

A Guide for PDA Members –

How to apply for re-banding using the NHS job evaluation scheme

The purpose of the guide is to assist PDA members working under Agenda for Change to use the NHS job evaluation procedures to apply for re-banding.

What is the NHS job evaluation scheme?

Agenda for Change is the NHS's national pay and grading system. It was introduced in 2004 to harmonise pay and terms and conditions for all NHS workers, other than doctors and those on the very senior manager pay scales.

Job evaluation is the system by which jobs in the NHS are compared with each other to decide at what band they should be paid. It underpins the NHS Agenda for Change pay structure and is overseen by the NHS Staff Council. The scheme was designed and is maintained by employers and trade unions in partnership.

As part of the NHS Agenda for Change, you have the right to ask for your job to be re-evaluated. You may wish to do this if you have been asked to take on additional responsibilities, which you believe are responsibilities of a higher band job, without any additional pay.

What do you do if you feel your banding is not right or if your role has changed significantly since the last banding decision?

Step 1.

Read all the available information. All the suggested reading can be found on the NHS employers' website. We are directing members to their employer's website to emphasise that job matching and re-banding is a partnership issue fully supported by NHS employers and the process forms part of members' contract of employment.

- [Agenda for Change](#) Part 1, Part 2 (sections 1-7 and 6.4-6.14), Part 5, and Part 7 (section 4.7).
- [The NHS Job Evaluation Handbook](#).
- [Maintaining Good Job Evaluation Practice](#) (Section 3 and 4 in particular).

Step 2.

The next step is to ensure you have an up-to-date and comprehensive job description agreed with your line manager. You can request this at any time. You can start the process by identifying where your existing job description does not fully reflect the duties you undertake and make a list of the duties which are not reflected in the job description.

You should ensure you have a Job Development Review. This is a good opportunity to discuss your banding with your line manager. These should take place every two years and are the ideal point at which to discuss with your line manager an amended and up-to-date job description. However, it is not a requirement of the process to wait for your review, and if it is not due for some time then you should not delay starting the process by waiting.

Step 3.

During the above meeting and subsequent conversations, you should agree to any amended job description with your line manager if possible. Then, request that it is sent for job matching or a job evaluation. This is the process where an independent panel reviews your current job description against the responsibilities in each band. They can upgrade your role if you prove that the skills that you have carried out in your job are at a higher level than your current role. Your manager will need to submit the new job description to the agreed designated job evaluation lead, usually in the Human Resources department, to request the review.

FAQs

What if your manager is uncooperative?

You don't need your manager's consent to apply for job evaluation. You can submit your request without their consent, although their support would help.

Contact your PDA Rep or the [PDA Member Support Centre](#) for advice and guidance.

What happens next?

Your application for re-banding is then considered by a job evaluation review panel.

What is a job evaluation review panel?

A panel is appointed to consider applications for re-banding and look at them independently. Panels normally consist of four people who have been trained to carry out job evaluations. Two are appointed by the local staff side and two by the Trust. In some cases, a panel can consist of three members, but this should only be with the agreement of the local staff side.

This process will determine the banding for your job. If you are unhappy with the outcome, you can appeal.

How can you appeal a decision?

If you wish to appeal the decision, you have three months to do so. A copy of the job matching/evaluation report, along with the decision, should be sent to you. Use this to identify areas where you think the panel has assessed the demands of your role incorrectly. Look at the way the factor levels are worded in the [NHS Job Evaluation Handbook](#). Give tangible examples of the work you do, linked to the relevant section in your job description. You only need to present evidence of the factors you believe have been assessed incorrectly.

Using the grievance process

If you are denied access to the process or your line manager will not agree to a job description that reflects everything you are required to do, you can use the grievance procedure to challenge this. Further advice on this can be obtained from the [PDA Member Support Centre](#) on 0121 694 7000.

What are the challenges you may need to overcome?

1. Persuading your line manager to agree to review your job description with you. If you cannot make progress on this, you should contact your PDA Rep or the [PDA Member Support Centre](#) before considering raising a grievance.
2. Present your case positively. Keep a record of real examples of your daily work to use as evidence.
3. Remember that the process is not about volume of work, but real changes to your job description. The unmanageable workload can be dealt with separately with your line manager. Read our '[It's Time to Address Stress](#)' [guidance](#) for more information.
4. Your Trust may not have a local panel in place, or it may not have met for some time. If this is the case, you must insist that it is your contractual right to have your job description assessed by a trained panel. An option may be to see if a neighbouring Trust does have a functioning panel that can review your job description. Again, delay or refusal by the employer could lead to a grievance being raised.
5. A panel may be convened with only one staff side member. You should try and resist this if you feel you may be disadvantaged by this, but seek the views of the local staff side secretary, who may have good reason to recommend going ahead on this basis.

Unfortunately, the overriding hurdle to overcome is that Trusts and health boards may say that they are working with challenging budgets and cannot improve banding for staff. This is not a valid reason to deny the proper process and assessment of jobs.

Finally, there is no guarantee that using the process will automatically lead to you achieving a higher band. That will depend on the outcome of the process which should be based on the evidence provided. We encourage members who are unhappy with the process to take advice from the [PDA Member Support Centre](#) about appealing the outcome.

Note: *This PDA guide offers a general overview of your rights but should not be taken as legal or financial advice.*

Some pharmacists work for employers who match Agenda for Change rates or for other employers, such as private hospitals. The above process will not apply to those individuals, however similar arrangements may exist within some larger employers. If you think your job should be matched to a higher pay band within your employer, you should contact the [PDA Member Support Centre](#).