

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

2 December 2008

**NNC CIRCULAR NO.17/2008**

Dear Madam/Sir

**MODERNISATION PACKAGE**

The attached agreement was negotiated as part of the 2008 – 2010 pay settlement between officers of Napo and UNISON, representing the recognised National Probation Service trade unions, representatives of the members of the Probation Association, representing the National Probation Service Employers and officials of the National Offender Management Service (NOMS).

Discussions will commence in January 2009 regarding the Modernisation Package. By March 31<sup>st</sup>, 2009, a work programme, containing milestones and end dates will be in place and work will have commenced to address each of the areas for discussion contained within this agreement.

The key areas for discussion are:

- Pay Progression
- Pay Structure
- Harmonisation of Working Hours
- Flexible Working
- Workload and Capacities Model
- 2006 Agreement: Outstanding Issues
  - Equality Impact and Proofing
  - Consistency Checking
  - Knowledge and Skills Framework

Any queries on the agreement should be addressed to either the Joint Secretaries or to Chas Dowden, Employment Relations, Pay and Policies Manager.

Yours faithfully

**Christine Lawrie**  
**Jonathan Ledger**

**Joint Secretaries**

# **Probation Service Modernisation Package**

**2008**

## **1. Introduction**

- 1.1. This document is the result of “without prejudice” discussions as part of the 2008 – 2010 Pay Negotiations between officers of Napo and UNISON, representing the recognised National Probation Service trade unions, representatives of the members of the Probation Association, representing the National Probation Service Employers and officials of the National Offender Management Service (NOMS).
- 1.2. Negotiations have been on-going to try and agree an appropriate pay award for the financial year April 2008 - March 2009. These negotiations have been conducted in a climate of significant financial difficulty, bearing in mind, Government Policy on public sector pay, coupled with a difficult financial settlement for the Probation Service for the current financial year, together with the potential for a tight budget settlement in each of the next two financial years.
- 1.3. As part of the 2008 - 2010 Pay Agreement, discussions have identified the following areas where it is felt that further detailed consultation and negotiation could result in agreement between unions and employers.

## **2. The Modernisation Agenda**

- 2.1. Discussions will commence within one month of agreement being reached on the 2008 – 2010 pay settlement regarding the Modernisation Agenda. By March 31<sup>st</sup>, 2009, a work programme, containing milestones and end dates will be in place and work will have commenced to address each of the areas for discussion contained within this agreement.
- 2.2. The key areas for discussion are:
  - **Pay Progression**
  - **Pay Structure**
  - **Harmonisation of Working Hours**
  - **Flexible Working**
  - **Workload and Capacities Model**
  - **2006 Agreement: Outstanding Issues**
    - **Equality Impact and Proofing**
    - **Consistency Checking**
    - **Knowledge and Skills Framework**

## **3. Pay Progression**

The agreement proposed to commence from April 1<sup>st</sup>, 2008 contains provision for incremental progression of 3-2-1 to be made up on October 1, 2008 and October 1<sup>st</sup>, 2009.

The latter progression payment is based on the joint commitment of the parties to ensuring that the work programme identified in 2.2 above is underway by March 31<sup>st</sup> 2009 and continuing. Progression arrangements after October 1<sup>st</sup>, 2009 are subject to negotiation.

#### **4. Pay Structure**

- 4.1. There is a shared interest in reviewing and shortening pay band length and therefore a shared commitment to review the overall pay structure. The overall aim will be to review the current pay structure to ensure that it is fit for purpose for the Probation Service and fully satisfies any equal pay review.
- 4.2. Development points should be used actively and be based on the implementation of the jointly agreed [see NNC Circular 2/2008] Performance and Personal Development Review framework on April 1<sup>st</sup>, 2008 and on the introduction of the Knowledge and Skills Framework (see NNC Circular 5/2005, appendix A paragraph 8.5). This will have no impact on progression on 1 October 2008 and 1 October 2009. All parties will negotiate a process to identify how this can be managed to ensure the continuation of high quality services against agreed standards for progression.
- 4.3. When the new training arrangements become clear, the impact on the pay structure will be agreed by negotiation.

#### **5. Harmonisation of Working Hours**

Negotiations will be undertaken to seek agreement to harmonise the hours of all staff working within the National Probation Service.

#### **6. Flexible Working**

Discussions will take place around more flexible working arrangements, including in relation to retirement and the unsocial hours payment scheme.

#### **7. Conclusion**

- 7.1. This Without Prejudice agreement is reached on behalf of the NNC for the Probation Service with the aim of delivering further modernisation of the pay and reward structure for the probation service nationally.
- 7.2. All parties will use their best endeavours to successfully conclude this agreement by October 2009.