

Standing Committee for Chief Officer Grades

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

20 May 2010

SCCOG CIRCULAR NO. 2/2010

Dear Madam/Sir

Job Evaluation

SCCOG Circular 2/2009 introduced a standard format for submissions to the panel and reminded Boards and Trusts that all SCCOG posts should be subject to the job evaluation process. The national job evaluation panel, established under the aegis of the Standing Committee, meets on a regular basis to ensure the fair and consistent application of the agreed job evaluation process for Chief Officer grades.

Over recent months a number of revised Chief Officer Grade Job Description Questionnaires (JDQs) have been submitted to the panel for evaluation as a result of trusts undertaking restructuring exercises in preparation for trust status, the establishment of local delivery units and so on. The purpose of writing, however, is to remind all Trust colleagues that where the responsibilities attached to a chief officer grade post are changed, a revised job description questionnaire **must** be submitted for evaluation by the national panel. This is critical in ensuring the consistent application of the pay banding structure and to meet equal pay concerns.

The panel has a number of dates in the diary to accommodate any revised JDQs yet to be submitted to ensure that there is no delay in undertaking the evaluation. Any submissions should be directed in the first instance to Jonathan Wright at the NOMS HR Directorate (jonathan.wright@noms.gsi.gov.uk)

Yours faithfully

**Christine Lawrie
David Walton**

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