

**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**

2nd January 2007

NNC CIRCULAR NO.1/2007

Dear Madam/Sir

WORKLOAD PRIORITISATION

NNC Circular No 12/2006 on Workload Prioritisation, sent to Areas on 23 October 2006, followed up Roger Hill's letter of 5 October on the same subject and reminded Areas of the importance of having jointly agreed systems in place for monitoring and prioritising workloads.

NNC Circular No 12/2006 also asked for reports in relation to the state of the workload prioritisation system in each Area, and sought clarification on whether it had the agreement of local trade union representatives. Areas were asked to submit their responses by 20 November.

The Joint Secretaries are due to consider the up to date position on workload prioritisation in mid January. If your Area is yet to respond to NNC Circular No 12/2006, it would be appreciated if we could receive your response by no later than Monday **15 January**.

Thanking you in anticipation.

Yours faithfully

**Martin Wargent
Judy McKnight**

Joint Secretaries