

Policy Section	Suggested Change	Reason for Change
Numbering throughout the policy document	Note: While the section headings have not changed, unless stated below, the numbering has been adjusted to accommodate the corporate policy document template	To adopt the corporate policy document template
2.0 Purpose	Include HoS following first occurrence or Head of Service and remove all further references. Note when referring to the plural e.g. Heads of Service this will remain in full.	Clarity
3.1.2 Maintenance of Job Documents	Change HR Division to Payroll and Job Evaluation section	Payroll and Job Evaluation section no longer sits within the HR section
3.1.2 Maintenance of Job Documents	Change consultation with HR to consultation with HR, Payroll and Job Evaluation	Payroll and Job Evaluation section no longer sits within the HR section
3.1.3 Minor Job Change	Change HR to Payroll and Job Evaluation section	Payroll and Job Evaluation section no longer sits within the HR section
3.1.4 Major Job Changes	Change Service Delivery Plan process to Business Planning process	Business Planning process has superseded the Service Delivery Plan process
3.1.4 Major Job Changes	Change reference to Policy and Performance Committee to Personnel Committee	Personnel Committee has responsibility for decision making in this area
3.2.2 Employee Initiated Evaluation – Informal Stage	Change HR to Payroll and the Job Evaluation section	Payroll and Job Evaluation section no longer sits within the HR section
3.2.2 Employee Initiated Evaluation – Informal Stage	Change The employee, however... to However, the employee...	Grammatical correction.
3.2.2 Employee Initiated Evaluation – Informal Stage	Change “An employee cannot use comparisons with other jobs inside or outside of the organisation as part of their evidence.” to “An employee cannot use comparisons with other jobs outside of the organisation as part of their evidence”	Addressing advice received from Project HR in line with equal pay legislation.
3.2.3 Employee Initiated Application – Formal Stage	Change HR to Payroll and the Job Evaluation	Payroll and Job Evaluation section no longer sits within the HR section

3.2.3 Employee Initiated Application – Formal Stage	Change “make” to “may”	Spelling correction
3.2.4 Attendance at the JE Panel	Change “The JE panel will consist of two Heads of Service and a fully trained panel member or three Heads of Service. Fully trained panel members include HR Officers and senior Broxtowe Borough Council employees” to “The JE panel will consist of a Chief Officer, two HoS, Payroll and Job Evaluation Manager, and a Branch Union Representative from one of the recognised Unions. The Chair of the panel will be the Chief Officer or in their absence a HoS. The panel will be quorate provided 3 members of the panel are present. The Chair will have a casting vote when the decision is hung. Members of the panel must maintain their training on the GLPC scheme.”	<p>To address the perceived issue of consistency it is recommended that a fixed panel is in place.</p> <p>To address the issue raised by Union colleagues seeking to be part of the JE decision making process.</p>
3.2.4 Attendance at the JE Panel	Change “Members of the panel cannot review applications from within their own service areas and must maintain their training on the GLPC scheme.” to “Members of the panel must maintain their training on the GLPC scheme. Members of the panel will not normally review applications from direct reports.”	As the proposed new panel now includes additional members including a Chief Officer, a Union representative and the Payroll and Job Evaluation Manager it is felt that the wording of this control is no longer necessary, given the additional challenge that is now possible. The wording has changed to “will not normally review applications from direct reports” rather than service area.
3.2.4 Attendance at the JE Panel	Add text - Post holders are not required to attend if they do not wish to attend.	To address a concern raised by Union that employees feel that they must attend. It is not a requirement and therefore employees do not need to feel obliged to attend.
3.2.4 Attendance at the JE Panel	Delete “A trade union representative will be invited to attend the meeting of the panel as	This paragraph will no longer be necessary if the proposed new policy is agreed and an

	an observer, but will not be present when the panel deliberates its decision. (Note: The observer role is separate to the role of the trade union representative who supports the employee during the meeting)."	appropriately trained Union representative is a member of the decision making panel.
3.2.5 The JE Panel Process	Change HR to Payroll and the Job Evaluation	Payroll and Job Evaluation section no longer sits within the HR section
3.2.5 The JE Panel Process	Changed section reference to 3.4	To accurately reflect the amendments made to the numbering of the document
3.2.6 Appeals	Change "Comparisons with other posts will not be acceptable." to "Comparisons with other posts outside of the organisation will not be acceptable."	Addressing advice received from Project HR in line with equal pay legislation.
3.2.7 JE Appeals Panel	Changes made to this section to improve the consistency associated with the appeals process through the introduction of a common panel for appeal hearings, namely GMT plus the a Union Representative.	To address the concerns raised regarding consistency and to introduce a more traditional appeals process.
3.3.1 Management Review – General Principles	Added Payroll and Job Evaluation - note there were two occurrences within this section that required changing	Payroll and Job Evaluation section no longer sits within the HR section and therefore are an additional consultee
3.3.1 Management Review – General Principles	Change reference to Policy and Performance Committee to Personnel Committee – note there were two occurrences within this section that required changing	Personnel Committee has responsibility for decision making in this area
3.3.2 Temporary Posts	Change reference to Policy and Performance Committee to Personnel Committee	Personnel Committee has responsibility for decision making in this area
3.3.3 Management Review Appeal	Changed the wording of the final paragraph to allow for a management appeal of a vacant post	To improve consistency of the appeal process and address feedback from senior management.
3.3.3 Management Review Appeal	Change "Comparisons with other posts will not be acceptable." to "Comparisons with	Addressing advice received from Project HR in line with equal pay legislation.

	other posts outside of the organisation will not be acceptable.”	
3.4.2 New Grade and Pay Progression	Change reference to Policy and Performance Committee to Personnel Committee – note there were two occurrences within this section that required changing	Personnel Committee has responsibility for decision making in this area
3.4.2 New Grade and Pay Progression	Change HR to Payroll and the Job Evaluation	Payroll and Job Evaluation section no longer sits within the HR section
3.4.3 Pay Protection and Downgrading	Change reference to Policy and Performance Committee to Personnel Committee	Personnel Committee has responsibility for decision making in this area
3.5 Apprentice and Trainee Posts	Clarified arrangement for apprentice pay at grade 2 of the Broxtowe Local Pay Scale.	Clarified arrangements
3.5 Apprentice and Trainee Posts	Removed sentence requiring an apprentice post to be reviewed under the JE scheme. Apprentice posts will be paid grade 2 of the Broxtowe Local Pay Scale.	Clarified arrangements
3.6.2 Maintenance of Job Documents	Change HR Division to Payroll and the Job Evaluation section. There were two occurrences with this sections that required changing.	Payroll and Job Evaluation section no longer sits within the HR section
3.6.3 Change to Job Roles	Change HR to Payroll and the Job Evaluation.	Payroll and Job Evaluation section no longer sits within the HR section
3.7.1 Employee Initiated Evaluation – Informal Stage	Change Deputy Chief Executive to Chief Executive.	To correct error and to align with the rest of the section
3.7.1 Employee Initiated Evaluation – Informal Stage	Change HR to Payroll and the Job Evaluation.	Payroll and Job Evaluation section no longer sits within the HR section
3.7.1 Employee Initiated Evaluation – Informal Stage	Change HR to Payroll and the Job Evaluation.	Payroll and Job Evaluation section no longer sits within the HR section
3.7.2 Employee Initiated Evaluation – Formal Stage	Change “An employee cannot use comparisons with other jobs inside or outside of the organisation as part of the evidence.” to “An employee cannot use comparisons with other jobs outside of the organisation as part	Addressing advice received from Project HR in line with equal pay legislation.

	of the evidence”	
3.8 Appeals	Change “Comparisons with other posts will not be acceptable.” to “Comparisons with other posts outside of the organisation will not be acceptable.”	Addressing advice received from Project HR in line with equal pay legislation.
3.9.1 Review of Hay Evaluated Posts	Change reference to Policy and Performance Committee to Personnel Committee - note there were four occurrences within this section that required changing	Personnel Committee has responsibility for decision making in this area
3.9.2 Appeals	Change “Comparisons with other posts will not be acceptable.” to “Comparisons with other posts outside of the organisation will not be acceptable.”	Addressing advice received from Project HR in line with equal pay legislation.
3.10 New Grade and Pay Progression	Change reference to Policy and Performance Committee to Personnel Committee	Personnel Committee has responsibility for decision making in this area
3.10.2 Pay Protection and Downgrading	Change reference to Policy and Performance Committee to Personnel Committee	Personnel Committee has responsibility for decision making in this area
3.11.2 Payroll and Job Evaluation	Change heading from Human Resources Division to Payroll and Job Evaluation	Payroll and Job Evaluation section no longer sits within the HR section
3.11.2 Payroll and Job Evaluation	Change heading from HR Division to Payroll and Job Evaluation section – note there were three occurrences within this section that required changing	Payroll and Job Evaluation section no longer sits within the HR section
3.11.2 Payroll and Job Evaluation	Adjusted the working of the paragraph associated with pay protection	In order to reflect the current administrative arrangements
3.11.3 JE Analysts	Change heading reference to HR/JE Analyst Team to JE Analysts	The JE Analysts no longer sits with the HR section
3.11.3 JE Analysts	Change reference to HR officers to officers	The JE Analyst no longer sits with the HR section
3.11.3 JE Analysts	Change reference to Personal Development Review to Appraisal	The PDR was replaced with annual appraisals when the Broxtowe Learning Zone process was developed
3.11.3 JE Analysts	Change reference to HR to Payroll and Job	Payroll and Job Evaluation section no longer

	Evaluation section	sits within the HR section
3.11.3 JE Analysts	Change reference to HR officers to Payroll and Job Evaluation officers	Payroll and Job Evaluation section no longer sits within the HR section
3.11.4 Managers	Change reference to PDRs to Appraisals	The PDR was replaced with annual appraisals when the Broxtowe Learning Zone process was developed
3.11.4 Managers	Reword third paragraph to include reference to the annual increment report produced by the Payroll and Job Evaluation section	Update the wording to reflect the increment process in more detail
3.11.4 Managers	Reword fifth paragraph to adjust training arrangements	Update the wording to clarify the training requirements
3.12 Pension Implications	Change reference to HR to Payroll and Job Evaluation section in conjunction with HR	Payroll and Job Evaluation section no longer sits within the HR section
3.13 JE 'sore thumb' Issues	Change JE Team to Payroll and Job Evaluation section	In order to provide additional clarity
3.14 Secondments	Change reference to PDRs to Appraisals	The PDR was replaced with annual appraisals when the Broxtowe Learning Zone process was developed
3.14 Secondments	Adding text to explain approach to Appraisals should an Appraisal be required for both the substantive and seconded roles.	Clarification provided due to the potential limitation of the Broxtowe Learning Zone facility