

APPEAL AGAINST JOB EVALUATION OUTCOME

PART 1 – APPELLANTS DETAILS

Individuals wishing to appeal against the evaluation of their job must use this form to make their written submission. This standard form should be completed by both the appellant and their line manager and returned to the Job Evaluation Team.

	CONTACT INFORMATION	
	APPELLANT	LINE MANAGER
YOUR NAME:		
YOUR EMPLOYEE NO:		
YOUR JOB TITLE:		
YOUR DEPARTMENT & WORK LOCATION		
YOUR WORK ADDRESS:		
YOUR CONTACT TELEPHONE No:		
YOUR JOB OVERVIEW REFERENCE NO:		n/a
If you wish to be represented, please detail the name of your nominated representative		n/a
If your representative is a Trades Union rep – please specify which Trades Union		n/a
YOUR SIGNATURE:		
DATE:		

Individual jobholders are advised to read the appeals procedure agreed before completing this form. Appellants should familiarise themselves with the factor definitions and guidance of the Scottish Joint Council Local Government Employees Job Evaluation Scheme 3rd Edition, and review the documentation used to evaluate their job before setting out the details of their case. Copies of relevant documentation will be made available by the Council's Job Evaluation Team. Individuals are encouraged to seek the assistance of their Trades Union representative where appropriate.

Please indicate which of the following grounds you are basing your appeal on (no other grounds are admissible)

		Please tick (✓) as appropriate
i	Factual inaccuracy in the evaluation process (Complete Part 2 of the Form)	
ii	Failure to properly apply the agreed local procedure (Complete Part 2 of the Form)	
iii	Misapplication of the Job Evaluation Scheme (Complete Part 3 of the Form)	



Please use Parts 2 and/or 3 of the proforma to set out the details of your appeal submission.

**PART 2
GROUNDS OF APPEAL (i) or (ii)**

Please use this page to set out the details of your appeal, if you are appealing under the grounds of 'factual inaccuracy' and/or 'failure to apply procedure'

APPELLANTS COMMENTS;

LINE MANAGER'S COMMENTS;

Please copy this page if you need more space

PART 3 GROUNDS OF APPEAL (iii)

Misapplication of the factor definitions, levels and guidance of the scheme

Please use this table to indicate under which factor definition, level and/or guidance you are making your appeal and use the boxes below to set out the details of your appeal under each factor heading.

FACTOR HEADING	LEVEL ASSESSED	LEVEL BEING SOUGHT
1. Working Environment		
2. Physical Co-ordination		
3. Physical Effort		
4. Mental Skills		
5. Concentration		
6. Communication skills		
7. Dealing with Relationships		
8. Responsibility for Employees		
9. Responsibility for Services to Others		
10. Responsibility for Financial Resources		
11. Responsibility for Physical & Info Resources		
12. Initiative and Independence		
13. Knowledge		

Please ensure that comments are provided by both the appellant and the line manager in respect of each factor being appealed.

The following page should be used to provide your comments – if you are appealing more than 2 factors, please copy the next page if you need more space:



FACTOR HEADING:	
APPELLANT'S COMMENTS:	
LINE MANAGER'S COMMENTS:	

FACTOR HEADING:	
APPELLANT'S COMMENTS:	
LINE MANAGER'S COMMENTS:	

Please copy this page if you need more space

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