

**Job Evaluation
Appeals in Schools
May 2008**

To: Headteachers

From: Schools Equal Pay Monitoring and Advisory Group

Date: 16 May 2008

1. Equal Pay Monitoring and Advisory Group Convened

Following recommendation from the Independent Review of Job Evaluation in Schools, an Equal Pay Monitoring and Advisory Group has been established, which was formally convened at the Schools Forum on 8 May 2008. A copy of the agreed Terms of Reference is **attached** for your information.

2. Managing the Appeals Process

At an inaugural meeting of the Equal Pay Monitoring and Advisory Group, it was agreed that the approach for addressing appeals will be to commence with those jobs with a large numbers of appellants across the county, followed by jobs within Local Learning Communities. This is believed to be the most efficient way of addressing the appeals.

It should be noted that the appeals for the role of Clerk to Governors has already begun, having previously been identified as a priority group by the Independent Review.

2.1 Supported Appeals

In order to prioritise the appeals, it would be helpful to understand from each of you which appeals you will be supporting as Headteacher. In accordance with the Schools Appeals procedure, those appeals heard at Stage 1 which are supported by the Headteacher or representative, which are agreed by the Job Analyst as an initial error during the best fit process, can be agreed without progressing to Stage 2 of the process. These appeals will be prioritised as the least contentious and potentially more likely to be resolved at the informal appeal stage.

2.2 Process Chart

Attached is a flow chart setting out the high level process which is proposed for managing the appeals process. The procedure is attached.

2.3 Management Information

Progress of the appeals process will be monitored by the Equal Pay Monitoring and Advisory Group by the provision of monthly statistics.

2.4 Communication

We have all become aware of how crucial communication is in managing and arranging a process as complex as Job Evaluation. With this in mind, you are requested to provide a named contact, telephone number and/or email address through which we can communicate with your school on matters related to the appeals process (**see attached Contact Sheet**). The school administration email has not always been an effective way to ensure contact is made, and a named individual is requested.

Although the Equal Pay Monitoring and Advisory Group will address major issues which may arise in relation to Job Evaluation, it is not intended to replace the well established communication channels which exist between yourselves and DCC. The JE team will continue to deal with individual concerns from Headteachers and administrators. Staff should be advised, where possible, to direct their queries through headteachers and administrators.

2.5 Venues/Timings of Appeals

Unless there are exceptional circumstances, appeals will take place during normal office hours. The appeal meetings will be held on schools premises within the relevant Local Learning Community, and it will be extremely helpful to have a contact name and details for a main contact for arranging these (see attached Contact Sheet).

Your co-operation and assistance in setting up the meetings is greatly appreciated.

3. Job Evaluation of New and Changed Posts Policy and Procedure

We would like to remind you that in some cases jobs have changed since evaluation of the original questionnaires for Job Evaluation. This Policy and Procedure have been set up to address these circumstances, and to ensure that new posts are evaluated in accordance with the Job Evaluation scheme and support equal pay.

The document is attached.

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