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HM Prison & Probation Service

Amy Rees

Director General of Probation and Wales

Ian Barrow

Executive Director Probation Workforce Programme

[sent electronically]

To:

Ian Lawrence, NAPO

Ben Priestley, UNISON

George Georgiou, GMB Scoop

cc:

Mark Adam, MoJ People Group

Francis Stuart, Employee Relations

Jim Barton, Probation Reform Programme

26 November 2020

Dear Ian, Ben and George

NATIONAL PROBATION SERVICE (NPS) SPECIAL PAYMENT (WITHOUT PREJUDICE)

Following our letter of 16 October, we write to you to provide details of a special payment we intend to provide to designated staff (**Annex A**) as at 30 September 2020.

We are looking to make the payment to these staff on the basis of the display of significant levels of resilience and professionalism, going above and beyond their normal duties, during this prolonged period of exceptional delivery. Staff have also professionally navigated transformation reforms ahead of unification in June 2021.

We believe these staff have contributed to the successful implementation of the offender management exceptional delivery model, whilst maintaining service standards in an ever-changing environment and under additional pressures. They have also needed to adapt to significant changes in the way they deliver their public protection roles and duties, delivering services innovatively whilst maintaining the standards they are held to by the Department and the community.

Successful onboarding of Wales CRC staff has already occurred, and additional preparations are well underway for onboarding the remainder of the external cohorts across England and Wales. Staff have engaged in preparatory work to ensure that smooth transitions take place, in an already challenging environment, with a commitment to ensuring service standards are maintained and that no service users are left behind, and the public are protected.

We want to acknowledge that it is unprecedented to provide bonus payments to so many staff, but we really do believe this reflects the exceptional circumstances and response by those staff, to a once in a generation set of challenges. We recognise that all staff have been impacted in some way by the

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extraordinary events of the past 10 months, and in preparation for unification. Therefore, we have tried to recognise individual contribution broadly but appropriately through the provision of these payments.

These proposed payments will be on a pro-rata basis, and we propose to pay them in a staggered approach, as noted in Annex A.

Furthermore, there are various wellbeing options we wish to extend to all staff in addition to the above.

Special / Annual Leave

Our Special Leave policy allows discretion for managers to agree to time off that is appropriate to individual circumstances. We have already relaxed our rules for COVID19 reasons and will continue offer line manager flexibilities as necessary.

MoJ encourages employees and their managers to apply good practice when applying for and granting annual leave. It is important that we continue to encourage staff to take annual leave where they can to allow for rest away from work and to maintain their resilience and wellbeing. The Working Time (Coronavirus) Regs 2020 provide some flexibility to carry over leave for the next two years where employees have not been able to take all their annual leave within their annual leave year as a result of COVID19.

We are reviewing our policy on allowing the buying and selling of leave to expand to 5 days (subject to consultation) and are considering expanding this incentive to HMPPS staff more broadly post COVID.

Where an employee is impacted by the coronavirus, but not sick, managers should be flexible and consider use of paid special leave where other options including working from home, working from a different workplace, working different attendance patterns or redeploying to a suitable different role cannot reasonably be achieved.

Each case should be treated sensitively and on its own merits and employees may need to take more than one period of paid special leave – or a continuous period where this is necessary. The usual limits on special leave do not apply and managers can use their discretion to agree what is appropriate.

New Employee Benefits

Moving away from the Employee Benefits strategy adopted by other government departments, MOJ have taken a dual supplier approach, delivering greater value and flexibility to all NPS employees.

Whilst Edenred will continue to deliver all existing employee discounts, Salary Sacrifice Schemes and provide vouchers for Reward and Recognition, a new supplier, Xexec, is being introduced to bring Enhanced Employee Rewards.

Xexec will be delivering several creative and innovative ways to promote wellbeing, reward and bring value to NPS employees, these include:

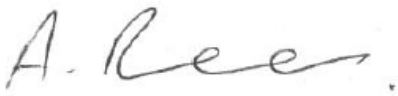
- Free perks to all NPS employees in the form of either; a monthly beverage at a high street coffee shop or a quarterly digital download in the form of movie, e-book or audio book
- Cash back schemes that can be used on top other retailer discounts available through Xexec

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- A Reward and Recognition catalogue, where NPS employees can be rewarded in more creative ways beyond 'traditional' vouchers. The catalogue will include; boxes of chocolates, flowers, hampers and a range experience day (spa days, afternoon tea for two, driving experience, paint balling!)
- Opportunities to expand the service to include online fitness and exercise classes
- Easier access to Xexec services through a dedicated mobile App


In addition to the introduction of the new service delivered by Xexec, we have implemented a significant improvement to the Cycle to Work scheme. Increasing the limit from £1000 to £2500. This will provide greater access to cycles of a higher value, bringing e-bikes, tricycles and high-end cycles into scope, and encouraging and enabling greater engagement with the scheme across all NPS employees.

Yours sincerely



Amy Rees

Director General of Probation and Wales



Ian Barrow

Executive Director Probation Workforce Programme

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Annex A – Proposed Staff cohorts and special payment amounts, as at 30 September 2020.

NPS Headcount as at 30th September 2020

	Headcount	Proposed Payment (£)	Proposed Payment Month
Band 1¹	185	350	January
Band 2 Case Administrator	1315	350	January
AP Residential Worker Band 1 and 2	618	350	January
Band 3 VLOs	181	250	February
Band 3 PSO²	3034	250	February
Band 4 Probation Officer	3934	225	March
Band 5 Senior Probation Officer	879	200	March
Sum	10146		

1. Excludes Band 1s who appear in AP Residential Worker Band 1 and Band 2

2. Inclusive of PQiPs.

NB. Should there be specific instances where staff were undertaking one of these listed roles at the 30th of September 2020, but are not in receipt of the bonus, line managers and HR Business Partners will assist with clarifying eligibility in the first instance.