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| **Regrading Procedure**  **Request for Review Form** |

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| **Name of Lead Applicant:** | |  | |
| **Post Title:** | |  | |
| **Post Group Number:** | |  | |
| **Name of Senior Manager for your Service Area:** | |  | |
| Type of Request – select one only | | | |
| 1. **Individual Request for myself only** | 1. **Request for myself and some of my colleagues** | | 1. **Request for the whole of my Post Group** |
| For Request Type 2 – please provide the names of the employees covered by the request: | | | |
| **Reason for Request – select all that apply** | | | |
| **Substantial Permanent changes to the Post** | **Equivalent ‘Comparator’ Post** | | **Review of JWC’S** |
| **Key points of the request**  **(please refer to the notes section at the end of this form)** | | | |
|  | | | |
| Additional documents included with the request – select all that apply | | | |
| **Current Job Description (Post Specification) for my post** | | **Updated / amended Job Description (Post Specification) for my post** | |
| **Comparator Job Description (Post Specification)** | | **Additional supporting evidence / documents (please see note overleaf)** | |
| **Signed by Applicant:** | |  | |
| **Date:** | |  | |
| Please submit this form along with the any additional documents to the Pay and Reward Team on a ticket via the [People Management Portal](https://servicecumbria.service-now.com/peoplemanagementportal) | | | |

**Regrading Procedure – Request for Review**

**Notes for Completing the Form:**

***Substantial Permanent Changes to your post:***

If you are highlighting changes to your post, you will need to clearly explain the substantial permanent changes that have taken place **and** why you consider these changes are at a **higher level** to your current allocation/grade. This may or may not include:

* The level of Knowledge / Skills / Experience required
* The level or type of responsibility, problems resolved, or tasks carried out.
* Changes to responsibilities for supervising or line management.
* Changes to levels / responsibilities for resources (e.g. finance, budgets, equipment, buildings, information)
* Changes to the Job Working Circumstances of the post (Emotional Demands, Physical Demands, Working Conditions)

***Comparator Post:***

If you are highlighting a comparator post, you will need to clearly explain:

* Which post you are comparing your post to
* Which element(s) of the post you are comparing to
* Why you consider your post should be comparable to the other post.

***Supporting Information***

You can provide additional documents to support your application and / or to provide further evidence. If you are providing any sensitive work examples, you must ensure that any names or references to service users are redacted / removed and that the document is headed as a sensitive document.

It is up to you how much information you provide with your application. However, please bear in mind to be clear and focus on the key points.