

## ***Interactive APPEALS Support Pack***

**Unison** have developed this interactive Job evaluation appeals database to help give practical support to all our members wishing to appeal against their job evaluation score and new grade.

Several thousand employees will be appealing and therefore the **Joint Trade Union Side** has decided to work together on joint appeals. Although there are 40,000 employees on NJC terms and conditions in Birmingham City Council there are only around 2,500 different posts.

Whilst we are expecting that everyone who loses will wish to appeal, it is also likely that groups who have gone up or stayed the same may also wish to appeal if their point scores are quite close to the top of the points range within their new grade.

Whatever your own specific reasons and grounds for appealing, the way you practically approach preparing an appeal is exactly the same. **But first you should familiarise yourself with the job evaluation appeals process and time limits. This is contained within the employment package, so read it thoroughly.**

Wherever possible we recommend that you lodge collective appeals with your colleagues who share the same job reference number. This post number is contained within your job overview document within your individual contract package that the Council sent you. If your job is a unique post, your reference number will start with a 'U' prefix and you can prepare your appeal in exactly the same way, except the result will only apply to you as yours would be an individual appeal.

**Remember that an appeal is about your specific post number, and therefore general references to other jobs and their scores are a fruitless waste of time and will not get you anywhere.**

Now open the database spreadsheet and use the information from your Gauge- Job Overview document to insert the levels awarded against each of the 13 factors. For Example: Knowledge = 3. Then check the total score at the foot of the page matches your total job score. If this does not match recheck the levels you have input and correct as necessary.

The points scored for each level will then appear highlighted and the generic overview statement will also appear for the level awarded for each of the factors that you entered. Alongside this an overview statement for the next level up will automatically appear.

Where a factor does not look or feel right, compare the two statements side by side. If the job analyst has undervalued any of your factor levels, focus on the key differences between the two levels and decide with your colleagues what clear and focused evidence can be provided to support your claim for an increased factor level. If the next level up still looks under represented, check the following level on sheet 2(the factor definition list) to see if that could be justified. You can use the empty boxes on the end to record a summary of your evidence, before transferring them in appropriate detail onto the council's appeals forms. When you have reviewed all 13 factors, then use the points displayed in the '+1 factor' column etc to calculate how this might increase your total score.

Now review the points range for your new grade on the chart below and see if these new potential points accrued might be enough to take you into the next grade band.

## Birmingham City Council new pay and grading structure chart.

GR1	GR2	GR3	GR4	GR5	GR6	GR7
UP TO 324pts	325-399pts	400-480pts	481-577pts	578-684pts	685-798pts	799pts-plus
11,214	13,590	17,352	23,175	29,859	37,476	48,201
11,475	14,163	17,985	23,952	30,843	38,310	49,575
11,640	14,544	18,450	24,708	31,653	39,132	51,180
12,015	14,787	18,993	25,437	32,487	40,395	52,848
12,393	15,096	19,614	26,187	33,315	41,667	54,573
12,768	15,459	20,235	26,928	34,146	42,936	56,358
13,035	15,825	20,895	27,492	34,986	44,217	58,212
	16,137	21,588	28,221	35,772	45,480	60,126
	16,740	22,293	29,010	36,636	46,845	62,559

The closer you are to the top of the point range of the new grade, the more chance of succeeding on appeal.

But because of the 7 wide band structure that the council has chosen to impose on us, many people could win an appeal but not secure enough points to make any difference to their pay. **That's another reason why we are recommending that you say NO to your new contract!**

### How to organise your appeal.

You have until the 21<sup>st</sup> of December to write to your line manager to let them know that you intend to appeal.

You then have until the 29<sup>th</sup> of February to prepare your appeal stage 1 paperwork.

#### **Individual Appeals**

If you are in an individual job then you can look at the appeals interactive package and then fill in your stage 1 paperwork and submit it to your manager.

#### **Collective Appeals**

If you are in a job that other people do it is better to appeal collectively. If you are able to contact others in your job group then please do so and between you elect an appeal leader for your group. Please then ring your trade union and inform them of your group appeal, it may be that others who do that job may have been missed who wish to be included. You need a third or 100 people doing the same job for it to be classed as a collective appeal.

Your group then need to meet to look at the interactive package and work out the grounds for your appeal. You will be assigned a union rep to assist with this. If you are part of a large group then a representative sample should meet to do the work. The group will then submit one Stage 1 appeal form.

Where groups belong to different unions the JTU Side will nominate an appropriate representative to act on behalf of the whole group of trade union members.

**The JTU side can only represent trade union members, so if non-members want to be included in any trade union supported collective appeals they will need to join one of the recognised council unions.**



In order to use the database to prepare your appeal open the other attachment.