1. About This Procedure
   1.1. This procedure derives from Human Resources Policy 33000 and sets out the process by which Hampshire Constabulary manages role evaluations for police staff.
   
   1.2. This procedure has been written in accordance with the Equality Act 2010 as well as relevant UK Employment Legislation, Police Staff Council guidelines, and ACAS.
   
   1.3. All police staff roles below the level of Director are covered by this procedure except some Occupational Health roles which are related to NHS pay scales.

2. Risk Assessments / Health and Safety Considerations

3. Procedure
   3.1. Principles of Role Evaluation
      
      3.1.1. To ensure that pay and grading decisions are fair and objective, Hampshire Constabulary has a role evaluation system which ensures all roles will be assessed against the same set of standard features, known as factors. Refer to guidance for additional information.
      
      3.1.2. Role evaluation does not take account of workload or factors related to any role holder, such as commitment or performance.
      
      3.1.3. Role evaluation does not take account of recruitment or retention difficulties which may be due to higher salaries paid for similar roles in other organisations. Refer to Market Supplement procedure.
      
      3.1.4. The cost of re-grading existing roles will be the responsibility of the Area/Department. However, under employment legislation, this must not be a reason to withhold an evaluation. Further advice can be sought from the HR Operations team.
3.2. The Process

3.2.1 For every job evaluation the line manager must complete form AD271, structure chart, and new role profile, and submit them to the HR Role Evaluation mailbox.

3.2.2 The role evaluation team will acknowledge receipt and supply the documentation requiring completion.

3.2.3 There are different mechanisms available to evaluate the grade of new and existing posts these include:

3.2.4 Estimated grade

3.2.4.1 Upon the submission of the request for evaluation to the HR Role Evaluation mailbox, a HR Advisor can provide an estimated grade, to assist with budget estimates. If the bid for the new role is approved, the grade must be confirmed through the full role evaluation process before an agreed role can be advertised.

3.2.5 The Panel Process

3.2.5.1 Upon the submission of the request for evaluation to the HR Role Evaluation mailbox a HR Advisor together with a trained Unison representative will meet with the line manager, to complete the evaluation. The role holder for existing roles will have been involved in the preparation of evidence for this meeting and will also be asked to attend the latter part of the meeting.

3.2.5.2 The HR Advisor and Unison representative will evaluate the evidence against a standard scoring mechanism.

3.2.5.3 The line manager will be notified of the outcome within 2 working days. The line manager will notify the role holder.

3.2.5.4 Where a change of grade has been achieved and no appeal is being made, the HR Advisor will notify HR Workforce Planning of the outcome. Shared Services will notify the role holder(s) of any implications of the change in grade.

3.2.5.5 The HR Advisor will send the approved role profile to the PPF & PDR Team for publishing.

3.2.6 Similarity Grade

3.2.6.1 Upon the submission of the request for evaluation to the HR Role Evaluation mailbox:
33005 PROCEDURE – ROLE EVALUATION (POLICE STAFF)

a. If the role profile is so similar to one that already exists, the managers needs to identify 2/3 current role profiles to be used as comparators

b. If the new role profile is a significant match the HR Advisor will authorise the grade on the basis of similarity and this will negate the need for the panel process to take place.

c. However, as this process is a substantive evaluation, Unison will be given 10 workings days to raise any concerns prior to the evaluation being confirmed.

3.2.7 Temporary Grade

3.2.7.1 Upon the submission of the request for temporary grade to the HR Role Evaluation Mailbox.

a. An HR Advisor in consultation with Unison will authorise the grade within 5 working days.

b. If the role becomes permanent or extends beyond 12 months, the grading must be confirmed through the panel process. If there is a possibility that a role may go on for longer than 12 months, managers are strongly recommended to initiate the panel process at the start.

c. Temporary grades can also be awarded to new roles where insufficient evidence is yet available to adequately evaluate substantively.

3.3 Existing Roles with Significant Changes

3.3.1 Existing roles can often undergo significant changes that potentially affect the fairness of the current allocated grade.

3.3.2 Managers must apply for a panel evaluation as soon as information regarding long term or permanent significant changes to the role being undertaken comes to light.

3.4 Appeals

3.4.1 Intention to Appeal must be lodged within 5 working days of receipt of the outcome.

3.4.2 Reasons for the appeal should be added to the original AD271 form, and sent into the HR Role Evaluation mailbox. Guidance on submitting an appeal will then be forwarded by a HR Advisor.
3.4.3 Appeals will be considered by a different pair of analysts. A copy of the initial scoring booklet will be supplied to those hearing the appeal.

3.4.4 The decision of this evaluation will normally be final, and further appeals will only be allowed if equal pay or other equity issues remain.

3.4.5 If a 2nd stage appeal is accepted, the initial appeal HR Adviser will prepare a report on the process to date. This final appeal will be reviewed by a HR Manager, and Senior Unison representative.

3.4.6 Any changes to grade as a result of an appeal will be effective from the date of the original role evaluation request on Form AD271.

3.5 Bar and Career Grades

3.5.1 When submitting papers for evaluation, if the manager believes that there is a case for making a role a “bar” or “career” grade (i.e. progressing through a number of grades as the role holder gains qualifications/measurable skills/experience) they must make this clear on the AD271 request form.

3.5.2 The role will be evaluated twice in order to accurately assess the criteria for the lower grade and the higher grade.

3.5.3 Managers should seek advice from the role evaluation team concerning the advantages and disadvantages of introducing bar grades.

3.6 Generic Roles

3.6.1 When the evaluation of a generic role is proposed, a lead manager must be appointed to consult with the Unison Branch Secretary and arrange a focus group of role holders to consider changes to the role profile and accountabilities of that role.

3.6.2 Where it is proposed to evaluate a generic role which has 10 or more role holders, the submitting manager must ensure the relevant Chief Officer portfolio holder is informed and has signed the AD271. This highlights any budgetary implication but does not give an opportunity to reject the evaluation.
3.7 Implications of a Change in Grade and Salary Protection

3.7.1 Salary protection will apply to the role holder when the grade of a role they occupy has reduced.

3.7.2 Salary protection is applied to a maximum of 2 grades. The protection is reduced to one grade after one year, and frozen until the salary of the role occupied rises through the cost of living awards, when the frozen status is then removed. Appendix A has more detail. Further advice can be sought from the HR Operations team.

3.7.3 If a role is increased or decreased in grade by 3 or more grades, the role must be quality assured by a HR Manager.

3.7.4 The member of staff is entitled to 12 weeks notice of the drop in salary for reductions of two grades or more.

3.7.5 Role holders will be notified by the Shared Services team of grade related benefits and allowances that may be introduced, protected or cease to be applicable to the role holder following a change in grade e.g. allocation of annual leave, access to overtime.

4 Roles and Responsibilities

4.1 As described in this procedure.

5 Administration

5.1 As described in this procedure.

6 Monitoring and Evaluation

6.1 The Head of HR Operations is responsible for ensuring that this procedure, and its effectiveness, is monitored.

7 Review

7.1 This procedure will be reviewed annually to ensure its continuing relevance and effectiveness.

8 Other Related Procedures, Policies and Information Source

Related Procedures

24003 – Procedure Market Supplement
33005 PROCEDURE – ROLE EVALUATION (POLICE STAFF)

Guidance – Factors and Weighing

Managing workforce change

AD203 – Equality Impact Assessment

Origin: HR Department.
Appendix A – Implications of Grade Changes

1. Increase in Grade

Where the outcome is a simple increase in grade, the role holder will normally move automatically to the bottom spinal column point of the new grade. A change in grade may release access to some additional benefits e.g. annual leave entitlement, or may mean the cessation of some benefits e.g. overtime.

2. Overlap in Grades

2.1. Where, financially, grades overlap (e.g. SO/PO grades), the role holder will move to the first point on the new scale which gives them a salary increase.

2.2. Where a role has increased by virtue of a bar grade e.g. Scale 3 to Scale 3 bar 4, the role holder will remain on their current grade until assessed by their line manager as meeting the criteria to go through the bar. The effective date of the upgrade cannot be any earlier than the date the form _AD271_ was signed.

3. Increase or Decrease of 3 Grades of More

If a role increases or decreases by 3 grades or more, the papers must be referred to a HR Manager for quality assurance, and to assess any potential redundancy situation.

4. Decrease in Grade

4.1. Salary protection arrangements will apply. Naturally staff are at liberty to apply for alternative roles within the constabulary should they wish to do so.

4.2. Salary protection of two grades (not including annual pay award) will be paid for one year, reducing to one grade which will be frozen until the salary for the role equates to the protected salary. For example: An SO1 role is decreased to Scale 4. The maximum of Scale 6 will be paid for one year but the annual pay award will not be made. After one year, pay will be reduced to the maximum of Scale 5 and no further pay rises will be paid until the salary is within the Scale 4 range.

4.3. The effective date of any change in grade depends on the size of the change.

4.4. If the grade is reduced by one grade the salary protection is effective immediately, from the date of notification to HR Workforce Planning.
4.5. If the grade is reduced by two or more grades, the salary protection will commence after twelve weeks, and the letter of notification from the SharedServices team acts as the 12 weeks notice of a change in salary.