BR 34/2016

IL/KF

3rd June 2016

To: Branch Chairs, Vice Chairs, Secretaries & Convenors

 Family Court SEC (For info)

 NEC Co-Reps

 Probation Negotiating Committee

Cc: Napo Officers and Staff

Dear Colleague

E3 Initial advice to members and Napo manager members in respect of Job Matching

This briefing gives initial advice to Napo members and manager members about how to approach the initial 'one to one' meetings between line managers and staff which form part of the five stage job matching process under E3

These are not formal meetings and therefore the attendance of a Napo representative will not be required at this stage. Napo members may seek individual advice further on in the process including assistance with appeals if these become necessary.

**Meanwhile, any questions arising from stage one of the matching process may be channeled through your Napo Branch who will consult with your Napo Link Officer.**

**E3 Job matching process to start soon**

At this week’s national NOMS/TU engagement meeting Napo relayed initial feedback from members which has been critical of the quality of some of the communications that NOMS have issued to staff and managers in advance of the intended implementation of E3.

Napo asked for sight of the questionnaire templates that line managers are being asked to use in order to conduct the first stage of the five part job matching process that was published on the NOMS Intranet on Tuesday.

Our understanding from senior NOMS management is that these meetings are taking place on the basis that they are fact finding discussion and are aimed at securing individual responses to the E3 plans and an early opportunity for staff to indicate a preference for a particular role if they wish to do so.

**Therefore they do not constitute a formal meeting where you or your manager will be expected to agree anything and we expect that they will be conducted by using the pro-forma which is summarised below**.

Napo will issue further advice on how members may seek assistance in the later stages of the job matching process and certainly at any appeal stage should this be required.

Again can we ask that members who still have unanswered questions channel these through their Napo branch to Chivalry Road.

**E3 'One to One' checklist** - **the questions that we expect to be asked**

Below are the checklist questions that NOMS is asking line managers to use during the E3 'one to one' discussions.

***Staff 1:1 Meeting Pro-forma - E3 Implementation***

Employee Name

Employee Number

Pay Band & Job Role:

Mapped to: …….

Current workplace location ‘office base’

 Key notes from discussion re how impacted by E3, options, personal circumstances, development needs

Home Postcode (this should match the one recorded on Phoenix Oracle).

(If different please explain reason for difference and plan to correct)

Normal method of travelling to work and journey time taken.

Are there any compassionate grounds which you think we need to consider when redeploying you?

Are there any health / disability issues that you think should be considered or you would like to make us aware of?

Do you have any assistive technology installed at your current workplace? Give full details please.

Are there any domestic or work life balance issues that you think we need to consider?

Any other comments/questions that have not been answered

Name of manager / date

Employee signature

(to confirm accuracy of note)

(To be completed by the person conducting the meeting. Please take a photocopy of this form and give a copy to the member of staff.)

**Napo's overall position on E3**

As has been pointed out in earlier communications, Napo has not agreed to the rationale behind the E3 programme, and still has major reservations about its overall viability. But in reaching an agreement about the process of implementation we have secured important pay protections and future role assurances for members.

Meanwhile, we are continuing our dialogue with NOMS about many aspects of the programme and the valuable feedback that Napo branches are sending in to us and will use this to press the employer on how they intend to make E3 operationally sustainable with minimum impact on staff.

More news on E3 will follow as soon as it becomes available, meanwhile Napo members are urged to attend their local branch AGM and provide feedback about E3 and other issues of concern to their elected representatives.

Yours sincerely

**Ian Lawrence Chris Winters & Yvonne Pattison**

**General Secretary National Co-Chairs**