



An introduction to the National Agreement (NA)

The National Agreement is a document that outlines how those in scope will move on to NPS terms and conditions after transfer. Napo, GMB Scoop and Unison Trade Union members voted overwhelmingly to accept the proposed National Agreement. It's important to note that **the National Agreement doesn't apply to all staff** and therefore the information in this fact sheet won't be relevant to everyone. If you are not clear on whether the National Agreement applies to you or not, please contact your current employer who can clarify this for you.



The National Agreement only applies to those of you who are directly employed by a CRC.

The National Agreement does not apply to those of you who are employed directly by a parent or supply chain organisation.

If the NA doesn't apply to you, you will transfer on your current pay and contractual terms and conditions, unless agreed otherwise through negotiation and consultation discussions.

The NA states that directly employed CRC staff that transfer to HMPPS (NPS) will move to NPS terms and conditions, including pay from the date of transfer. This means that staff will move onto NPS policies, job titles, job descriptions and the NPS pay bands to which these job descriptions have been assigned. If you want to understand how transferring staff will be aligned to roles, you can read about role alignment [here](#).

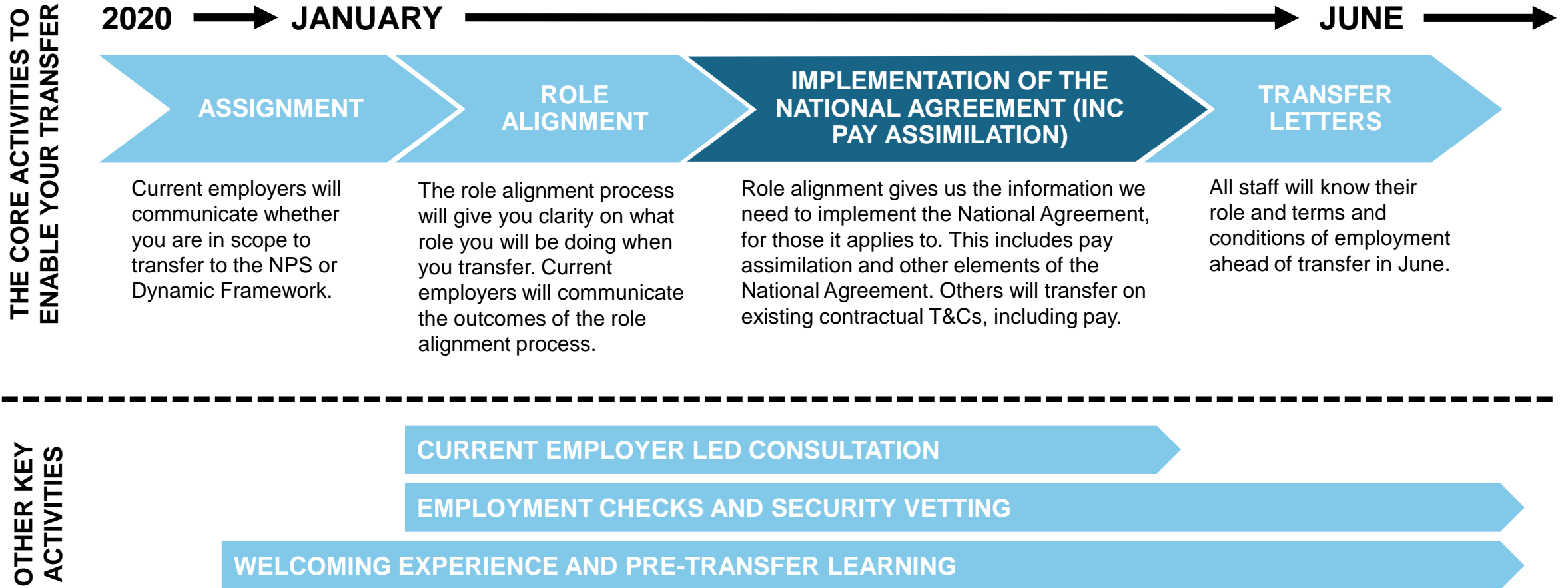
To fully understand the National Agreement and what it means for you, we recommend reading the final national agreement documentation and talking to your Trade Union if you have questions. It is available to view on the Welcome Hub and you can find the link to it [here](#).

What you need to know

1	Pay assimilation and pay protection	2	Allowances	3	Hours of work	4	Travel and Subsistence	5	Annual leave	6	VR
	<p>There is a separate fact sheet that covers pay assimilation and pay protection, you can view it on the Welcome Hub here.</p> <p>To summarise, CRC staff will have their basic annual 37 hour equivalent salary assimilated to the equivalent, or the next highest, NPS pay point in the NPS pay band they are matched to. This won't include allowances / supplements. CRC staff with a basic annual salary above the top of the NPS pay band into which they are placed will receive pay protection for up to three years from the date of transfer. We recommend that you read the pay assimilation fact sheet to understand the full details.</p>		<p>Upon transfer you will be eligible for the appropriate NPS allowances and the benefits associated with being a civil servant. This means that from 26th June, your CRC allowances and benefits will cease unless NPS pays the same and you meet eligibility criteria. You can find more information about the NPS allowances on page 4-5 of this fact sheet.</p>		<p>All full-time staff will be aligned onto the NPS standard 37 hour week. Some of you may currently work longer or shorter weeks and after transfer your working week will change to 37 hours. This does not impact contractual working hours for part time or job share staff, but the hourly rate may differ. New NPS base pay will be calculated based on a 37 hour working week. However for three years from the date of transfer we will protect the difference between your old base pay and your new NPS base pay. After transfer, you can apply for reduced working hours using the standard NPS process.</p>		<p>After transfer, you will be aligned to the NPS travel and subsistence policy. On page 5 of this factsheet, you can see more detail about the entitlements within the HMPPS and you can read the full policy on the HMPPS intranet when you get your new IT kit. Some people will be eligible for a buy out of mileage allowances. The process is being agreed and there will be more information on the Hub soon.</p>		<p>Your new leave year will run from the 1st March to the end of February, and you will be sent an annual leave calculator to work out how much annual leave you have from the 26th June 2021 to the 28th February 2022. Your annual leave will differ depending on your years of continuous service. If you started before or on 31 August 2017, you will have a total leave package of 27 days which rises to 32 days over 5 years and 33 after 7 years. If you started on or after 1 September 2017, you will have a total leave package of 26 days which rises to 31 days over 5 years.</p>		<p>The voluntary redundancy scheme is an important part of the National Agreement. The VR scheme will be launched at the point of transfer and will run for two years. More detail will be available when the scheme launches.</p>

This fact sheet does not cover all of the detailed elements in the National Agreement. Therefore we recommend that you read the complete National Agreement document for further information.

More information on how implementing the National Agreement fits with other elements of the staff transfer



More information on allowances

Upon transfer you will be eligible for the appropriate NPS allowances and the benefits associated with being a civil servant. This means that from 26th June, your CRC allowances and benefits will cease unless NPS pays the same and you meet eligibility criteria. Additional information about common allowances is highlighted below however please note that these lists are not exhaustive.

HMPPS will not provide the following allowances (this list is not exhaustive):

- Group or individual insurance (health, dental, life etc.);
- Private medical care;
- Employer student loan contributions;
- Disability income protection;
- Lease cars;
- Tuition reimbursement;
- Profit sharing;
- Reimbursement for car parking charges at normal place of work.

Common allowances within the NPS include (not exhaustive):

- **Prison Supplement** - paid to staff where their main place of work is a prison
- **Standby** - paid to staff who may be required to respond to work duties out of hours, on a rota basis.
- **Acting Allowance** for staff temporarily undertaking work in a higher band, they will be paid on temporary promotion basis with a 5% increase as a minimum and then placed onto the next highest pay point in the higher band.
- **Market Forces Supplement** paid to some Local Delivery Units who are experiencing difficulties with recruitment and retention.
- **London Weighting**

More information on allowances

The most commonly used allowances are travel and subsistence

If you are required to travel beyond your normal office location(s), you may be entitled to claim the additional travel expenses and subsistence. You can book train tickets and hotels via the online booking portal, and hire cars or your private vehicle can be used when no public transport is available, or where your car has been adapted or adjusted to support you. You can claim subsistence if you travel 5 miles beyond your normal permanent workplace.

When claiming travel and subsistence on SOP (the MoJ HR and Finance system), you will be required to tick a declaration and keep your receipts for 2 years. When you receive your MOJ IT kit, you can access policies and information here:

<https://intranet.noms.gsi.gov.uk/policies-and-subjects>
<https://hmpmps.myhub.sscl.com/>

Excess Hours Payments (Overtime)

If you are a full time employee (up to and including band 3) who works in excess of contracted hours and has this previously agreed in line with business need, you will be compensated with Time Off In Lieu (TOIL) or, where this is not possible, excess hours payments.

Hourly rates are based on basic salary excluding any other payments and allowances. Depending on the days that the excess hours are worked, you will receive either 50% additional pay or double pay. Excess hours payments are only available when they are agreed in advance and supporting business needs.

Staff in Bands 4-6 and above who are working excess hours will be compensated with TOIL.

Unsocial hours payments

After transfer, you may be entitled to claim unsocial hours payments. This is when, as part of normal working hours, work is required for operational reasons to be carried out during the times identified below;

- Monday – Friday 7pm – 8am
- Weekend 8am Saturday – 8am Monday
- Public / Bank holidays.

These working hours are role specific and the unsocial hours will be a pre-agreed working pattern that suits the needs of the business. Unsocial hours payments are only available when they are agreed in advance and supporting business needs.

More information on annual leave

Your annual leave will differ depending on your length of continuous service with your CRC.

Length of Continuous Service	Annual Leave Entitlement	Service Days	Queen's Birthday Privilege Day	Public Holidays	Total
On Appointment	25 days	1	1	8	35
More than 1 year	26 days	1	1	8	36
More than 2 years	27 days	1	1	8	37
More than 3 years	28 days	1	1	8	38
More than 4 years	29 days	1	1	8	39
More than 5 years	30 days	1	1	8	40
More than 7 years	30 days	2	1	8	41

If you started before or on 31 August 2017, you will have a total leave package of 27 days which rises to 32 days over 5 years and 33 after 7 years.

Please note that you are only eligible for the privilege day from the 2022 – 2023 leave year.

If you started on or after 1 September 2017, you will have a total leave package of 26 days which rises to 31 days over 5 years.

Please note that you are only eligible for the privilege day from the 2022-2023 leave year.

Length of Continuous Service	Annual Leave Entitlement	Queen's Birthday Privilege Day	Public Holidays	Total
On Appointment	25 days	1	8	34
More than 1 year	26 days	1	8	35
More than 2 years	27 days	1	8	36
More than 3 years	28 days	1	8	37
More than 4 years	29 days	1	8	38
More than 5 years	30 days	1	8	39

More information on **family leave**

If you have an Expected Week of Childbirth (EWC) date or matching date (for adoption) on day 1 or after transfer, you will be subject to HMPPS policies. This means that your existing CRC terms apply up to the date of transfer and HMPPS terms apply from the date of transfer onwards. There will be no back-dating of the HMPPS terms prior to the date of transfer.

If you have an Expected Week of Childbirth (EWC) date or matching date (for adoption) prior to transfer will continue on your CRC policy entitlement.

Policy	Entitlement
Maternity, Adoption and Shared Parental Leave	52 weeks leave which is paid as follows: 26 weeks occupational pay (full pay) and 13 weeks at the lesser of Statutory Pay or 90% of weekly earnings. The remaining period is at nil pay.
Maternity/Paternity Support Leave	1 or 2 weeks leave at full contractual pay
Parental Leave	18 weeks unpaid leave up to the child's 18 th birthday (no change)

Eligibility criteria apply to all types of family leave.

More information on **occupational sick pay**

After you transition to the new Probation Service you will move on to the NPS occupational sick pay policies. The entitlements are highlighted below.

Time of service	Entitlement
During 1st year of service	1 month's full pay (after completing 4 months' service: 2 months half pay)
During 2nd year of service	2 months full pay and 2 months half pay
During 3rd year of service	4 months full pay and 4 months half pay
During 4th and 5th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

What you need to do

There is nothing that you need to do to ensure that the National Agreement gets implemented as this is done for you.

If you want more information, you may wish to read the full National Agreement document that can be found on the Welcome Hub [here](#). You can also talk to your Trade Union.

The key questions answered

If I am not covered by the National Agreement, will my terms and conditions be aligned to the NPS after transition?

Our aim is that those who are not covered by the NA will be aligned to NPS T&Cs after transfer, this will be subject to negotiations with recognised Trade Unions.

Where can I find information about elements of the National Agreement that are not covered in this pack?

You can find more information on pay assimilation and pay protection on the Welcome Hub [here](#). You can also find more information by reading the National Agreement [here](#) or by talking to your Trade Union. The National Agreement covers some topics that haven't been explained in this fact sheet, such as career breaks.

If the National Agreement has already been agreed, what is being discussed in consultation?

Consultation is a key element of the transfer process for everyone. The National Agreement does not cover all of the changes that will impact people upon transfer and so the consultation seeks to pick up and address the other proposed changes (such as change of pay date), as well as the arrangements for how we apply the National Agreement during the period of transition. Consultation discussions will not change what has been agreed as part of the National Agreement.