

**To: The Chair of the Probation Board  
The Chief of the Probation Board  
(Copy enclosed for the Head of Human Resources)  
Secretary of the Probation Board  
Members of the National Negotiating Council  
Members of the Standing Committee for Chief Officer Grades**

13 March 2008

**NNC CIRCULAR NO.2/2008**

**SCCOG CIRCULAR NO.2/2008**

Dear Sir/Madam

**Performance and Personal Development Review (PPDR) Scheme – Form and Guidance**

We are writing to advise you that agreement has been reached by the employers and trade unions on the Performance and Personal Development Review (PPDR) Scheme for both the National Negotiating Council and Standing Committee for Probation Chief Officer Grades.

The agreed form and guidance are now attached. For the purposes of the revised NNC National Agreement on Pay and Conditions of Service the documents will be re-issued shortly in the appropriate format (and numbering).

It has been agreed that the scheme should be implemented with effect from April 2008. Nick Jones of NOMS PACU HR will be organising training sessions for key staff in each of the Areas, including representatives from HR and the Trade Unions.

For many managers and staff there will be little which is revolutionary or new in the guidance as this reflects the good practice currently undertaken in many Probation Areas. Although it is recognised that there may be a resource implication in terms of management overhead, it is not considered that the introduction of this scheme will add significantly to managers' time or workload.

It should be noted that there are three mandatory elements in the scheme:

- The overarching box assessments;
- the management objective (this may be added to with additional appropriate management objectives) and
- the requirement for managers and their staff formally to discuss objectives and development issues on at least one occasion in the reporting year (this is a **minimum** requirement).

Boards are also reminded that the matter of pay progression is not of itself linked to the introduction of this PPDR Scheme.

The NNC Pay and Modernisation Agreement of November 2005 stated in Paragraphs 4.7, 4.8, and 4.9, that:

- “4.7 Pay progression, which is applicable annually on 1 April, will be underpinned by a nationally agreed NNC Development and review Process. It is envisaged that this will include annual appraisal, assessment against the proposed knowledge and skills provisions and production of a personal development plan.
- 4.8 The scheme for pay progression through the development points will only become fully operational on the implementation of appropriate arrangements as detailed in Section 4.7 e.g. development reviews, personal development plans and appropriate support for training and development to meet the applied knowledge and skills required at the development point concerned.
- 4.9 Prior to the introduction of the Development and Review process, existing employees with at least twelve months experience in a post will ordinarily be deemed to have met the criteria for progression beyond the development point. Exceptions may include employees who are subject to capability or disciplinary procedures or who have had their probationary period extended.”

Paragraphs 4.10 and 4.11 of the Agreement also set out further details and safeguards in relation to pay progression.

In line therefore with the 2005 Pay and Modernisation Agreement, it should be noted that the PPDR does not replace the need for an agreed Development and Review process to be in place at least twelve months before the development points can become fully operational.

The guidance provides that Boards, if they wish, may adopt the scheme in its entirety. Alternatively, they may choose to continue with their existing scheme provided that it includes the mandatory elements set out above. It is recommended that joint discussions now take place at local level with recognised trade unions to review existing or agree new arrangements.

The form and guidance, which will be made available on EPIC together with the Equality Impact Assessment, will be reviewed once it has been in operation for twelve months.

Any queries in respect of the scheme should be referred to Nick Jones, NOMS PACU HR or the Joint Secretaries.

Yours faithfully

**Christine Lawrie - Employers' Side Secretary - NNC and SCCOG**

**Judy McKnight - Trade Union Side Secretary - NNC**

**David Walton - Trade Union Side Secretary - SCCOG**

**Joint Secretaries**