

Grading Committee Agenda & Minutes Template

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

Important

This template supports **job-evaluation committee** hygiene (declarations, methodology reminder, decisions, moderation, appeals path). It is **not** a RemCo terms of reference, not a Companies Act minutes standard, and not legal advice. Adapt to your governance rules with CoSec / counsel where needed.

A. Meeting header (fill in)

Field	Client entry
Organisation	
Committee name	
Date / time / venue or dial-in	
Framework in force (e.g. Paterson; or other recognised framework already in use)	
Roles / packs in scope this sitting	
Chair	
Secretariat / minute-taker	
Quorum rule (client policy)	
Pack circulated on (date)	

B. Suggested agenda

1. Welcome, attendance, apologies

2. Declarations of interest / conflict (especially where attendees manage or occupy roles in scope)

3. Methodology reminder (2 minutes)

- We evaluate the **job**, not the person
- JE ≠ performance appraisal; JE ≠ automatic pay change
- Framework and limits of this sitting

4. Confirmation of materials (JD versions, organogram, prior grades, comparator list)

5. Roles for decision (one by one or by cluster)

- Clarifying questions to line / HR
- Proposed grade / sub-grade and one-line rationale
- Comparators and relativity checks

6. Moderation (cross-role consistency, anomalies, acting arrangements)

7. Appeals / revisit path (who may request revisit; timeline)

8. Decisions requested of EXCO / RemCo / board (if escalation needed)

9. Actions, owners, dates

10. Close

C. Attendance & declarations

Name	Role / title	Present / apology	Interest declared (Y/N + note)

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D. Minutes skeleton

1. Opening

Quorum confirmed: Yes / No · Chair: _____ · Pack version: _____

2. Methodology reminder recorded

- Job vs person restated
- Framework confirmed
- Exclusions noted (performance pay; person-fit; automatic increases)

3. Role decisions

Role title	JD version	Proposed grade	Decision (confirm / amend / defer)	One-line rationale	Comparators cited

4. Moderation notes

Relativities flagged; grade-creep or orphan titles; items parked for anomaly register.

5. Appeals / revisit

Item	Raised by	Path agreed	Due date

6. Escalations to EXCO / RemCo / board

Decision requested	Owner to present	Target meeting

7. Actions

Action	Owner	Due

8. Sign-off

Role	Name	Signature / date
Chair		
Secretariat		

E. Hygiene checklist (before filing)

- JD versions match those evaluated

- Conflicts recorded
- Deferrals have owners and dates
- Public Service roles (if any) not treated as Paterson without confirmation
- Soft note: proprietary estates (e.g. Peromnes®/T.A.S.K.®) are not delivered by Divine; client-supplied labels only

Discuss committee-ready grading packs: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za

Enquire: <https://www.divineict.co.za/index.html?engagementType=job-grading#contact> Parent guides: </guides/paterson-job-grading-south-africa.html> · </guides/board-ready-job-grading-pack.html> Related: </assets/pdfs/board-ready-grading-pack-sample.pdf>

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