

# Post Evaluation Procedure

Procedure to be adopted by the Clerk on receipt of a request for a post to be evaluated. The following steps set out the procedure to be adopted and may be considered supplemental to the employee handbook:

- 1) An employee may make a request that the relevant post is re-evaluated. This may arise for instance where circumstances and duties have changed.
- 2) The employee will write to the Clerk, setting out the reasons/justification for the request and identifying the desired outcome in terms of scale point.
- 3) The Clerk will then forward the papers to members of F&R for information only.
- 4) The Clerk will also forward the papers with the clerk's comments and verification of the factual accuracy of the statement to a nominated Clerk from outside Cheshire East, that independent person will read the papers, take the opportunity to ask questions of the employee concerned and then make a written recommendation setting out the reasons for that recommendation to the Clerk.
- 5) The Clerk will then notify the employee and implement the recommendation except where the change results in an impact on the salary budget of >5k. Where the change is >5k the change will require approval by F&R Committee.
- 6) In the event that the employee wishes to appeal, then that appeal shall be made to the Chair of SSG who will advise the Clerk of the outcome of that appeal. The '>5k rule' shall also apply in the case of a change on appeal.
- 7) In the event that a request for a post evaluation is made by the Clerk, then the matter would be dealt with in the same way, save that the Chair of SSG will be the recipient of the appeal and will liaise with the independent person with any subsequent appeal being made to Council.

**Agreed at F&R 16/5/17**