

To: **The Chair of the Probation Board/Trust
The Chief Officer of the Probation Board
The Chief of the Probation Trust
(Copy enclosed for the Head of Human Resources)
The Secretary of the Probation Board/Trust
The Treasurer of the Probation Board/Trust
Members of the NNC**

25 April 2008

NNC CIRCULAR NO.9/2008

Dear Madam/Sir

Please find attached to this Circular a revised Section A16, Pay and Allowances Card, to the NNC National Agreement on Pay and Conditions of Service. The amendments relate only to the rates of car allowances agreed with effect from **1 April 2008**. The other allowances will be included as part of the annual pay review process. Any further amendments will be issued in due course.

These allowances are based on a price of **103.52 per litre (470.6p per gallon)** for unleaded petrol.

Yours faithfully

**Christine Lawrie
Judy McKnight**

Joint Secretaries

PAY AND ALLOWANCES CARD**1. Standby and Sleeping-in Duty Allowances**

Operative Date:	1 April 2006	1 July 2006	1 July 2007
Standby	£28.76	£40.00	£40.00
Sleeping-in Duty	£34.92	£36.69	£37.61

2. Subsistence Expenses – Maximum Levels

Operative Date:	1 April 2006	1 July 2006	1 July 2007
Breakfast	£5.70	£5.99	£6.14
Lunch	£7.83	£8.23	£8.44
Tea	£3.08	£3.24	£3.32
Evening Meal	£9.74	£10.23	£10.49

3. Relocation

Operative Date:	1 April 2006	1 April 2007
Lodging (Para 6b (ii))	£122.28	£125.33
Advertising Costs (Para 6b(iii))	£302.09	£309.64
Tenancy Costs (Para 6b (iii))	£365.44	£374.58
Disturbance/ Settling In (Para 6b (iv))	£1801.20	£1846.23

4. Car Allowances – with effect from 1 April 2008

Essential Users	451 c.c. - 999 c.c.	1000 c.c. – 1199 c.c.	1200 c.c. – 1450 c.c.
Lump sum per annum	£753	£849	£1,095
Per mile - first 8,500 miles	34.0p	36.9p	45.8p
Per mile - after 8,500 miles	13.3p	13.6p	15.8p
Petrol element	9.227p	9.804p	10.695p
Amount of VAT per mile in petrol element	1.374p	1.460p	1.592p

Casual Users	451 c.c. – 999 c.c.	1000 c.c. – 1199 c.c.	1200 c.c. – 1450 c.c.
Per mile - first 8,500 miles	42.9p	46.9p	58.7p
Per mile - after 8,500 miles	13.3p	13.6p	15.8p
Petrol element	9.227p	9.804p	10.695p
Amount of VAT per mile in petrol element	1.374p	1.460p	1.592p

5. Motor-cycle and Pedal-cycle Rates

Essential Users	451 c.c. - 999 c.c.	1000 c.c. – 1199 c.c.	1200 c.c. – 1450 c.c.
Lump sum per annum	£702	£792	£1,023

A rate of 24p per mile is payable for both essential and casual motorcycle users.

A rate of 20p per mile is payable for use of a pedal cycle for business purposes

6. Prison Supplement

£675 per annum

7. Out of Pocket Expenses

	1 April 2006	1 July 2006	1 July 2007
Per night	£3.75	£3.94	£4.04
Normal weekly maximum	£15.00	£15.76	£16.16