

**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**

19 January 2006

NNC CIRCULAR NO.1/2006

Dear Sir/Madam

2005/2006 NNC SALARY SETTLEMENT

We write to advise you that following the ratification of the agreement on the Modernisation of NNC Pay and Conditions, implementation arrangements for the payment of salary increases to take effect **from 1 April 2005** and the payment of the 1% non-consolidated bonus have now been agreed.

The changes are as follows:

- 2.5% salary increase to all points on the single salary spine effective 1 April 2005 (**Appendix A**)
- An increase in London Allowance to £3,420

Guidance to Boards on the payment of the 1% non-consolidated bonus is attached (**Appendix B**).

A guide to the implementation of the new pay and grading structure which comes into effect 1 April 2006 will be issued in the near future.

You are asked to advise all concerned of these changes and to ensure that payment is made and any arrears are paid at the earliest opportunity.

Yours faithfully

**Martin Wargent
Judy McKnight**

Joint Secretaries

APPENDIX B TO NNC CIRCULAR 1/2006

NATIONAL NEGOTIATING COUNCIL (NNC) FOR THE PROBATION SERVICE

CALCULATION OF 1% NON-CONSOLIDATED BONUS

1. All full-time employees whose employment is covered by the NNC Agreement, who are in employment between 1 April 2005 and 31 December 2005 ('the qualifying period'), are to be paid a 1% non-consolidated pensionable bonus calculated on the basis of 1% of basic salary. Basic salary for this purpose is defined as basic pay on 1 April 2005, after progression but prior to revalorisation on the same date, including allowances paid through the salary spine such as London fringe allowances, unsocial hours and standby payments. (See NNC Handbook Section III paragraph 3a – 3c inclusive).
2. Part-time employees, who are in employment between 1 April 2005 and 31 December 2005 are to be paid a 1% non-consolidated pensionable bonus calculated on basic salary, determined on the same basis as paragraph 1 above. The bonus should be calculated on a pro-rata basis to full-time staff entitlement.
3. New entrants between 1 April 2005 and 31 December 2005 are to receive the non-consolidated pensionable bonus.
4. Individuals who left, were promoted out of scope of the NNC agreement or retired between 1 April 2005 and 31 December 2005 are entitled to this payment.
5. Individuals who, between 1 April 2005 and 31 December 2005, transferred from a post, covered by the NNC Agreement, with one Probation Board to another Board are entitled to a single payment.
6. Individuals qualify for the non-consolidated pensionable bonus providing that they were contracted under the NNC Agreement to a Probation Board for all or part of the period between 1 April and 31 December 2005. Therefore, individuals who may have been on reduced or no pay for all or part of the period, for example, on sick leave, maternity leave or on a career break etc. still qualify for the payment as if they were being paid normal basic salary.
7. Any new entrant, whose employment is covered by the NNC Agreement, who joins the Probation Service on or after 1 January 2006 does not qualify for payment of the non-consolidated bonus.
8. Any instance not covered by the foregoing should be referred to Joint Secretaries for determination.

19 January 2006

