

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

30 November 2009

NNC CIRCULAR NO.13/2009

Dear Madam/Sir

NNC National Agreement on Pay and Conditions of Service - Amendments

First, please accept our apologies for the delay in issuing the revisions to the above largely resulting from the 2008-10 pay settlement. These are now attached as follows:

Sections A2, A14 and A15 – Pay and Grading Provisions and Pay Points

These sections now align with the provisions of the 2008-10 pay award.

Section B3 – Scheme of Terms and Conditions for Trainee Probation Officers

Page B3/1 now aligns with the 2008-10 pay award.

Section C1 – Geographical Supplement Scheme

The values in this section now align with the 2008-10 pay award.

Section C4 – Guidance on Flexible Working: The right to apply

Further to NNC Circular 1/2009 this section has been amended to include the extension of the right to apply to parents with children under the age of 17 and employees with adult dependants.

Boards and Trusts should ensure that local procedures reflects these amendments and that the attached replacement pages are inserted in local copies of the Handbook.

Yours faithfully

**Christine Lawrie
Jonathan Ledger**

Joint Secretaries