



Probation Service NNC Pay and Conditions of Service Modernisation Proposals

On behalf of Napo, I am pleased to be presenting to members this package of proposals on revised terms and conditions of service for all staff covered by the National Negotiating Council for the Probation Service.

The negotiations have spanned three and a half years and involved Napo, the Probation Service Employers, the PBA, the NPD, and fellow trade union Unison.

The negotiations have not been easy. We thought we were nearing the end of negotiations in early 2004, only to find that the development of NOMS led to rejection of the Business Case for the negotiations at that time.

Negotiations continued cautiously, but it was only in late August of this year that the Employers finally received the necessary authority and the cash 'remit' that they needed to enable negotiations to proceed to a conclusion.

The package is not perfect. Ideally there would have been more money available to enable all members to have received more substantive pay increases immediately, with shorter pay scales, and we would have achieved harmonised annual leave at a higher level for all.

As your negotiators, however, we were clear about our key priorities within the cash 'remit' that was available. We believe that the proposals meet the majority of Napo's original negotiating objectives and that they 'pay up and pay fair'.

The proposals provide:

- a significant step change in Probation Service pay levels;
- higher scale minima and maxima bringing new opportunities for pay progression for many members;
- equal pay for work of equal value, through the introduction of job evaluation;
- a move towards a harmonised set of conditions for all grades that are fair, transparent and based on the principles of equality;
- national collective bargaining for all grades
- a pay deal that will run through to 31 March 2008.

Napo's Negotiating Committee recognised that these proposals represented an opportunity to make a significant improvement in members' pay and conditions, and voted unanimously to recommend that members accept this package of proposals. Unison is also recommending the proposals to its members.

It is a complicated set of proposals and we have

produced this Members Guide to try and explain them as clearly as possible. The formal proposals are contained in:

- Napo circular N64/2005, which attaches Joint Secretary Circular No 4/2005 and the NNC Pay Proposal November 2005, and
- Napo circular N66/2005, which attaches Joint Secretary Circular No 5/2005 and the NNC Pay and Conditions of Service Modernisation Proposals Document; also attached to this circular was a full set of Examples.

All these papers have been distributed electronically and are available on Napo's website: www.napo.org.uk.

This Guide cannot cover every detail of the proposals but it sets out the main terms; any further questions you have should be raised with your branch officers. Please attend your branch meeting to hear more about these proposals and to use your vote in the pay ratification exercise.

This is a good deal. Vote for it to improve pay, ensure fairness and provide national collective bargaining for all. Help put us in a stronger position to defend members' interests in the months and years ahead.

Judy McKnight
General Secretary

November 2005

The Proposals at a Glance:

- **1 April 2005 pay** will be increased by 2.5% on all spine points and a 1% non-consolidated bonus will be payable;
- **1 April 2006 pay** will be based on the movement of all NNC staff to 6 new pay bands based on Job Evaluation, and on the principles of equal pay for work of equal value. The higher pay band minima and maxima represent a significant increase in pay rates and increased opportunities for pay progression across the grades.
- **1 April 2007 pay** will see the value of these new bands increased further.
- **London Allowance**
From 1 April 2005 will increase from £3081 to £3420.
From 1 April 2006 will increase to £3500.
From 1 April 2007 will increase to £3600.
- **Conditions of Service** will be harmonised as far as possible at this stage, increasing fairness and transparency.
- **Annual leave** will be 33 days including service days for all staff after 7 years; staff with higher annual leave will have it fully protected until 2011.
- **Working hours** will not change, but unsocial hours payments and overtime pay will be simplified for all grades.
- **Other terms** covered by the proposals include the introduction of new arrangements for geographical and market supplements, for pay progression linked to a commitment to develop the knowledge and skills of all employees, and detailed provisions on the assimilation and protection arrangements.

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Under the proposals, from 1 April 2006, the current national agreement which specifies which NNC salary ranges which should apply to each grade will be replaced with 6 new salary bands.

The salary bands, based on job evaluation scores, will be as follows:

Pay Bands and Job Score

Pay Band	Job Score
1	up to 355
2	356 to 400
3	401 to 480
4	481 to 550
5	551 to 630
6	631+

1 April 2005 Salary Ranges

2.5% increase.

Current salary ranges for Napo grades, reflecting the 1 April 2005 increase of 2.5%, and the 1% lump sum which will not be consolidated into basic pay, is as follows:

Operative date		1.4.2004	1.4.2005	+ 1% on 2005 rates
	Spine Point	£pa	£ pa	£ Unconsolidated bonus
Trainees: Minimum	70	14,476	14,837	145
Maximum	76	15,351	15,734	154
PSOs: Band A	64 – 76	13,659 – 15,351	14,000 – 15,734	137 – 154
Band B	70 – 94	14,476 – 18,318	14,837 – 18,777	145 – 183
Band C	91 – 115	17,785 – 22,217	18,230 – 23,079	178 – 222
Band D	112 & above	21,861 and above	22,406 and above	219 and pro rata
POs	107 – 137	20,804 – 27,973	21,324 – 28,672	208 – 280
Senior Practitioners	123 – 150	24,369 – 31,809	24,977 – 32,603	244 – 318
SPOs	132 – 150	26,621 – 31,809	27,286 – 32,603	266 – 318
Area Managers	142 – 165	29,388 – 36,881	30,123 – 37,803	294 – 369

1 April 2006 Pay Bands

The value of the pay bands with effect from 1 April 2006 is as follows:

	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

1 April 2007 Pay Bands

	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

Assimilation to Pay Bands

Appendix 1 explains the detailed process, known as assimilation, by which staff move from their current point on their salary range to the new pay band, according to how their post scored in job evaluation.

Based on the JE pilots, Napo can confirm that most PSO posts will be put on Pay Band 3; most PO posts, Pay Band 4; most SPO posts Pay Band 5 and most Area Manager posts Pay Band 6.

Higher Maxima

Most Napo members will benefit from the higher scale maxima and the consequent increase in earnings potential that they provide. All members moving up the scales will benefit from the higher maxima over time. Those already on or above the maxima will start to receive increments from April 2006.

Nearly 50% of all POs and over 65% of SPOs are on or above the current scale max and therefore currently only receive the annual 'cost of living' increase each year.

Once staff have been placed within a pay band, each year, on 1 April, they will move up the pay scale through incremental points within the band, until they reach the band maximum.

Progression up the scale will follow similar principles to those already set out in the NNC handbook, but the new factor in pay progression is the introduction of the development point.

Development Point

Until April 2008, the only significance of the development point, which is towards the top of the pay band, is that incremental progression below it will be faster than above it.

The arrangements for the next two years are as follows:

1 April 2006

	Number of Pay Points
Below Development Point	4
On Development Point	2
Between Development Point and Maximum	1

1 April 2007

	Number of Pay Points
Below Development Point	3
On Development Point	2
Between Development Point and Maximum	1

The development point in 2006 is at a lower point on the spine than in 2007. This means that for some members on or above their current scale maxima, more benefit accrues from 1 April 2007 than from 1 April 2006.

What happens after April 2008?

The development point will not be operational as a gateway in incremental progression, until we have negotiated and agreed the detailed criteria for passing through it and the aim is to do this by April 2008.

These negotiations will also pick up the rate of incremental progression from April 2008, both above and below the development point.

Knowledge and Skills

The agreement sets out the principles which will underpin a nationally agreed Development and Review Process, based upon an assessment against the proposed knowledge and skills provisions and helpfully recognises the need for appropriate support for training and development to meet the knowledge and skills required.

These decisions are clearly linked to the ongoing work on role boundaries, the review of occupational standards and the review of training provision including the review of the DipPs and the review of appraisal arrangements.

As unions we have welcomed the commitments in this agreement to developing 'a continuum of training and development' and to 'a joint programme for developing the knowledge and skills of all employees.'

Q: I've been at the top of my scale for several years; do I move to the top of the new scale that I'm assimilated to?

A: No, but you will now be able to get increments again, until you reach the new scale maxima.

Q: Wasn't one of our objectives shorter pay scales?

A: Yes: unfortunately the length of the current scales is purely a function of cost. It would be more expensive to have shorter scales, but the Unions will continue to argue for shorter scales in the future.

Q: Could I be overtaken by someone with less service?

A: The Unions and the Employers are seeking to ensure that 'leap frogging' does not occur. If this does happen it should be referred to us at a national level.

Q: Is it right that people with less service than me are now on the same point as me?

A: It is a necessary result of improving pay scales and having a higher minima, that staff will bunch up on and above the new scale minimum. Staff who have been stuck on a scale maxima for many years will likewise now see others, with less service, also benefiting from the increased scale maxima. No improvement in pay scales would be possible without some initial differential impact.

Some typical examples of the impact of these proposals on a grade by grade basis are set out below. More detailed examples showing how assimilation will work on a step by step basis are set out in Appendix 1.

What will it mean for PSOs?

It is anticipated that most PSOs will go to Pay Band 3, which by 1 April 2007 will have a minimum of £19,909 and a maximum of £25,974.

A PSO Caseworker on current spine point 103, worth £20,515 from 1 April 2005, would be moved to Pay Band 3, and their pay on 1 April 2006 would be £21,452, and by 1 April 2007 it would be £22,622.

A PSO Caseworker on current spine point 115, worth £23,079 from 1 April 2005, would be moved to Pay Band 3, and their pay on 1 April 2006 would be £23,456, and by 1 April 2007 it would be £24,720.

What will it mean for POs?

Most POs will move to Pay Band 4, which by 1 April 2007 will have a minimum of £26,229 and a maximum of £34,239.

A PO Case Manager on current spine point 110, worth £21,970 from 1 April 2005 would be moved to Pay Band 4, and their pay on 1 April 2006 would be £25,378, and by 1 April 2007 it would be £26,751.

A PO Case Manager on current spine point 125, worth £25,474 from 1 April 2005, would be moved to Pay Band 4, and their pay on 1 April 2006 would be £26,656, and by 1 April 2007 it would be £28,095.

A PO Case Manager on current spine point 137, worth £28,672 from 1 April 2005, would move to Pay Band 4 and their pay on 1 April 2006 would be £30,014, and by 1 April 2007 it would be £31,639.

What will it mean for SPOs and Senior Practitioners?

Most SPOs and SPs will move to Pay Band 5 which by 1 April 2007 will have a minimum of £33,232 and a maximum of £37,782.

An SPO Team Manager on current spine point 150, worth £32,603 by 1 April 2005 would be moved to Pay Band 5, and their pay on 1 April 2006 would be £34,116 and by 1 April 2007 it would be £35,968.

What will it mean for Area Managers?

Most Area Managers will move to Pay Band 6 which by 1 April 2007 will have a minimum of £37,411 and a maximum of £44,707.

An Area Manager on current spine point 153, worth £33,578 from 1 April 2005, would be moved to Pay Band 6 and their pay on 1 April 2006 will be £36,198, and by 1 April 2007 it would be £38,177.

What will it mean for Trainee Probation Officers?

In 2005/06, TPOs will receive the same deal as all other grades, ie 2.5% pay increase plus the 1% unconsolidated lump sum and London Weighting increase (if applicable).

Regrettably, negotiations on the placement of TPOs within the new bands are not completed, despite Napo's urgent requests that this work should be completed in time for ratification of the deal. It took some time to reach agreement with the employers that TPOs should be covered by the full deal and it has not proven possible to complete the negotiations in time.

However, job evaluation is being conducted nationally on TPO roles and we anticipate that two new points on the proposed new bands will be allocated. It is the trade unions' expectation that the £700 underpin will be applied to TPOs. New annual leave arrangements do apply to TPOs immediately and most will benefit by an increase in their annual leave, particularly as continuous service within the NPS for former employees of the NPS becoming TPOs will be recognised.

It is anticipated that we will have a formal offer on pay by the end of the year and TPO members will be informed as quickly as possible.

What will it mean for Approved Premises Staff?

As members in approved premises will be aware, a separate review of working practices within hostels has been taking place. Earlier in the year, the employers agreed to the trade unions' proposal that any changes in working practice as a result of that review should be covered by the Pay and Reward Review agreement.

However, in the autumn, the NPD/NOMS informed the trade unions they had decided to delay the review until the New Year in order to consider the implications of the Home Secretary's proposals for the future of the Probation Service. Consequently, negotiations on changes to job descriptions and the job evaluation implications arising from that have been delayed, but it has been agreed that they will be related to the deal on offer, if and when agreement is reached in the future.

However, the current arrangements for approved premises are covered by the terms of the offer and the new bands will apply to staff working in hostels. In particular, members in approved premises should note the pay protection provisions which protect existing hostel related payments if they are better than the new arrangements for the payment of allowances. If the new allowances are better, then the individuals are entitled to receive those instead.

London Allowance

London Allowance will continue on its current basis and will be increased as follows:

1 April 2004	£3,081
1 April 2005	£3,420
1 April 2006	£3,500
1 April 2007	£3,600

Geographical Supplements

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

These will replace the current Fringe Allowances and it will be up to Boards and /or Trade Unions to make a case to the NNC on GS payments for the whole or part of an Area.

There will be three levels of payments:

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

These payments will be non-consolidated, i.e. they won't count as part of basic pay, but will count for pension purposes.

More guidance on the system will be agreed at a national level and included in the NNC Handbook.

Appendix 1 explains the implications of Geographical Supplements replacing Fringe Allowances for the purpose of assimilation and pay protection.

Market Forces Supplements

A system of Market Forces Supplements (MFS) will also be introduced from 1 April 2006.

These supplements, will replace the current recruitment and retention payments, and will apply to jobs, not job holders.

They will be payable 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.

These payments will also be non-consolidated but will count for pension purposes.

More guidance on the system will be agreed at a national level and included in the NNC Handbook.

Appendix 1 explains the implications of Market Forces Supplements replacing recruitment and retention payments, for the purpose of assimilation and pay protection.

Prison Supplement

The Prison Supplement of £675, payable to staff seconded to prisons, will continue on the current basis.

Essential Car Users' Allowance

The current agreement does not impact on the current position on the Essential Car Users' Allowance. Areas have acted on a local basis on this Allowance and its payment, or non-payment, is not affected by this agreement.

One of the aims of the Pay and Rewards Review was to harmonise terms and conditions across the Probation Service NNC grades as far as possible.

Under the current national agreement, many terms and conditions such as, annual leave, working hours and unsocial hours' payments, vary according to grade. Under this agreement, the revised terms and conditions of service set out below, will be effective from 1 April 2006.

Annual Leave

From 1 April 2006, annual leave will be standardised for all NNC grades at 25 days plus 2 service days on appointment, rising to 30 plus 2 service days after five years and 30 plus 3 service days after seven years.

What are service days?

The two additional service days available from appointment can be fixed by the employer for all staff, e.g. on a Tuesday after a bank holiday. This is the practice already in some areas. The additional service day received after seven years' service will be taken at the discretion of the individual employee.

Years' Continuous service	Leave	Service days	Total
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

Protection

For those who currently have a higher leave entitlement than they would receive under the terms of this agreement, their current leave provisions will apply on a fully protected basis until 1 April 2011.

Assimilation

Appendix 1 explains how the assimilation process for annual leave will work, for both newly promoted POs, and for other grades. It explains that continuous service to date will count towards the new service based entitlement to leave.

Q: In my Probation Area, the Board allows staff to take the current extra statutory dates when they wish. Will this practice continue in respect of the service days and the extra day after 7 years?

A: *There is already provision in the current terms and conditions for the prescription of up to 4 days annual leave and practice varies between areas. Under this agreement, it will be up to the Board to decide whether it wants to prescribe the two service days but it is not obliged to do so. The third service day cannot be prescribed by the Board.*

Q: What will happen to my protected leave if I move to another Area or take promotion?

A: *The national agreement states: 'On promotion or transfer of an individual, Probation Boards will be expected normally to maintain the range of protection arrangements established under this agreement.'*

Working Hours

It was decided not to harmonise working hours at this stage. Although the position for PO grades working 150 hours in 4 weeks was clear cut, the position for other grades was more complicated as a result of various local agreements. Under the terms of this agreement, the status quo for staff, including the terms of any locally agreed provisions, will continue to apply.

We may need to return to the issue of harmonised working hours in future negotiations.

Unsocial Hours

The current Unsocial Hours agreement is very complex and different terms exist for different grades.

The revised terms, which will apply equally to all grades covered by the NNC, provide for premia payments to apply for hours worked outside the period 8.00am to 7.00pm, and anytime on Saturday, Sundays or Public Holidays, as part of the normal working week.

They helpfully remove the current provision, applicable to POs and PSOs, whereby premia payments only apply after the first 15 hours in a 4-week period.

The premia payments under the revised terms are as follows:

Monday to Friday	7 pm to 8am	30%
Weekend	8am Saturday to 8am Monday	50%
Public/Bank holidays	8am to 8am	50% plus time off in lieu.

The full agreement specifies exceptions to this entitlement, (which includes those with contracts in place at the date of this agreement which state otherwise, and where the working pattern is at the specific request of the individual), as well as the safeguards that working patterns will be subject to.

Stand By and Call Out

Payment for stand by cover, to be £40 from 1 April 2006, will continue to apply to all NNC grades. Staff called out will be paid at the appropriate overtime rate for the period they are required to attend, or they may take time off in lieu at plain time.

Overtime

For staff in Pay Bands 1 to 3, work in excess of conditioned hours will be compensated by time off in lieu at plain time or, where that's not possible, a single harmonised overtime rate of time and a half, or double time on Sundays or Bank and Public Holidays.

Staff in Pay Bands 4 to 6 will normally be compensated by time off in lieu but where that is not possible within a reasonable period, overtime can be paid at plain time rates.

What is it?

Job evaluation is a method for evaluating/scoring posts in the National Probation Service (NPS) against agreed factors covering the range of responsibilities required by the NPS.

The Job Evaluation Scheme (JES) for the NPS was developed by and agreed between the employers, NPJ and trade unions within the NNC.

What does it do?

JES doesn't tell you how much a job is worth in salary terms but it does give you an indication of the relative value of one post against another. The JES is an ongoing tool, not just a one-off for the purpose of implementing the pay modernisation proposals. It will be available to branches for further grading claims, where a new post has been created, and where significant structural changes have taken place within an area.

The JES provides:

- **Evidence** – it tells you the relative responsibility of any given post and helps measure changes in roles; it evaluates posts not people;
- **Protection** – if a job description is changed, or additional work is given to an employee over and above their current role, it can ensure that any consequent increase in a JE score results in the regrading of an individual to a higher pay band;
- **Fairness** – the independent consultants who assessed the JES confirmed that it is 'equality proofed'. The JES can help create balance and fairness in the workplace, helping ensure that all employees are paid in appropriate proportion to the level of responsibility they take on.

How has the JES been used so far?

Originally, a national job-matching exercise took place. In essence, this process involved agreeing a score for commonly occurring posts within the NPS. This can be applied in the implementation of any new pay and reward scheme to a significant proportion of the workforce. The aim is to save time on the assimilation process by not needing to evaluate the vast majority of posts within the NPS.

The material arising from this job matching exercise, in which the trade unions were fully involved, was useful in helping negotiators ensure that the new banding system is commensurate with the relative scores of different grades within the NPS. The generic matching profile scores are being published to help members assess the likely impact of JE on their new banding within the pay scales.

During the past year, the JES has been tested in three pilot Probation Areas. This helped test the JES itself and demonstrated that it is both robust enough for the work required of it and fair in its application. It also tested the job matching profiles to see whether we could achieve a high enough matching rate to help speed assimilation as a consequence of the pay deal. The pilot areas involved employers, area management and the trade unions and all participants assessed them as having been very successful.

However, the pilots also demonstrated that there was a shortfall in the number of matching profiles which could be used in the pilot areas. We have been aiming for an 80% matching profile rate in order to ensure a speedy assimilation process and it was agreed that more work needed to be done to provide additional matching profiles for the purpose of assimilation.

What is happening now?

A National Job Evaluation Panel has been established with 50% of its representatives from the trade unions. The Panel has been trained and will now job evaluate additional posts identified from the pilots in order to achieve the 80% matching rate required. It will also act as a national monitor of and advisor on the JE process taking place in areas, by providing training and undertaking further job evaluation where necessary.

Branches are now seeking reps to become involved in local JE panels. The local panels will undertake the matching of jobs in the Probation Area against the matching profiles provided, but also identify those jobs which require separate job evaluation. They will also deal with any appeals arising from the job evaluation process. The new evaluations will be done at a regional level, again with joint membership of panels.

It is vital that individual job descriptions are up to date and reflect the work currently undertaken by employees as they form the basis of any evaluation that needs to take place. It should be remembered that individuals might have different job descriptions but score similarly, as they may score differently on separate factors which even themselves out.

How long will this take?

Obviously the aim is to complete the process as quickly as possible so that members can be assimilated into their new bands as soon after the effective date of 1 April 2006 as possible. However, it must be recognised that this is an unknown process for us all and the exact timescale is difficult to predict. However, given the commitment of all parties to make this work, there is cause for optimism. The deal itself contains a six-month deadline for an operational date of 1 October 2006 and if an area/branch is struggling to complete the process national support and help will be available.

What happens to me if JE matching places me outside the score received by similarly graded colleagues?

We are hopeful that only a small number of posts will be evaluated/matched at a level inconsistent with the rate of pay currently received by an individual. However, where this occurs the protection arrangements covering a three-year period for those on a salary higher than the new band that they receive as a result of JE will apply.

It also includes provisions emphasising that those whose posts are not consistent with their banding should be moved as quickly as possible to another job consistent with that banding or, if necessary, have their job redesigned in such a way that its JE score places it within the appropriate banding. Help and guidance will be available to anybody who finds themselves facing this situation.

Effective/Operational Dates

The Effective Date is that from which any change applies, i.e. 1 April 2006. The Operational Date is the date when area/branch work on the JES application is completed, i.e. following the matching profile process and the resolution of any outstanding job evaluations and appeals. Within the agreement, the operational date should be no later than 1 October 2006. Any increase in pay resulting from the assimilation process will be backdated to the effective date, i.e. 1 April 2006.

Pay Assimilation

1 April 2006

On completion of the JE process, all staff will receive a confirmed score and confirmation of their place in the new pay bands (see Appendix 2, *Salary Scales 1 April 2005*). The point on the scale will be based on basic pay as at 31 March 2006.

Basic pay involves the removal of any additional spinal point payments as a result of London fringe allowances, recruitment and retention payments, unsocial hours and standby payments that are paid through the spine. These payments are stripped out for the purpose of assimilation and progression only and their continued payment will be protected for 3 years.

London Allowance is not paid through the spine and so does not need to be removed.

The individual then receives in the following order:

- The incremental points received on 1 April 2006 (4, 2, 1, dependent on new band points in relation to the development point);
- The increase consequent of the revalorisation of the band, i.e. the percentage increase on the pay point received (see Appendix 3, *Salary Spine as at 1 April 2006*);
- London Allowance increase (if applicable).

1 April 2007

The individual receives:

- Incremental points (3, 2, 1, dependent on place in band in relation to development point);
- Revalorisation of the band (see Appendix 4, *Salary Scale as at 1 April 2007*);
- London Allowance increase (if applicable).

£700 underpin

A £700 underpin will be applicable in both year 2 and 3 of the deal. If as a result of the pay increases in either of those years an individual receives less than £700 increase in pay, any shortfall will be made up to that £700. For example, if after assimilation/incremental progression/revalorisation the individual receives £450, a further £250 non-consolidated payment will be made to that individual to ensure they receive the £700 underpin.

Pay Protection

This provides three years' protection of pay until 31 March 2009 for anyone whose salary is higher than the pay range of the band to which they have been assimilated under job evaluation.

What is protected?

Basic salary and other regular payments, eg allowances, will be protected throughout the three years.

What is marking time?

Individuals will receive no consolidated pay increase during the period of protection whilst their salary remains above the top of the band scale on which they have been placed. However, increases to the pay spine and allowances based on revalorisation will be paid as a non-consolidated sum to any person whose pay is being protected. Non-consolidated means that the money paid will not be built in permanently as an increase to the individual's salary. The arrangements for the £700 underpin will also apply.

What happens when the pay protection ends?

If an individual's salary is still higher than that within the band range to which they have been assimilated, their new salary level will become the top point of that band and the salary will be reduced accordingly.

However, 4.1 of the joint agreement provides for action that should be undertaken where an individual finds themselves in need of pay protection. This includes, if appropriate, a move to a post in a higher band or redesign of the current job in order for it to be scored at a level consistent with a higher band.

Assimilation Examples – Step by Step

2005-06

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

2006-07

Pay Band	3		
	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		-	

2005-06

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

2006-07

Pay Band	3		
	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		-	

2005-06

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

2006-07

Pay Band	4		
	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		-	

2005-06

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

2006-07

Pay Band	4		
	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		-	

2005-06

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

2006-07

Pay Band	4		
	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		-	

2005-06

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

2006-07

Pay Band	5		
	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		-	

Annual Leave Assimilation

For Probation Officers

The table below indicates how the new leave provisions will apply to newly appointed POs.

Newly appointed Probation Officers after 1 April 2006

Length of Continuous Service	2006 Annual Leave and thereafter	Plus Service Days*	2006 Total Days and thereafter
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

'On appointment' means that the individual has no previous NPS experience. However, TPOs will have built up two years' continuous service by the time they are appointed, assuming they immediately become POs on completion of their training. Therefore with two years' plus continuous service they will receive 27 plus 2 days (totalling 29 days) when they become a probation officer. In this example a probation officer will need to work another five years in order to reach the annual leave maximum of 30 plus 3 service days (total 33 days).

For Other Staff

On cost grounds there is a two-year implementation process of the new leave arrangements before full implementation from 2008.

Length of Continuous of Service	2006	2006	2006	2007	2007	2007	2008	2008	2008
	Annual Leave	Plus Service	Total Days	Annual Leave	Plus Service	Total Days	Annual Leave	Plus Service	Total Days
On appointment	23	2	25	24	2	26	25	2	27
1 year plus	24	2	26	25	2	27	26	2	28
2 years' plus	25	2	27	26	2	28	27	2	29
3 years' plus	26	2	28	27	2	29	28	2	30
4 years' plus	27	2	29	28	2	30	29	2	31
5 years' plus	28	2	30	29	2	31	30	2	32
7 years' plus	28	3	31	29	3	32	30	3	33

* Two Service Days are to be taken at times nominated by the local Board. The extra day after 7 years will not be prescribed by the Board.

The new arrangements will apply to newly appointed TPOs who in 2006 will receive 23 plus 2 service days (total leave 25 days) on appointment and, if appointed in 2007, will receive 24 plus 2 service days (total leave 26 days).

In 2006 and 2007, there is a gradual implementation of the new deal, involving an additional day being added in 2007 and 2008 in order to reach the fully implemented annual leave arrangements thereafter. Taking as an example an individual who has two years' plus continuous service in 2006 (this would include a TPO appointee with previous NPS experience acting as continuous service) that individual will receive 25 plus 2 service days (total leave 27 days) unless their existing leave is already higher than that in which case it is protected. In 2007, the same individual will have built up 3 years' plus continuous service and will receive 27 days plus 2 service days (total leave 29 days) unless their existing leave is already higher.

Appendix 2: NNC Salary Spine with effect from 1 April 2005

1 April 2005		Salary Spine before revalorisation (2006-07)							
2005/06	2005/06	New Pay Point	Pay Bands						
Current Pay Point	Current Salary Value		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	£15,283					
74	£15,435	24	£15,435	£15,435					
75	£15,585	25	£15,585	£15,585					
76	£15,734	26	£15,734	£15,734					
77	£15,890	27	£15,890	£15,890					
78	£16,050	28	£16,050	£16,050					
79	£16,212	29	£16,212	£16,212					
80	£16,371	30	£16,371	£16,371					
81	£16,527	31	£16,527	£16,527					
82	£16,696	32	£16,696	£16,696					
83	£16,859	33	£16,859	£16,859					
84	£17,014	34	£17,014	£17,014					
85	£17,190	35	£17,190	£17,190					
86	£17,357	36	£17,357	£17,357					
87	£17,531	37	£17,531	£17,531					
88	£17,701	38	£17,701	£17,701					
89	£17,877	39	£17,877	£17,877					
90	£18,054	40	£18,054	£18,054					
91	£18,230	41	£18,230	£18,230					
92	£18,409	42	£18,409	£18,409	£18,409				
93	£18,594	43	£18,594	£18,594	£18,594				
94	£18,777	44	£18,777	£18,777	£18,777				
95	£18,962	45	£18,962	£18,962	£18,962				
96	£19,143	46	£19,143	£19,143	£19,143				
97	£19,336	47	£19,336	£19,336	£19,336				
98	£19,524	48	£19,524	£19,524	£19,524				
99	£19,712	49	£19,712	£19,712	£19,712				
100	£19,910	50	£19,910	£19,910	£19,910				
101	£20,111	51	£20,111	£20,111	£20,111				
102	£20,310	52	£20,310	£20,310	£20,310				
103	£20,515	53	£20,515	£20,515	£20,515				
104	£20,706	54	£20,706	£20,706	£20,706				
105	£20,918	55	£20,918	£20,918	£20,918				
106	£21,126	56	£21,126	£21,126	£21,126				
107	£21,324	57	£21,324	£21,324	£21,324				
108	£21,545	58	£21,545	£21,545	£21,545				
109	£21,763	59	£21,763	£21,763	£21,763				
110	£21,970	60	£21,970	£21,970	£21,970				
111	£22,191	61	£22,191	£22,191	£22,191				
112	£22,406	62	£22,406	£22,406	£22,406				
113	£22,637	63	£22,637	£22,637	£22,637				
114	£22,855	64	£22,855	£22,855	£22,855				
115	£23,079	65	£23,079	£23,079	£23,079				
116	£23,316	66	£23,316	£23,316	£23,316				
117	£23,546	67	£23,546	£23,546	£23,546				
118	£23,774	68	£23,774	£23,774	£23,774				
119	£24,008	69	£24,008	£24,008	£24,008				
120	£24,248	70	£24,248	£24,248	£24,248	£24,248			
121	£24,485	71	£24,485	£24,485	£24,485	£24,485			
122	£24,733	72	£24,733	£24,733	£24,733	£24,733			
123	£24,977	73	£24,977	£24,977	£24,977	£24,977			
124	£25,226	74	£25,226	£25,226	£25,226	£25,226			
125	£25,474	75	£25,474	£25,474	£25,474	£25,474			
126	£25,724	76	£25,724	£25,724	£25,724	£25,724			
127	£25,981	77	£25,981	£25,981	£25,981	£25,981			
128	£26,234	78	£26,234	£26,234	£26,234	£26,234			
129	£26,497	79	£26,497	£26,497	£26,497	£26,497			
130	£26,760	80	£26,760	£26,760	£26,760	£26,760			
131	£27,020	81	£27,020	£27,020	£27,020	£27,020			
132	£27,286	82	£27,286	£27,286	£27,286	£27,286			
133	£27,560	83	£27,560	£27,560	£27,560	£27,560			
134	£27,839	84	£27,839	£27,839	£27,839	£27,839			
135	£28,110	85	£28,110	£28,110	£28,110	£28,110			
136	£28,392	86	£28,392	£28,392	£28,392	£28,392			
137	£28,672	87	£28,672	£28,672	£28,672	£28,672			
138	£28,957	88	£28,957	£28,957	£28,957	£28,957			
139	£29,246	89	£29,246	£29,246	£29,246	£29,246			
140	£29,539	90	£29,539	£29,539	£29,539	£29,539			
141	£29,835	91	£29,835	£29,835	£29,835	£29,835			
142	£30,123	92	£30,123	£30,123	£30,123	£30,123			
143	£30,422	93	£30,422	£30,422	£30,422	£30,422			
144	£30,729	94	£30,729	£30,729	£30,729	£30,729	£30,729		
145	£31,028	95	£31,028	£31,028	£31,028	£31,028	£31,028		
146	£31,336	96	£31,336	£31,336	£31,336	£31,336	£31,336		
147	£31,648	97	£31,648	£31,648	£31,648	£31,648	£31,648		
148	£31,967	98	£31,967	£31,967	£31,967	£31,967	£31,967		
149	£32,275	99	£32,275	£32,275	£32,275	£32,275	£32,275		
150	£32,603	100	£32,603	£32,603	£32,603	£32,603	£32,603		
151	£32,921	101	£32,921	£32,921	£32,921	£32,921	£32,921		
152	£33,253	102	£33,253	£33,253	£33,253	£33,253	£33,253		
153	£33,578	103	£33,578	£33,578	£33,578	£33,578	£33,578		
154	£33,913	104	£33,913	£33,913	£33,913	£33,913	£33,913		
155	£34,251	105	£34,251	£34,251	£34,251	£34,251	£34,251		
156	£34,586	106	£34,586	£34,586	£34,586	£34,586	£34,586	£34,586	
157	£34,933	107	£34,933	£34,933	£34,933	£34,933	£34,933	£34,933	
158	£35,274	108	£35,274	£35,274	£35,274	£35,274	£35,274	£35,274	
159	£35,626	109	£35,626	£35,626	£35,626	£35,626	£35,626	£35,626	
160	£35,983	110	£35,983	£35,983	£35,983	£35,983	£35,983	£35,983	
161	£36,334	111	£36,334	£36,334	£36,334	£36,334	£36,334	£36,334	
162	£36,694	112	£36,694	£36,694	£36,694	£36,694	£36,694	£36,694	
163	£37,078	113	£37,078	£37,078	£37,078	£37,078	£37,078	£37,078	
164	£37,432	114	£37,432	£37,432	£37,432	£37,432	£37,432	£37,432	
165	£37,803	115	£37,803	£37,803	£37,803	£37,803	£37,803	£37,803	
166	£38,179	116	£38,179	£38,179	£38,179	£38,179	£38,179	£38,179	
167	£38,509	117	£38,509	£38,509	£38,509	£38,509	£38,509	£38,509	
168	£38,910	118	£38,910	£38,910	£38,910	£38,910	£38,910	£38,910	
169	£39,298	119	£39,298	£39,298	£39,298	£39,298	£39,298	£39,298	
170	£39,693	120	£39,693	£39,693	£39,693	£39,693	£39,693	£39,693	
171	£40,085	121	£40,085	£40,085	£40,085	£40,085	£40,085	£40,085	
172	£40,486	122	£40,486	£40,486	£40,486	£40,486	£40,486	£40,486	
173	£40,890	123	£40,890	£40,890	£40,890	£40,890	£40,890	£40,890	
174	£41,301	124	£41,301	£41,301	£41,301	£41,301	£41,301	£41,301	
175	£41,718	125	£41,718	£41,718	£41,718	£41,718	£41,718	£41,718	
176	£42,138	126	£42,138	£42,138	£42,138	£42,138	£42,138	£42,138	
177	£42,561	127	£42,561	£42,561	£42,561	£42,561	£42,561	£42,561	
178	£42,984	128	£42,984	£42,984	£42,984	£42,984	£42,984	£42,984	
179	£43,420	129	£43,420	£43,420	£43,420	£43,420	£43,420	£43,420	
180	£43,855	130	£43,855	£43,855	£43,855	£43,855	£43,855	£43,855	

Appendix 3: 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						
4	£12,658					
5	£12,763					
6	£12,900					
7	£13,031					
8	£13,155					
9	£13,279					
10	£13,413					
11	£13,543					
12	£13,675					
13	£13,812					
14	£13,949					
15	£14,084					
16	£14,214					
17	£14,361					
18	£14,495					
19	£14,646					
20	£14,786					
21	£14,926					
22	£15,080	£15,080				
23	£15,230	£15,230				
24	£15,374	£15,374				
25		£15,528				
26		£15,678				
27		£15,829				
28		£15,985				
29		£16,146				
30		£16,310				
31		£16,469				
32		£16,626				
33		£16,797				
34		£16,960				
35		£17,116				
36		£17,293				
37		£17,461				
38		£17,636				
39		£17,807				
40		£17,984				
41		£18,163				
42		£18,340				
43		£18,520				
44		£18,706				
45		£18,889				
46		£19,076	£19,076			
47		£19,258	£19,258			
48		£19,452	£19,452			
49		£19,641	£19,641			
50		£19,831	£19,831			
51		£20,030	£20,030			
52		£20,232	£20,232			
53		£20,432	£20,432			
54		£20,638	£20,638			
55		£20,830	£20,830			
56		£21,043	£21,043			
57		£21,253	£21,253			
58		£21,452	£21,452			
59		£21,674	£21,674			
60		£21,894	£21,894			
61		£22,102	£22,102			
62		£22,325	£22,325			
63		£22,541	£22,541			
64		£22,773	£22,773			
65		£22,992	£22,992			
66		£23,217	£23,217			
67		£23,456	£23,456			
68		£23,688	£23,688			
69		£23,916	£23,916			
70		£24,152	£24,152			
71		£24,394	£24,394			
72		£24,632	£24,632			
73		£24,881	£24,881			
74		£25,127	£25,127	£25,127		
75		£25,378	£25,378	£25,378		
76		£25,627	£25,627	£25,627		
77		£25,879	£25,879	£25,879		
78		£26,137	£26,137	£26,137		
79		£26,391	£26,391	£26,391		
80		£26,656	£26,656	£26,656		
81		£26,921	£26,921	£26,921		
82		£27,182	£27,182	£27,182		
83		£27,450	£27,450	£27,450		
84		£27,725	£27,725	£27,725		
85		£28,006	£28,006	£28,006		
86		£28,278	£28,278	£28,278		
87		£28,562	£28,562	£28,562		
88		£28,844	£28,844	£28,844		
89		£29,131	£29,131	£29,131		
90		£29,422	£29,422	£29,422		
91		£29,716	£29,716	£29,716		
92		£30,014	£30,014	£30,014		
93		£30,304	£30,304	£30,304		
94		£30,605	£30,605	£30,605		
95		£30,913	£30,913	£30,913		
96		£31,214	£31,214	£31,214		
97		£31,524	£31,524	£31,524		
98		£31,838	£31,838	£31,838	£31,838	
99		£32,158	£32,158	£32,158	£32,158	
100		£32,469	£32,469	£32,469	£32,469	
101		£32,799	£32,799	£32,799	£32,799	
102		£33,119	£33,119	£33,119	£33,119	
103		£33,452	£33,452	£33,452	£33,452	
104		£33,780	£33,780	£33,780	£33,780	
105		£34,116	£34,116	£34,116	£34,116	
106		£34,456	£34,456	£34,456	£34,456	
107		£34,793	£34,793	£34,793	£34,793	
108		£35,143	£35,143	£35,143	£35,143	
109		£35,486	£35,486	£35,486	£35,486	
110		£35,839	£35,839	£35,839	£35,839	£35,839
111		£36,198	£36,198	£36,198	£36,198	£36,198
112		£36,552	£36,552	£36,552	£36,552	£36,552
113		£36,914	£36,914	£36,914	£36,914	£36,914
114		£37,278	£37,278	£37,278	£37,278	£37,278
115		£37,657	£37,657	£37,657	£37,657	£37,657
116		£38,029	£38,029	£38,029	£38,029	£38,029
117		£38,409	£38,409	£38,409	£38,409	£38,409
118		£38,740	£38,740	£38,740	£38,740	£38,740
119		£39,143	£39,143	£39,143	£39,143	£39,143
120		£39,534	£39,534	£39,534	£39,534	£39,534
121		£39,931	£39,931	£39,931	£39,931	£39,931
122		£40,325	£40,325	£40,325	£40,325	£40,325
123		£40,729	£40,729	£40,729	£40,729	£40,729
124		£41,135	£41,135	£41,135	£41,135	£41,135
125		£41,548	£41,548	£41,548	£41,548	£41,548
126		£41,968	£41,968	£41,968	£41,968	£41,968
127		£42,390	£42,390	£42,390	£42,390	£42,390
128		£42,816	£42,816	£42,816	£42,816	£42,816
129		£43,242	£43,242	£43,242	£43,242	£43,242
130		£43,680	£43,680	£43,680	£43,680	£43,680

Appendix 4: NNC Salary Spine as at 1 April 2007

Salary Spine Revalorised (2007-08)						
Pay Point	Pay Bands	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					
24		£15,736				
25		£15,893				
26		£16,047				
27		£16,201				
28		£16,361				
29		£16,526				
30		£16,693				
31		£16,856				
32		£17,017				
33		£17,191				
34		£17,358				
35		£17,519				
36		£17,700				
37		£17,871				
38		£18,051				
39		£18,225				
40		£18,406				
41		£18,590				
42		£18,771				
43		£18,955				
44		£19,146				
45		£19,333				
46		£19,524				
47		£19,710				
48			£19,909			
49			£20,103			
50			£20,297			
51			£20,500			
52			£20,707			
53			£20,912			
54			£21,123			
55			£21,320			
56			£21,538			
57			£21,752			
58			£21,956			
59			£22,184			
60			£22,408			
61			£22,622			
62			£22,849			
63			£23,070			
64			£23,308			
65			£23,532			
66			£23,763			
67			£24,007			
68			£24,244			
69			£24,478			
70			£24,720			
71			£24,967			
72			£25,211			
73			£25,466			
74			£25,717			
75			£25,974			
76				£26,229		
77				£26,487		
78				£26,751		
79				£27,011		
80				£27,282		
81				£27,553		
82				£27,821		
83				£28,095		
84				£28,377		
85				£28,664		
86				£28,943		
87				£29,233		
88				£29,522		
89				£29,815		
90				£30,113		
91				£30,415		
92				£30,719		
93				£31,016		
94				£31,324		
95				£31,639		
96				£31,947		
97				£32,265		
98				£32,586		
99				£32,914		
100				£33,232	£33,232	
101				£33,570	£33,570	
102				£33,897	£33,897	
103				£34,239	£34,239	
104					£34,574	
105					£34,918	
106					£35,266	
107					£35,611	
108					£35,968	
109					£36,320	
110					£36,682	
111					£37,049	
112					£37,411	£37,411
113					£37,782	£37,782
114						£38,177
115						£38,542
116						£38,923
117						£39,311
118						£39,650
119						£40,063
120						£40,463
121						£40,870
122						£41,273
123						£41,686
124						£42,102
125						£42,525
126						£42,954
127						£43,387
128						£43,822
129						£44,258
130						£44,707