORT

There is no specific training associated with this policy. Advice and support on its application can be obtained from Human Resources.

#### 5. PROCESS FOR MONITORING COMPLIANCE

The process for monitoring compliance with the effectiveness of this policy is as follows:

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
The NHS Job Evaluation Scheme is operated fairly and consistently by the Trusts.	Joint Partnership Forum may on request review a sample of banding outcomes.	Associate Director of Workforce/ Principal HR Business Partner	Joint Partnership Forum	On request

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Joint Partnership Forum minutes
- Risks will be considered for inclusion in the appropriate risk registers

#### 6. REFERENCES:

NHS Job Evaluation Handbook, Seventh Edition, September 2018

#### 7. ASSOCIATED DOCUMENTATION:

Joint Grievance Policy

## **8. DUTIES (ROLES & RESPONSIBILITIES):**

### **8.1 Chief Executive / Trust Board Responsibilities:**

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

### **8.2 Executive Director Responsibilities: Director of Workforce and OD**

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

### **8.3 Managers' Responsibilities:**

- To engage HR Business Partner in early discussion regarding service developments which include design of new roles and/or significant changes to existing roles.
- To ensure that roles are managed in line with job descriptions and requirements of the Service and that the level of work assigned is appropriate to the Pay Band
- To ensure any issues which arise are dealt with in line with this policy.
- To ensure the fair and consistent application of this policy.

### **8.4 Staff Responsibilities:**

To use this procedure to resolve any issues that may arise in relation to their pay banding. An employee(s) who is dissatisfied with the outcome of job matching or job evaluation for their post may request a review (see Section 3.6). There is no right of appeal against a banding outcome beyond the Review Panel. However, if the employee(s) can demonstrate that the process was misapplied, they may pursue a local grievance under the Grievance Procedure about the process, but not against the banding outcome. Where a grievance is upheld, a potential remedy may be reference to a new matching panel.

### **8.5 Approving Committee Responsibilities (Joint Partnership Forum) :**

The Chair of the approving committee, the Joint Partnership Forum, will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

## **9. ABBREVIATIONS / DEFINITION OF TERMS USED**

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<b>TERM USED</b>	<b>DEFINITION</b>
<b>National Job Profiles</b>	The outcomes of job evaluations of roles within the NHS which are fairly standard and have many common features. They are designed to make the process of assigning jobs to pay bands as straightforward as possible. They also provide a framework against which to check the consistency of local job evaluations.
<b>Job Matching</b>	In the majority of cases a role will be matched to a National Job Profile to determine its pay band.
<b>Local Job Evaluation</b>	Roles that do not match a National Job profile will be evaluated locally by the Trust to determine pay bands. Only a very small number of roles will require local job evaluation.
<b>Re-matching</b>	Where service need requires a role to be substantially changed to the extent that it may affect the pay band, the role may need to be re-matched.
<b>Desk Topping</b>	New posts developed to meet service needs will be matched, or evaluated, as a desk-top exercise, in order that a pay band can be determined for recruitment purposes.

**APPENDIX 1: RE-MATCHING REQUEST****AGENDA FOR CHANGE RE- MATCHING REQUEST**

Where there is a clear service need for a role to be substantially changed to include additional or reduced workload responsibilities, to the extent that it may require re-matching, the Line Manager and Post Holder should jointly agree a revised job description.

The following documentation must be included with the re-matching request:

- Re-matching Request Form signed by Line Manager and Post Holder and authorised by the Associate Chief Operating Officer (or for Corporate Services – the Responsible Director);
- revised job description, signed by Post Holder and Line Manager;

**POSTHOLDER'S DETAILS**

NAME OF POSTHOLDER:

POST:

DEPARTMENT/SERVICE:

**SUMMARY OF CHANGES**

**Please provide details of how the job responsibilities have changed since the post was originally banded.**

Factor	Details of Changes to the Original job Responsibilities	Manager's Comments
1. Communication & Relationship Skills		
2. Knowledge, Training & Experience		

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3. Analytical & Judgement Skills		
4. Planning & Organisational Skills		
5. Physical Skills		
6. Responsibility for Patient/client Care		
7. Responsibility for Procedure/Service Development		
8. Responsibility for Human Resources		
9. Responsibility for Financial & Physical Resources		
11. Responsibility for Research & Development		
12. Freedom to Act		

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13. Physical Effort		
14. Mental Effort		
15. Emotional Effort		
16. Working Conditions		

**LINE MANAGER AND ASSOCIATE CHIEF OPERATING OFFICER OR  
RESPONSIBLE DIRECTOR VERIFICATION**

Post holder’s Signature:.....Date:.....

Name of Line Manager:.....

Job Title of Line Manager:.....

Line Manager’s Signature:.....Date:.....

Reason(s) for Change to Role:

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 .....  
 .....  
 .....  
 .....

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Name of Associate Chief Operating Officer for the Care Group or (or for Corporate Services – the Responsible Director):.....

Signature of Associate Chief Operating Officer for the Care Group or (or for Corporate Services – the Responsible Director):.....

Date:.....

**APPENDIX 2: APPLICATION FOR REVIEW**

**Application for Review**

If you are **dissatisfied** with the outcome of job matching or job evaluation for your post and wish to request a **review**, you must complete this form and submit it to Human Resources within **3 months** of having received notification of the banding outcome.

**ALL** information submitted **MUST** be **mutually agreed** with your Line Manager and **countersigned** by the Associate Chief Operating Officer for the Care Group or the responsible Executive Director (for Corporate Services) before submission to Human Resources for processing.

**Name**.....

**Post**.....

**Base**.....

This form is to be used to provide ALL the information you wish to submit in relation to your application for a review.

**ONLY COMPLETE THE FACTORS WHICH YOU FEEL HAVE BEEN UNSATISFACTORILY MATCHED**

Factor Number	Relevant Evidence
1. Communication and Relationship Skills	
2. Knowledge, Training and Experience	
3. Analytical and Judgement Skills	

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<b>4. Planning and Organisational Skills</b>	
<b>5. Physical Skills</b>	
<b>6. Patient/Client Care</b>	
<b>7. Policy and Service Development</b>	
<b>8. Financial and Physical Resources</b>	
<b>9. Human Resources</b>	
<b>10. Information Resources</b>	
<b>11. Research and Development</b>	
<b>12. Freedom to Act</b>	
<b>13. Physical Effort</b>	

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<b>14. Mental Effort</b>	
<b>15. Emotional Effort</b>	
<b>16. Working Conditions</b>	

All 3 signatures are necessary to validate this review application.

**Post Holder**

Signature ..... Date .....

Print Name .....Contact Tel No. ....

**Line Manager**

Signature .....Date .....

Print Name .....Contact Tel No .....

**Associate Chief Operating Officer for the Care Group or the responsible Executive Director (for Corporate Services)**

Signature .....Date .....

Print Name .....Contact Tel No. ....

**DOCUMENT CONTROL**

<b>Equality Impact Assessment Date</b>	28/12/2018
<b>Sub-Committee &amp; Approval Date</b>	Joint HR Policy Sub Group Joint Partnership Forum 07/03/2019

**History of previous published versions of this document:**

Trust	Version	Ratified Date	Review Date	Date Published
CPFT POL/004/ 041	1.0	February 2017	February 2020	February 2017

**Statement of changes made from previous version**

Version	Date	Section & Description of change
V0.1	28/12/2018	<ul style="list-style-type: none"> <li>This is now a joint policy, adopted from the previous CPFT policy. There was no equivalent policy in NCUH.</li> </ul>
V0.2	08/02/2019	<ul style="list-style-type: none"> <li><b>3.4.2</b> following added: "Any increase in pay as a result of re-matching will take effect from the date on which a revised job description is mutually agreed and signed up to by the Line Manager and Post Holder."</li> </ul>
V0.3	19/03/2019	<p><b>Amended following Policy Management Group meeting:</b></p> <ul style="list-style-type: none"> <li>Section 5 Monitoring – Included relevant committee</li> <li>Removed bold from Key Requirements section (page 1)</li> </ul>

**List of Stakeholders who have reviewed the document**

Name	Job Title	Date
Sharon Harper Isla Edgar Christine Lightfoot	Associate Director of Workforce and Principal HR Business Partners (on behalf of Executive Director of Workforce & OD)	14/01/2019
Information Governance Team	Head of Information Governance/Data Protection Officer	14/01/2019
Clinical Care Groups	Senior Management Teams (for cascade to Line Managers)	14/01/2019
Corporate Services	Heads of Service (for cascade to Line Managers )	14/01/2019
Staff Representatives	Joint Staff Chairs and Vice Chairs (for cascade to Staff Representatives)	14/01/2019