

**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
Treasurer of the Probation Board
Members of the Standing Committee for Chief Officer Grades**

7th June 2006

CIRCULAR NO.3/2006

Dear Madam/Sir

STANDING COMMITTEE FOR PROBATION CHIEF OFFICER GRADES

Further to Circular No 2/2006, we write to confirm that GMB/SCOOP and Napo have notified the employers formally of acceptance of the proposals for a new agreement on pay and conditions of service.

The details of the proposals, including the agreed job evaluation procedures, were contained in Appendices 1 and 2 of Circular No. 2/2006.

Joint Secretarial guidance on the implementation of this agreement is attached as Appendix 1 to this Circular together with a digest of questions and answers relating to implementation of 1% bonus as Appendix 2.

Chief Officers and Chairs will be advised during week commencing 26 June 2006 of the results of the job evaluations for each relevant post for which they are responsible. Enclosed with this communication will be a model letter to be individualised, as appropriate. It has been agreed to give employers a reasonable period to seek clarification, if necessary, from the Standing Committee for Probation Chief Officer Grades regarding any of the job evaluation results. This communication will also provide an earliest and latest date for notification to job holders.

You are asked to bring this Circular to the attention of all relevant employees.

Yours faithfully

**Martin Wargent
David Walton**

Joint Secretaries