

**WEST MIDLANDS PROBATION AREA**

Restricted

Our Ref: FOI 8112

11<sup>th</sup> December 2007

KEVIN J' GALLAGHER

National Secretary, Unite the Union  
Hayes Court  
West Common Road  
Hayes  
Bromley  
BR2 7AU

FPA-PMA

Dear Sir/Madam

**Freedom of Information Act Request – Job Evaluation**In response to your letter dated 18<sup>th</sup> October 2007, we respond as follows:-

- a) Has the Job Evaluation process reached its conclusion in your Area in relation to all staff in post at the commencement of the process? If not, what is the target date for its completion?

**Initially, there were 131 jobs to be evaluated and as at today, we have completed 129 evaluations. We are now at a stage of considering ONE Appeal at the Informal stage and ONE Appeal at the Formal stage. The target date for completion is dependent upon arrangements concerning panel members and diary commitments. However, it is being progressed as a matter of urgency.**

- b) Has the Job Evaluation process in your Area been carried out exactly in accordance with the national User Guide?

**The process in the West Midlands Area has been carried out ~~exactly~~ in accordance with the national User Guide. Specifically the guide is the National Probation Service National Job Evaluation Scheme User Guide issued by NOMS in December 2005.**

- c) Were any supplementary local guidance or documentation produced? If so, please supply a copy of all documents.

**At a local level, we worked with the Trade Unions (NAPO and UNISON) in respect of any standards or formalities to use as benchmarks. Any negotiations with the unions conformed with national guidance.**

**Copies of relevant supplementary documents are attached. - APPENDIX V**

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National Secretary, United Nations

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11<sup>th</sup> December 2007

- d) Was the job matching and evaluation carried out on the basis of:
- i) generic grade-based job descriptions, e.g. SPO,
  - ii) role-based job descriptions, e.g. approved premises SPO, or
  - iii) individual post-based job descriptions?

**The job matching and evaluation was carried out on the basis of:-**

- i) **yes**
- ii) **yes**
- iii) **yes**

Please supply details of the management posts in your Area that were subject to Job Evaluation and how they were categorised.

- e) What were the initial job evaluation outcomes for management posts in your Area? Please supply anonymised detail (band and score) by grade or role for all managers, not just probation grade managers.

**Management roles up to District Managers were subject to Job Evaluation. See lists attached – Appendix I and Appendix II. Any roles above that level were subject to the Hay Job Evaluation Scheme – that information is not supplied.**

- f) How many, and which, Job Evaluation outcomes for management posts have resulted in appeals and what was the outcome of the appeals if they have been concluded?

**See list attached – Appendix III.**

- g) A staff profile, by grade, number, ethnicity and gender of your Area.

**See list attached – Appendix IV.**

Yours faithfully

Catherine Holland  
Director of People and Business Development

Encs.

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FOI Act Request from Unite the Nation

Appendix I

## GRADES OF SPO OR ABOVE

ROLE	BAND	SCORE	APPEAL	APPEAL OUTCOME
Administration Manager	5	596-642		
Area Admin Development Manager	5	587-623	√	BAND 5 - 571-610
Area Planning Manager	5	606-619	√	not yet concluded
Assistant Solicitor	5	574-600	√	not yet concluded
Business Manager	6	701-714		
Deputy Manager (PQT)	5	574		
District Manager	6	701-714		
District Manager (Health Scale)	6	688		
Equality & Diversity Officer	5	619		
Estates & Facilities Manager	5	579-619	√	BAND 5 - 593-626
Financial Services Manager	6	675-688		
Head of Personnel	6	698-734		
Head of Training	6	698-734		
Health & Safety Manager	5	561-574		
Hostel Manager	5	593-613		
HR Consultant	5	548-561		
IT Development Manager	5	600	√	BAND 6 - 678-691
IT Support & Training Manager	5	615-635	√	BAND 6 - 681
Partnership & Commissioning Mgr (Drugs Services)	5	544-570		
Partnership & External Funding Mgr	5	544-570		
Partnerships & Comm Manager - Basic Skills	5	544-570		
Partnerships & Interventions Officer	5	570-623		
Payroll Manager	5	564-577	√	BAND 5 - 551
Performance & Systems Info Mgr	5	600-613		
Personnel Manager	5	584		
Practice Manager (Offender Mgt)	5	567-580		
Principal Accountancy Assistant	5	547-560		
Risk Manager	5	580-593		
RSOU Programme Manager	5	547-600		
Senior Systems Developer	5	561		
Special Projects Manager	5	593-613		
SPO	5	616-629		
SPO (Lecturer)	5	619		
SPO (PQT)	5	551		
Technical Services Manager	5	554-600		
Training Manager Business Support	5	593-616		
Victim Offender Development Officer	5			

## FOI Act Request from Unite the National

## Appendix II

## ROLES AT BAND 4

ROLE	BAND	SCORE	APPEAL	APPEAL OUTCOME
Assistant Administration Manager	4	511-537		
Board Administrator	4	495		
ETE Co-ordinator	4	498		
Head Office Admin Manager	4	508/521		
Health & Safety Officer	4	502-535		
Health & Safety Officer - UPW	4	505-535	√	BAND 4 - 535-545
Information & Comms Manager	4	538	√	BAND 5 - 590
IT Technical Support Analyst	4	439-495	√	BAND 4 - 495
IT Training Team Leader	4	541		
MPTC Training & Dev Administrator	3	465-478	√	BAND 4 - 498-521
Pensions Officer	4	492-538		
People & Performance Officer	4	511-537		
Performance & Business Info Mgr	4	492-518	√	BAND 4 - 541-554
Personnel Officer	4	482-515		
Practice Development Assessor	4	528-538	√	BAND 5 - 574
Probation Officer	4	528-538		
Probation Officer (Offender Mgt)	4	515-551		
Programme Facilitator RSOU	4	570-593		
Quality Assurance Manager	4	525		
Research Officer	3	357-367	√	BAND 4 - 508-534
RSOU Treatment Manager	4	525	√	BAND 5 - 568
Secretariat Business Manager	4	484-505		
Senior Communications Officer	4	544		
Systems Developer	4	482-541		
Systems Developer (EU)	4	469-515		
Systems Engineer	4	492		
Treatment Manager	4	528-541		
UPW Unit Manager	4	494-540	√	BAND 5 - 547-609
What Work's Trainer	4	528-538		

FOI Act Request from Unite the National

Appendix III

**JOB EVALUATION APPEALS**

<b>ROLE</b>	<b>BAND</b>	<b>SCORE</b>	<b>APPEAL</b>	<b>APPEAL OUTCOME</b>
Area Admin Development Manager	5	587-623	√	BAND 5 - 571-610
Area Planning Manager	5	606-619	√	not yet concluded
Assistant Solicitor	5	574-600	√	not yet concluded
Estates & Facilities Manager	5	579-619	√	BAND 5 - 593-626
IT Development Manager	5	600	√	BAND 6 - 678-691
IT Support & Training Manager	5	615-635	√	BAND 6 - 681
Performance & Systems Info Mgr	5	564-577	√	BAND 5 - 551
Health & Safety Officer - UPW	4	505-535	√	BAND 4 - 535-545
Information & Comms Manager	4	538	√	BAND 5 - 590
IT Technical Support Analyst	4	439-495	√	BAND 4 - 495
MPTC Training & Dev Administrator	3	465-478	√	BAND 4 - 498-521
Performance & Business Info Mgr	4	492-518	√	BAND 4 - 541-554
Practice Development Assessor	4	528-538	√	BAND 5 - 574
Research Officer	3	357-367	√	BAND 4 - 508-534
RSOU Treatment Manager	4	525	√	BAND 5 - 568
UPW Unit Manager	4	494-540	√	BAND 5 - 547-609

<b>TOTAL NO. OF APPEALS</b>	<b>16</b>
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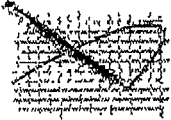
STAFF PROFILE DATA

BANDS	A1: Indian		A2: Pakistani		A3: Bangladeshi		A9: Other Asian		B1: Black Caribbean		B2: Black African		B9: Black Other		M1: Mixed White-Black Caribbean		M2: Mixed White-Black African		M3: Mixed White-Asian			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Band 1	13,203	15,736	5	10	1	1	1	1	0	0	22	45	3	0	2	6	3	1	0	0	0	2
Band 2	15,736	19,710	3	19	1	3	0	5	0	1	23	0	2	0	0	0	1	2	0	0	0	2
Band 3	19,909	25,974	10	24	8	1	2	0	1	41	63	2	2	6	6	2	2	10	1	0	0	1
Band 4	26,229	34,239	9	27	3	6	2	0	2	13	45	1	6	1	6	1	6	1	6	0	0	0
Band 5	33,232	37,782	2	10	1	0	0	1	1	4	15	1	0	1	1	1	1	1	1	0	0	0
Band 6	37,411	44,707	1	1	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0
Band A	40,668	50,144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Band B	47,241	59,981	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Band C	53,760	68,261	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Band D	63,661	83,294	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A	N/A	N/A	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Psychologist	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TPO	16,047	18,406	0	0	0	1	0	0	0	2	9	1	0	0	0	0	0	1	0	0	0	0
TOTAL	914	1,142	91	142	43	142	15	100	14	183	205	91	10	6	13	18	13	18	21	0	0	0

BANDS	A1: Indian		A2: Pakistani		A3: Bangladeshi		A9: Other Asian		B1: Black Caribbean		B2: Black African		B9: Black Other		M1: Mixed White-Black Caribbean		M2: Mixed White-Black African		M3: Mixed White-Asian		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Band 1	13,203	15,736	0.0	2.5	0.0	1.0	0.0	1.0	0.0	3.7	16.3	0.8	0.0	0.6	1.4	1.0	1.0	0.0	0.0	0.0	1.0
Band 2	15,736	19,710	3.0	16.7	1.0	2.5	0.0	5.0	0.0	1.0	20.2	0.0	2.0	0.0	0.0	1.0	1.5	0.0	0.0	0.0	2.0
Band 3	19,909	25,974	6.8	23.0	5.4	1.0	2.0	0.0	33.2	58.1	2.0	2.0	1.4	6.0	2.0	2.0	8.7	0.4	0.0	0.0	1.0
Band 4	26,229	34,239	9.0	25.3	3.0	5.3	2.0	0.0	12.5	43.5	1.0	5.8	1.0	5.5	1.0	1.0	5.9	0.0	0.0	0.0	0.0
Band 5	33,232	37,782	2.0	10.0	1.0	0.0	0.0	0.0	4.0	14.6	1.0	0.0	0.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0
Band 6	37,411	44,707	1.0	1.0	0.0	0.0	0.0	0.0	0.0	3.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Band A	40,668	50,144	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Band B	47,241	59,981	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Band C	53,760	68,261	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Band D	63,661	83,294	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
N/A	N/A	N/A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Psychologist	N/A	N/A	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TPO	16,047	18,406	0.0	0.0	0.0	1.0	0.0	0.0	2.0	9.0	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0
TOTAL	914	1,142	91	142	43	142	15	100	14	183	205	91	10	6	13	18	13	18	21	0	0

M	F	N5: Not Satisfied/Refusal		O1: Chinese		O9: Other Ethnic Group		W1: White British		W2: White Irish		W9: White Other	
		M	F	M	F	M	F	M	F	M	F	M	F
0	1	1	1	0	0	1	1	27	77	0	4	1	1
0	1	0	1	0	0	0	0	13	142	0	1	0	3
0	1	2	5	0	0	2	2	156	251	5	3	4	9
0	3	1	4	0	1	1	1	86	210	5	7	9	6
0	1	1	0	0	0	2	1	38	37	3	6	4	3
0	0	0	0	0	0	0	0	9	8	0	0	0	1
0	0	0	0	0	0	0	0	0	1	0	0	1	0
0	0	1	0	0	0	0	0	8	6	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	1	1	0	0	0	0
0	0	4	6	0	0	1	0	3	4	0	0	0	0
0	0	0	0	0	0	0	0	0	3	0	0	0	0
0	0	0	0	0	0	0	0	11	23	0	0	0	0

M	F	N5: Not Satisfied/Refusal		O1: Chinese		O9: Other Ethnic Group		W1: White British		W2: White Irish		W9: White Other	
		M	F	M	F	M	F	M	F	M	F	M	F
0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.2	8.3	34.9	0.0	2.5	1.0	1.0
0.0	1.0	0.0	1.0	0.0	0.0	0.0	0.0	12.5	118.2	0.0	0.6	0.0	2.0
0.0	1.0	2.0	4.7	0.0	0.0	2.0	2.0	129.7	229.9	2.7	3.0	3.0	8.0
0.0	2.8	1.0	3.6	0.0	1.0	1.0	1.0	83.4	196.4	5.0	5.9	9.0	6.0
0.0	1.0	1.0	0.0	0.0	0.0	2.0	1.0	32.5	32.9	3.0	5.8	4.0	1.9
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	9.0	7.8	0.0	0.0	0.0	1.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	1.0	0.0
0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	8.0	5.8	0.0	0.0	0.0	0.0
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0.0	0.0	0.7	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.8	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	11.0	23.0	0.0	0.0	0.0	0.0



Catherine  
Holland/WestMidlands/NPS  
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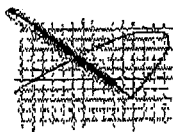
22/03/2007 12:11

To All WMPA@PROBATION  
cc  
bcc Richard Gibbs/WestMidlands/NPS  
Subject JOB EVALUATION APPEALS (Filtered)



This email has been through the ALL WMPA filter.

If you wish to reply to this email, please do not choose Reply To All..



Catherine Holland  
Sent by: Chris Paul

22/03/2007 12:10

To: All WMPA  
cc:  
bcc:  
Subject: JOB EVALUATION APPEALS

We are aware that some staff are still waiting to hear about their Job Evaluation Appeals.

While many staff are now in receipt of the appeals documentation, I wanted to inform all WMPA staff as to our current position and the steps being taken to ensure that this process is conducted efficiently and as speedily as possible. The staff who are currently awaiting their JE paperwork are, almost exclusively, those who are part of 'group' appeals and HR will be sending the relevant paperwork out to these staff during the week beginning 26th March 2006.

We are currently identifying DM's to act as facilitators for each group and are working to ensure that they are fully briefed on the process and the way ahead. In addition, we are arranging for Job Description Questionnaire interviews to be conducted where appropriate - where staff are eligible for this, they will receive details in the notification that is currently being prepared for send out.

A number of staff have voiced concerns regarding the time scales and whether they will be disadvantaged regarding their appeal through not having yet received their documents. Staff have 20 working days to respond to the paperwork they receive, simply stating whether they wish to continue with an appeal and this 20 day clock only begins at the point they receive the paperwork.

Once that acknowledgment is received from anyone wishing to mount an appeal, arrangements will be made for an informal appeal hearing to take place within one month of the acknowledgment. If a JDQ is appropriate and is requested, this will be arranged in lieu of the informal panel because the result is appealable in itself.

Any changes in grade as a result of the appeal will be effective from 1st April 2006. I would like to thank staff for the patience that they have shown and to assure them that the relevant preparations are under way for a send out to all effected staff during the week beginning 26th March 2006.

Should you have any queries please direct them to

Michael O'Loughlin	0121	248	6860
Richard Gibbs	0121	248	6861

Catherine Holland  
Director of People and Performance

**West Midlands Probation**

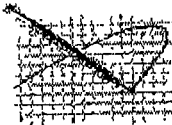


Catherine  
Holland/WestMidlands/NPS  
Sent by:  
.ISATRestrictedAppID  
10/01/2007 17:54

To All WMPA@PROBATION  
cc  
bcc Richard Gibbs/WestMidlands/NPS  
Subject Job Evaluation Update -Appeals (Filtered)



This email has been through the ALL WMPA filter..



Catherine Holland  
10/01/2007 17:54

To:All WMPA  
cc:  
bcc:  
Subject: Job Evaluation Update -Appeals

### Job Evaluation Update

Further to my recent memo's, the HR/JE team are endeavouring to deal with the wide ranging queries that have been made to the JE queries box, as quickly as possible. Many staff are being telephoned directly to deal with their questions and in speaking to staff, it has become clear that it would be helpful if we also placed a guidance note on the appeals process on the intranet. I have appended this below.

Colleagues should, however, note that this is for information only at this stage and that the appropriate paperwork and forms will be sent formally to all staff who have indicated a wish to make an appeal. These staff will then have 20 days from the receipt of that formal notification to confirm with a member of the HR team their intention to proceed to the first step of the appeals process.

In the meantime you may find this answers some of the queries you have raised.



Final Appeals Process.doc

Catherine Holland  
Director of People and Performance

## Job Evaluation Appeals Procedure

### PLEASE NOTE

This procedure is for matters arising from the Job Evaluation exercise only. Grievances relating to any other matter should be addressed via the appropriate alternative procedures.

The Job Evaluation Appeals Procedure does not impact upon any other procedure being pursued by staff, nor is it influenced by the outcome or existence of appropriate alternative proceedings.

### 1.0 Grounds For Appeal

#### 1.1 The only grounds for appeal are:

- Insufficient or otherwise inadequate information was available to the panel which undertook the initial evaluation of the job;
- The available job information was misunderstood or misinterpreted by the evaluation panel
- The job is **significantly** different from the national profile to which it was matched.

### 2.0 Informal Appeal

2.1 As a first step, to allow for clarification and possible resolution of the issues, the appeal will be discussed informally between the employee, a line management representative from the HR department; where possible, a trained panel matching member and a union representative (if appropriate), as soon as possible and, in any event, within one month of the submission of the appeal request.

2.2 This meeting should be requested by writing to a member of the HR Team.

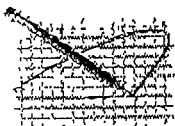
### 3.0 Formal Appeal

3.1 If the appeal is not settled or withdrawn as a result of the informal meeting, the formal appeal must commence within one month of the informal appeal date.

3.2 The formal appeal will be heard by a joint panel of at least three members who have all been trained in Job Matching or Job Evaluation with a locally agreed Chair. The Panel will have one representative from the recognised trade unions; the panel may also include a member of WMPs Board who will attend in an observation capacity.

3.3 A written note of proceedings will be taken for future reference

- 3.4 The appellant may make oral or written representations to the panel, either in person or through a union representative or workplace colleague if desired. Where this option is taken, a management representative will be asked to attend. The purpose of the oral representations is to clarify the issues. The panel may ask questions. The appellant and representative will not be present when the actual evaluation takes place.
- 3.5 The panel will:
- Apply the procedure exactly as for the original process;
  - Consider whether the new information/representations change the original grade;
  - Complete a new scoring form.
- 3.6 The decision of the panel is final so far as it relates to JE matching, grading and related pay issues. The appellant(s) should be notified in writing as soon as possible of the outcome of the formal appeal, normally within 20 working days of the date of the hearing.
- 3.7 Any other queries or concerns raised by members of staff should be addressed through the appropriate local procedure.
- 3.8 Where the Appeal results in a change of grading, payment will be backdated from the day the new JD is agreed by the line manager and endorsed by the DM. If the appeal was based upon substantial job changes, then this will be from the date upon which the appeal was submitted.

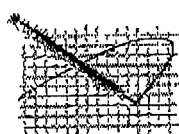


Catherine  
Holland/WestMidlands/NPS  
Sent by:  
.ISATRestrictedAppID  
04/01/2007 15:08

To All WMPA@PROBATION  
cc  
bcc Richard Gibbs/WestMidlands/NPS  
Subject Job Evaluation Information Update (Filtered)



This email has been through the ALL WMPA filter..



Catherine Holland  
04/01/2007 15:07  
Please respond to  
Richard Gibbs

To:All WMPA  
cc:  
bcc:  
Subject: Job Evaluation Information Update

Job Evaluation Information Update

A number of staff have emailed the MLW\_JobEvaluationQueries/WestMidlands/NPS mailbox regarding the basis of the assimilation formula used to determine their salary. We are arranging for colleagues from HR to shortly respond to all of these individual queries.

However, in order to help staff understand the procedure that has been used, we have now put the appropriate NNC circular number 7/2006 on the intranet under Job Evaluation in the HR section.

Catherine Holland  
Director of People and Performance

**To: The Chair of the Probation Board  
The Chief Officer of the Probation Board  
(Copy enclosed for the Head of Human Resources)  
The Secretary of the Probation Board  
The Treasurer of the Probation Board  
Members of the NNC**

3<sup>rd</sup> July 2006

**NNC CIRCULAR NO.7/2006**

Dear Sir/Madam

**GUIDANCE ON THE IMPLEMENTATION OF THE NEW PAY AND GRADING STRUCTURE AND REVIEW OF SALARIES IN 2006 AND 2007**

Attached at Appendix A is the NNC "Guide to the Implementation of the New Pay and Grading Structure and Review of Salaries in 2006 and 2007". This has been agreed jointly by the employers and trade unions to provide detailed guidance on the implementation of the new NNC national agreement on pay and conditions of service. This circular should be read in conjunction with NNC circular 5/2005, which contained the full text of the agreement.

The employers and trade unions have considered whether or not a form of words could be agreed which would encompass protection arrangements for the removal of sleep-in payments. The trade unions have expressed disappointment that it has not been possible to include this in this Guide and have indicated their intention to continue to pursue this matter.

Trainee Probation Officer pay is also part of this agreement but has been the subject of ongoing negotiations which, regrettably, are still to be concluded. Once negotiations have concluded and a settlement agreed, further advice will be issued. Those conditions which are to be applied universally to staff should, of course, be applied to TPOs from the date at which they are implemented.

This document includes:

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

Colleagues are reminded that one of the main aims of the national pay and grading agreement is to deliver a structure that is fair and transparent. To this end consistency checks will be applied to emerging evaluations. The purpose of this process is to ensure that area proposals for salary and grade assimilation are consistent with other areas through an independent validation and moderation process which applies national standards and challenges local decisions which may affect other probation areas. The National Implementation Steering Group will conduct a series of checks to ensure a degree of national consistency **before** an area is given the go-ahead to implement the pay & reward agreement.

Any further issues arising in respect of Assimilation and Review of Salaries should be referred to the Joint Secretaries.

Yours faithfully

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

**Joint Secretaries**

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

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

**1. Introduction**

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

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

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

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

**Step 1**

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

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

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

### Step 2

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

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

### Step 3

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

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

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

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

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

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

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

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

#### Step 4

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

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

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

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

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

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

### Step 5

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

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

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

### Step 6

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

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

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

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

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

### 3. Salary Review Arrangements - 2007/08

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

#### Step 1

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

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

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

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

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

**Step 2**

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

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

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

**Step 3**

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

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

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

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

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

#### 4. Pay Protection

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

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

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

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

##### *1 April 2006:*

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

##### *1 April 2007:*

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

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

**5. Joint Secretaries**

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

## Annex 1

## NNC Salary Spine with effect from 1 April 2005

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

92	£18,409	42		£18,409	£18,409		
93	£18,594	43		£18,594	£18,594		
94	£18,777	44		£18,777	£18,777		
95	£18,962	45		£18,962	£18,962		
96	£19,143	46			£19,143		
97	£19,336	47			£19,336		
98	£19,524	48			£19,524		
99	£19,712	49			£19,712		
100	£19,910	50			£19,910		
101	£20,111	51			£20,111		
102	£20,310	52			£20,310		
103	£20,515	53			£20,515		
104	£20,706	54			£20,706		
105	£20,918	55			£20,918		
106	£21,126	56			£21,126		
107	£21,324	57			£21,324		
108	£21,545	58			£21,545		
109	£21,763	59			£21,763		
110	£21,970	60			£21,970		
111	£22,191	61			£22,191		
112	£22,406	62			£22,406		
113	£22,637	63			£22,637		
114	£22,855	64			£22,855		
115	£23,079	65			£23,079		
116	£23,316	66			£23,316		
117	£23,546	67			£23,546		
118	£23,774	68			£23,774		
119	£24,008	69			£24,008		
120	£24,248	70			£24,248	£24,248	
121	£24,485	71			£24,485	£24,485	
122	£24,733	72			£24,733	£24,733	
123	£24,977	73			£24,977	£24,977	
124	£25,226	74				£25,226	
125	£25,474	75				£25,474	
126	£25,724	76				£25,724	
127	£25,981	77				£25,981	
128	£26,234	78				£26,234	
129	£26,497	79				£26,497	
130	£26,760	80				£26,760	
131	£27,020	81				£27,020	
132	£27,286	82				£27,286	
133	£27,560	83				£27,560	
134	£27,839	84				£27,839	
135	£28,110	85				£28,110	
136	£28,392	86				£28,392	
137	£28,672	87				£28,672	
138	£28,957	88				£28,957	
139	£29,246	89				£29,246	
140	£29,539	90				£29,539	
141	£29,835	91				£29,835	
142	£30,123	92				£30,123	
143	£30,422	93				£30,422	

144	£30,729	94				£30,729	£30,729	
145	£31,028	95				£31,028	£31,028	
146	£31,336	96				£31,336	£31,336	
147	£31,648	97				£31,648	£31,648	
148	£31,967	98				£31,967	£31,967	
149	£32,275	99				£32,275	£32,275	
150	£32,603	100				£32,603	£32,603	
151	£32,921	101				£32,921	£32,921	
152	£33,253	102					£33,253	
153	£33,578	103					£33,578	
154	£33,913	104					£33,913	
155	£34,251	105					£34,251	
156	£34,586	106					£34,586	£34,586
157	£34,933	107					£34,933	£34,933
158	£35,274	108					£35,274	£35,274
159	£35,626	109					£35,626	£35,626
160	£35,983	110					£35,983	£35,983
161	£36,334	111					£36,334	£36,334
162	£36,694	112						£36,694
163	£37,078	113						£37,078
164	£37,432	114						£37,432
165	£37,803	115						£37,803
166	£38,179	116						£38,179
167	£38,509	117						£38,509
168	£38,910	118						£38,910
169	£39,298	119						£39,298
170	£39,693	120						£39,693
171	£40,085	121						£40,085
172	£40,486	122						£40,486
173	£40,890	123						£40,890
174	£41,301	124						£41,301
175	£41,718	125						£41,718
176	£42,138	126						£42,138
177	£42,561	127						£42,561
178	£42,984	128						£42,984
179	£43,420	129						
180	£43,855	130						

## Annex 2

## NNC Salary Spine as at 1 April 2006

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

42		£18,520			
43		£18,706			
44		£18,889			
45		£19,076	£19,076		
46		£19,258	£19,258		
47			£19,452		
48			£19,641		
49			£19,831		
50			£20,030		
51			£20,232		
52			£20,432		
53			£20,638		
54			£20,830		
55			£21,043		
56			£21,253		
57			£21,452		
58			£21,674		
59			£21,894		
60			£22,102		
61			£22,325		
62			£22,541		
63			£22,773		
64			£22,992		
65			£23,217		
66			£23,456		
67			£23,688		
68			£23,916		
69			£24,152		
70			£24,394		
71			£24,632		
72			£24,881		
73			£25,127	£25,127	
74			£25,378	£25,378	
75				£25,627	
76				£25,879	
77				£26,137	
78				£26,391	
79				£26,656	
80				£26,921	
81				£27,182	
82				£27,450	
83				£27,726	
84				£28,006	
85				£28,278	
86				£28,562	
87				£28,844	
88				£29,131	
89				£29,422	
90				£29,716	
91				£30,014	

92				£30,304		
93				£30,605		
94				£30,913		
95				£31,214		
96				£31,524		
97				£31,838	£31,838	
98				£32,158	£32,158	
99				£32,469	£32,469	
100				£32,799	£32,799	
101				£33,119	£33,119	
102				£33,452	£33,452	
103					£33,780	
104					£34,116	
105					£34,456	
106					£34,793	
107					£35,143	
108					£35,486	
109					£35,839	£35,839
110					£36,198	£36,198
111					£36,552	£36,552
112					£36,914	£36,914
113						£37,301
114						£37,657
115						£38,029
116						£38,409
117						£38,740
118						£39,143
119						£39,534
120						£39,931
121						£40,325
122						£40,729
123						£41,135
124						£41,548
125						£41,968
126						£42,390
127						£42,816
128						£43,242
129						£43,680
130						

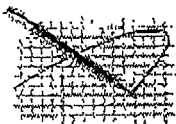
## Annex 3

## 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		£17,368				
34		£17,519				
35		£17,700				
36		£17,871				
37		£18,051				
38		£18,225				
39		£18,406				
40		£18,590				
41		£18,771				

42		£18,955			
43		£19,146			
44		£19,333			
45		£19,524			
46		£19,710			
47			£19,909		
48			£20,103		
49			£20,297		
50			£20,500		
51			£20,707		
52			£20,912		
53			£21,123		
54			£21,320		
55			£21,538		
56			£21,752		
57			£21,956		
58			£22,184		
59			£22,408		
60			£22,622		
61			£22,849		
62			£23,070		
63			£23,308		
64			£23,532		
65			£23,763		
66			£24,007		
67			£24,244		
68			£24,478		
69			£24,720		
70			£24,967		
71			£25,211		
72			£25,466		
73			£25,717		
74			£25,974		
75				£26,229	
76				£26,487	
77				£26,751	
78				£27,011	
79				£27,282	
80				£27,553	
81				£27,821	
82				£28,095	
83				£28,377	
84				£28,664	
85				£28,943	
86				£29,233	
87				£29,522	
88				£29,815	
89				£30,113	
90				£30,415	
91				£30,719	

92				£31,016		
93				£31,324		
94				£31,639		
95				£31,947		
96				£32,265		
97				£32,586		
98				£32,914		
99				£33,232	£33,232	
100				£33,570	£33,570	
101				£33,897	£33,897	
102				£34,239	£34,239	
103					£34,574	
104					£34,918	
105					£35,266	
106					£35,611	
107					£35,968	
108					£36,320	
109					£36,682	
110					£37,049	
111					£37,411	£37,411
112					£37,782	£37,782
113						£38,177
114						£38,542
115						£38,923
116						£39,311
117						£39,650
118						£40,063
119						£40,463
120						£40,870
121						£41,273
122						£41,686
123						£42,102
124						£42,525
125						£42,954
126						£43,387
127						£43,822
128						£44,258
129						£44,707
130						



Catherine  
Holland/WestMidlands/NPS

Sent by:  
.ISATRestrictedAppID

21/12/2006 10:09

To All WMPA@PROBATION

cc :

bcc Richard Gibbs/WestMidlands/NPS

Subject Job Evaluation Letters (Filtered)



This email has been through the ALL WMPA filter..



Catherine Holland

21/12/2006 10:09

To:All WMPA

cc:

bcc:

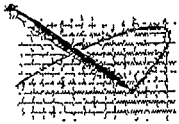
Subject: Job Evaluation Letters

Job Evaluation letters are being posted. When you receive your letter please do not telephone Payroll or Personnel with your questions. This is because there is still significant work to be done to ensure you all get your pay in January. If Payroll staff receive frequent interruptions this work could be delayed.

A special mail box has been set up for queries and this is detailed in the letters you will get. This will be monitored daily and your questions will be answered through this route.

Thank you for your cooperation

Catherine Holland  
Director of People and Performance  
West Midlands Probation  
0121 2486626

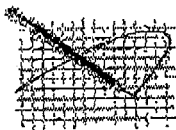


Catherine  
Holland/WestMidlands/NPS  
Sent by:  
.ISATRestrictedAppID  
14/12/2006 16:57

To All WMPA@PROBATION  
cc  
bcc Richard Gibbs/WestMidlands/NPS  
Subject Job Evaluation Update (Filtered)



This email has been through the ALL WMPA filter..



Catherine Holland  
Sent by: Chris Paul  
14/12/2006 16:56

To:All WMPA  
cc:  
bcc:  
Subject: Job Evaluation Update

Further to the Chief Officer's email and associated briefing note on 10 November. I am writing to confirm that payments following Job Evaluation will be made in salaries in January. In that briefing a facility was made available for staff in exceptional circumstances to be able to request an advance payment. Any such requests not yet submitted will need to be received by 12.00 noon on Tuesday 19 December to allow requests to be considered by the Chief Officer and sent out prior to Christmas. Requests should be sent directly to me.

The briefing also stated that letters giving the job evaluation outcomes would be sent during December. This is still the case and the most likely day of posting is Wednesday.

Please do not phone payroll or Personnel with job evaluation queries during this time, as all staff are engaged in the careful calculations and preparations for these letters, and frequent interruptions cause unnecessary delays. Please also keep other queries to a minimum.

It is recommended that you rely on written briefings, official correspondence or communication from the Job Evaluation Team, rather than rumours or verbal reports from colleagues.

Job Evaluation Team telephone numbers :-

Richard Gibbs	6861
Michael O'Loughlin	6860
Ray Griffiths	6862

Catherine Holland  
Director of People and Performance  
West Midlands Probation  
0121 2486626



Hilary  
Thompson/WestMidlands/N  
PS  
Sent by:  
.ISATRestrictedAppID

To All WMPA@PROBATION  
cc  
bcc Richard Gibbs/WestMidlands/NPS  
Subject Pay Award and Job Evaluation (Filtered)

10/11/2006 10:03



This email has been through the ALL WMPA filter..



Hilary Thompson  
10/11/2006 10:03

To:All WMPA  
cc:  
bcc:  
Subject: Pay Award and Job Evaluation

The local matching and evaluation work has been completed and the data submitted within the timescale for national validation.

I regret however that it is not possible to complete the detailed individual calculations in time for the December pay run. A number of outstanding queries await guidance from the centre.

Myself, the Directors and Head Office colleagues have spent significant time this week searching for a means by which the pay arrangements could be expedited but this simply is not physically possible without compromising the December pay run. If a way could have been found it would have been used.

The attached briefing provides a fuller explanation and gives details of the timetable for payment.



Job Evaluation v7.doc

V 7

## **The National Job Evaluation Scheme – Update on progress**

I regret to inform you that it will not be possible to pay the Job Evaluation and 2006 pay award in December as had been hoped.

This briefing will provide an update on progress with the Job Evaluation Scheme and tell you when you will be notified about your new pay band, when you will receive your new pay and any arrears, and give information about how you can raise queries or concerns.

All matching and evaluation has now been completed and the final validation data has been submitted to National Probation Directorate (NPD). A total of 129 posts in WMPA, covering over 1600 staff, have been evaluated by local and regional panels, and all staff have been allotted to one of the six pay-bands. As the work of the matching panels draws to a close, we are grateful to all grades of staff and trade union representatives who worked hard to complete the task in time for the October deadline. The process required considerable flexibility and assistance from all parties, and the volume of posts covered since the start of the exercise in March is a testament to the efforts of all involved.

NPD will now process our results and it is expected to be assessed at their next meeting on 17 November. We anticipate receiving formal notification of their decision about two weeks later. We cannot implement the new pay bands or pay arrears until the NPD have authorised our results. Although the NPD have complimented the quality of the data we have provided there are inevitably a number of queries and issues that need to be resolved and HR and Payroll are working on these now.

Once formal authorisation has been received HR and Payroll will then initiate the formal assimilation process. Although this has already begun, it nevertheless remains a major time consuming task, ensuring all current 1600 staff are correctly aligned on the relevant points within their specified pay band. This is determined by reference to NNC Circular 7/2006 and Areas do not have any flexibility to assimilate beyond the pre-determined spinal points.

There are a number of queries that we have raised with the NPD about the exact interpretation of some of the rules for assimilating staff onto the new pay bands, and we are awaiting responses to these. The detailed calculations cannot be completed until we have this confirmation.

We were hoping to be able to complete this part of the process in time for staff to receive payment in December. However having now been able to analyse the results, and in view of the number of detailed calculations that still need to be confirmed, we are now sure we cannot achieve this date. The system can not physically deliver all that we need in the time scale available.

The Area Executive Team are very aware that many staff were hoping and expecting to have received their new pay in December and may have made plans in relation to this. We spent significant time on Wednesday this week

V 7

exploring all possible avenues to see if we could get payment in December. However we have decided that in view of the amount of detailed complex work that remains, if we were to attempt this for December there would be a high risk that the work would not be completed, the level of inaccuracy would be too high, or even the payroll run itself could be compromised.

**Therefore payment of new bands and arrears will occur in January 2007.** Assuming we get authorisation following the NPD validation after 17<sup>th</sup> November you will receive your individual letters in December.

You will receive a letter at home confirming the points score validated for your post, the pay band to which you have been assigned and your new salary details. If you have any queries or concerns about your grading, you will be able to discuss this initially with a member of the HR Department via a dedicated email address. Advice will also be available, on request, from a local trained Trade Union Representative. The letter will also indicate the initial informal stage of the appeal procedure. Individual queries about pay bands or arrears calculations will not be dealt with prior to these letters being sent. Queries about the content of the letters can not be dealt with through individual telephone calls to Payroll or HR as this would be unmanageable and would delay the payment plans. All queries will be through the dedicated email address. This is to ensure that they are dealt with effectively and are recorded.

The Area Executive Team are aware that some staff may have made commitments assuming that payment would be made in December, even though the new pay bands have not been notified. If any member of staff is experiencing significant financial hardship over the December period consideration can be given to making an advance payment of salary for exceptional cases. Requests for such a payment would need to be sent to the Director of People and Performance at Victoria Square and will then need to be authorised by the Chief Officer. This provision is intended to deal with exceptional cases of hardship and will require staff to provide some details to allow a decision to be made. Although requests can be sent in now, decisions will not be made on the payment of such an advance until the letters notifying staff of new pay bands have been sent in December.

Catherine Holland  
Director of People and Performance

As ever, if you have any queries or concerns about the Job Evaluation process in the meantime, please contact our Job Evaluation Team by email, or phone:-

Richard Gibbs	0121 248 6861
Michael O'Loughlin	0121 248 6860
Ray Griffiths	0121 248 6862