INTRODUCTION

This issue of the Core Brief provides an update on Agenda for Change. The information includes details on assimilation, job evaluation, arrears of pay and the new review procedure.

AGENDA FOR CHANGE ASSIMILATION – TRANSFER TO THE NEW PAY STRUCTURE

Staff who have not yet been assimilated to AfC pay bands may be aware that there is a ‘log jam’ at JEMG, the Scottish monitoring group which reviews all assimilation proposals. The effect of this is that most of the submissions from NHS GG&C from November onwards have not been considered yet. Discussions have been taking place across Scotland between NHS Boards and Trade Unions to try to find a resolution to this problem but this has not proved possible to date. In the circumstances NHS GG&C has taken the view that to delay assimilations further would not be in the interests of staff and arrangements have been made for the remaining staff groups to be assimilated during March and April as indicated in the table below.

Please note that assimilations for all staff in these groups will not be successful. Possible reasons for this include where staff have held more than one post and these are not all matched or where there has been a period of acting into a post which has not yet been matched.

Line Managers should ensure that all employee details required to complete assimilation are recorded for each member of staff covered by the job description relating to the area of work. This is particularly important when employees have changed jobs after Oct 1st 2004, for example, promotions and acting arrangements. The assimilation process can only be completed successfully where Payroll have been provided with full information for each individual employee.

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<th>GREATER GLASGOW</th>
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<td><strong>MARCH 2007 ASSIMILATIONS</strong></td>
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JOB EVALUATION

There are a number of posts which have not been possible to job match and which will require to be evaluated using the full job evaluation processes, including completion of a Job analysis Questionnaire (JAQ) by the member of staff. Arrangements are being made to refresh/train job matchers in job analysis and job evaluation to support this work which it is planned will commence within the next few weeks. In the meantime job matching panels are taking a second look at these posts to establish that a match is not possible, particularly as there are now a larger number of national job profiles available. Where it proves possible to match these posts arrangements will be made to assimilate the postholders without further delay.

ARREARS OF PAY

As of March 2007 over 6000 staff will have been paid arrears. This includes the majority of Hotel Services staff across NHS GG&C and staff who fall into the category of their arrears calculation being straightforward and not requiring manual intervention by payroll staff. Work is progressing to finalise arrears calculations for the remaining ancillary staff who have been assimilated across NHSGG&C and this will be completed by the end of April 2007.

The Payroll department is continuing to work on arrears calculations at the same time as completing assimilations. The plan for rolling out the payment of arrears to all other staff groups across the whole of NHS GG&C is as follows:

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<tr>
<td>Trained Nursing Staff (all Sub-Job Families)</td>
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<td>AHP’S</td>
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<td>Estates &amp; Maintenance</td>
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<td>Administrative and all other Support Services Staff</td>
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<td>Health Care Sciences including Pharmacy</td>
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Not all staff can expect to receive an arrears payment given the introduction of the revised terms and conditions of service associated with Agenda for Change which will impact on the pay that staff have received from 01 October 2004 until now.

REVIEW PROCEDURE

The above procedure has been agreed and provides information for employees on the process for reviews of job matching/evaluation outcomes as part of the transfer of NHS Greater Glasgow & Clyde employees from Whitley Council arrangements to Agenda for Change.

Submitting a request for a Review

Employees who are unhappy with the result of a matching or evaluation outcome have a right to seek a review either on an individual or collective basis. This request must be submitted within 3 months of receipt of their assimilation letter that provides employees with details of the Agenda for Change pay band and salary.
It is strongly recommended that employees or groups of employees seek advice from their trade union or professional organisation before lodging a review request. This may also help to facilitate similar requests to be grouped together.

It is important to remember that Review requests must be based on the job as it was performed on 1 October 2004. Where changes to jobs took effect after this date, these may be subject to the Board’s grading review procedure. Further advice is available from your line manager or Human Resources department.

Employees who wish to request a Review should submit these in accordance with the information included in their assimilation letter, including their pay number, job title, department and work base. Alternatively review requests can be submitted to:

NHS GREATER GLASGOW & CLYDE
Agenda for Change Project Office
Ground Floor
Golden Jubilee National Hospital
Beardmore Street
Clydebank
G81 4HX

The Review Process Stages explained

**Exploratory Stage:** A subgroup of the Area Partnership Forum will consider the overall requests for reviews to identify areas where, through the pattern of review requests, there may be a particular issue that can be resolved without recourse to further consideration. Where it is necessary to proceed with the review, this will be conducted as follows:

- A discussion will take place between the employee or group of employees and their line manager, involving two experienced job matchers (one Management and one Staff Side). The employee or group of employees may choose to be accompanied by their trade union representative.

The purpose of this discussion is to:

- clarify the matching or evaluation outcome,
- ensure a shared understanding of how the matching and evaluation process works,
- to assist in reaching consensus on the evidence presented,
- identify in the light of the above whether or not a reasonable case may exist,
- provide guidance on the steps the employee or group of employees has to take.

**Formal Stage:** The review will be carried out by referring the request to a further Matching or, if previously evaluated, further Evaluation panel. The majority of the review panel will consist of members that have not been previously involved in assimilating the post. The review panel will operate in the same way as the first as per the National Job Evaluation Handbook.

The review panel can:

- Confirm the same match
- Confirm a match to a higher banded profile
- Or, exceptionally, refer the job for local evaluation

The employee or group of employees has no right of appeal beyond the review panel if their complaint is about the matching/evaluation outcome.
**Consistency Checking:** Only when the reviewed post has been processed through the local consistency checking panel and the national Job Evaluation Monitoring Group (JEMG) will individual/s be made aware of the outcome in writing.

**Agenda for Change information and queries**

Employees can find further information on the progress of implementing Agenda for Change by visiting [www.nhsggc.org.uk/agendaforchange](http://www.nhsggc.org.uk/agendaforchange), which has recently been updated.

Staff are asked to contact their Manager, in the first instance, in relation to queries about Agenda for Change. In addition to this, local Human Resources teams are able to offer advice, guidance and support for managers and staff.

Staff can also contact their trades unions and professional bodies for advice and support.

To contact the Project Team by email, the address is jobmatching@gjnh.scot.nhs.uk