

National Negotiating Council for the Probation Service

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**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**

NNC CIRCULAR NO.4/2012

Hours of Work: clarification and amendments to the handbook

As a result of the national settlement for 2011/12, NNC Circular 1/2012 stated that the hours of work for all staff (except those working in London) were harmonised at 37 hours per week. The Joint Secretaries have been asked to clarify the situation in respect of the normal working hours of probation officer grades which, prior to this settlement, were 150 hours in every four weeks.

We are therefore writing to confirm that with effect from 1 February 2012 the normal working hours outside London are 37 per week with the exception of probation officer grades which are 148 in every four weeks.

An amendment to Section A5 of the NNC Agreement on Pay and Conditions of Service will be issued shortly.

Mark Ormerod
Jonathan Ledger
Joint Secretaries