

Standing Committee for Chief Officer Grades

**To: The Chair of the Probation Trust
The Chief Executive of the Probation Trust
(Copy enclosed for the *Head of HR*)
The Secretary to the Probation Board/Trust
Members of the Standing Committee for Chief Officer Grades**

18 January 2011

SCCOG CIRCULAR NO.1/2011

Dear Madam/Sir

SCCOG National Agreement on Pay and Conditions of Service –

Chief Executives

Section C5/SCCOG – Model Capability Procedure

Section C6/SCCOG – Model Discipline Procedure

Section C7/SCCOG – Model Grievance Procedure

Further to the SCCOG meeting on 27 July 2010, we write on behalf of the Standing Committee to confirm that model chief executive capability, discipline and grievance procedures have now been agreed. Copies have been circulated to the Trust's Head of HR and incorporated into the SCCOG Handbook on the PA website.

Any queries on the model procedures should be addressed to the Joint Secretaries.

Yours sincerely

**Christine Lawrie
David Walton**

Joint Secretaries

Employers' Side Secretary: Christine Lawrie
29 Great Peter Street
London SW1P 3LW
Telephone: 020 7340 0970
association@probationassociation.co.uk
www.probationassociation.co.uk

Officers' Side Secretary: David Walton
c/o Brian Strutton
National Secretary Public Services
GMB, 22 – 24 Worples Road
London SW19 4DD
Telephone: 07990 541 348