

**N 66/2005**

JMcK/JH

22 November 2005

To: **Branch Chairs and Secretaries**  
**CAFCASS Co-Convenors (for Information)**  
**Negotiating Committee (for information)**  
**Negotiating Committee Correspondents (for information)**

Dear Colleague

### **NNC Pay and Conditions Modernisation Proposals**

Further to the information already circulated with N64/2005, please see attached NNC Joint Secretaries Circular No 5/2005, along with additional information on the Pay and Conditions Modernisation Proposals; namely:

- The NNC Pay and Conditions of Service Modernisation Proposal Document.

*This gives the full detail of the proposed agreement covering pay, grading, progression, allowances and conditions of service issues.*

- Indicative Examples

*This document contains examples of the potential effects of the agreement on some typical posts and it illustrates how assimilation to the new pay bands would operate.*

Napo is also working on a Member's Guide to the proposals which will be distributed to all members with the next Napo News. Recognising that some branches will be meeting for pay ratification before Napo News is available, the Guide will be circulated by email to branches, before the end of the week. It will also be available in draft form at the Campaign Seminar on Thursday 24<sup>th</sup> November.

Yours sincerely

**JUDY McKNIGHT**

General Secretary

**To: The Chair of the Probation Board  
The Chief Officer of the Probation Board  
The Secretary of the Probation Board  
Heads of Human Resources  
Members of the NNC**

November 2005

**CIRCULAR NO.5/2005**

Dear Madam/Sir

**NNC PAY AND CONDITIONS OF SERVICE  
MODERNISATION PROPOSALS**

The Joint Secretaries now write to give more details of the NNC Pay and Conditions of Service Modernisation Proposals and **attach** (at Appendices A and B) the full text of the Proposal Document and examples of some typical posts in each of the proposed new bands, with an indication of how they may be assimilated to the new bands and how progression may take place in 2006/07 and 2007/08. The examples of jobs are taken from the Job Evaluation pilot exercises which were carried out earlier this year. This Circular should be read in conjunction with Circular No.4/2005 issued on 10 November 2005.

**Timetable**

It is the intention of all parties to the NNC, subject to ratification of the proposals by members of Napo and Unison, to put signatures to the collective agreement formally, by the beginning of 2006. The trade unions will be contacting their members shortly with details of how their respective ratification processes will be conducted. On completion, a Joint Circular will be issued confirming the outcome of the ratification processes and giving notification of the consequences for the implementation of the provisions of the agreement. Subject to a positive outcome having been achieved, it is expected that implementation of the Year One provisions would take place as quickly as is practicable in all Areas. Guidance on the payment of the non-consolidated element in particular, will be issued in due course.

**Questions on the Proposals**

The Joint Secretaries appreciate that a number of questions will be raised by the publication of these proposals, for both Boards as employers and for employees. Where points of principle are raised the Joint Secretaries will consult before replying. Answers will be given where possible in Question and Answer documents. As appropriate, questions which come from different sources but relate to a similar topic may be amalgamated.

We would like to remind all parties that the implementation of the new proposals is conditional upon the Trade Union members agreeing the provisions of the package as a whole.

Yours faithfully

**Martin Wargent**  
**Judy McKnight**

**Joint Secretaries**

*Attachments: Appendix A: NNC Pay and Conditions of Service Modernisation Proposal*

*Appendix B: Indicative Examples of the Effect on Individual Posts*

**NNC PAY AND CONDITIONS OF SERVICE  
MODERNISATION PROPOSAL DOCUMENT**

**1. Introduction**

1.1. This document sets out proposals for a new national agreement on pay and conditions of service. An exercise to update the National Negotiating Council (NNC) Handbook (currently entitled 'The National Agreement on Pay and Conditions of Service') will be undertaken to reflect any agreed changes.

1.2. These proposals seek to achieve a harmonised and common set of pay and conditions of service to apply to all employees covered by the NNC. The proposed changes relate to:

- A Joint Approach to Pay and Service Modernisation (Section 2)
- Pay and Grading (Section 3)
- Pay Progression (Section 4)
- Geographical Supplements (Section 5)
- Market Forces Supplements (Section 6)
- Terms and Conditions of Service (Section 7)
  - Working Hours
  - Work in Excess of Contracted Working Hours
  - Annual Leave
  - Prison Supplement
- Knowledge and Skills (Section 8)
- Monitoring, Reviews and Appeals (Section 9)
- Assimilation and Protection Arrangements (Appendix A)
- Current definition: Inner/Outer Fringe Districts (Appendix B)
- Salary Spines: 1 April 2005, 1 April 2006 & 1 April 2007.  
(Appendix C)

1.3 These proposals have been negotiated on a joint basis. This agreed approach to pay and service modernisation is set out in Section 2 below.

## **2. Joint Approach to Pay and Service Modernisation**

2.1. The parties to the NNC, (Probation Boards' Association, National Probation Directorate, Napo and UNISON) have worked jointly to establish a pay and conditions system which provides improved levels of remuneration over time and a package of terms and conditions of employment which supports service modernisation and which will result in a more flexible and skilled workforce.

2.2. The parties have worked together to:

- Ensure that the pay system is fit for purpose and leads to higher quality service delivery;
- Develop a fair and transparent pay and conditions structure which has the confidence and support of employees, employers and trade unions;
- Assist the goal of building an excellent organisation with the right number of employees with the right skills and diversity, and organised in the right way;
- Encourage working patterns which enable employees to achieve an acceptable balance between work and their private life;
- Improve the quality and availability of training and development opportunities to enhance service delivery and meet the reasonable aspirations of employees;
- Meet equal pay for work of equal value criteria, recognising that pay can be any benefit in cash or conditions;
- Ensure the implementation of the new pay and conditions arrangements fairly and consistently across the service;
- Ensure that the implementation of the new pay and conditions arrangements is within financial and other constraints;

- Ensure as far as possible that staffing and other resources are commensurate with the workload.
- 2.3. At national level every effort will be made to continue to support and promote a joint approach to implementation of the pay system at local level. The agreement to work jointly at national level to deliver a modernised pay system and its concomitant benefits should, therefore, be replicated at local level.
- 2.4. Probation Boards should ensure that the representatives of recognised trade unions are given appropriate and sufficient time off, and workload relief, to participate in joint working on pay and conditions of service arrangements. Accredited officers of the local Joint Committees should be able to be fully involved in local arrangements.
- 2.5. Implementation and operation of the pay system is the responsibility of the NNC through a joint sub-group, the Pay Modernisation Implementation Steering Group, which has responsibility for co-ordinating and monitoring the implementation of this agreement and for ensuring a consistent application of the job evaluation arrangements. This includes the adequacy of local facilities as at Section 2.4. Any issue requiring the amendment to, or interpretation of, any part of the pay and conditions scheme must be referred to and agreed by the NNC.

### **3. Pay and Grading**

- 3.1. The pay and grading structure consists of six pay bands. All employees covered by this agreement will, on assimilation, be assigned to a pay point within a band on the basis of job score as measured by the nationally agreed Probation Service Job Evaluation Scheme (PSJES). To assist this process an initial set of “benchmark roles” has been evaluated by a joint national panel and profiles drawn up where the job evaluation score was agreed. Employees whose jobs fit these profiles assimilate on the basis of the profile score. Other jobs will be evaluated locally using the Probation Service Job Evaluation Scheme.
- 3.2. The Probation Service Job Evaluation Scheme User Guide sets out the basis of job evaluation underpinning the pay system and provides guidance on the process for local job evaluation. The process for assimilation of jobs to the pay structure is set out in Appendix A below.
- 3.3. The six pay bands and the corresponding job evaluation scores are set out below:

<b><i>Pay Bands and Job Score</i></b>	
<i>Pay Band</i>	<i>Job Score</i>
1	up to 355
2	356 to 400
3	401 to 480
4	481 to 550
5	551 to 630
6	631 +

- 3.4. Within each pay band there are a number of pay points to allow pay progression in post (See Appendix C: NNC Salary Spines). Pay progression is applicable annually, on 1 April.

3.5. Section 4 below sets out how the system of progression works. Section 8 outlines the knowledge and skills provisions which underpin progression within the pay structure.

3.6. Within each pay band there is a Minimum, a Development Point and a Maximum. Pay bands as at (1) April 2006 and (2) April 2007 are set out below:

(1)

	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4	Pay Band 5	Pay Band 6
Minimum	£12,658	£15,080	£19,076	£25,127	£31,838	£35,839
Development Point	£14,495	£18,163	£23,688	£31,214	£34,456	£40,729
Maximum	£15,374	£19,258	£25,378	£33,452	£36,914	£43,680

(See Appendix A: for Assimilation and Protection Arrangements in April 2006)

(2)

	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4	Pay Band 5	Pay Band 6
Minimum	£13,203	£15,736	£19,909	£26,229	£33,232	£37,411
Development Point	£15,277	£19,146	£24,967	£32,914	£36,320	£42,954
Maximum	£15,736	£19,710	£25,974	£34,239	£37,782	£44,707

3.7. Part-time employees shall have applied to them the pay and conditions of service pro-rata to full-time employees except where the conditions apply wholly in their own right, for example special leave.

3.8. Exceptionally, new entrants with particular relevant previous experience may be appointed above the normal starting salary for the appropriate band where this can be objectively justified. (See Section 6: Market Forces Supplements)

3.9. All pay related allowances in existence at 31 March 2006, whether nationally or locally determined, cease or are phased out in accordance with the Assimilation and Protection Arrangements. (See Appendix A: Sections 3.2 and 3.3.)

- 3.10. The National Negotiating Council (NNC) Handbook will provide guidance on the treatment of allowances paid within the salary spine (NNC Agreement 2001 section III.3[a] & 3[c]) These will be replaced by the new pay arrangements and associated supplements i.e. Geographical Supplement (GS) and Market Forces Supplement (MFS), consistent with the principles of equal pay for work of equal value.

The treatment of unsocial hours and standby payments, in existence at 31 March 2006 and paid through the salary spine (NNC Agreement 2001 Section III 3[a]), is also detailed in Appendix A: Section 3.3.

***Approved Premises***

- 3.11. The new pay arrangements and associated measures will apply to employees working in Approved Premises subject to the protection arrangements. (See Appendix A: Section 4.2) The National Negotiating Council (NNC) Handbook will detail those arrangements which are specific to employees working in Approved Premises.

***Trainee Probation Officers***

- 3.12. The new pay arrangements and associated measures will apply also to Trainee Probation Officers (TPO). The National Negotiating Council (NNC) Handbook will detail those arrangements which are specific to TPOs.

#### 4. Pay Progression

- 4.1. Newly appointed or promoted employees will have at least two satisfactory and documented reviews with their manager or supervisor before progressing beyond their starting salary. The first review will normally be within the first three months after appointment and the second before the expiry of the probationary period. The aim of these reviews is to assist employees to be successful in the new role and confirm as quickly as possible that they are applying the knowledge and skills needed for the job.
- 4.2. Within each pay band there is a development point where, in order to progress beyond this point, employees must demonstrate the appropriate knowledge, skills and contribution. (See Section 4.8)
- 4.3. As part of the eventual process of Development and Review, before moving through the development point, there will be an assessment. Employees will normally expect to move through the development point at this stage but – subject to the safeguards set out below (See Section 4.11) – progression may be deferred if the assessment indicates that they are not yet applying the full range of knowledge, skills and contribution required for the post.
- 4.4. Employees will progress from pay point to pay point within the appropriate pay band as follows:

1 April 2006

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

1 April 2007

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

Note: progression is applicable prior to the introduction of revalorised pay bands in both years. (See Appendix A: Assimilation and Protection Arrangements)

- 4.5. Employees with less than six months' service on a pay point on 1 April in any year will not be eligible for a progression increase until six months after commencement on that pay point. Normal progression will then take place on the following 1 April.
- 4.6. There will be no progression beyond the maximum of the pay band. (See Appendix A: Section 4 Pay Protection)
- 4.7. Pay progression, which is applicable annually on 1 April, will be underpinned by a nationally agreed NNC Development and Review process. It is envisaged that this will include annual appraisal, assessment against the proposed knowledge and skills provisions and production of a personal development plan.
- 4.8. The scheme for pay progression through the development points will only become fully operational on the implementation of appropriate arrangements as detailed in Section 4.7, e.g. development reviews, personal development plans and appropriate support for training and development to meet the applied knowledge and skills required at the development point concerned.
- 4.9. Prior to the introduction of the Development and Review process, existing employees with at least twelve months' experience in a post will ordinarily be

deemed to have met the criteria for progression beyond the development point. Exceptions may include employees who are subject to capability or disciplinary procedures or have had their probationary period extended.

- 4.10. Increments may be withheld where an employee's service is unsatisfactory, subject to the employee having the right to appeal through the local grievance procedure. However, where increments are to be withheld on a second and subsequent occasion this can only be done where the employee is being dealt with under the formal capability procedure or the disciplinary procedure. In any event, where increments are to be withheld, the employee will be given at least one month's notice in writing. Such notification is to include details of the mechanism for challenging the decision to withhold. Any increments will be implemented immediately where subsequently the employee's service becomes satisfactory.

When increments are restored the employee will be placed on the relevant point on the pay band that would have been achieved had the increment not been withheld. There will, however, be no subsequent payment made to cover the actual period when the employee's service was unsatisfactory.

4.11. *The following safeguards will apply to pay progression:*

- There will be a normal expectation of progression subject to satisfactory performance and no national or local quotas will apply. All employees must have an equal opportunity to demonstrate the required standard of knowledge and skills to progress through the development point;
- The knowledge and skills required of the jobholder should be clearly stated in her/his job specification;
- Where the responsibilities or skills requirement of post(s) change, due account will be taken of the need for the job holder to apply new or changed knowledge or skills over a reasonable period of

time, without this impacting adversely on pay progression. This principle will also apply where changes in professional standards are agreed by the relevant professional body or authority;

- The required skills and knowledge must be consistent with the national standards for each dimension and level within the Occupational Standards Framework where these exist;
- Probation Boards must ensure that there is a robust process for ensuring the fairness and consistency of the decision making process. In the event of a disagreement the local grievance procedure will apply;
- Pay progression cannot be deferred unless there has been prior discussion, which should be recorded, about the knowledge and skills which are needed for development and the employee has been given the opportunity to achieve the necessary development;
- Employers' and trade union representatives will work together to monitor decisions on pay progression to ensure that these are non-discriminatory.

## 5. Geographical Supplements

- 5.1. A system of Geographical Supplements (GS) will be introduced from 1 April 2006.

Applications for a GS may be for the whole or part of an area. A business case must have been submitted to the NNC and have been approved before this can apply to all employees in the areas/localities concerned. Guidance on the Geographical Supplements system will be made available in the National Negotiating Council (NNC) Handbook. There will be three levels of GS payment as follows:

	1 April 2006	1 April 2007
Level 1	£3,500	£3,600
Level 2	£1,750	£1,800
Level 3	£875	£900

- 5.2. London Allowance will continue to be paid to relevant employees and GS will not be applicable to these employees. London Allowance will be increased from £3,420 (1 April 2005) to:

1 April 2006	£3,500
1 April 2007	£3,600

- 5.3. The scheme of Fringe Allowances is to be replaced by the provision of the Geographical Supplement system. The treatment of payments/enhancements to the salary spine is detailed in the Assimilation and Protection Arrangements. (See Appendix A: Section 3.3) Existing areas/localities covered by the former Inner and Outer Fringe Allowances are listed at Appendix B.

- 5.4. The GS will be non-consolidated (but will count for pension purposes).

- 5.5. It will be open to Probation Boards and/or Trade Unions to make an application to the NNC to request that an area or locality within an area be covered by a supplement; that an existing supplement be changed; or that an existing supplement be withdrawn. Unilateral submission to the NNC should only be made after local negotiating procedures have been completed.
- 5.6. The NNC will consider such submissions against the following headings:
- cost of living data for the area
  - housing cost
  - turnover analysis
  - general recruitment and retention data
  - local labour market information
  - any other relevant information, including affordability.
- 5.7. Information under each of the above criteria will be required as part of the local business case to be submitted.
- 5.8. The amounts payable at each level of GS and London Allowance will be reviewed annually, from 1 April 2008, as part of the annual pay review process.

## **6. Market Forces Supplements**

- 6.1. A Market Forces Supplement (MFS) system will be introduced from 1 April 2006. It will involve an addition to the basic pay of specific job holders where market pressures have otherwise prevented the Probation Board from being able to recruit or retain sufficiently qualified or experienced employees at the normal salary for a job of that weight. Market Forces Supplements will apply to jobs i.e. not job holders.

Guidance on the Market Forces Supplements system will be made available in the National Negotiating Council (NNC) Handbook.

- 6.2. A Probation Board may apply the provisions of the agreed national scheme authorising the attachment of a Market Forces Supplement to specific posts in the event of serious recruitment and retention difficulties. Under any such locally approved authorisation, a non-consolidated (but pensionable) payment may be made over and above the basic salary that the employee receives by virtue of her/his position on their pay band.
- 6.3. Where an employee moves to a post which does not attract a Market Forces Supplement, either within the same Probation Board or elsewhere in the National Probation Service, her/his entitlement to any previous MFS will cease.
- 6.4. Market Forces Supplements should only be authorised and paid in accordance with the nationally agreed scheme, and decisions must be objectively justified, documented and notified to the NNC Joint Secretaries who will maintain records for monitoring purposes. The MFS should be reviewed regularly and at least annually by the Probation Board. The payment may be withdrawn or the value adjusted, subject to a notice period of three months.

- 6.5. The treatment of payments/allowances paid currently through the salary spine (NNC Agreement 2001: Section III 3[c]) will be as detailed in the Assimilation and Protection Arrangements. (See Appendix A: Section 3.3)

## 7. Terms and Conditions of Service

### *Working Hours*

- 7.1. The working hours detailed in the NNC Agreement on Pay and Conditions of Service – 2001 will continue to apply. (See Appendix A: Section 7 Working Hours)
- 7.2. Pay enhancement will be given to employees where, as part of their normal working hours, work is required for operational reasons to be carried out during the times identified below:
- Any time worked before 8.00 am or after 7.00 pm (to be known as the 'normal hours band') Monday to Friday and any time worked on Saturday, Sunday or Bank and Public Holidays.

Unsocial hours payments rank for pension purposes.

- 7.3. A separate hourly pay enhancement will be applied as follows:

Monday to Friday

7pm to 8am

premium payment of 30%

Weekend

8am Saturday – 8am Monday

premium payment of 50%

Public/Bank Holidays

8am to 8am

premium payment of 50%:

In addition, time off in lieu for hours worked is applicable.

- 7.4. Employees who are required to work outside the normal hours band as part of the normal hours of work shown on their contract of employment will be entitled to an unsocial hours payment calculated as a percentage addition to basic salary for those hours worked outside the normal hours band unless:

- (a) an existing contract of employment specifically states otherwise (See Appendix A: Section 7.2.); and/or
- (b) where working outside the normal hours band is at the voluntary and specific request of an employee under flexible working arrangements. Where such a request can be accommodated by local management but where there is no operational need or benefit, no pay enhancement will be attracted. In circumstances where some or all of the working pattern coincides with operational needs, pay enhancement will be attracted for the appropriate period.

The treatment of unsocial hours payments/allowances paid currently through the salary spine (NNC Agreement 2001: Section III 3[a]) will be as detailed in the Assimilation and Protection Arrangements. (See Appendix A: Section 3.3)

7.5. Working patterns will be subject to the following safeguards:

- There will be local consultation and joint planning on a quarterly basis;
- The voluntary principle will apply where possible;
- The principles set out in the NNC Model Flexitime Scheme will apply;
- The provisions of the Working Time Regulations will apply;
- In determining working arrangements to meet the operational needs of the Service, Probation Boards will take into account the personal circumstances and commitments of individual employees;
- In particular, account should be taken of an individual's:
  - responsibility for the care of children
  - requirements of contact arrangements for children
  - responsibility for the care of dependants
  - obligations arising from religious or cultural convictions

- Where a variation to the work pattern of existing employees who have routinely worked within normal office hours (9am to 5.30 pm or any previously locally determined equivalent) is proposed, any changes must be subject to the fullest consultation.

This should include reference to flexible working policies. Where the matter cannot be resolved locally it may be referred to Joint Secretaries;

- Variations to the individual employee's accustomed pattern of work should be reasonable, subject to adequate notice, and take account of the management of health and safety at work.

7.6. Employees who are required to provide standby cover, outside of their agreed normal working hours, will be entitled to receive a payment of £40.

7.7. Employees who are called into work during a period of on-call will receive payment for the period they are required to attend in accordance with the appropriate pay arrangements. Alternatively, employees may choose to take time off in lieu at plain time.

#### ***Work in Excess of Contracted Working Hours***

7.8. Full time employees up to and including Pay Band 3 who work in excess of the normal working hours will be compensated by time off in lieu or, where this is not possible, excess hours payments. Time off in lieu of excess hours payments will be at plain time. In order to attract time off or excess hours payment, work in excess of normal working hours must have the prior approval of the appropriate line manager.

7.9. For staff up to and including Pay Band 3, there will be a single harmonised rate of time-and-a-half for all excess hours worked with the exception of work on Sundays and Bank and Public Holidays, which will be paid at double time.

7.10. Staff in Pay Bands 4-6 who work in excess of the normal working hours will normally be compensated by time off in lieu. Alternatively where this is not

possible within a reasonable period, and subject to prior management approval, payment will be at plain time.

- 7.11. Excess hours payments will be based on the hourly rate provided by basic pay.
- 7.12. The excess hours payment applies where, subject to prior authorisation by the appropriate manager, the hours claimed are worked in excess of full-time hours, unless time off in lieu is granted.
- 7.13. Part-time employees receive payments for any additional hours at plain time rates unless and until their hours exceed the normal working hours.

***Annual Leave***

- 7.14. Employees appointed on or after 1 April 2006 will receive the following annual leave entitlement.

<i>Length of continuous service</i>	<i>Annual Leave</i>
On appointment	25 days
1 year plus	26 days
2 years' plus	27 days
3 years' plus	28 days
4 years' plus	29 days
5 years' plus	30 days

(See Appendix A: Section 6 for phasing-in arrangements)

In addition, staff will receive 2 Service Days to be taken at times nominated by the local Board. After 7 years' continuous service, an additional Service Day is applicable but this will not be treated as a nominated day.

Service Days are deemed to include any locally awarded additional leave which is not covered by annual leave or bank or public holiday leave. Any such leave, which may also be termed concessionary, privilege etc., will be contained within the new entitlements.

- 7.15. Each full time employee is entitled to a day's paid leave in respect of each Bank and Public Holiday or to a day off in lieu if required to work on a Bank or Public Holiday as part of the normal working week.
- 7.16. Employees required to work on a Bank or Public Holiday in addition to normal working hours are entitled to equivalent time off in lieu at plain time, in addition to the appropriate payment for the duties undertaken. (See 7.9 & 7.10. above)
- 7.17. Employees whose annual leave entitlement would be less under this agreement will have their current leave entitlement protected in accordance with Appendix A: Section 6.
- 7.18. The leave entitlement (including Service Days and Bank & Public holiday leave) of part time employees will be calculated pro rata to the full time entitlement.

#### **Prison Supplement**

- 7.19. Staff seconded to Prison Service establishments will be paid a Prison Supplement of £675 per annum during the period of secondment.

## **8. Knowledge and Skills**

8.1. The National Probation Service (NPS) is committed to developing the knowledge and skills of employees. Examples include:

- National Occupational Standards
- Diploma in Probation Studies
- Certificate in Community Justice.

8.2. As part of 'Achieving Through People', the people management strategy of the National Probation Service 2002-2007, it is proposed to develop an integrated training strategy for the NPS.

8.3. A key commitment will be to develop a continuum of training and development to give employees the opportunity to take on bigger jobs and so enable them to move through the pay structure. This will include a joint programme for developing the knowledge and skills of all employees.

8.4. There is, currently, a review of the appraisal arrangements operating in the Service.

8.5 These developments will be critical for underpinning the pay structure and the proposed pay progression framework. (See Section 4: Pay Progression)

8.6 To support personal development and career progression, there will be an integrated training strategy, linked to annual development reviews and personal development plans. The aim is that all employees should:

- Have clear and consistent development objectives;
- Be helped to develop in such a way that they can apply the outcomes of the training strategy to their level of responsibility;
- Be helped to identify and develop knowledge and skills that will support their career progression.

## **9. Monitoring, Reviews and Appeals**

- 9.1. The NNC Pay Modernisation Implementation Steering Group is responsible for monitoring the roll-out of the new pay and conditions of service arrangements, and establishing review and appeal mechanisms at both local and national levels as appropriate.

## **Assimilation and Protection Arrangements**

The basis for assimilation to the pay system and protection arrangements covering pay, hours and annual leave are set out below.

### **1. Assimilation**

- 1.1. Employees covered by the National Negotiating Council for the Probation Service will assimilate to the pay system on the effective date determined below.
- 1.2. Newly appointed or promoted employees will be appointed or promoted on the terms effective from 1 April 2006.

### **2. Effective Dates and Operational Dates**

- 2.1. The effective date for the launch of the system will be 1 April 2006 although the implementation date for particular elements of the system will be subject to phasing-in.
- 2.2. To support the smooth transfer of employees to the revised terms and conditions, each Probation Board may agree an operational date through their local Joint Staff Negotiation and Consultative Committee.
- 2.3. Where these provisions are used locally, the operational date must be no later than 1 October 2006.
- 2.4. Any employee whose assimilation to the system is deferred for operational reasons under this provision will have any pay increase and any other improvement in terms and conditions back-dated to the effective date.

### **3. Assimilation to Pay Bands**

- 3.1. An employee's current pay for the purpose of assimilation to the pay band is her/his annual full time equivalent consolidated basic pay on 31 March 2006.

3.2. Where the employee's basic pay is already subject to protection at the point of assimilation, the protected level of basic pay should be used in this calculation. Protection will expire on the due date or after three years from 1 April 2006 whichever is the sooner.

3.3. The step by step process for assimilation on 1 April 2006 is as follows:

- Identify relevant basic pay by removing London Fringe Allowances, recruitment and retention, unsocial hours, 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]). Such payments will be protected for 3 years from 1 April 2006 and where such payments rank for excess hours enhancement this practice will be protected for the same period.

The National Negotiating Council (NNC) Handbook will provide guidance on arrangements for the introduction of Geographical Pay and Market Forces Supplements and the consequential treatment of former relevant enhancements paid through the salary spine (NNC Agreement 2001 Section III. 3[a] & 3[c]).

- Identify equivalent new pay point for relevant basic salary. (See Appendix C - NNC Salary Spine before revalorisation 2006-07)
- Apply the results of job evaluation as follows:
  - Where basic salary is below the minimum of the pay band to which the post has been assessed by job evaluation, the basic salary is increased to the minimum of the pay band/pay point concerned.
  - 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 will remain on their current salary/pay point.
  - In a minority of cases, basic pay 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. Pay protection arrangements are detailed at Section 4 below.

Pay Bands for job evaluation assimilation purposes and prior to revalorisation are:

	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4	Pay Band 5	Pay Band 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

- Apply pay progression as detailed in Section 4.4 for 1 April 2006.
- Implement revalorised pay bands for 1 April 2006 as detailed in Appendix C.
- Apply minimum underpinning payments, where appropriate.

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

#### **4. Pay Protection**

4.1. Where as a consequence of the job evaluation review an employee's basic salary is above the maximum of the pay band to which the post has been assessed, 'mark time' arrangements are applicable. 'Mark time' is defined as protecting the individual's basic salary in cash terms and not protecting the salary spinal point.

Such individuals will not qualify for a consolidated pay increase until such time as their basic salary 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 any minimum payment that may be applicable for that year, to be paid on a non-consolidated basis.

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

Salary protection ceases on 31 March 2009 but before this date every reasonable effort should be made to redeploy such an individual into a suitable alternative post commensurate with their salary. Alternatively, consideration may be given to job redesign such that the post may be reclassified within job evaluation to a pay band commensurate with salary.

- 4.2 Pay arrangements which are specific to Approved Premises and are more advantageous to staff than the proposed new arrangements will continue to apply for 3 years from 1 April 2006.
- 4.3. On promotion or transfer of an individual, Probation Boards will be expected normally to maintain the range of protection arrangements established under this agreement.

## **5. Incremental Dates**

- 5.1. There will be a common pay progression date of 1 April for all employees.
- 5.2. All employees should already be on a common incremental date. However if, for any reason, an employee does not have an incremental date of 1 April, assimilation to that common date will take place before the effective date of the new system or, exceptionally, before the locally agreed operational date and subject to payment of arrears where appropriate.

## 6. Assimilation: Annual Leave and Service Day Arrangements

6.1. Annual Leave and Service Day\* entitlements following assimilation will be phased in as detailed below. This will apply to all employees except where currently they have a higher number of days' leave including extra statutory and other non-bank and public holidays. In such circumstances, the higher number of days will be protected until total leave entitlement is equal to the number for the length of service shown in the following tables or for a period of five years from 1 April 2006, whichever is the greater. (e.g. current Probation Officer leave entitlements will be protected for five years from 1 April 2006)

*\* these are deemed to include any locally awarded additional leave which is not covered by annual leave or bank or public holiday leave. Any such leave, which may also be termed concessionary, privilege etc., is therefore included within the term 'extra-statutory'.*

### Newly appointed Probation Officers after 1 April 2006

Length of Continuous Service	Annual Leave	Plus Service Days	Total Days
On appointment	25	2	27
1 year plus	26	2	28
2 years' plus	27	2	29
3 years' plus	28	2	30
4 years' plus	29	2	31
5 years' plus	30	2	32
7 years' plus	30	3	33

Two Service Days are to be taken at times nominated by the local Board.

**Other Staff (2006, 2007 and 2008)**

**2006**

<b>Length of Continuous of Service</b>	<b>Annual Leave</b>	<b>Plus Service Days</b>	<b>Total Days</b>
<b>On appointment</b>	<b>23</b>	<b>2</b>	<b>25</b>
<b>1 year plus</b>	<b>24</b>	<b>2</b>	<b>26</b>
<b>2 years' plus</b>	<b>25</b>	<b>2</b>	<b>27</b>
<b>3 years' plus</b>	<b>26</b>	<b>2</b>	<b>28</b>
<b>4 years' plus</b>	<b>27</b>	<b>2</b>	<b>29</b>
<b>5 years' plus</b>	<b>28</b>	<b>2</b>	<b>30</b>
<b>7 years' plus</b>	<b>28</b>	<b>3</b>	<b>31</b>

Two Service Days are to be taken at times nominated by the local Board.

**2007**

<b>Length of Continuous Service</b>	<b>Annual Leave</b>	<b>Plus Service Days</b>	<b>Total Days</b>
<b>On appointment</b>	<b>24</b>	<b>2</b>	<b>26</b>
<b>1 year plus</b>	<b>25</b>	<b>2</b>	<b>27</b>
<b>2 years' plus</b>	<b>26</b>	<b>2</b>	<b>28</b>
<b>3 years' plus</b>	<b>27</b>	<b>2</b>	<b>29</b>
<b>4 years' plus</b>	<b>28</b>	<b>2</b>	<b>30</b>
<b>5 years' plus</b>	<b>29</b>	<b>2</b>	<b>31</b>
<b>7 years' plus</b>	<b>29</b>	<b>3</b>	<b>32</b>

Two Service Days are to be taken at times nominated by the local Board.

### 2008 and thereafter

<b>Length of Continuous Service</b>	<b>Annual Leave</b>	<b>Plus Service Days</b>	<b>Total Days</b>
<b>On appointment</b>	<b>25</b>	<b>2</b>	<b>27</b>
<b>1 year plus</b>	<b>26</b>	<b>2</b>	<b>28</b>
<b>2 years' plus</b>	<b>27</b>	<b>2</b>	<b>29</b>
<b>3 years' plus</b>	<b>28</b>	<b>2</b>	<b>30</b>
<b>4 years' plus</b>	<b>29</b>	<b>2</b>	<b>31</b>
<b>5 years' plus</b>	<b>30</b>	<b>2</b>	<b>32</b>
<b>7 years' plus</b>	<b>30</b>	<b>3</b>	<b>33</b>

Two Service Days are to be taken at times nominated by the local Board.

#### 7. Working Hours

- 7.1. The Working Hours detailed in the NNC Agreement on Pay and Conditions of Service – 2001 will continue to apply including any current locally agreed provisions.
- 7.2. An existing contract is one that has been entered into prior to the date of this agreement.

**DEFINITION OF INNER/OUTER FRINGE DISTRICTS  
(NNC HANDBOOK 2001)**

**Inner Fringe covers the districts of:**

Berks:	Slough	
Bucks:	Beaconsfield	
Essex:	Epping Forest	
Herts:	Broxbourne	Hertsmere
	Three Rivers	Watford
Kent:	Dartford	
Surrey:	Elmbridge	
	Epsom and Ewell	Reigate and Banstead
	Spelthorne	

**Outer Fringe covers the districts of:**

Berks:	Bracknell	Windsor and Maidenhead
Bucks:	Chiltern	
Essex:	Basildon	Brentwood
	Harlow	Thurrrock
Herts:	Dacorum	East Hertfordshire
	St Albans	Welwyn Hatfield
Kent:	Sevenoaks	
Surrey:	Guildford	Mole Valley
	Runnymede	Surrey Heath
	Tandridge	Waverley
	Woking	
West Sussex:	Crawley	

## APPENDIX C

## 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		<b>£18,962</b>	£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			<b>£22,855</b>		
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	<b>£24,248</b>	
121	£24,485	71			£24,485	£24,485	
122	£24,733	72			£24,733	£24,733	
123	£24,977	73			<b>£24,977</b>	£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				<b>£30,123</b>	
143	£30,422	93				£30,422	
144	£30,729	94				£30,729	<b>£30,729</b>
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				<b>£32,921</b>	£32,921	
152	£33,253	102					<b>£33,253</b>	
153	£33,578	103					£33,578	
154	£33,913	104					£33,913	
155	£34,251	105					£34,251	
156	£34,586	106					£34,586	<b>£34,586</b>
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					<b>£36,334</b>	£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						<b>£39,298</b>
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						<b>£42,984</b>
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	<b>£12,658</b>					
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	<b>£14,495</b>					
18	£14,646					
19	£14,786					
20	£14,926					
21	£15,080	<b>£15,080</b>				
22	£15,230	£15,230				
23	<b>£15,374</b>	£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		<b>£18,163</b>				
41		£18,340				
42		£18,520				
43		£18,706				
44		£18,889				
45		£19,076	<b>£19,076</b>			
46		<b>£19,258</b>	£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			<b>£23,688</b>		
68			£23,916		
69			£24,152		
70			£24,394		
71			£24,632		
72			£24,881		
73			£25,127	<b>£25,127</b>	
74			<b>£25,378</b>	£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				<b>£31,214</b>	
96				£31,524	
97				£31,838	<b>£31,838</b>
98				£32,158	£32,158
99				£32,469	£32,469
100				£32,799	£32,799
101				£33,119	£33,119
102				<b>£33,452</b>	£33,452

103					£33,780	
104					£34,116	
105					<b>£34,456</b>	
106					£34,793	
107					£35,143	
108					£35,486	
109					£35,839	<b>£35,839</b>
110					£36,198	£36,198
111					£36,552	£36,552
112					<b>£36,914</b>	£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						<b>£40,729</b>
123						£41,135
124						£41,548
125						£41,968
126						£42,390
127						£42,816
128						£43,242
129						<b>£43,680</b>
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			<b>£24,967</b>		
71			£25,211		
72			£25,466		
73			£25,717		
74			<b>£25,974</b>		
75				<b>£26,229</b>	
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				<b>£32,914</b>	
99				£33,232	<b>£33,232</b>
100				£33,570	£33,570
101				£33,897	£33,897
102				<b>£34,239</b>	£34,239
103					£34,574
104					£34,918
105					£35,266
106					£35,611
107					£35,968
108					<b>£36,320</b>
109					£36,682

110					£37,049	
111					£37,411	<b>£37,411</b>
112					<b>£37,782</b>	£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						<b>£42,954</b>
126						£43,387
127						£43,822
128						£44,258
129						<b>£44,707</b>
130						

21 November 2005

## NNC Pay and Conditions of Service Modernisation

### Examples of the Potential Effects on Some Typical Posts

#### Example 1

##### 2005-06

<b>Office</b>	<b>Administrative Officer</b>	<b>Spine Point</b>	<b>61</b>	<b>Salary (after revalorisation)</b>	<b>£13,593</b>
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In addition, there will be a 1% non-consolidated award

##### 2006-07

<b>Pay Band</b>	<b>1</b>		
	Pay Point	Salary	%
Assimilation	11	£13,593	
Progression	15	£14,129	
Revalorisation		£14,214	4.57%
Non-consolidated		£79	0.58%

##### 2007-08

	Pay Point	Salary	%
Progression	18	£14,646	
Revalorisation		£14,990	5.46%
Non-consolidated		-	

## Example 2

### 2005-06

<b>Office</b>	<b>Administrative Officer</b>	<b>Spine Point</b>	<b>66</b>	<b>Salary (after revalorisation)</b>	<b>£14,275</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>1</b>		
	Pay Point	Salary	%
Assimilation	16	£14,275	
Progression	17	£14,409	
Revalorisation		£14,495	1.54%
Non-consolidated		£480	3.36%

### 2007-08

	Pay Point	Salary	%
Progression	19	£14,786	
Revalorisation		£15,133	4.40%
Non-consolidated		£62	0.43%

### Example 3

#### 2005-06

<b>Office</b>	<b>Administrative Officer</b>	<b>Spine Point</b>	<b>68</b>	<b>Salary (after revalorisation)</b>	<b>£14,558</b>
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In addition, there will be a 1% non-consolidated award

#### 2006-07

<b>Pay Band</b>	<b>1</b>		
	Pay Point	Salary	%
Assimilation	18	£14,558	
Progression	19	£14,697	
Revalorisation		£14,786	1.57%
Non-consolidated		£473	3.25%

#### 2007-08

	Pay Point	Salary	%
Progression	20	£14,926	
Revalorisation		£15,277	3.32%
Non-consolidated		£208	1.41%

#### **Example 4**

#### **2005-06**

<b>Office</b>	<b>Administrative Officer</b>	<b>Spine Point</b>	<b>71</b>	<b>Salary (after revalorisation)</b>	<b>£14,990</b>
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In addition, there will be a 1% non-consolidated award

#### **2006-07**

<b>Pay Band</b>	<b>1</b>		
	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Assimilation	21	£14,990	
Progression	22	£15,140	
Revalorisation		£15,230	1.60%
Non-consolidated		£460	3.07%

#### **2007-08**

	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Progression	23	£15,374	
Revalorisation		£15,736	3.32%
Non-consolidated		£195	1.28%

## **Example 5**

### **2005-06**

<b>Office</b>	<b>Accounting Officer</b>	<b>Spine Point</b>	<b>74</b>	<b>Salary (after revalorisation)</b>	<b>£15,435</b>
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In addition, there will be a 1% non-consolidated award

### **2006-07**

<b>Pay Band</b>	<b>2</b>		
	Pay Point	Salary	%
Assimilation	24	£15,435	
Progression	28	£16,050	
Revalorisation		£16,146	4.61%
Non-consolidated		-	

### **2007-08**

	Pay Point	Salary	%
Progression	31	£16,626	
Revalorisation		£17,017	5.39%
Non-consolidated		-	

## Example 6

### 2005-06

<b>Office</b>	<b>Training Administrator</b>	<b>Spine Point</b>	<b>75</b>	<b>Salary (after revalorisation)</b>	<b>£15,585</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>2</b>		
	Pay Point	Salary	%
Assimilation	25	£15,585	
Progression	29	£16,212	
Revalorisation		£16,310	4.65%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	32	£16,797	
Revalorisation		£17,191	5.40%
Non-consolidated		-	

## Example 7

### 2005-06

<b>Office</b>	<b>Help desk Support (IT)</b>	<b>Spine Point</b>	<b>75</b>	<b>Salary (after revalorisation)</b>	<b>£7,792 (P/T)</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>2</b>		
	Pay Point	Salary	%
Assimilation	25	£7,792	
Progression	29	£8,106	
Revalorisation		£8,155	4.66%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	32	£8,398	
Revalorisation		£8,596	5.41%
Non-consolidated		-	

## Example 8

### 2005-06

<b>Office</b>	<b>Approved Premises</b>	<b>Spine Point</b>	<b>75</b>	<b>Salary (after revalorisation)</b>	<b>£8,424 (P/T)</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>2</b>		
	Pay Point	Salary	%
Assimilation	25	£8,424	
Progression	29	£8,763	
Revalorisation		£8,815	4.65%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	32	£9,079	
Revalorisation		£9,292	5.41%
Non-consolidated		-	

### **Example 9**

#### **2005-06**

<b>PSO</b>	<b>Courts</b>	<b>Spine Point</b>	<b>100</b>	<b>Salary (after revalorisation)</b>	<b>£19,910</b>
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In addition, there will be a 1% non-consolidated award

#### **2006-07**

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	50	£19,910	
Progression	54	£20,706	
Revalorisation		£20,830	4.62%
Non-consolidated		-	

#### **2007-08**

	Pay Point	Salary	%
Progression	57	£21,452	
Revalorisation		£21,956	5.41%
Non-consolidated		-	

## **Example 10**

### **2005-06**

<b>PSO</b>	<b>Case Worker</b>	<b>Spine Point</b>	<b>103</b>	<b>Salary (after revalorisation)</b>	<b>£20,515</b>
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In addition, there will be a 1% non-consolidated award

### **2006-07**

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	53	£20,515	
Progression	57	£21,324	
Revalorisation		£21,452	4.57%
Non-consolidated		-	

### **2007-08**

	Pay Point	Salary	%
Progression	60	£22,102	
Revalorisation		£22,622	5.45%
Non-consolidated		-	

## Example 11

### 2005-06

<b>PSO</b>	<b>Case Worker</b>	<b>Spine Point</b>	<b>112</b>	<b>Salary (after revalorisation)</b>	<b>£22,406</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	62	£22,406	
Progression	66	£23,316	
Revalorisation		£23,456	4.69%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	69	£24,152	
Revalorisation		£24,720	5.39%
Non-consolidated		-	

## Example 12

### 2005-06

<b>PSO</b>	<b>Case Worker</b>	<b>Spine Point</b>	<b>115</b>	<b>Salary (after revalorisation)</b>	<b>£23,079</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	65	£23,079	
Progression	66	£23,316	
Revalorisation		£23,456	1.63%
Non-consolidated		£323	1.40%

### 2007-08

	Pay Point	Salary	%
Progression	69	£24,152	
Revalorisation		£24,720	5.39%
Non-consolidated		-	

### Example 13

#### 2005-06

<b>PSO</b>	<b>Community Service Officer</b>	<b>Spine Point</b>	<b>118</b>	<b>Salary (after revalorisation)</b>	<b>£23,774</b>
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In addition, there will be a 1% non-consolidated award

#### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	68	£23,774	
Progression	69	£24,008	
Revalorisation		£24,152	1.59%
Non-consolidated		£321	1.35%

#### 2007-08

	Pay Point	Salary	%
Progression	70	£24,394	
Revalorisation		£24,967	3.37%
Non-consolidated		-	

## Example 14

### 2005-06

<b>Office</b>	<b>Information Systems Support</b>	<b>Spine Point</b>	<b>88</b>	<b>Salary (after revalorisation)</b>	<b>£17,701</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	42	£18,409	
Progression	46	£19,143	
Revalorisation		£19,258	8.80%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	49	£19,831	
Revalorisation		£20,297	5.40%
Non-consolidated		-	

## Example 15

### 2005-06

<b>Office</b>	<b>Senior Accounting Officer</b>	<b>Spine Point</b>	<b>100</b>	<b>Salary (after revalorisation)</b>	<b>£19,910</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	50	£19,910	
Progression	54	£20,706	
Revalorisation		£20,830	4.62%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	57	£21,452	
Revalorisation		£21,956	5.41%
Non-consolidated		-	

## Example 16

### 2005-06

<b>Office</b>	<b>Office Manager</b>	<b>Spine Point</b>	<b>109</b>	<b>Salary (after revalorisation)</b>	<b>£21,763</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	59	£21,763	
Progression	63	£22,637	
Revalorisation		£22,773	4.64%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	66	£23,456	
Revalorisation		£24,007	5.42%
Non-consolidated		-	

### Example 17

#### 2005-06

<b>Office</b>	<b>Hostel Administrative Officer</b>	<b>Spine Point</b>	<b>100</b>	<b>Salary (after revalorisation)</b>	<b>£19,910</b>
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In addition, there will be a 1% non-consolidated award

#### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	50	£19,910	
Progression	54	£20,706	
Revalorisation		£20,830	4.62%
Non-consolidated		-	

#### 2007-08

	Pay Point	Salary	%
Progression	57	£21,452	
Revalorisation		£21,956	5.41%
Non-consolidated		-	

### Example 18

#### 2005-06

<b>Office</b>	<b>Hostel Assistant Manager</b>	<b>Spine Point</b>	<b>109</b>	<b>Salary (after revalorisation)</b>	<b>£21,763</b>
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In addition, there will be a 1% non-consolidated award

#### 2006-07

<b>Pay Band</b>	<b>3</b>		
	Pay Point	Salary	%
Assimilation	59	£21,763	
Progression	63	£22,637	
Revalorisation		£22,773	4.64%
Non-consolidated		-	

#### 2007-08

	Pay Point	Salary	%
Progression	66	£23,456	
Revalorisation		£24,007	5.42%
Non-consolidated		-	

## **Example 19**

### **2005-06**

<b>PO</b>	<b>Case Manager</b>	<b>Spine Point</b>	<b>110</b>	<b>Salary (after revalorisation)</b>	<b>£21,970</b>
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In addition, there will be a 1% non-consolidated award

### **2006-07**

<b>Pay Band</b>	<b>4</b>		
	Pay Point	Salary	%
Assimilation	70	£24,248	
Progression	74	£25,226	
Revalorisation		£25,378	15.51%
Non-consolidated		-	

### **2007-08**

	Pay Point	Salary	%
Progression	77	£26,137	
Revalorisation		£26,751	5.41%
Non-consolidated		-	

## Example 20

### 2005-06

<b>PO</b>	<b>Case Manager</b>	<b>Spine Point</b>	<b>125</b>	<b>Salary (after revalorisation)</b>	<b>£25,474</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>4</b>		
	Pay Point	Salary	%
Assimilation	75	£25,474	
Progression	79	£26,497	
Revalorisation		£26,656	4.64%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	82	£27,450	
Revalorisation		£28,095	5.40%
Non-consolidated		-	

## Example 21

### 2005-06

<b>PO</b>	<b>Case Manager</b>	<b>Spine Point</b>	<b>137</b>	<b>Salary (after revalorisation)</b>	<b>£28,672</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>4</b>		
	Pay Point	Salary	%
Assimilation	87	£28,672	
Progression	91	£29,835	
Revalorisation		£30,014	4.68%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	94	£30,913	
Revalorisation		£31,639	5.41%
Non-consolidated		-	

## Example 22

### 2005-06

<b>Office</b>	<b>District Administrative Manager</b>	<b>Spine Point</b>	<b>120</b>	<b>Salary (after revalorisation)</b>	<b>£24,248</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>4</b>		
	Pay Point	Salary	%
Assimilation	70	£24,248	
Progression	74	£25,226	
Revalorisation		£25,378	4.66%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	77	£26,137	
Revalorisation		£26,751	5.41%
Non-consolidated		-	

### Example 23

#### 2005-06

<b>SPO</b>	<b>Team Manager</b>	<b>Spine Point</b>	<b>138</b>	<b>Salary (after revalorisation)</b>	<b>£28,957</b>
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In addition, there will be a 1% non-consolidated award

#### 2006-07

<b>Pay Band</b>	<b>5</b>		
	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Assimilation	94	£30,729	
Progression	98	£31,967	
Revalorisation		£32,158	11.05%
Non-consolidated		-	

#### 2007-08

	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Progression	101	£33,119	
Revalorisation		£33,897	5.41%
Non-consolidated		-	

## **Example 24**

### **2005-06**

<b>SPO</b>	<b>Team Manager</b>	<b>Spine Point</b>	<b>150</b>	<b>Salary (after revalorisation)</b>	<b>£32,603</b>
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In addition, there will be a 1% non-consolidated award

### **2006-07**

<b>Pay Band</b>	<b>5</b>		
	Pay Point	Salary	%
Assimilation	100	£32,603	
Progression	104	£33,913	
Revalorisation		£34,116	4.64%
Non-consolidated		-	

### **2007-08**

	Pay Point	Salary	%
Progression	107	£35,143	
Revalorisation		£35,968	5.43%
Non-consolidated		-	

## Example 25

### 2005-06

<b>Office</b>	<b>Human Resources Manager</b>	<b>Spine Point</b>	<b>141</b>	<b>Salary (after revalorisation)</b>	<b>£29,835</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>5</b>		
	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Assimilation	94	£30,729	
Progression	98	£31,967	
Revalorisation		£32,158	7.79%
Non-consolidated		-	

### 2007-08

	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Progression	101	£33,119	
Revalorisation		£33,897	5.41%
Non-consolidated		-	

## **Example 26**

### **2005-06**

<b>AM</b>	<b>Area Manager</b>	<b>Spine Point</b>	<b>153</b>	<b>Salary (after revalorisation)</b>	<b>£33,578</b>
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In addition, there will be a 1% non-consolidated award

### **2006-07**

<b>Pay Band</b>	<b>6</b>		
	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Assimilation	106	£34,586	
Progression	110	£35,983	
Revalorisation		£36,198	7.80%
Non-consolidated		-	

### **2007-08**

	<b>Pay Point</b>	<b>Salary</b>	<b>%</b>
Progression	113	£37,301	
Revalorisation		£38,177	5.47%
Non-consolidated		-	

## Example 27

### 2005-06

<b>Office</b>	<b>Area Manager</b>	<b>Spine Point</b>	<b>160</b>	<b>Salary (after revalorisation)</b>	<b>£35,983</b>
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In addition, there will be a 1% non-consolidated award

### 2006-07

<b>Pay Band</b>	<b>6</b>		
	Pay Point	Salary	%
Assimilation	110	£35,983	
Progression	114	£37,432	
Revalorisation		£37,657	4.65%
Non-consolidated		-	

### 2007-08

	Pay Point	Salary	%
Progression	117	£38,740	
Revalorisation		£39,650	5.29%
Non-consolidated		-	