

**NATIONAL NEGOTIATING COUNCIL (NNC)
FOR THE PROBATION SERVICE**

**GUIDE TO THE IMPLEMENTATION OF THE NEW
PAY AND GRADING STRUCTURE AND
REVIEW OF SALARIES IN 2006 AND 2007**

1. Introduction

This document has been agreed jointly by the Employers and Trade Unions to provide detailed guidance on the implementation of the new NNC national agreement on pay and conditions of service. It covers:

- a) Assimilation arrangements for the implementation of the new pay and grading structure from 1 April 2006 together with the associated salary review provisions.
- b) Salary review provisions from 1 April 2007.

2. Pay and Grading Assimilation and Salary Review Arrangements - 2006/07

The step by step process for assimilation and review of salaries on **1 April 2006** is as follows:

Step 1

London Fringe Allowances, recruitment & retention, unsocial hours and standby payments that are in existence at 31 March 2006 and are paid through the salary spine (NNC Agreement 2001 Section III 3[a] & 3[c]), should be identified and removed. Payments made under Section III 3[b] – Locally Awarded Recruitment and Retention Payments (LARRPS), Locally Awarded Payments (LAPS) and Excess Rates and additional incremental points awarded under the Three Year Salary Review on Scale Maximum provisions should not be removed.

For example: if current basic pay of £23,774 (pay point 118) on 31 March 2006 includes 4 pay points for recruitment and retention, relevant basic pay becomes £22,855 (pay point 114) plus a £919 pay supplement - which is equivalent to the former 4 pay points. The £919 pay supplement, which is pensionable, should continue to be paid for 3 years from 1 April 2006, after which it should cease. Where this payment has previously ranked, for example, for overtime (now redesignated as excess hours), this practice should continue for the same period and should then cease.

Guidance on arrangements for the introduction of Geographical Supplements and for Market Forces Supplements will be published in due course.

Step 2

The equivalent new pay point for relevant basic pay should be identified. (See Annex 1 below)

For example: if relevant basic pay on 31 March 2006 is £21,970, on the former pay point 110, the new pay point becomes 60.

Step 3

The results of job evaluation should be applied, referring to pay band ranges for job evaluation assimilation purposes as follows, (see Annex 1):

Pay Band	1	2	3	4	5	6
Minimum	£12,329	£14,697	£18,409	£24,248	£30,729	£34,586
New Pay Point	1	19	42	70	94	106
Development Point	£14,129	£17,701	£22,855	£30,123	£33,253	£39,298
New Pay Point	15	38	64	92	102	119
Maximum	£15,140	£18,962	£24,977	£32,921	£36,334	£42,984
New Pay Point	22	45	73	101	111	128

Where basic pay on 31 March 2006 is below the minimum of the pay band to which the post has been assessed by job evaluation, basic pay should be increased from 1 April 2006 to the minimum of the relevant pay band.

For example: if current relevant basic pay is £21,970 on 31 March 2006, and the post is assessed by job evaluation as falling within Pay Band 4, basic pay should be increased to the minimum of Pay Band 4: £24,248 (pay point 70).

Where basic pay before assimilation is between the minimum and maximum of the pay band to which the post has been assessed by job evaluation, employees should move to the equivalent pay point in the new pay band.

For example: if current relevant basic pay is £15,585 on 31 March 2006, and the post is assessed by job evaluation as pay band 2, the employee should remain on basic pay of £15,585 (pay point 25).

In a minority of cases basic pay on 31 March 2006 before assimilation will be above the maximum of the pay band to which the post has been assessed by job evaluation. In these cases, pay protection will apply (see Section 4 below).

For example: if current relevant basic pay is £15,585, and the post is evaluated as pay band 1, this is above the maximum for this pay band of £15,140. In such circumstances, the protection provisions, as detailed below in Section 4, should be applied.

Step 4

Pay progression should be applied as follows for 1 April 2006.

Employees should progress from pay point to pay point within the appropriate pay band (see Annex 1 below) as follows:

Below Development Point	On Development Point	Between Development Point and Maximum
Number of pay points	Number of pay points	Number of pay points
4	2	1

For example: if an individual is on pay point 25 (£15,585) after the post has been assessed by job evaluation as pay band 2 and is below the development point, he/she should progress by four pay points to pay point 29 (£16,212).

For example: if an individual is on pay point 38 (£17,701) after the post has been assessed by job evaluation as pay band 2 and is on the development point, he/she should progress by two pay points to pay point 40 (£18,054).

For example: if an individual is on pay point 41 (£18,230) after the post has been assessed by job evaluation as pay band 2 and is between the development point and the maximum, he/she should progress by one pay point to pay point 42 (£18,409).

Step 5

Revalorised pay bands for 1 April 2006 should be implemented as detailed in Annex 2.

Pay Band	1	2	3	4	5	6
Minimum	£12,658	£15,080	£19,076	£25,127	£31,838	£35,839
New Pay Point	3	21	45	73	97	109
Development Point	£14,495	£18,163	£23,688	£31,214	£34,456	£40,729
New Pay Point	17	40	67	95	105	122
Maximum	£15,374	£19,258	£25,378	£33,452	£36,914	£43,680
New Pay Point	23	46	74	102	112	129

For example: if a post has been assessed by job evaluation as pay band 2 with basic pay after progression of £15,585 (pay point 25), this should be increased to £15,678 in accordance with Annex 2.

Step 6

In accordance with the national agreement, underpinning payments should be determined, where appropriate.

All full-time employees should receive a £700 minimum increase (i.e. employees should receive a non-consolidated make-up payment if the 2006/2007 increase is less than £700). These provisions should be applied on a pro-rata basis to part-time staff.

For example: if an individual has basic pay of £13,593 (old pay point 61/new pay point 11) and moves to £14,129 (pay point 15) as a consequence of progression, then basic pay should be increased to £14,214 as a consequence of revalorisation. This increases basic pay by £621 (£13,593 to £14,214) which is less than the £700 minimum increase. Therefore, a non-consolidated make-up payment of £79 should be applied. This make-up payment should be made on a monthly basis and not as a lump sum.

Notes: the increase in London Allowance on 1 April 2006 should not be taken into account when determining whether a non-consolidated make-up payment is applicable.

Payments made for example for unsocial and excess hours should not be taken into account when determining whether underpinning payments are applicable.

3. Salary Review Arrangements - 2007/08

The step by step process for review of salaries on **1 April 2007** is as follows:

Step 1

Pay progression should be applied as follows for 1 April 2007. Employees will progress from pay point to pay point within the appropriate pay band (see Annex 2 below) as follows:

Below Development Point	On Development Point	Between Development Point and Maximum
Number of pay points	Number of pay points	Number of pay points
3	2	1

For example: if an individual is on pay point 25 (£15,678) on pay band 2 and is below the development point, he/she should progress by three pay points to pay point 28 (£16,146).

For example: if an individual is on pay point 40 (£18,163) on pay band 2 and is on the development point, he/she should progress by two pay points to pay point 42 (£18,520).

For example: if an individual is on pay point 41 (£18,340) on pay band 2 and is between the development point and the maximum, he/she should progress by one pay point to pay point 42 (£18,520).

Step 2

Revalorised pay bands for 1 April 2007 should be implemented as detailed in Annex 3.

Pay Band	1	2	3	4	5	6
Minimum	£13,203	£15,736	£19,909	£26,229	£33,232	£37,411
New Pay Point	5	23	47	75	99	111
Development Point	£15,277	£19,146	£24,967	£32,914	£36,320	£42,954
New Pay Point	20	43	70	98	108	125
Maximum	£15,736	£19,710	£25,974	£34,239	£37,782	£44,707
New Pay Point	23	46	74	102	112	129

For example: if a post is in pay band 2 with basic pay after progression of £15,678 (pay point 25), this should be increased to £16,047 in accordance with Annex 3.

Step 3

In accordance with the national agreement, underpinning payments should be determined, where appropriate.

All full-time employees should receive a £700 minimum increase (i.e. employees should receive a non-consolidated make-up payment if the 2007/2008 increase is less than £700). These provisions should be applied on a pro-rata basis to part-time staff.

For example: if an individual has basic pay of £14,646 (pay point 18) and moves to £14,786 (pay point 19) as a consequence of progression, then basic pay should be increased to £15,133 as a consequence of revalorisation. This increases basic pay by £487 (£14,646 to £15,133) which is less than the £700 minimum increase. Therefore, a non-consolidated make-up payment of £213 should be applied. This make-up payment should be made on a monthly basis and not as a lump sum.

Notes the increase in London Allowance on 1 April 2007 should not be taken into account when determining whether a non-consolidated make-up payment is applicable.

Payments made for example for unsocial and excess hours should not be taken into account when determining whether underpinning payments are applicable.

4. Pay Protection

Where as a consequence of the job evaluation review an employee's basic pay is above the maximum of the pay band to which the post has been assessed, 'mark time' arrangements should be applied. 'Mark time' is defined as the protection of an individual's basic pay in cash terms and not the protection of the pay point.

Any individual who is subject to these protection arrangements will not qualify for a consolidated pay increase until such time as his/her basic pay becomes lower than the maximum of the pay band to which the post has been assessed. However, in such circumstances the individual will still qualify for the minimum increase applicable for 2006/2007 and 2007/2008 (viz. £700 for full-time staff), to be paid on a non-consolidated basis.

When an individual's basic pay covered by the 'mark-time' arrangements subsequently falls below an improved/revalorised pay band maximum, his/her basic pay should be aligned to the nearest higher pay point on the applicable NNC salary spine.

For example: if an individual's current relevant basic salary is £15,283, and the post is evaluated as pay band 1, then this is above the maximum for this pay band of £15,140 (See Annex 1). In these circumstances, the following protection provisions should apply.

1 April 2006:

No progression should be applied. However, as a consequence of revalorisation, the individual's basic pay is now below the new pay band maximum of £15,374. (Annex 2). As the individual's salary of £15,283 is not a pay point, the individual should be assimilated to the nearest higher pay point, i.e. point 23: (£15,374). The consolidated increase is £91 and there should be a non-consolidated make-up payment of £609 to ensure a minimum increase of £700.

1 April 2007:

No progression should be applied as the individual is at the pay band maximum (Annex 2). However, the individual's basic pay of £15,374 (pay point 23) should be revalorised to £15,736 (Annex 3) and should be increased accordingly. As this individual has received a consolidated increase of £362 (£15,374 to £15,736), a non-consolidated make-up payment of £338 should be applied to ensure a minimum increase of £700.

If an individual's basic pay is still above his/her pay band maximum on 31 March 2009, salary protection will cease and basic salary should be reduced to the appropriate pay band maximum. However, before this date every reasonable effort should be made to redeploy any affected individual into a suitable alternative post commensurate with his/her salary. Alternatively, consideration may be given to job redesign so that the post may be reclassified, within the job evaluation scheme, to a pay band commensurate with salary.

5. Joint Secretaries

In the event of further issues arising in respect of Assimilation and Review of Salaries, the matter(s) should be referred to the Joint Secretaries.

Annex 1

NNC Salary Spine with effect from 1 April 2005

1 April 2005		Salary Spine before revalorisation (2006-07)							
2005/06 Current Pay Point	2005/06 Current Salary Value	New Pay Point	Pay Bands						
			1	2	3	4	5	6	
51	£12,329	1	£12,329						
52	£12,455	2	£12,455						
53	£12,583	3	£12,583						
54	£12,687	4	£12,687						
55	£12,823	5	£12,823						
56	£12,953	6	£12,953						
57	£13,076	7	£13,076						
58	£13,199	8	£13,199						
59	£13,333	9	£13,333						
60	£13,463	10	£13,463						
61	£13,593	11	£13,593						
62	£13,730	12	£13,730						
63	£13,866	13	£13,866						
64	£14,000	14	£14,000						
65	£14,129	15	£14,129						
66	£14,275	16	£14,275						
67	£14,409	17	£14,409						
68	£14,558	18	£14,558						
69	£14,697	19	£14,697	£14,697					
70	£14,837	20	£14,837	£14,837					
71	£14,990	21	£14,990	£14,990					
72	£15,140	22	£15,140	£15,140					
73	£15,283	23		£15,283					
74	£15,435	24		£15,435					
75	£15,585	25		£15,585					
76	£15,734	26		£15,734					
77	£15,890	27		£15,890					
78	£16,050	28		£16,050					
79	£16,212	29		£16,212					
80	£16,371	30		£16,371					
81	£16,527	31		£16,527					
82	£16,696	32		£16,696					
83	£16,859	33		£16,859					
84	£17,014	34		£17,014					
85	£17,190	35		£17,190					
86	£17,357	36		£17,357					
87	£17,531	37		£17,531					
88	£17,701	38		£17,701					
89	£17,877	39		£17,877					
90	£18,054	40		£18,054					
91	£18,230	41		£18,230					
92	£18,409	42		£18,409	£18,409				
93	£18,594	43		£18,594	£18,594				

94	£18,777	44		£18,777	£18,777		
95	£18,962	45		£18,962	£18,962		
96	£19,143	46			£19,143		
97	£19,336	47			£19,336		
98	£19,524	48			£19,524		
99	£19,712	49			£19,712		
100	£19,910	50			£19,910		
101	£20,111	51			£20,111		
102	£20,310	52			£20,310		
103	£20,515	53			£20,515		
104	£20,706	54			£20,706		
105	£20,918	55			£20,918		
106	£21,126	56			£21,126		
107	£21,324	57			£21,324		
108	£21,545	58			£21,545		
109	£21,763	59			£21,763		
110	£21,970	60			£21,970		
111	£22,191	61			£22,191		
112	£22,406	62			£22,406		
113	£22,637	63			£22,637		
114	£22,855	64			£22,855		
115	£23,079	65			£23,079		
116	£23,316	66			£23,316		
117	£23,546	67			£23,546		
118	£23,774	68			£23,774		
119	£24,008	69			£24,008		
120	£24,248	70			£24,248	£24,248	
121	£24,485	71			£24,485	£24,485	
122	£24,733	72			£24,733	£24,733	
123	£24,977	73			£24,977	£24,977	
124	£25,226	74				£25,226	
125	£25,474	75				£25,474	
126	£25,724	76				£25,724	
127	£25,981	77				£25,981	
128	£26,234	78				£26,234	
129	£26,497	79				£26,497	
130	£26,760	80				£26,760	
131	£27,020	81				£27,020	
132	£27,286	82				£27,286	
133	£27,560	83				£27,560	
134	£27,839	84				£27,839	
135	£28,110	85				£28,110	
136	£28,392	86				£28,392	
137	£28,672	87				£28,672	
138	£28,957	88				£28,957	
139	£29,246	89				£29,246	
140	£29,539	90				£29,539	
141	£29,835	91				£29,835	
142	£30,123	92				£30,123	
143	£30,422	93				£30,422	
144	£30,729	94				£30,729	£30,729
145	£31,028	95				£31,028	£31,028
146	£31,336	96				£31,336	£31,336
147	£31,648	97				£31,648	£31,648

148	£31,967	98				£31,967	£31,967	
149	£32,275	99				£32,275	£32,275	
150	£32,603	100				£32,603	£32,603	
151	£32,921	101				£32,921	£32,921	
152	£33,253	102					£33,253	
153	£33,578	103					£33,578	
154	£33,913	104					£33,913	
155	£34,251	105					£34,251	
156	£34,586	106					£34,586	£34,586
157	£34,933	107					£34,933	£34,933
158	£35,274	108					£35,274	£35,274
159	£35,626	109					£35,626	£35,626
160	£35,983	110					£35,983	£35,983
161	£36,334	111					£36,334	£36,334
162	£36,694	112						£36,694
163	£37,078	113						£37,078
164	£37,432	114						£37,432
165	£37,803	115						£37,803
166	£38,179	116						£38,179
167	£38,509	117						£38,509
168	£38,910	118						£38,910
169	£39,298	119						£39,298
170	£39,693	120						£39,693
171	£40,085	121						£40,085
172	£40,486	122						£40,486
173	£40,890	123						£40,890
174	£41,301	124						£41,301
175	£41,718	125						£41,718
176	£42,138	126						£42,138
177	£42,561	127						£42,561
178	£42,984	128						£42,984
179	£43,420	129						
180	£43,855	130						

NNC Salary Spine as at 1 April 2006

Salary Spine Revalorised (2006-07)						
Pay Point	Pay Bands					
	1	2	3	4	5	6
1						
2						
3	£12,658					
4	£12,763					
5	£12,900					
6	£13,031					
7	£13,155					
8	£13,279					
9	£13,413					
10	£13,543					
11	£13,675					
12	£13,812					
13	£13,949					
14	£14,084					
15	£14,214					
16	£14,361					
17	£14,495					
18	£14,646					
19	£14,786					
20	£14,926					
21	£15,080	£15,080				
22	£15,230	£15,230				
23	£15,374	£15,374				
24		£15,528				
25		£15,678				
26		£15,829				
27		£15,985				
28		£16,146				
29		£16,310				
30		£16,469				
31		£16,626				
32		£16,797				
33		£16,960				
34		£17,116				
35		£17,293				
36		£17,461				
37		£17,636				
38		£17,807				
39		£17,984				
40		£18,163				
41		£18,340				
42		£18,520				
43		£18,706				
44		£18,889				

45		£19,076	£19,076			
46		£19,258	£19,258			
47			£19,452			
48			£19,641			
49			£19,831			
50			£20,030			
51			£20,232			
52			£20,432			
53			£20,638			
54			£20,830			
55			£21,043			
56			£21,253			
57			£21,452			
58			£21,674			
59			£21,894			
60			£22,102			
61			£22,325			
62			£22,541			
63			£22,773			
64			£22,992			
65			£23,217			
66			£23,456			
67			£23,688			
68			£23,916			
69			£24,152			
70			£24,394			
71			£24,632			
72			£24,881			
73			£25,127	£25,127		
74			£25,378	£25,378		
75				£25,627		
76				£25,879		
77				£26,137		
78				£26,391		
79				£26,656		
80				£26,921		
81				£27,182		
82				£27,450		
83				£27,725		
84				£28,006		
85				£28,278		
86				£28,562		
87				£28,844		
88				£29,131		
89				£29,422		
90				£29,716		
91				£30,014		
92				£30,304		
93				£30,605		
94				£30,913		
95				£31,214		
96				£31,524		
97				£31,838	£31,838	
98				£32,158	£32,158	

99				£32,469	£32,469	
100				£32,799	£32,799	
101				£33,119	£33,119	
102				£33,452	£33,452	
103					£33,780	
104					£34,116	
105					£34,456	
106					£34,793	
107					£35,143	
108					£35,486	
109					£35,839	£35,839
110					£36,198	£36,198
111					£36,552	£36,552
112					£36,914	£36,914
113						£37,301
114						£37,657
115						£38,029
116						£38,409
117						£38,740
118						£39,143
119						£39,534
120						£39,931
121						£40,325
122						£40,729
123						£41,135
124						£41,548
125						£41,968
126						£42,390
127						£42,816
128						£43,242
129						£43,680
130						

NNC Salary Spine as at 1 April 2007

Salary Spine Revalorised (2007-08)						
Pay Point	Pay Bands					
	1	2	3	4	5	6
1						
2						
3						
4						
5	£13,203					
6	£13,337					
7	£13,464					
8	£13,591					
9	£13,728					
10	£13,862					
11	£13,996					
12	£14,137					
13	£14,277					
14	£14,414					
15	£14,548					
16	£14,698					
17	£14,836					
18	£14,990					
19	£15,133					
20	£15,277					
21	£15,434					
22	£15,588					
23	£15,736	£15,736				
24		£15,893				
25		£16,047				
26		£16,201				
27		£16,361				
28		£16,526				
29		£16,693				
30		£16,856				
31		£17,017				
32		£17,191				
33		£17,358				
34		£17,519				
35		£17,700				
36		£17,871				
37		£18,051				
38		£18,225				
39		£18,406				
40		£18,590				
41		£18,771				
42		£18,955				
43		£19,146				
44		£19,333				
45		£19,524				

46		£19,710			
47			£19,909		
48			£20,103		
49			£20,297		
50			£20,500		
51			£20,707		
52			£20,912		
53			£21,123		
54			£21,320		
55			£21,538		
56			£21,752		
57			£21,956		
58			£22,184		
59			£22,408		
60			£22,622		
61			£22,849		
62			£23,070		
63			£23,308		
64			£23,532		
65			£23,763		
66			£24,007		
67			£24,244		
68			£24,478		
69			£24,720		
70			£24,967		
71			£25,211		
72			£25,466		
73			£25,717		
74			£25,974		
75				£26,229	
76				£26,487	
77				£26,751	
78				£27,011	
79				£27,282	
80				£27,553	
81				£27,821	
82				£28,095	
83				£28,377	
84				£28,664	
85				£28,943	
86				£29,233	
87				£29,522	
88				£29,815	
89				£30,113	
90				£30,415	
91				£30,719	
92				£31,016	
93				£31,324	
94				£31,639	
95				£31,947	
96				£32,265	
97				£32,586	
98				£32,914	
99				£33,232	£33,232

100				£33,570	£33,570	
101				£33,897	£33,897	
102				£34,239	£34,239	
103					£34,574	
104					£34,918	
105					£35,266	
106					£35,611	
107					£35,968	
108					£36,320	
109					£36,682	
110					£37,049	
111					£37,411	£37,411
112					£37,782	£37,782
113						£38,177
114						£38,542
115						£38,923
116						£39,311
117						£39,650
118						£40,063
119						£40,463
120						£40,870
121						£41,273
122						£41,686
123						£42,102
124						£42,525
125						£42,954
126						£43,387
127						£43,822
128						£44,258
129						£44,707
130						