

**To: The Chair of the Probation Board/Trust
The Chief Officer/Chief Executive of the Probation Board/Trust
(copy to Heads of Human Resources)
The Secretary of the Probation Board/Trust
Members of the NNC**

24 June 2008

CIRCULAR NO.11/2008

Dear Madam/Sir

Joint Secretaries' Guidance

Circular 5/2004 was issued in July 2004 and contained guidance to meet the situation where it was proposed to appoint a middle manager without a probation officer qualification to a post which required supervision of probation qualified officers.

The Joint Secretaries advised as follows:

“Such appointments should not be implemented without full consultation with Trade Union representatives locally, at the earliest opportunity. This advice is not intended to preclude such appointments or to suggest that they are unsafe but particular attention should be paid to the nature of the work to be supervised and the competencies required to fulfil the senior role.”

The Joint Secretaries also requested that this advice should be circulated widely to Probation Board members, managers and all staff.

Given the passage of time since this guidance was last circulated, the Joint Secretaries consider it appropriate to remind Boards and Trusts of the need for such early and timely consultation.

The Joint Secretaries remain available to advise as appropriate.

Yours faithfully

**Christine Lawrie
Jonathan Ledger**

Joint Secretaries