

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

27th September 2007

SCCOG CIRCULAR NO.3/2007

Dear Colleague

**NATIONAL JOB EVALUATION SCHEME FOR CHIEF OFFICER GRADES –
FURTHER INFORMATION**

Further to SCCOG Circular 2/2007 dated 18th April 2007 and a meeting of the Standing Committee for Chief Officer Grades on 20th June the following notes are provided to assist areas with the job evaluation process.

1. Formal Appeals

- a) The final stage of the appeals process (as explained in Appendix D of SCCOG Circular No.2/2006) is being co-ordinated by Graeme Anderson at the Probation Boards Association to whom all correspondence should be addressed.
- b) Members of the formal appeals panel will have access to papers relating to the informal appeal and job scores for the role under appeal and all related roles. It is important that a brief written submission (preferably in bullet-point format) is provided by each appellant including the current reasons for the appeal as reasons may have been modified since the informal appeal. This should be submitted at least five working days before the appeal is heard to Graeme Anderson at the Probation Boards Association (Graeme.anderson@probationboards.co.uk). In addition the line manager or Chief Officer of the appellant should make a brief (written) submission to the panel which may (or may not) include support or otherwise for the appeal.

2. Restructures

- a) The JE panel receives numerous submissions from areas requesting new job evaluations, sometimes in advance of organisational restructures. In all these cases the panel would appreciate new structure charts, job descriptions, person specifications (detailing the requirements needed to fill the job; not necessarily the qualifications of the current job holder) and dimensions for all management roles in any proposed new structure and not just those where the area seeks a grade change - there are often implications for other jobs.
- b) A number of generic job descriptions have been received. These are difficult to evaluate objectively and the panel would appreciate a separate job description (detailing dimensions and accountabilities) for each role. **The evaluation panel will always take account of wider corporate considerations which may involve deputising responsibilities for the Chief Officer or Board. The panel will also be alert to the need for lateral transferability of skills and responsibilities within the Senior Management Team.**
- c) Roles for evaluation should be sent in the first instance to Jonathan Wright at PACU.

3. The future of the National Evaluation Panel

- a) Changes to the Probation Service are inevitable and it has been agreed that there will be an ongoing need for a national evaluation panel to ensure a consistent approach to the evaluations and gradings of those on Chief Officer Grades.
- b) The current panel of 4 members has been working on evaluations, informal appeals and restructures for some 3 years and it has been agreed that a slightly larger 'pool' of trained and accredited Hay evaluators may be needed to enable the panel to continue in the longer term and provide some flexibility.
- c) Areas are asked to consider nominating suitable candidates who would be prepared to undergo the training (at Hay's offices in London) and then be available to attend panel meetings in London. Currently these are monthly but a larger pool of evaluators will mean fewer meetings for individual members. Costs of the two-day training will be met by PACU. Please advise any nominations to Jonathan Wright at PACU (jonathan.wright@homeoffice.gsi.gov.uk) in the first instance. The criteria for panel members are that they are Chief Officers or Assistant Chief Officers; representatives of the recognised Trade Unions (GMB or Napo); HR professionals; or suitably experienced Board members.

Yours faithfully

Christine Lawrie
David Walton

Joint Secretaries