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| **Summary of Request****To give effect to the outcome of evaluation reviewand change in job grade for an established post - where there is no detriment to the existing post holder(s) and no other changes to the organisational structure.**   **Function & Cluster****Report Author (Name, Job Title, Email Address)****Grade Change Requested**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title and Job Number** | **Current Grade** | **New Grade** | **Job Family** | **JE No.** | **Effective Date**  | **Name of employee(s) in post and employee No. (if applicable)** |
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**Justification for change, with resulting JE Factors changes:**

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| --- |
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**Financial Implications****Impact on current year’s revenue budget:**(your Finance contact or P&OD Advisor will also be able to assist you with salary calculations)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **JE Grade** | **FTE** | **Min Salary** | **Max Salary** |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| **Net Cost** |  | **Net Saving** | **£** |

**These figures are based on an appointment being made by (DATE)**Full year impact on revenue budget:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **JE Grade** for Local Gov posts) | **FTE** | **Min Salary** | **Max Salary** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Net Cost** | **£** | **Net Saving** | **£** |

* **Required funding is available from the following budget (include budget code):**

|  |  |  |
| --- | --- | --- |
| **To confirm that the above funding and costs have been checked by your Finance Contact, please request their electronic signature and enter here** | Name of Finance Contact consulted, and date checked | Electronic Signature of Finance Contact |
|  |  |

**P&OD Advisor consulted and comments** **Cluster Chief Officer comments****Cluster Chief Officer Approval of Implementation Date and Scale Point**  **Yes** [ ]  **No**  [ ]  **Name:**  **Signature:** **Date:** **Delegated Authority Approval to Proceed**

|  |
| --- |
| **Approved under the Delegated Authority of Chief Officer People & Organisational Development, 7: *To give effect to the outcome of evaluation review in line with the Scottish Joint Council for Local Government Employees Job Evaluation Scheme and the SNCT Teachers Job Sizing Scheme.***  |
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| --- |
| **Name:**  |
| **Signature:**  |
| **Date:** |

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