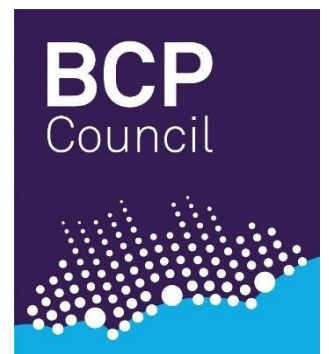


Appeals Procedure

Role Profile mapping

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People and Culture
Author: Pay and Reward Version:
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1. Purpose Statement

- 1.1 To manage appeals against role profile mappings following the implementation of the new pay and Reward package for BCP Council. That package has been subject to negotiation and ballot, after which individuals will have been notified of the grading and pay outcome for their job.

This will be based on their job being mapped to one of 500+ role profiles which describe the work of the role. The role profiles themselves have been evaluated using an analytical job evaluation method, the Korn Ferry Hay Method.

- 1.2 Each colleague has access to the role profile to which they have been matched, a description of the job families and levels, and the full library of other role profiles.

2. Who the procedure applies to

- 2.1 All colleagues in scope according to the Pay and Allowances policy have a right to appeal, based on the following the process and grounds set out below.
- 2.2 Those in a job with multiple colleagues can appeal on an individual or collective basis. In the case of jobs with more than one occupant, the decision will apply equally to all colleagues, whether they appealed or not.
- 2.3 The appeal might result in the job being mapped to a role profile graded the same as before, higher, or lower.

3. Grounds for appeal

- 3.1 Colleagues can appeal on the grounds that their job does not match the agreed role profile, because the responsibilities are significantly different. 'Significantly' here means more than 30% different.
- 3.2 Colleagues cannot appeal for if the reason for the appeal is:
- On the grounds that the job has altered. This is not a matter for appeal but for re-evaluation based on updated job information.
 - On the grounds that their pay has been affected. Appeals can only be about job content, not pay.
 - On the grounds that the role profile to which they have been mapped should have been evaluated differently. Job evaluation judgements can only be made by trained staff.

4. Steps in the process

The main steps are:

- 4.1 The colleague expresses concern and an interest in appealing.

- 4.2 The line manager will discuss the issue with the colleague, explain what is required for an appeal to be submitted and how the process works. The colleague may also take advice from a trade union representative.
- 4.3 If the colleague wishes to proceed, they must submit their appeal for their line manager's consideration. The submission will specify what the job involves, and which aspects do not match the agreed role profile. A job evaluation dispute resolution process will be used if the line manager does not support the appeal (see flow diagram).
- 4.4 The appeal will be considered by the Appeal Panel.
- 4.5 The outcome will be communicated to the colleague and the line manager and, if appropriate, applied through the Dynamics F&O (People and Culture) system and payroll system.

5. The Appeal Panel

- 5.1 The Appeal Panel will consist of colleagues who are experienced in job mapping and who have been trained on the appeals process. The two person Panel will comprise of a Manager and Trade Union representative. The manager will only consider appeals from Services other than their own. The decision of the Panel must be by consensus with both panellists having equal status in the process.
- 5.2 The Panel may seek additional evidence, contact the colleague or line manager for clarification. A Panel may be adjourned and reconvened to allow this information to be obtained.
- 5.3 Possible outcomes are:
- The job is seen by the Panel as a suitable match to the agreed role profile, so the appeal is rejected.
 - The job is seen by the Panel as a more suitable match to another role profile and colleagues in the role should be allocated to the pay grade for that role profile.
 - The job is not seen as a suitable match to the agreed profile or any other and has to be evaluated individually using the Korn Ferry Hay Method.
- 5.4 There can only be one appeal per job. The line manager must consider all colleagues in a role where others may be affected by an individual colleague submitting an appeal. The decision will confirm the correct role profile mapping and therefore the pay grade of the job, whether it will stay the same, increase or decrease. Any increase will be applied from the implementation date of Pay and Reward on 1 December 2025.
- 5.5 The decision of the Appeal Panel is final.

6. Timing

- 6.1 For an appeal to be considered, the employee must submit a request through the Appeals App, from the date of notification of new pay and no later than four weeks from the date of implementation of Pay and Reward (by 31 December 2025).

- 6.2 Exceptions to this four week period may be considered in certain circumstances including for example, but not restricted to, appeals from colleagues who have started in a role after September 2025, and therefore will not receive their new contract with role profile information until December 2025. In these instances an extension can be applied.

Flow chart for the role profile mapping Appeals process:

