

Our Ref: IM-FOI-2022-0946
Date: 12 May 2022



FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your recent request for information which has been handled in accordance with the Freedom of Information (Scotland) Act 2002.

For ease of reference, your request is replicated below together with the response.

In the two recent Job Evaluations affecting SPA/Police Scotland staff, Job Analysts introduced a specific deviation from the terms agreed and stated within the SPA/Police Scotland Police Staff Job Evaluation Scheme* under the “Responsibility for Employees” Factor.

When assessing this Factor, Job Analysts stated that they would only score a Factor Definition Level as being above the lowest possible default (Level 1) if a jobholder was responsible for HR practice and procedures in the capacity of formal line management (back to work interviews, recruitment selection, PDRs, appraisals, disciplinary actions etc.). This deviation explicitly contradicts the agreed Factor Level Definitions stated within the Scheme document itself whereby involvement in HR practice and procedure is first presented as being one of a number of potential considerations at Level 3, only becoming a mandatory requirement at Level 4 and above.

In the interests of clarification, I am requesting the following specific information:

- 1. The reason why that deviation was introduced.***
- 2. The forum in which that deviation became formally endorsed.***
- 3. The date that deviation became formally endorsed.***
- 4. The name and date of issue of any revised document(s) wherein that deviation is now detailed as being the current standard practice in the assessment of said Factor?***
- 5. Confirmation that the deviation was universally applied across all roles evaluated within SPA/Police Scotland, with no single instance of exception.***
- 6. If not universally applied, which roles were deemed to be exempt and why?***

**** Adapted from the 3rd Edition of the Scottish Joint Council for LGEs JE Scheme Jointly endorsed for application to SPA/Police Scotland Staff - May 2018***

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Your request for information has now been considered and I can advise you that Police Scotland does not hold any of the information requested by you. In terms of Section 17 of the Act, this letter represents a formal notice that information is not held.

To be of assistance I can advise that the Pay and Grading team have applied the definitions of the scheme in the same way for the Employees factor since the inception of SPA/Police Scotland. Applying any level above 1, would require a member of staff to have some level of basic supervisory or line management demand in their role.

If you wish further explanation for this it may be beneficial to contact Job Evaluation, People and Development directly to speak to a member of their department.

Should you require any further assistance please contact Information Management – Glasgow at foi@scotland.police.uk quoting the reference number given.

If you are dissatisfied with the way in which Police Scotland has dealt with your request, you are entitled, in the first instance, to request a review of our actions and decisions.

Your request must specify the matter which gives rise to your dissatisfaction and it must be submitted within 40 working days of receiving this response - either by email to foi@scotland.pnn.police.uk or by post to Information Management (Disclosure), Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH.

If you remain dissatisfied following the outcome of that review, you are thereafter entitled to apply to the Office of the Scottish Information Commissioner within six months for a decision. You can apply [online](#), by email to enquiries@itspublicknowledge.info or by post to Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Office of the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only.

As part of our commitment to demonstrate openness and transparency in respect of the information we hold, an anonymised version of this response will be posted to the Police Scotland Freedom of Information [Disclosure Log](#) in seven days' time.