

Barrow Borough Council
Executive Committee
22 June 2022
Regrading Policy & Procedure

Report from: Director of Resources
Report Author: Director of Resources
Wards: (All Wards);

1.0 Summary and Conclusions

- 1.1 The moratorium placed upon the Regrading Scheme was lifted by Council on the 18 May 2022. The Regrading Scheme enables employees to apply for a change in the grading of a role where the level and scope of responsibilities have changed significantly.
- 1.2 This report contains the Regrading Policy & Procedure (the Scheme) that is an update of the existing principles with some specific changes to reflect the scope of the update and Local Government Reorganisation.

2.0 Recommendation

2.1 **It is recommended that the Executive Committee:-**

- 1. Approve the updated Regrading Policy & Procedure (the Scheme) as attached to this report;**
- 2. Inform the Head of HR of the nominations to the Regrading Appeals Panel; and**
- 3. Agree that a union representative observes the Regrading Panels.**

3.0 Background and Proposals

- 3.1 The Regrading Application Scheme allows employees to apply for an upgrade where the level and scope of the responsibilities of the role have changed significantly. This Scheme is in addition to the process of change that management can implement to reflect changes in roles.
- 3.2 The Scheme was placed under a moratorium in March 2018 as it was unfit for purpose and that moratorium was lifted in May 2022 with the updated scheme to

be presented to the Executive Committee. The updated scheme is attached as **Appendix 1** to this report.

- 3.3 It is intended that the Scheme shall be open to applications for one four-week window.
- 3.4 A Principal HR Officer shall support the Panels to ensure a consistent and open process; to be clear of the requirements that form an application; to be clear of the criteria to be used in assessing applications; and to clarify the application process for applicants and line managers.
- 3.5 Applications will be referred through line managers before being submitted to HR for a completeness check; the applications will then be presented at the Regrading Panel – the Panel comprises Senior Management Team.
- 3.6 Where applications are unsuccessful the applicant may appeal to the Regrading Appeals Panel which consists of 4 members of the Executive Committee.
- 3.7 Nominations follow the political balance of 3 labour and 1 conservative; nominations should be provided to the Head of HR.
- 3.8 There is no budget provision to fund additional pay costs and budget pressures will be reported to the Executive Committee for necessary action.

4.0 Consultation

- 4.1 The union have been consulted on the Regrading Policy & Procedure and are supportive of the Council lifting the moratorium to allow applications to come forward. The union response comments on the preference for a full pay and grading review; this will come from the Westmorland and Furness Council Job Evaluation Scheme which shall apply from 1 April 2023 onwards.

5.0 Alternative Options

- 5.1 An alternative could be to not open the Scheme, or to open for a shorter or longer period. These alternatives are not proposed as the timeframe has been considered against the Local Government Reorganisation, the increase in workload and resource that the Scheme generates, and the recent restructure role changes.

6.0 Contribution to Council Plan Priorities

- 6.1 The recommendation aims to support employees, managers and service delivery.

7.0 Implications

7.1 Financial, Resources and Procurement

- 7.1.1 The recommendation results in resources being employed in handling any applications that come forward. The financial implications will depend upon the

outcome of each application. The Council does not have core funds to support increases in the staff pay bill and future implications will have to be considered against the Medium Term Financial Plan on an ongoing basis.

7.2 Legal

7.2.1 There are no specific legal implications from the recommendation; the Regrading Scheme will be adhered to as Council Policy.

7.3 Local Government Reorganisation

7.3.1 The fixed window for applications is driven by Local Government Reorganisation to ensure that applications are dealt before the end of the financial year.

7.4 Equality and Diversity

7.4.1 Have you completed an Equality Impact Analysis? No – the Regrading Policy & Procedure is open to all employees and does not discriminate in any way. The Council’s HR policies are based upon fairness and consistency and aim to advance equality of opportunity between people who share a protected characteristic and those who do not. The presence of a Principal HR Officer through the process and the inclusion of a union observer at the Panel deliberations all serve to ensure the process is completed in an open and fair way.

Risk

Risk	Consequence	Controls required
Grades assigned to posts do not reflect the responsibilities.	Disengaged or dissatisfied staff and reduced service levels.	Staff meetings, appraisals, job role clarity.

Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Regrading Policy & Procedure

Contact Officers

Director of Resources directorsadmin@barrowbc.gov.uk

Background Documents Available

Name of Background document	Where it is available
1. Pay & Grading Review – Executive Committee 7 March 2018	https://www.barrowbc.gov.uk/the-council/barrow-council/archived-council-minutes-agendas/archive-executive-committee/
2. Regrading Application Scheme – Council 18 May 2022	https://democracy.barrowbc.gov.uk/documents/s8699/Regrading%20Scheme.pdf

