

**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
Members of the National Negotiating Council**

23rd October 2006

NNC CIRCULAR NO.12/2006

Dear Madam / Sir

WORKLOAD PRIORITISATION

Roger Hill wrote to Chairs and Chief Officers on 5 October (**copy attached**) seeking information in respect of the date that each Area intends to adopt the Workload Measurement Tool. His letter also reminded Areas of the importance of having systems in place for monitoring and ensuring an effective system of workload prioritisation and sought confirmation on the existence of such systems.

Areas are reminded that it has been NPD and NNC policy since 2002 that Areas should have agreements in place with their local trade unions to manage and prioritise workloads for all staff, and that such agreements needed to be jointly monitored on an ongoing basis to ensure that they were followed and effective.

The development of the WMT is a useful tool in the management of workloads but does not of itself replace the importance of ensuring that workload prioritisation systems are maintained and updated on a regular basis with local trade union involvement and agreement.

Areas are therefore requested to ensure that they hold early meetings with their local trade union representatives to discuss the current position in relation to their workload prioritisation agreement, with a view to ensuring that it remains fit for purpose.

It would be helpful if we could receive a brief note on the current position in relation to the state of the workload prioritisation system in your Area, and whether it has the agreement of your local union representatives, by no later than **Monday 20 November**.

Yours faithfully

Martin Wargent
Judy McKnight

Joint Secretaries