

**CITY OF
WOLVERHAMPTON
COUNCIL**

Human Resources Policy Framework

**Request for Allocation Review
Policy**

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CONSULTATION		
The following officer and or bodies have been consulted on this policy:		
Officers and or Bodies	From	To
HR	September 2015	September 2015
SEB	June 2015	September 2015
The following Trade Unions have been consulted on the policy		
	From	To
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ADVICE
Contact HR on 01902 552345 or email HR.servicedesk@wolverhampton.gov.uk for HR advice.

COMMENTS AND AMENDMENTS
Contact HR on 01902 552345 or email HR.servicedesk@wolverhampton.gov.uk to make any comments or suggest any feedback on this policy.

DISTRIBUTION
This policy and procedure is placed on the HR intranet for managers and employees to view. Copies will be provided to recognised Trade Unions and managers electronically.

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Request for Allocation Review Policy

1. Policy Statement

- 1.1 The aim of this policy is to provide a framework for responding to employee requests for a review of the allocation of their post, and to establish a process for re-allocation.
- 1.2 City of Wolverhampton Council is committed to operating transparent, consistent and equitable pay arrangements for its employees. As with the existing job allocation procedure for grading new posts, allocation review requests will be dealt with in a transparent, fair and equitable manner.

2. Scope

- 2.1 This policy applies to all council employees covered by City of Wolverhampton Council collective agreement for Single Status terms and conditions, except for those employees based in schools that are no longer under local authority control.
- 2.2 Roles covered by senior management terms and conditions are excluded from this policy.

3. What is an allocation review?

- 3.1 It is acknowledged that over time posts will evolve and tasks, duties and responsibilities will change. If these changes are significant and deemed to be an essential requirement of the role, the existing allocation and grading of the post could be affected.
- 3.2 In these instances, the post may need to be re-allocated to determine the correct allocation and grade. Re-allocation is a re-assessment of the value and size of a post. This re-assessment is carried out by trained experts and undertaken using the Council's allocation toolkit, as are new allocations.

4. Principles

- 4.1 A request for an allocation review should be initiated by the employee. Reviews initiated by Management are likely to be requests for new allocations and fall into the following categories:
 - The creation of a new post
 - Organisational restructuring

These requests are dealt with under the existing job allocation procedures.

- 4.2 This policy only covers instances where there has been a development or change to a post over a period of time, which has resulted in the employee taking on agreed additional duties and responsibilities which have a significant impact on the content of the job.
- 4.3 The employee must be able to evidence that there have been changes to their duties and responsibilities since the post was last allocated, and which are significant enough to potentially justify a change in allocation and grade.
- 4.4 The following instances are not legitimate grounds for an allocation review:
 - An increase in similar duties/tasks and volume of work, i.e. 'more of the same'
 - Pay differential comparisons with other employees
 - Being asked to undertake tasks/duties that are not specifically detailed on their job description unless these additional duties affect the level of responsibility of the post
 - Acting up and temporary arrangements
 - An appeal against the outcome of an organisational restructure

The above are dealt with under other existing policies and procedures.

- 4.5 The review outcome will be endorsed by the Pay Strategy Board (PSB).
- 4.6 Where a request has been reviewed and an outcome given, an employee cannot ask for a further review within 12 months of the notification of the outcome except in exceptional circumstances where the duties and responsibilities of the post can be shown to have changed substantially.

5. Process and Procedure

- 5.1 The employee must complete and submit a Request for Allocation Review form along with all associated documentation to the Organisational Development and Policy Team. The form must be signed by the employee, their manager and Head of Service.
- 5.2 The manager and Head of Service must sign the request to confirm the following:
 - The description of the duties and responsibilities is an accurate reflection of what is permanently required of the post
 - The date from which the change was effective

Management signatures are not a declaration of support for the request. The technical assessment of the post is made by the Job Allocation (JA) Team. If there is disagreement between manager and employee, the issue should be referred to Human Resources for advice.

Forms that remain unsigned by management will still be accepted and assessed by the JA Team. However, it should still be made clear on the form that the Head of Service has at least seen the completed application.

5.3 The Job Allocation team will:

- Acknowledge receipt of the request.
- Assess the request to determine whether it meets the criteria for an allocation review. If the request falls outside the remit of this policy, the JA Team will confirm this decision with Unison before contacting the employee and managers to advise that their request does not meet the criteria for a review.
- If the request meets the criteria, review the post using the re-allocation process (Appendix 1).
- Contact the Head of Service and/or manager to clarify/obtain further information or evidence where necessary.
- Arrange an allocation review panel if required.
- Train Heads of Service on the application of the allocation toolkit prior to review panels, where necessary.
- Send the outcome to PSB for endorsement. This could be a recommendation to amend the existing allocation or not, in light of the evidence presented.
- Inform the employee, manager, Head of Service and HR Operations of the outcome. It will then be the responsibility of the manager and Head of Service in collaboration with operational HR to implement any changes from the effective date confirmed on the request form.
- Sense check the “effective date” of all applications that increase in grade. For any unclear “effective dates”, the default position will be to use the submission date.

5.4 The possible outcomes may be:

- No change in allocation
- A change which results in an increase in pay
- A change which results in a decrease in pay
- A change in allocation which does not result in a change in pay

5.5 There is no right of appeal against the allocation review outcome. The Allocation Review Panel’s decision will be final. Employees may have recourse to the grievance procedure if the policy has not been followed.

6. Role and Responsibilities

Roles and Responsibilities of Employees

- 6.1 Employees have a responsibility to ensure that they comply with this policy and associated procedures.
- 6.2 Employees have a responsibility to ensure that they provide the necessary information and evidence required to substantiate their request.

Role and Responsibilities of Managers

- 6.3 Managers have a responsibility to ensure that this policy is applied appropriately within their own area. Any queries on the application or interpretation of this policy must be discussed with HR prior to any action being taken.
- 6.4 Heads of Service with no previous experience of allocating roles within the City of Wolverhampton Council, will receive allocation toolkit training prior to attending allocation review panels.

Role and Responsibilities of HR

- 6.5 HR will provide operational support to employees and the organisation to enable the effective application of this policy.
- 6.6 The JA Team have a responsibility to ensure that this policy is applied consistently and appropriately in a fair and transparent manner.

Role and Responsibilities of Trade Unions

- 6.7 Any review and revisions of this policy will be undertaken by HR and will be in consultation with the Council's recognised trade unions.

7. Links to other Policies and Procedures

- Pay Policy
- Job Allocation

Appendix 1: Request for Allocation Review Process

