

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

9 January 2006

CIRCULAR NO.1/2006

Dear Madam/Sir

**STANDING COMMITTEE FOR PROBATION CHIEF OFFICER GRADES -
PAY AND GRADING REVIEW**

The Joint Secretaries write to give an update of progress with the Chief Officer Grades Pay and Grading Review.

Unfortunately, progress on Job Evaluation has been delayed due to pressures relating to the NNC negotiations and pressure on staffing in NPD HR.

However, the majority of Chief Officer Grade job descriptions have been returned (88%) with only 40 remaining outstanding. Desk-top evaluations and the matching of posts into the proposed Hay-based bands should be completed shortly.

Timetable

Joint evaluation panel meetings have been arranged for the following dates;

6, 12 & 13 January 2006 and 3 & 4 February 2006

Standing Committee Joint Secretary meetings have been arranged for 26 January and 7 February 2006 to discuss progress on Job Evaluation and the Pay and Grading Review.

The next full Standing Committee meeting will take place on 16 February 2006. Further information on the Pay and Grading Review will be issued as it becomes available.

Yours faithfully

**Martin Wargent
David Walton**

Joint Secretaries