

**To: The Chair of the Probation Board
The Chief Officer of the Probation Board
(Copy enclosed for Head of Human Resources)
The Secretary of the Probation Board
Members of the NNC
Trade Union local branches (via national offices)**

19 March 2008

NNC CIRCULAR NO. 4/2008

Dear Madam/Sir

NATIONAL AGREEMENT ON PAY AND CONDITIONS OF SERVICE

As you know, work has been carried out jointly over recent months to amend the National Agreement on Pay and Conditions of Service both to incorporate any amendments arising from its initial issue in April 2001 and to take account of the changes arising from the 2006 Pay and Conditions Agreement.

We are now pleased to issue a National Agreement on Pay and Conditions of Service which incorporates all the revisions and any new entries agreed since April 2001 to date. This will be available on the PBA website and also on EPIC. In the interests of clarity and economy, a version of the National Agreement as at 1 April 2006 will also be placed on the Probation Boards' Association website in due course but this will not be distributed to each Board as it is superseded by the volume now to be issued. Each Board will be issued with a single paper copy of the revised National Agreement on Pay and Conditions of Service shortly.

You will see that the format of the National Agreement has been redesigned and is now structured in four discrete sections:

- Section A - Terms and Conditions
- Section B - Model Policies, Procedures and Schemes
- Section C - Guidance
- Section D - 2006 Pay and Modernisation Proposal Document and associated Assimilation Guidance

Future additions to the National Agreement will be issued in the appropriate format and numbering sequence under cover of an NNC Circular. A 'controlled' version will be retained by the Probation Boards' Association but Boards are reminded of the need to ensure that any copy retained locally is kept up-to-date.

Boards are also asked to note that the following items inter alia have yet to be addressed within the NNC and agreement reached:

Harmonisation of hours of work

Length of period of pay protection for additional travel expenses

National Recognition Agreement

Call Out Payments

Review of effective date of the uprating of subsistence allowance

Review of the existing model policies such as Discipline, Grievance, Capability

Review of sleeping-in/residential entries

It is also recognised that other items in the National Agreement, for example the information on statutory maternity provisions, require updating as does the terminology flowing from machinery of government changes (Home Office to Ministry of Justice, deletion of NPD to PACU HR etc.).

The Joint Secretaries are available to give further advice if necessary.

Yours faithfully

Christine Lawrie
Judy McKnight

Joint Secretaries