

**To: The Chair of the Probation Board
The Chief Officer of the Probation Board
(Please forward to Head of HR)
The Secretary of the Probation Board
Members of the Standing Committee for Chief Officer Grades**

28th April 2006

CIRCULAR NO.2/2006

Dear Madam/Sir

**STANDING COMMITTEE FOR PROBATION CHIEF OFFICER GRADES
PAY AND CONDITIONS OF SERVICE
MODERNISATION PROPOSALS**

At the Standing Committee for Probation Chief Officer Grades (SCPCOG) meeting held on April 10th 2006, the Employers and Trade Unions agreed proposals for a new agreement on pay and conditions of service. The Trade Unions will be recommending to their members that they accept the proposals according to their respective ratification processes .

The parties to the Standing Committee, (the Probation Boards' Association, the National Probation Directorate, GMB/SCOOP and Napo) have worked jointly to negotiate these proposals, which seek to provide for improved levels of remuneration over time, as well as moving towards a harmonised and common set of pay and conditions for all employees covered by the Standing Committee. As stated above, the full proposals will be the subject of consultation between the trade unions and their members. The introduction of the new arrangements is conditional upon the Trade Union members agreeing the provisions of the package.

Pay Structure

The detailed pay proposals for what is effectively a three year settlement, are contained in Appendix 1 (**attached**).

This covers the proposed increases to the current pay spine from 1st April 2005 and the further increases over the two years with effect from 1st April 2006 and 1st April 2007 respectively, on the new pay bands.

The pay system reflects the new four band salary structure. Staff will be assimilated to the relevant pay band, in accordance with the outcome of the Hay job evaluation process and in accordance with the agreed assimilation arrangements contained in these proposals.

The new pay bands will provide for higher minimum and maximum pay levels for most members of staff. The key elements for each of the three years are as follows:

With effect from 1st April 2005:

- 2.5% increase to all points on the single salary spine (already paid on an interim basis, as notified in Circular 1/2005);
- 1% non-consolidated bonus calculated on basic salary;
- An increase in London Allowance from £3081 to £3420.

From 1st April 2006:

- All staff covered by the Standing Committee will move to a new four band salary structure, as determined by the job evaluation process;
- Staff entitled to pay progression will move up four increments;
- The values of the points in the four band structure will be increased as set out in the attached Salary Spine as at 1st April 2006;
- London Allowance will be increased from £3420 to £3500.
- Current PRP arrangements to continue on a protected basis for three years from 1st April 2006 for existing staff.

From 1st April 2007:

- Staff entitled to pay progression will move up three increments if they are below the development point and by two increments if they are on or above the development point;
- All staff covered by the Standing Committee will have their payband points increased as set out in the attached 1st April 2007 Salary Spine;
- London Allowance will be increased from £3500 to £3600.

Conditions of Service

Agreement has also been reached on a range of proposals on conditions of service. One of the major aims of the review of conditions of service was to move towards a harmonised set of conditions for all staff as far as possible.

Full details of the proposals on conditions of service are **attached at Appendix 2**, but some of the key components are as follows:

Pay Progression

Negotiations will continue on a scheme for pay progression beyond the development points, linked to an agreed Development and Review process. For the duration of this agreement, or until the Development and Review process is agreed, staff with at least twelve months experience in post will be deemed to have met the necessary criteria for progression beyond the development point.

Geographical and Market Forces Supplements

Schemes for geographical and market forces supplements will be introduced. These will replace the current schemes for Inner and Outer London Fringe allowances and recruitment and retention allowances.

Annual Leave

All staff will move towards a common leave entitlement of 25 days, rising to 30 days after five years' continuous service, with an additional two Service Days, rising to three Service Days after seven years' continuous service. There will be five years' protection for staff with existing higher leave entitlement.

Hours

The normal working hours of staff will continue to apply.

Assimilation and Protection Arrangements

Detailed provisions have been agreed to cover the assimilation and protection arrangements in relation to pay and annual leave

Conclusion

The Employers and Trade Unions have worked jointly to reach agreement on these proposals. All parties recognised that the current pay and conditions arrangements were in need of modernisation and were no longer fit for purpose.

The Standing Committee commends the agreement as set out in these proposals which:

- provide for a fair, transparent and consistent pay and conditions structure, based on the principles of equality;
- provide higher scale minima and maxima, bringing new opportunities for pay progression for many staff;
- better equip the Service to meet the demands placed upon it.

Further Guidance on Implementation of the arrangements will be issued by Joint Secretaries following completion of the ratification process.

Please ensure that this Circular is distributed to members of staff whose terms and conditions are covered by the Standing Committee for Probation Chief Officer Grades.

Yours faithfully

Martin Wargent

David Walton

Joint Secretaries