

National Negotiating Council for the Probation Service

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

27 May 2010

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Dear Madam/Sir

NNC Job Evaluation Scheme

As you may be aware, it is proposed that the 2008 edition of the JE User Guide be updated with additional guidance for local evaluation panels. Meanwhile we continue to receive a number of enquiries regarding the composition of Appeals Panels as detailed in Chapter 11 of the User Guide.

As currently written, Sections 11.2.2, 11.6.4 and 11.7.4 unfortunately give conflicting information regarding panel members. The advice consistently given has been that appeals should be heard by a joint panel of three members, not more than one of whom should have been previously involved with the matching or evaluation of the job. Additionally, however, you should note that the Chair of the Appeals Panel should not, in future, be the same person who chaired the original evaluation/matching panel although this does not preclude their sitting on the Appeals Panel other than as Chair.

The User Guide will be amended in due course.

Yours faithfully

**Christine Lawrie
Jonathan Ledger**

Joint Secretaries