

**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**

28 January 2009

NNC CIRCULAR NO.1/2009

Dear Madam/Sir

NNC Agreement on Pay and Conditions of Service

Section C4: Guidance on Flexible Working: The Right to Apply – Statutory Rights

You are asked to note that with effect from 1 April 2009 the right to request flexible working is to be extended to parents of children up to the age of 16.

Currently, only parents of children under the age of six years or of disabled children under 18 years, and employees with adult dependants are able to make flexible working requests under the statutory rules.

Section C4 of the Agreement will be amended and formally circulated in due course. In the meantime colleagues are asked to note the above extension to the statutory right and its effective date.

Yours faithfully

**Christine Lawrie
Jonathan Ledger**

Joint Secretaries