

**To: The Chair of the Probation Board/Trust
The Chief Executive of the Probation Trust
The Chief Officer of the Probation Board
(Copy enclosed for the Head of HR)
The Secretary of the Probation Board/Trust
Members of the Standing Committee for Chief Officer Grades**

8 July 2009

SCCOG CIRCULAR NO.2/2009

Dear Madam/Sir

STANDING COMMITTEE FOR CHIEF OFFICER GRADES JOB EVALUATION UPDATE

At its meeting on 16 June 2009, the Standing Committee for Chief Officer Grades (SCCOG) agreed to issue revised guidelines to Boards/Trusts to ensure that a nationally consistent approach to the job evaluation scheme for Chief Officer Grades is maintained. Areas may have made or be considering organisational changes to their senior management structures (either as part of the move to Trust status, or otherwise). As such it is important that all jobs are re-evaluated to ensure that the roles are appropriately graded.

The national Job Evaluation Panel meets regularly to review submissions from Boards/Trusts and maintains a national database of current posts. It is important that a consistent and systematic approach is maintained to ensure that national relativities and equal pay issues are considered.

There is presently no standard format for submissions to the panel and there may therefore be inconsistencies in terms of presentation, clarity and quality. In this respect a standard Job Description Questionnaire (JDQ) template is attached at Appendix 1. This should be used for all future submissions to the panel. Other formats may not present the information required by the evaluation process and may be rejected by the panel, hence causing unnecessary delays.

Best Practice Guidelines

1. The grading of all Chief Officer Grade posts should be underpinned with a job evaluation which has been carried out by the national Job Evaluation Panel which includes representatives of the employers, recognised trade unions and NOMS.
2. The creation of any new role or the proposed restructure of a current post should be referred to the national panel to ensure the integrity of the nationally agreed job evaluation scheme is maintained and to ensure a consistent approach to grading throughout the service. This also applies to any subordinate 'ACO' roles which may be affected by changes to the responsibilities of the senior line manager's post
3. Boards/Trusts should use the standard JDQ template for submissions to the evaluation panel.

Please address any queries regarding the contents of this circular to Jonathan Wright at the NOMS HR Directorate (jonathan.wright@noms.gsi.gov.uk) to whom all submissions should be sent in the first instance.

Yours faithfully

Christine Lawrie
David Walton

Joint Secretaries

