

A glossary is included below to explain some of the terminology and jargon used in this document.

Appeal: The NHS Job Evaluation (JE) Scheme uses the term *review* rather than appeal to describe when employees are unhappy or disagree with the grading outcome of their job. The review is the equivalent of an appeal.

Band 5: This is the Agenda for Change (AfC) pay band or grade of the job. There are AfC nine (9) pay bands. All staff covered by this system are assigned to one of these pay bands on the basis of job weight, as measured by the NHS Job Evaluation Scheme.

Boards: NHS Scotland staff are employed across 14 regional NHS Boards, seven Special NHS Boards and one public health body. Boards are responsible for providing healthcare services across Scotland.

Directly Employed: This refers to employees who work for one of the Boards and are not employed as part of a Staff Bank

Grading: This is used to describe the job evaluation process used to decide what pay band or grade NHS jobs are assigned to.

Job evaluation (JE): This is the process used to determine the pay bands for all posts on Agenda for Change contracts. It was introduced in 2004. There are a number of different job evaluation schemes and the NHS has its own JE Scheme designed specifically for use across the NHS in the United Kingdom.

Panel: The JE Scheme uses panels of 4 members comprising both management (2) and staff representative members (2). All panel members are trained to apply the JE Scheme.

Partnership: This describes the NHS Scotland approach to working together and includes NHS Boards, trade unions, professional bodies and organisations and the Scottish Government.

Questionnaire: You will need to complete a questionnaire designed to collect information about your job. The questionnaire asks specific questions about your job and what you do. The information you provide will be used in the re-evaluation.

Re-evaluation: This describes the process of checking up to date job information and comparing it with the previous evaluation (grading) decision. The re-evaluation is completed by a job evaluation panel using the job information provided to them.

Review: This has a specific meaning and use in the JE Scheme. After a grading exercise is completed and employee can ask for the outcome to be reviewed if they are unhappy or disagree with this. A review is sometimes referred to an appeal. The use of review in the JE Scheme is different from how the same word is used to describe the process of checking Nurse Band 5 roles as part of the NHS Scotland review.

Questions and Answers**Who is included in the process?**

Nurses in nursing Band 5 roles employed by Health Boards in NHS Scotland, including Bank Nurses where applicable.

How will I be notified about the process in my Board?

Every Board will write to Band 5 nurses in the organisation to confirm they are included in the process and to explain how it will operate and what they need to do to request a re-evaluation of their job.

What information will I need to provide?

You will be asked to complete a questionnaire and provide information about your job role. This will include questions about all aspects of your job including the skills and knowledge required, your responsibilities and working environment. In addition, you will be required to provide your Payroll Number and National Insurance Number. The questionnaire is designed to gather information needed for the job evaluation process used to grade your job.

Questionnaire link

The Job Evaluation Handbook can be found [here](#)

Do I need to discuss with my review request with my Manager?

Yes – your manager will be required to discuss and confirm the evidence provided is correct and accurate.

Do I need to ask for a re-evaluation on my own or can I do this with other nurses in my team?

While you can discuss the completion of the questionnaire with local colleagues who do similar roles, the digital portal requires each person to complete and submit an individual application onto the system.

Can I ask for a re-evaluation if I'm off work e.g. on maternity leave, long-term absence, career break etc.?

Yes. Your employer will contact you to explain how you will be able to take part in the process.

After I submit a re-evaluation, what happens?

The questionnaire will be quality checked by a Partnership pair (one management and one staff side representative). This step is to make sure the evaluation panel will have the information they need to complete the process. The questionnaire will then be processed and submitted to be graded by an evaluation panel. The panels operate in Partnership with two management and two staff side representatives. After the panel have completed the process, the outcome is checked for consistency. This is completed by a Partnership pair - one management and one staff side representative. Once the consistency checks have been completed and the grading outcome is approved then this will be confirmed.

When will I hear about the outcome of the re-evaluation?

After the process has been completed and the grading outcome is confirmed, you will be notified in writing. You will also be notified of the right to a review (appeal) if you are unhappy with the outcome. Please note that reviews (appeals) must be submitted within three (3) months of the notification of the outcome.

How can I get a copy of my job description?

While a job description is not required for the completion of the questionnaire, if you feel this would be of assistance you should contact your line manager.

How can I get a copy of the matched job report for my current job?

While a matched job report is not required for the completion of the questionnaire, if you feel this would be of assistance you should ask your line manager for a copy. If

your line manager does not have it they should contact their local HR department for assistance.

Where can I find national profiles for nursing?

All national profiles are available on the NHS Employers website. The nursing profiles are available via this link:

[National job profiles](#) (click on nursing and midwifery and choose Combined Nursing Profiles)

Will my staff side (trade union or professional organisation) representative be able to help me complete the re-evaluation request?

In developing this process, Employers and Staff Side have tried to make it as self-servicing as possible, however, individual Union members will have the right to take advice and receive assistance from their Union.

If I'm not a member of a trade union or professional organisation, can I ask for a re-evaluation?

Yes.

When do I need to send in my re-evaluation?

The digital portal supporting this process is open from 17 June 2024 and you will be able to apply from that point.

Is there a closing date for re-evaluation requests to be sent in?

There is currently no formal closing date for this process, however staff who feel that they have an eligible claim should submit their completed questionnaire as soon as possible. It is likely that at some point in the future an agreement will be reached to introduce a closing date for applications.

If I get a higher pay band, when is this effective from?

Successful applicants will have their new pay band effective from the date that it was agreed you undertook the additional duties / responsibilities or 1 April 2023 at the earliest.

If I don't get a higher pay band, is there an appeal process?

Yes. This is called a review in the JE Scheme terminology. You will be notified of the right to a review when the outcome of the re-evaluation is confirmed.

If you are unhappy with the outcome, you can ask for a review. Please note that reviews must be submitted within three (3) months of the notification of the outcome.

How do I submit a review (appeal)?

This will be communicated by individual Boards in line with their existing review (appeal) process.

I was a band 5 Nurse who was working at an enhanced level, but have recently secured a promotion. Can I make an application for a regrading for my old post?

Staff who were in a Band 5 post as at 1 April 2023, including those who may have subsequently been promoted, may apply for a re-evaluation of their Band 5 role.

I am an Operating Department Practitioner (ODP) – does this review apply to me?

No. The review only applies to existing band 5 nurses. Any individual who feels that they are working at a level which is higher than their current agreed band for the job, can within the existing JE arrangements (New and Changed Job Process) make an application for review of their current Band where a significant change can be evidenced.

I am employed in a band 5 role, but not a nurse, why is my grading not being looked at?

As part of the 2023/24 pay deal, Scottish Government recognised that many band 5 nurses were expected to work at a higher level of clinical responsibility. It was therefore agreed to review band 5 nurses as a specific piece of work. Any individual who feels that they are working at a level which is higher than their current agreed band for the job, can within the existing JE arrangements (New and Changed Job Process) make an application for review of their current Band where a significant change can be evidenced.

I am an existing Band 6 Nurse. Will this review have any direct impact on my grade?

No. The review only applies to band 5 Nurses. Any individual who feels that they are working at a level which is higher than their current agreed rate for the job, can within the existing JE arrangements (New and Changed Job Scheme) make an application for review of their current Band where a significant change can be evidenced.

If my re-evaluation is successful where will I be placed on the Band 6 scale?

Sections 1.12, 1.13 and 1.14 of the Agenda for Change Handbook ([here](#)) confirms the standard approach to Pay on regrading.

Can I use an AI tool in completing my application?

The online application has the option of using CoPilot – an AI tool which is deployed across all Microsoft 365 software applications. If you decide to utilise any CoPilot functionality or other AI tool in applying to have your Band 5 Nursing role re-evaluated you must ensure (before submitting) that your application is accurate, complete and reflective of the role you undertake. Failure to do so may affect the completion of your application e.g. delay, rejection, requests for clarification from the evaluation.