

## HR30 Job Evaluation Policy and Procedure Agenda for Change (AfC)

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### Attachment 1 - [Agenda for Change Job Evaluation Procedure](#)

Appendix 1 - [Evaluation of New and/or Vacant Jobs](#)

Appendix 2 - [Evaluation of Revised/Amended Jobs \(with incumbent post holder/s\)](#)

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## 1.0 Policy Statement

This policy and procedure has been drawn up in line with the NHS Job Evaluation 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 (NHS Employers, 2018) – which can be found on the NHS Employers website at <http://www.nhsemployers.org/>

This policy covers all applications for job evaluation and re-evaluation received and dated on or after the ratification date of this policy.

In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy (OP109) must be considered and addressed. In the case of any inconsistency, the Conflict of Interest Policy is to be considered the primary and overriding policy.

## 2.0 Definitions

**AfC** – Agenda for Change - the agreed terms and conditions under which the majority of NHS staff are employed.

**Job Evaluation Scheme (JES)** – a scheme under AfC which determines the appropriate pay band for each post, and as a result, the correct basic pay.

## 3.0 Accountabilities

- 3.1 The overall accountability for this policy lies with the **Chief People Officer**.
- 3.2 **Directors and Managers** are accountable for the effective application of NHS Terms and Conditions of Service (Agenda for Change) within their areas of responsibility.
- 3.3 **Line Managers and Staff** have a responsibility to provide accurate information when submitting job descriptions and person specifications for review.
- 3.4 **The HR Department and Staff Side representatives** have a responsibility to undertake reviews in partnership.

## 4.0 Policy Detail

### 4.1 General Principles

- 4.1.1 The aim of this policy and procedure is to ensure that new posts and those that have undergone significant changes are appropriately evaluated and assigned a pay band in accordance with the NHS Job Evaluation Scheme.
- 4.1.2 The aim is to achieve consistency of matching and evaluations, internally against other local matching and evaluations and externally against national benchmark evaluations, in order to avoid locally matched or evaluated jobs getting 'out of line' with similar jobs elsewhere.
- 4.1.3 The procedure is to enable an individual, group of employees and the manager of a service to have appropriate access to an independent review of the band assigned to a post.

- 4.1.4 The policy and procedure will apply where there is clear evidence to demonstrate that there is a significant change to a job role and responsibilities which would normally be identified during the annual appraisal process.
- 4.1.5 The procedure should be used to determine the appropriate band for posts covered by all groups of staff employed on AfC terms and conditions (i.e. not doctors, dentists or very senior managers).
- 4.1.6 Partnership working between the Trust and staff will underpin this process.

## 4.2 Benefits of the AfC Pay System

The AfC pay system provides benefits for both staff and employers. For employers the system provides greater flexibility to enable them to:

- devise new ways of working that best deliver the range and quality of services required, to best meet the needs of patients;
- design jobs around the needs of the service and service users rather than around grading definitions.

For staff the key benefits include:

- a system that is fair and transparent, allowing equal pay for work of equal value;
- recognition and reward for the skills and competencies staff acquire throughout their career;
- harmonised conditions of service.

## 4.3 Application of Key Elements of Agenda for Change

This policy covers the application of the AfC Job Evaluation process that is operated within The Royal Wolverhampton NHS Trust; the details are set out in the Procedure and related appended documents.

Please see [Attachment 1: Agenda for Change Job Evaluation Procedure](#)

## 5.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources?	No
2	Does the implementation of this policy require additional revenue resources?	No
3	Does the implementation of this policy require additional manpower?	No
4	Does the implementation of this policy release any manpower costs through a change in practice?	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff?	No
	Other comments	None

## 6.0 Equality Impact Assessment

The screening checklist has been completed. Reasonable efforts have been made to eliminate any possible Equality and Diversity discrimination occurring.

## 7.0 Maintenance

This policy will be reviewed in light of changing employment needs, amendments to national terms and conditions and employment legislation. It will be reviewed by the Director of Workforce updated as necessary and amended through the JNC in line with the agreed review date.

## 8.0 Communication and Training

This policy is located under the policies listing on the Trust intranet.

Training requirements will be reviewed as necessary with regards to accredited Job Matchers.

## 9.0 Audit Process

The Chief People Officer will be accountable for the monitoring and implementation of this policy and will arrange for the process to be periodically audited.

Criterion	Lead	Monitoring method	Frequency	Committee / Group
Comply with equality objectives while operating under the NHS Terms and Conditions of Service (AfC)	Head of Workforce and Organisational Development	Report	Annually	People and Organisational Development Committee

## 10.0 References

[NHS terms and conditions of service \(Agenda for Change\) | NHS Employers](#)

### Part A - Document Control

<b>Policy number and Policy version:</b>  HR30  Version 3.0	<b>Policy Title:</b>  <b>Job Evaluation Policy and Procedure Agenda for Change (AfC)</b>	<b>Status:</b>  Final		<b>Author:</b> Head of Workforce and Organisational Development  <b>Chief Officer Sponsor:</b> Chief People Officer
<b>Version / Amendment History</b>	<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
	1	July 2012	Head of HR Shared Services	New Policy
	2	May 2018	Deputy Workforce Planning & Business Intelligence Manager  HR Manager	Review
	3	April 2022		Review
<b>Intended Recipients:</b> All Trust staff on NHS Terms and Conditions of Service (AfC)				
<b>Consultation Group / Role Titles and Date:</b> Joint Staff Side Committee				
<b>Name and date of Trust level group where reviewed</b>		Joint Staff Side Committee Trust Policy Group – April 2022		
<b>Name and date of final approval committee</b>		Trust Management Committee – May 2022		
<b>Date of Policy issue</b>		June 2022		
<b>Review Date and Frequency</b> (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		April 2025		
<b>Training and Dissemination:</b> See implementation plan below				

<p><b>Publishing Requirements: Can this document be published on the Trust’s public page:</b></p> <p><b>Yes</b></p> <p>If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of <a href="#">OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines</a>, as well as considering any redactions that will be required prior to publication.</p>	
<p><b>To be read in conjunction with:</b> HR18 Appraisal Policy, AFC Terms and Conditions of Service, OP109 Conflict of Interest Policy, GP02 Local Anti Fraud Bribery and Corruption Policy.</p>	
<p><b>Initial Equality Impact Assessment (all policies): Completed Yes</b>  <b>Impact assessment (as required): Completed Yes</b> If you require this document in an alternative format e.g., larger print please contact Policy Administrator8904</p>	
<p><b>Monitoring arrangements and Committee</b></p>	<p>Workforce and Organisational Development Committee</p>
<p><b>Document summary/key issues covered.</b> This policy sets out the Trust’s commitment to Agenda for Change Terms and Conditions and sets out local procedures for Job Evaluation and Pay Progression under the national framework of Agenda for Change.</p>	
<p><b>Key words for intranet searching purposes</b></p>	
<p><b>High Risk Policy?</b>  <b>Definition:</b></p> <ul style="list-style-type: none"> <li>• Contains information in the public domain that may present additional risk to the public e.g. contains detailed images of means of strangulation.</li> <li>• References to individually identifiable cases.</li> <li>• References to commercially sensitive or confidential systems.</li> </ul> <p>If a policy is considered to be high risk it will be the responsibility of the author and chief officer sponsor to ensure it is redacted to the requestee.</p>	<p><b>Yes / No (delete as appropriate)</b>          If Yes include the following sentence and relevant information in the Intended Recipients section above –          In the event that this is policy is made available to the public the following information should be redacted:</p>

Part B

**Ratification Assurance Statement**

Name of document: Job Evaluation Policy Agenda for change (AfC)

Name of author: Daniela Locke

Job Title: Head of Workforce and Organisational Development

I, Daniela Locke, the above named author confirm that:

- The Policy/Procedure presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust- wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines(OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author: *Daniela Locke*

Date: 01.02.22

Name of Person Ratifying this document (Chief Officer or Nominee):

Job Title: Chief People Officer

Signature:

- I, the named Chief Officer (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder/author change.

To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to: The Policy Administrator

## IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

<b>Policy number and policy version</b>	<b>Policy Title: AfC Job Evaluation Policy and Procedure</b>	
<b>Reviewing Group</b>	Trust Policy Group	<b>Date reviewed:</b>
<b>Implementation lead: Print name and contact details</b>		
<b>Implementation Issue to be considered (add additional issues where necessary)</b>	<b>Action Summary</b>	<b>Action lead / s (Timescale for completion)</b>
Strategy; <b>Consider</b> (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.	N/A	
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form	N/A	
Development of Forms, leaflets etc; Consider 1. Any forms developed for use and retention within the clinical record <b>MUST</b> be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed	N/A	
Strategy / Policy / Procedure communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	N/A – usual communication method	
Financial cost implementation Consider Business case development	N/A	
<b>Other specific Policy issues / actions as required e.g. Risks of failure to implement, gaps or barriers to implementation</b>	N/A	

## HR30 Attachment 1

### Job Evaluation Procedure

#### 1. Procedure Statement

This procedure covers the arrangements and procedures for the evaluation of new or revised vacant jobs and for revised existing jobs (where there is a post holder).

NHS pay modernisation was introduced to ensure staff received equal pay for work of equal value, and it is therefore crucial that every effort is made to ensure that the local Job Evaluation Process is fair and non-discriminatory in both design and application and complies with the fundamental principles laid out in the NHS Job Evaluation Scheme.

The Trust understands the importance of evaluating jobs using a fair, consistent and transparent job evaluation process. The Trust wishes to ensure that all jobs within the organisation that are subject to Agenda for Change Terms and Conditions of Service are evaluated in compliance with current legislation and with the fundamental principles laid out in the NHS Job Evaluation Scheme.

For ease of reference, this procedure has been split into three sections: information on the National Job Evaluation Scheme, the evaluation of new/revised vacant jobs and the evaluation of existing jobs (where there is a post holder or post holders employed within a post which has been already banded).

#### Abbreviations

AfC	Agenda for Change
JD	Job Description
PS	Person Specification
JES	Job Evaluation Scheme
JE	Job Evaluation
JAQ	Job Analysis Questionnaire
EJES	Electronic Job Evaluation System

#### 2. Accountabilities

2.1 Overall accountability for this policy lies with the **Chief People Officer**.

2.2 **Directors and Managers** will hold accountability for the effective application of NHS Terms and Conditions of Service (Agenda for Change) within their areas of responsibility.

2.3 **Line managers and staff** have contractual obligations to provide accurate information when submitting job descriptions and person specifications for review.

2.4 **The HR Department and Staff Side** representatives have a responsibility to undertake reviews in partnership.

### 3. Procedural Detail

3.1 The associated Procedures cover the process that must be followed in the following Circumstances.

- [Evaluation of New and/or Revised Vacant Jobs Appendix 1.](#)
- [Evaluation of Revised/Amended Jobs \(with incumbent post holder/s\) Appendix 2.](#)
- [Declaration Form Appendix 3.](#)

3.1.1 In the first instance, the manager will discuss the role with the Divisional HR Manager to determine if the role is a new, extended or changed role. The process in the flowchart in [Appendix 4](#) will be followed in the first instance.

3.2 The key principles to be applied remain as follows for both procedures.

3.2.1 The Trust is committed to providing equal pay for equal work and to working in partnership with staff side to ensure that this is delivered.

3.2.2 The JES will be operated in a robust and transparent manner and in accordance with the agreed procedures detailed in this document.

3.2.3 The procedure will be supported by comprehensive records at each stage which may be used to provide effective evidence of robustness and transparency of decisions, and for monitoring and audit purposes. Records will be retained by the HR Department.

3.2.4 Job descriptions and person specifications must accurately reflect the required work activities within the service and the person specification required to deliver this requirement for the service, not the knowledge, skills, personal attributes or work preferences of the post holder.

3.2.5 All members of job evaluation panels will be appropriately trained to ensure that the integrity of the scheme is maintained, and they will be required to provide declarations of conflicts of interest to ensure their independence.

3.2.6 To remove the possibility of bias or influence, the name(s) of the post holder(s) will not be made known to the panel members and the names of the panel members will not be made known to the post holder(s) or the line manager.

3.2.7 Job Evaluation panels will fulfil the following.

- Be held in partnership (i.e., a mix of trained staff and managers).
- Be made up of an equal number of staff side and management representatives, i.e. 4 panel members. However, in exceptional

circumstances where service pressures impact on the release of panel members from their departments, the panel may consist of 3 people.

- Not be made up of panel members who are from the same team as the post that is being considered.
- Not consist of either of the joint AfC leads.
- Seek appropriate input on any point of contention within the evaluation process.

3.2.8 There will be one Management Side (who will be the Senior HR representative responsible for job evaluation) and one Staff Side Lead, who will have joint responsibility for overseeing the process. The Staff Side Lead will be elected via the Staff Side Forum every two years.

3.2.9 The AfC leads will periodically undertake a consistency checking exercise of a random 10% of roles that have been through the JE processes.

3.2.10 The joint leads will be responsible for submitting a quarterly report to the Staff Side Forum that will detail matching outcomes.

#### **4.0 Equipment Required**

Access to National Job Evaluation Handbook and the electronic Job Evaluation System.

#### **5.0 Training**

Training and guidance on the procedure is available by contacting the Agenda for Change team.

#### **6.0 References**

Agenda for Change Terms and Conditions Handbook.

#### **Appendices**

1. [Part A the Evaluation of New and/or Vacant Jobs.](#)
2. [Part B Evaluation of Revised/Amended existing Jobs with post holder/s.](#)
3. [Declaration Form.](#)
4. [AfC Job Evaluation Process Flow Chart](#)

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## HR30 Appendix 1

**Part A**  
**Evaluation of New and, or Vacant Jobs****1. Documentation**

The following documents must be submitted to the AfC team in electronic format to the dedicated email address [rwh-tr.agendaforchange@nhs.net](mailto:rwh-tr.agendaforchange@nhs.net).

For new job descriptions

- Up to date job description (JD);
- Up to date person specification (PS);
- Organisation chart showing the new job(s) in the structure;
- Confirmation from the relevant manager that the post is new and/or vacant.

For revised job descriptions - for vacant posts

- The revised JD with all changes from the original highlighted;
- The revised PS with all changes from the original highlighted.

**2. Process for New Vacant Jobs**

- a. When submitting a JD or PS, the standard Trust format must be used which is available on the Trust Intranet under the Recruitment toolkit.
- b. The JD or PS must clearly describe the purpose of the role specifically articulating the levels of responsibility the postholders will have, together with the minimum essential knowledge, training and experience required for the role. The documents must not simply copy wording from the job evaluation scheme handbook as this does not aid in describing the actual role.
- c. Prior to proceeding to match any new JD and, or PS, job evaluation leads or their nominees will jointly pre-check the written job information to identify obvious omissions or inaccuracies. This may lead to the manager being asked for clarification or the return of the JD and, or PS so that it may be re-written before being submitted to a panel for matching.
- d. Once finalised, every effort will be made to for the job evaluation process to be completed within 6 weeks. If this is not possible, the appropriate manager will be advised of an expected timescale as to when the job will be banded.
- e. All jobs will usually be evaluated against nationally agreed job profiles, however where there is no suitable profile or a mismatch, the JE panel will implement the band match method for evaluating jobs. The panel may require additional information from the manager where there are variations from the norm. Any additional information may then need to be added into the JD and, or PS.

This method replaces the use of a detailed Job Analysis Questionnaire (JAQ); however additional information and or clarification will still be sought from the manager. Any additional information will then be included in the JD.

### 3. Process for Revised Vacant Jobs

- a. When submitting a revised JD and, or PS, managers must clearly highlight all changes from the originals and submit this electronically to the AfC team, to the dedicated email address [rwh-tr.agendaforchange@nhs.net](mailto:rwh-tr.agendaforchange@nhs.net), for comparison.
- b. Prior to matching any revised JD and, or PS, job evaluation leads or their nominees will jointly subject them to a comparison with the original JD and, or PS, original matched job report, band and score.
- c. Should it be found, after comparison, that the changes to the JD and, or PS are not significant, the original band and JD number will still apply and the manager will be informed of this. The revised JD and, or PS will be kept with the original JD, PS and matched job report.
- d. Should the job evaluation leads or their nominees feel that the changes are significant, in that they will potentially alter the band, then the JD and, or PS will be submitted to a panel for matching in line with the process for matching new vacant jobs outlined in section 2 above.
- e. Please note that this does not mean that the band will automatically change following the matching process and may require further revision to the JD and, or PS prior to re-submission for a further evaluation.
- f. Once finalised, every effort will be made for the job evaluation process to be completed within 6 weeks. If this is not possible, the appropriate manager will be advised of an expected timescale as to when the job will be banded.

\* \* \* \* \*

## HR30 Appendix 2

**Part B****Evaluation of Revised and Amended Jobs (with incumbent post holder/s)****1. Documentation**

The following documentation must be submitted to the AfC team:

- The revised Job Description (JD) and Person Specification (PS) in electronic format with all changes from the original version clearly marked and highlighted (e.g., tracked changes).
- A full unmarked copy of the amended JD and PS and departmental organisation chart, signed by the manager and post holder(s); these should be scanned and emailed to the dedicated email box: [rwh-tr.agendaforchange@nhs.net](mailto:rwh-tr.agendaforchange@nhs.net).
- [Completed declaration form \(Appendix 3\)](#).

**2. Process**

- a. The process for evaluating revised JD's will follow the same principles as the evaluation of vacant revised JD's in Part A above.
- b. If required, additional information and, or clarification will be sought from the manager, and post holder/s may be called to interview by the evaluation leads or their nominees. Any additional information will then be included in the JD and, or PS.
- c. In exceptional circumstances and where necessary the panel may request that a detailed Job Analysis Questionnaire (JAQ) be submitted.
- d. Once finalised, every effort will be made to for the job evaluation process to be completed within 6 weeks. If this is not possible, the appropriate manager will be advised of an expected timescale as to when the job will be banded.
- e. Please note, the AfC team will only be communicating with the line manager and therefore it is the responsibility of the line manager to inform and update the employee throughout the process.

**3. Appeal against job evaluation outcome**

- a. Where an employee is dissatisfied with the outcome of the job evaluation, they can appeal this decision by submitting a request for review of the original outcome and stating their reasons in writing to the AfC team.
- b. Any such appeal must be submitted within 10 working days of the job evaluation outcome having been communicated to the individual and must be submitted via the dedicated email address: [rwh-tr.agendaforchange@nhs.net](mailto:rwh-tr.agendaforchange@nhs.net) (clearly marking the email subject title as 'Job Evaluation Appeal') and copied

to their line manager.

- c. On receipt, the AfC team will send an acknowledgement to the employee submitting the appeal and will then liaise with the line manager and provide guidance on the next steps.
- d. As the review will in most circumstances require the JD to be reviewed and evaluated by another panel, this stage may take up to another 6 weeks. The outcome will be communicated by the AfC team to the employee and their line manager.
- e. There will only be one appeal stage; if the outcome remains unchanged and the employee continues to be dissatisfied, they should discuss this with their line manager who may then seek further advice from their divisional HR team.

\* \* \* \* \*

**HR30 Appendix 3**

**Declaration Form**

*This form **must** be completed by the employee and manager who are requesting the revised JD and PS be submitted for evaluation and signed by the line manager and the Service Head/Group Manager/Director (as appropriate) to confirm that it accurately reflects the duties being undertaken/to be undertaken.*

**Post Details**

Post Title	
Job Description Code	
Date additional duties/ responsibilities undertaken	

Employee Details (complete a separate form for each employee affected by the revised JD).

Name	
Assignment Number	

**You must include the following documents:-**

- Original job description with changes clearly highlighted or tracked.
- Original person Specification with changes clearly highlighted or tracked.
- New job description.
- New person specification.
- Organisation chart showing the job(s) in the structure.

**DECLARATION**

The above information and attached documents accurately reflect the requirements of the role.

Signed (Employee)	Print Name	Date	Job Title	Department

Signed (Manager)	Print Name	Date	Job Title	Department

Signed (Head of Service/Group Manager/Director; as applicable)				
	Print Name	Date	Job Title	Department

### Revised AfC Job Evaluation Process

