

## APPENDIX 1

### STANDING COMMITTEE FOR PROBATION CHIEF OFFICER GRADES GUIDE TO THE IMPLEMENTATION OF THE NEW PAY AND GRADING STRUCTURE AND REVIEW OF SALARIES IN 2006 AND 2007

#### 1. Introduction

This document has been agreed jointly by the Employers and Trade Unions to provide detailed guidance on the implementation of the new Standing Committee for Probation Chief Officer Grades national agreement on pay and conditions of service. It covers:

- a) Assimilation arrangements for the implementation of the new pay and grading structure from 1 April 2006 together with the associated salary review provisions.
- b) Salary review provisions from 1 April 2007.

#### 2. Pay and Grading Assimilation and Salary Review Arrangements - 2006/07

The step by step process for assimilation and review of salaries on **1 April 2006** is as follows:

##### **Step 1**

London Fringe Allowances and recruitment & retention payments that are in existence at 31 March 2006 and are paid through the salary spine should be identified, removed from the spine and paid as a supplement. Locally Awarded Recruitment and Retention Payments (LARRPS), Locally Awarded Payments (LAPS) and Excess Rates should not be removed.

For example: if current basic pay of £43,855 (pay point 180) on 31 March 2006 includes 4 pay points for recruitment and retention, relevant basic pay becomes £42,138 (pay point 176) plus a £1,717 pay supplement - which is equivalent to the former 4 pay points. The £1,717 pay supplement, which is pensionable, should continue to be paid for 3 years from 1 April 2006, after which it should cease.

Guidance on arrangements for the introduction of Geographical Supplements and for Market Forces Supplements will be published in due course.

## Step 2

The equivalent new pay point for relevant basic pay should be identified (Annex A1).

For example: if relevant basic pay on 31 March 2006 is £42,138, on the former pay point 176, the new pay point becomes SC11.

## Step 3

The results of job evaluation should be applied, referring to pay band ranges for job evaluation assimilation purposes as follows, (Annex A1):

Pay Band	A	B	C	D
Minimum	£38,910	£42,561	£51,428	£59,712
New Pay Point	SC3	SC12	SC31	SC46
Development Point	£46,104	£55,142	£61,525	£75,069
New Pay Point	SC20	SC38	SC49	SC69
Maximum	£49,420	£59,121	£67,282	£82,096
New Pay Point	SC27	SC45	SC58	SC78

Where basic pay on 31 March 2006 is below the minimum of the pay band to which the post has been assessed by job evaluation, basic pay should be increased from 1 April 2006 to the minimum of the relevant pay band.

For example: if current relevant basic pay is £40,890 on 31 March 2006, and the post is assessed by job evaluation as falling within pay band B, basic pay should be increased to the minimum of Pay Band B: £42,561 (pay point SC12).

Where basic pay before assimilation is between the minimum and maximum of the pay band to which the post has been assessed by job evaluation, employees should move to the equivalent pay point in the new pay band.

For example: if current relevant basic pay is £43,420 on 31 March 2006 (former pay point 179), and the post is assessed by job evaluation as pay band B, the employee should remain on basic pay of £43,420 (pay point SC14).

In a minority of cases basic pay on 31 March 2006 before assimilation will be above the maximum of the pay band to which the post has been assessed by job evaluation. In these cases, pay protection will apply (see Section 4 below).

For example: if current relevant basic pay is £60,309, and the post is evaluated as pay band B, this is above the maximum for this pay band of SC45 (£59,121). In such circumstances, the protection provisions, as detailed below in Section 4, should be applied.

#### **Step 4**

Pay progression should be applied as follows for 1 April 2006.

Employees should progress between pay band minimum and maximum at the rate of 4 pay points.

For example: if an individual is on pay point SC18 (£45,194) after the post has been assessed by job evaluation as pay band B, he/she should progress by 4 pay points to pay point SC22 (£47,029).

There should be no progression beyond the maximum of the pay band.

For example: if an individual is on pay point SC25 (£48,447) after the post has been assessed by job evaluation as pay band A, he/she should progress by 2 pay points to pay point SC27 (£49,420 – maximum of pay band A).

For example: if an individual is on pay point SC48 (£60,906) after the post has been assessed by job evaluation as pay band B, he/she would be above the maximum of pay band B (SC45: £59,121). In such circumstances no progression would be applicable.

Note: Many employees will have already received progression payments in April 2006 and such payments should not, therefore, be made twice. Where the provisions of this paragraph are more advantageous to staff in cash terms a further payment to make up any difference would be applicable. The implementation implications of this are that an individual is assimilated to the new grading structure, receives up to 4 pay points as pay progression less up to 3 pay points which may already have been paid under the former progression arrangements which were normally applicable on 1 April 2006.

Also, as a consequence of this agreement, as and from 1 April 2006 there is a common date for pay progression subject to the provisions applicable for employees with less than six months service on a Probation Chief Officer Grade.

### **Step 5**

Performance Related Pay arrangements should continue to be paid to existing staff on a protected basis for three years from 1 April 2006. Staff appointed on or after 1 April 2006 would not qualify for Performance Related Pay.

*For Standing Committee for Chief Officer Grades there is a facility for incremental progression related to performance, i.e. payments equivalent to the value of one, two, three or four increments may be awarded. Where three increments are awarded one will be automatically retained each year with the others to be re-earned. Where four increments are awarded, two will be retained and the others would need to be re-earned.*

*(Standing Committee for Chief Officer Grades Conditions of Service Handbook: Interim Document 1998.)*

Boards would be expected to honour any contractual Performance Related Pay commitment already given in appointment letters to new appointees prior to the ratification of this agreement. This provision would be protected until 31 March 2009.

Where an individual reaches the maximum of their pay band, all performance related payments will be made on a non-consolidated but pensionable basis.

For example: an individual is on pay point SC47 (£60,309) after his/her post has been assessed by job evaluation as pay band B. This is above the maximum of the pay band (SC45 £59,121).

The individual is awarded four increments under the above protected Performance Related Pay arrangements. In such circumstances, a non-consolidated but pensionable payment of £2,450 would be made (pay point SC51 - £62,759 less SC47 - £60,309). However, no increase in basic pay would be applicable.

### Step 6

Revalorised pay bands for 1 April 2006 should be implemented as detailed in Annex A2.

Pay Band	A	B	C	D
Minimum	£40,165	£43,943	£53,094	£61,648
Pay Point	SC6	SC15	SC34	SC49
Development Point	£46,196	£55,253	£61,648	£75,220
Pay Point	SC20	SC38	SC49	SC69
Maximum	£49,519	£59,240	£67,416	£82,260
Pay Point	SC27	SC45	SC58	SC78

For example: if a post has been assessed by job evaluation as pay band B with basic pay after progression of £44,737 (pay point SC17), this should be increased to £44,826 in accordance with Annex A2.

### Step 7

London Allowance should be increased for qualifying full-time employees from £3,420 to £3,500 on 1 April 2006. Pro-rata payment should be made to part-time employees.

### 3. Salary Review Arrangements - 2007/08

The step by step process for review of salaries on **1 April 2007** is as follows:

#### Step 1

Any increase in Pay Band minimum should be implemented where the minimum of the pay band has been raised.

For example: Minimum pay band B as at 1 April 2006 is £43,943 (Annex A2). This minimum (pay point SC15) is improved to £47,123 (pay point SC 22) prior to revalorisation on 1 April 2007. This raising of pay point minimum takes place to reduce the length of the Pay Band range. (Subsequently, this salary is increased to £47,241 (pay point SC22) on 1 April 2007, as a consequence of revalorisation, see Step 4 below).

#### Step 2

Pay progression should be applied as follows for 1 April 2007. Employees will progress from pay point to pay point within the appropriate pay band (Annex A2) as follows:

Below Development Point	On and between Development Point and Maximum
Number of pay points	Number of pay points
3	2

For example: if an individual is on pay point SC23 (£47,589) on pay band B and is below the development point, he/she should progress by three pay points to pay point SC26 (£49,028).

For example: if an individual is on pay point SC38 (£55,253) on pay band B and is on the development point, he/she should progress by two pay points to pay point SC40 (£56,366).

For example: if an individual is on pay point SC41 (£56,920) on pay band B, above the development point, he/she should progress by two pay points to pay point SC43 (£58,075).

There should be no progression beyond the maximum of the pay band.

### Step 3

Performance Related Pay arrangements should continue to be paid to existing staff on a protected basis for three years from 1 April 2006. Staff appointed on or after 1 April 2006 would not qualify for Performance Related Pay.

*For Standing Committee for Chief Officer Grades there is a facility for incremental progression related to performance, i.e. payments equivalent to the value of one, two, three or four increments may be awarded. Where three increments are awarded one will be automatically retained each year with the others to be re-earned. Where four increments are awarded, two will be retained and the others would need to be re-earned.*

*(Standing Committee for Chief Officer Grades Conditions of Service Handbook: Interim Document 1998.)*

Where an individual reaches the maximum of their pay band, all Performance Related Payments will be made on a non-consolidated but pensionable basis.

For example: an individual is on pay point SC29 (£50,512), on a protected basis, which is above the maximum of pay band A (SC27 £49,519).

The individual is awarded four increments under the above protected Performance Related Pay arrangements. In such circumstances, a non-consolidated but pensionable payment of £2,060 would be made (pay point SC33 [£52,572] less SC29 [£50,512]). However, no increase in basic pay would be applicable.

### Step 4

Revalorised pay bands for 1 April 2007 should be implemented as detailed in Annex A3.

Pay Band	A	B	C	D
Minimum	£40,668	£47,241	£53,760	£63,661
Pay Point	SC7	SC22	SC35	SC52
Development Point	£46,312	£55,391	£62,411	£75,408
Pay Point	SC20	SC38	SC50	SC69
Maximum	£50,144	£59,981	£68,261	£83,294
Pay Point	SC28	SC46	SC59	SC79

For example: if a post is in pay band B with basic pay after progression of £48,066 (pay point SC24), this should be increased to £48,187 in accordance with Annex A3.

#### **Step 5**

London Allowance should be increased for qualifying full-time employees from £3,500 to £3,600 on 1 April 2007. Pro-rata payment should be made to part-time employees.

#### **4. Pay Protection**

Where as a consequence of the job evaluation review an employee's basic pay is above the maximum of the pay band to which the post has been assessed, 'mark time' arrangements should be applied. 'Mark time' is defined as the protection of an individual's basic pay in cash terms and not the protection of the pay point.

Any individual who is subject to these protection arrangements will not qualify for a consolidated pay increase, other than when the pay band maximum is revalorised, until such time as his/her basic pay becomes lower than the maximum of the pay band to which the post has been assessed.

In such circumstances existing employees prior to 1 April 2006 will still qualify for Performance Related Payments for 2006/2007, 2007/2008 and 2008/2009 but these will be paid on a non-consolidated but pensionable basis.

When an individual's basic pay covered by the 'mark-time' arrangements subsequently falls below an improved/revalorised pay band maximum, his/her basic pay should be aligned to the nearest higher pay point/pay band maximum on the applicable Standing Committee for Probation Chief Officer Grades salary spine. In these circumstances, an amount of performance related pay that is required to bring the individual's basic pay to the improved/revalorised pay band maximum should be paid on a consolidated basis with any residual performance related pay to be paid on a non-consolidated basis.

If an individual's basic pay is still above his/her pay band maximum on 31 March 2009, salary protection will cease and basic salary should be reduced to the appropriate pay band maximum. However, before this date every reasonable effort should be made to redeploy any affected individual into a suitable alternative post commensurate with his/her salary. Alternatively, consideration may be given to job redesign so that the post may be reclassified, within the job evaluation scheme, to a pay band commensurate with salary.



### **'Deputy Chief Probation Officers'**

Within the provisions of the Standing Committee for Probation Chief Officer Grades Conditions of Service Handbook Interim Document (April 1998), particular salary arrangements are detailed in Section 3 for Deputy Chief Probation Officers (and similarly designated posts) as follows:

*'Deputy Chief Probation Officers are to be remunerated at 75%\* of the Chief Probation Officer's salary. This will therefore require a scale which has a minimum and maximum calculated at 75% of the Chief Probation Officer's minimum and maximum. Where updating of population and number of indictable cases figures would result in a lower salary than the existing one, for so long as the deputy chief officer remains employed by the same probation committee he/she shall be entitled to retain his or her existing salary to receive the benefit of any increases which may be negotiated.'*

*\* Some existing arrangements may be at other percentages and may also apply to other than Deputy Chief Probation Officers.*

Where the foregoing provisions are more favourable to a Deputy Chief Officer than what would be applicable under this document, then the particular salary arrangements as detailed above will continue to apply on a protected basis for a period of 3 years from 1 April 2006. Where the individual's basic pay is above the relevant maximum for the pay band concerned, all payments, including both progression and performance related pay that result from this particular protection arrangement should be paid on a non-consolidated but pensionable basis. When an individual's basic pay covered by these arrangements subsequently falls below an improved/revalorised pay band maximum, their basic pay should be aligned to the nearest higher pay point on the PCOG salary spine.

### **5. Joint Secretaries**

In the event of further issues arising in respect of Assimilation and Review of Salaries, the matter(s) should be referred to the Joint Secretaries.

## PCOG Salary Spine with effect from 1 April 2005

Current Pay Point	As at 31/03/06	New Pay Point	Salary Spine before revalorisation (2006-07)			
	Current Salary Value		Pay Bands			
			A	B	C	D
168	£38,910	SC3	£38,910			
169	£39,298	SC4	£39,298			
170	£39,693	SC5	£39,693			
171	£40,085	SC6	£40,085			
172	£40,486	SC7	£40,486			
173	£40,890	SC8	£40,890			
174	£41,301	SC9	£41,301			
175	£41,718	SC10	£41,718			
176	£42,138	SC11	£42,138			
177	£42,561	SC12	£42,561	£42,561		
178	£42,984	SC13	£42,984	£42,984		
179	£43,420	SC14	£43,420	£43,420		
180	£43,855	SC15	£43,855	£43,855		
181	£44,301	SC16	£44,301	£44,301		
182	£44,737	SC17	£44,737	£44,737		
183	£45,194	SC18	£45,194	£45,194		
184	£45,643	SC19	£45,643	£45,643		
185	£46,104	SC20	£46,104	£46,104		
186	£46,562	SC21	£46,562	£46,562		
187	£47,029	SC22	£47,029	£47,029		
188	£47,494	SC23	£47,494	£47,494		
189	£47,970	SC24	£47,970	£47,970		
190	£48,447	SC25	£48,447	£48,447		
191	£48,930	SC26	£48,930	£48,930		
192	£49,420	SC27	£49,420	£49,420		
193	£49,919	SC28		£49,919		
194	£50,412	SC29		£50,412		
195	£50,917	SC30		£50,917		
196	£51,428	SC31		£51,428	£51,428	
197	£51,937	SC32		£51,937	£51,937	
198	£52,467	SC33		£52,467	£52,467	
199	£52,989	SC34		£52,989	£52,989	
200	£53,519	SC35		£53,519	£53,519	
201	£54,050	SC36		£54,050	£54,050	
202	£54,596	SC37		£54,596	£54,596	
203	£55,142	SC38		£55,142	£55,142	
204	£55,685	SC39		£55,685	£55,685	
205	£56,254	SC40		£56,254	£56,254	
206	£56,807	SC41		£56,807	£56,807	
207	£57,381	SC42		£57,381	£57,381	
208	£57,959	SC43		£57,959	£57,959	

<b>209</b>	£58,534	<b>SC44</b>			£58,534	£58,534	
<b>210</b>	£59,121	<b>SC45</b>			<b>£59,121</b>	£59,121	
<b>211</b>	£59,712	<b>SC46</b>				£59,712	<b>£59,712</b>
<b>212</b>	£60,309	<b>SC47</b>				£60,309	£60,309
<b>213</b>	£60,906	<b>SC48</b>				£60,906	£60,906
<b>214</b>	£61,525	<b>SC49</b>				<b>£61,525</b>	£61,525
<b>215</b>	£62,131	<b>SC50</b>				£62,131	£62,131
<b>216</b>	£62,759	<b>SC51</b>				£62,759	£62,759
<b>217</b>	£63,375	<b>SC52</b>				£63,375	£63,375
<b>218</b>	£64,013	<b>SC53</b>				£64,013	£64,013
<b>219</b>	£64,651	<b>SC54</b>				£64,651	£64,651
<b>220</b>	£65,305	<b>SC55</b>				£65,305	£65,305
<b>221</b>	£65,959	<b>SC56</b>				£65,959	£65,959
<b>222</b>	£66,612	<b>SC57</b>				£66,612	£66,612
<b>223</b>	£67,282	<b>SC58</b>				<b>£67,282</b>	£67,282
<b>224</b>	£67,954	<b>SC59</b>					£67,954
<b>225</b>	£68,630	<b>SC60</b>					£68,630
<b>226</b>	£69,325	<b>SC61</b>					£69,325
<b>227</b>	£70,017	<b>SC62</b>					£70,017
<b>228</b>	£70,714	<b>SC63</b>					£70,714
<b>229</b>	£71,422	<b>SC64</b>					£71,422
<b>230</b>	£72,136	<b>SC65</b>					£72,136
<b>231</b>	£72,852	<b>SC66</b>					£72,852
<b>232</b>	£73,585	<b>SC67</b>					£73,585
<b>233</b>	£74,318	<b>SC68</b>					£74,318
<b>234</b>	£75,069	<b>SC69</b>					<b>£75,069</b>
<b>235</b>	£75,808	<b>SC70</b>					£75,808
<b>236</b>	£76,569	<b>SC71</b>					£76,569
<b>237</b>	£77,331	<b>SC72</b>					£77,331
<b>238</b>	£78,107	<b>SC73</b>					£78,107
<b>239</b>	£78,891	<b>SC74</b>					£78,891
<b>240</b>	£79,683	<b>SC75</b>					£79,683
<b>241</b>	£80,476	<b>SC76</b>					£80,476
<b>242</b>	£81,281	<b>SC77</b>					£81,281
<b>243</b>	£82,096	<b>SC78</b>					<b>£82,096</b>

## PCOG Salary Spine as at 1 April 2006

Pay Point	Salary Spine Revalorised (2006-07)			
	Pay Bands			
	A	B	C	D
SC3				
SC4				
SC5				
SC6	<b>£40,165</b>			
SC7	£40,567			
SC8	£40,972			
SC9	£41,383			
SC10	£41,801			
SC11	£42,222			
SC12	£42,646			
SC13	£43,070			
SC14	£43,507			
SC15	£43,943	<b>£43,943</b>		
SC16	£44,389	£44,389		
SC17	£44,826	£44,826		
SC18	£45,285	£45,285		
SC19	£45,734	£45,734		
SC20	<b>£46,196</b>	£46,196		
SC21	£46,655	£46,655		
SC22	£47,123	£47,123		
SC23	£47,589	£47,589		
SC24	£48,066	£48,066		
SC25	£48,544	£48,544		
SC26	£49,028	£49,028		
SC27	<b>£49,519</b>	£49,519		
SC28		£50,019		
SC29		£50,512		
SC30		£51,019		
SC31		£51,531		
SC32		£52,041		
SC33		£52,572		
SC34		£53,094	<b>£53,094</b>	
SC35		£53,626	£53,626	
SC36		£54,158	£54,158	
SC37		£54,705	£54,705	
SC38		<b>£55,253</b>	£55,253	
SC39		£55,797	£55,797	
SC40		£56,366	£56,366	
SC41		£56,920	£56,920	
SC42		£57,496	£57,496	
SC43		£58,075	£58,075	
SC44		£58,651	£58,651	
SC45		<b>£59,240</b>	£59,240	

SC46				£59,831	
SC47				£60,429	
SC48				£61,027	
SC49				<b>£61,648</b>	<b>£61,648</b>
SC50				£62,255	£62,255
SC51				£62,885	£62,885
SC52				£63,502	£63,502
SC53				£64,141	£64,141
SC54				£64,780	£64,780
SC55				£65,435	£65,435
SC56				£66,090	£66,090
SC57				£66,745	£66,745
SC58				<b>£67,416</b>	£67,416
SC59					£68,090
SC60					£68,767
SC61					£69,464
SC62					£70,157
SC63					£70,856
SC64					£71,565
SC65					£72,280
SC66					£72,998
SC67					£73,732
SC68					£74,466
SC69					<b>£75,220</b>
SC70					£75,960
SC71					£76,723
SC72					£77,485
SC73					£78,264
SC74					£79,048
SC75					£79,843
SC76					£80,637
SC77					£81,444
SC78					<b>£82,260</b>

## PCOG Salary Spine as at 1 April 2007

Pay Point	Salary Spine Revalorised (2007-08)			
	Pay Bands			
	A	B	C	D
SC3				
SC4				
SC5				
SC6				
SC7	£40,668			
SC8	£41,074			
SC9	£41,487			
SC10	£41,905			
SC11	£42,327			
SC12	£42,752			
SC13	£43,178			
SC14	£43,615			
SC15	£44,053			
SC16	£44,500			
SC17	£44,938			
SC18	£45,398			
SC19	£45,849			
SC20	£46,312			
SC21	£46,772			
SC22	£47,241	£47,241		
SC23	£47,707	£47,707		
SC24	£48,187	£48,187		
SC25	£48,666	£48,666		
SC26	£49,151	£49,151		
SC27	£49,643	£49,643		
SC28	£50,144	£50,144		
SC29		£50,639		
SC30		£51,146		
SC31		£51,660		
SC32		£52,171		
SC33		£52,704		
SC34		£53,227		
SC35		£53,760	£53,760	
SC36		£54,293	£54,293	
SC37		£54,842	£54,842	
SC38		£55,391	£55,391	
SC39		£55,936	£55,936	
SC40		£56,507	£56,507	
SC41		£57,062	£57,062	
SC42		£57,640	£57,640	
SC43		£58,220	£58,220	
SC44		£58,798	£58,798	
SC45		£59,388	£59,388	

SC46			<b>£59,981</b>	£59,981	
SC47				£60,580	
SC48				£61,180	
SC49				£61,802	
SC50				<b>£62,411</b>	
SC51				£63,042	
SC52				£63,661	<b>£63,661</b>
SC53				£64,302	£64,302
SC54				£64,942	£64,942
SC55				£65,599	£65,599
SC56				£66,256	£66,256
SC57				£66,912	£66,912
SC58				£67,585	£67,585
SC59				<b>£68,261</b>	£68,261
SC60					£68,939
SC61					£69,637
SC62					£70,332
SC63					£71,033
SC64					£71,744
SC65					£72,461
SC66					£73,181
SC67					£73,917
SC68					£74,653
SC69					<b>£75,408</b>
SC70					£76,150
SC71					£76,914
SC72					£77,679
SC73					£78,459
SC74					£79,246
SC75					£80,042
SC76					£80,838
SC77					£81,647
SC78					£82,466
SC79					<b>£83,294</b>