

**To: 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 National Negotiating Council  
Members of the Standing Committee for Chief Officer Grades**

22<sup>nd</sup> January 2007

**NNC CIRCULAR NO.2/2007**

**SCCOG CIRCULAR NO.1/2007**

Dear Sir/Madam

**MARKET FORCES SUPPLEMENTS (MFS) SCHEME**

We are pleased to advise you that agreement has been reached by the employers and trade unions on the details of the Market Forces Supplement Scheme for both the National Negotiating Council and Standing Committee for Probation Chief Officer Grades.

Attached at Appendix A is the Market Forces Supplements Guidance for the Scheme which should be read in conjunction with the following:

1. Section 6 of the NNC Pay and Conditions of Service Modernisation Agreement which was issued in November 2005 as an attachment to NNC Circular No.5/2005; Section 6 of the Standing Committee for Probation Chief Officer Grades national agreement on Pay and Conditions of Service, which was issued in April 2006 as an attachment to SCCOG Circular No. 2/2006.
2. Appendix 1 of NNC Circular No.4/2006 – ‘Guidance on Transitional Arrangements for Allowances paid through the salary spine.’
3. Appendix A of NNC Circular No.7/2006 – ‘Guide to the Implementation of the new Pay and Grading Structure and Review of Salaries in 2006 and 2007’; Appendix 1 of SCCOG circular No.3/2006 (same title as above).

The Guidance provides the definition of a Market Forces Supplement and details the National Scheme. In addition, information is given on assimilation, transitional arrangements and the issues to be considered prior to the introduction of a Market Forces Supplement, together with documentation, approval and monitoring processes.

To assist Boards further an example of a Business Case for the introduction of a Market Forces Supplement is provided.

Boards should continue to use the Transitional Arrangements detailed in paragraphs 9 and 10 of this Guidance until such time as the Pay and Grading Review has been implemented locally.

In the event of issues arising in respect of these arrangements, they may be referred to the Joint Secretaries.

Yours faithfully

**Martin Wargent - Employers' Side Secretary - NNC & SCCOG**

**Judy McKnight - Trade Union Side Secretary - NNC**

**David Walton - Trade Union Side Secretary - SCCOG**

**Joint Secretaries**