



Probation News

August 2021- issue 40

Foreword by Amy Rees, Director General of Probation and Wales

Welcome to the latest edition of Probation News. As you'll be aware on Monday 19 July, England moved to Step 4 of the UK Government Roadmap and most of the remaining legal COVID-19 restrictions in place were lifted. We have carefully reviewed the implications of the announcement and the latest position on Exceptional Delivery Models (EDM's), home visits, working from home and approved premises is set out in this edition.

We will also continue to monitor the situation in Wales following the Welsh Government announcement on 14 July. Thank you for everything you are doing to help progress probation recovery. If you do have any questions, please speak to your line manager.

I am really looking forward to our first ever Probation Day on 21 August. The date is significant for us as it marks the 114th Anniversary of the [Probation of Offenders Act 1907](#). The Act provided, for the first time, a statutory foundation of the probation service. So, we've picked this day to celebrate, reflect on the work we do, raise awareness of our work with our partners and the public and even to encourage more people to think about working for probation in the future.

We have a wide range of activity on the day and the week preceding it including virtual events, videos and articles, created by a huge range of colleagues and partners across the entire business. Please do take a look at what's on and what's available in this edition of Probation News. I do hope you can carve out a little bit of time to celebrate the work of your Probation Service. In the lead up to Probation Day, we are launching a competition where you can vote for the

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flower that you feel best represents the values of the Probation Service and we will then use as an emblem for Probation Day moving forward. Further details can be found on [HMPPS intranet](#) so do please get involved and get voting!

We are now over a month into being a new unified Probation Service and I hope you are starting to feel settled across your teams. There are updates in this issue on where we are with our reforms and don't forget there is lots of information on the [Welcome Hub](#) too.

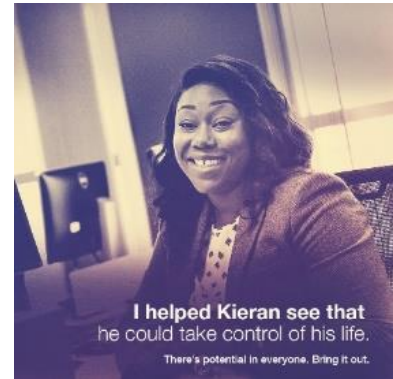
As ever, thank you for everything you continue to do.

Amy Rees

Director General of Probation and Wales

Probation Day

The events calendar is shaping up well for the week leading up to and Probation Day itself. Given how busy everyone is across the business, you will have the opportunity to get involved in the below live events and access some themed 'ON DEMAND' videos and articles. These will be unlocked and shared with you throughout the week so you can watch at your convenience. But for now, have a look at the live events and how to join below:



Monday 16th August, 14:00-15:00: Launching our week of celebrations

Hear more about the week ahead, why there's lots to celebrate and some memorable milestones from our history. We are pleased to welcome Minister Chalk, Antonia Romeo, Jo Farrar, Amy Rees, Kilvinder Vigurs and Roz Hamilton to this session.

Click [here](#) to join the event.

Wednesday 18th August, 10:30-11:15: Celebrating our staff

Amy Rees will be recognising some great examples of the work of probation staff.

Click [here](#) to join the event.

Thursday 19th August, 10:30-11:30, Hear from Justin Russell, Chief Inspector of HMI Probation

Hear reflections on HMI Probation inspection work and learn more about products the inspectorate have developed to support probation practice.

Click [here](#) to join the event

Friday 20th August, 10:00-10:30, Working in partnership

Hear more about our work with partners through Commissioned Rehabilitative Services and how to get the best outcomes for people on probation.

Click here to [join](#) the event.

TIP: Put a placeholder in your Outlook diary to put aside the time to get involved.

Adopt a flower:

Vote for a flower which we feel best represents the values of the Probation Service and can use as an emblem for Probation Day moving forward.

A number of suggestions have been made for flowers which symbolise some of our core values - humanity and purpose - and we've also tried to make sure the choices are pollinator friendly.



To vote and for further information please go to the [intranet](#).

Last call for your photos

As part of the celebrations we are looking to collect as many photos from you to create a gallery of probation over the years. If you have any photos you want to send in, please [drop them into this Teams channel](#). You will need to complete consent form which we have saved in the folder.

Last chance to submit photos is close of play **6 August**.

Probation Reform, Workforce & Recovery Programmes

Please note that for ease of reference where you see communications encased in a **purple box** these are specifically for staff who have transferred.

Reform and Workforce Programmes Update

How you will be paid in July`

If you transferred into the Probation Service from a CRC, Parent or Supply Chain organisation on 26 June, how you will be paid in July will be slightly different.

In July, you will receive two payments and two pay slip

- One payment will cover the period between 26 and 30 June generated from the normal payroll process. To ensure you are not double paid for the period between 26 and 30 June, the advance payment you received in June will be deducted and any balance left will be paid to you on 30 July. This will be shown on the pay slip you receive for the period between 26 and 30 June.
- The other payment will be your normal July salary between 1 and 31 July.

From the end of August onwards, you will be paid as normal at the end of each month. There is more detailed information about your July pay, including a fact sheet to help you understand your July pay slip, on the [Welcome Hub](#).

If you have any queries regarding the pay you receive in July, please contact SSCL's HR contact centre. SSCL have set up a dedicated phone line for staff who have transferred for pay related queries. **The number is 0345 241 5351 and you should select option 1 followed by option 7.** You can find more information on how to contact SSCL [here](#).

Annual Leave Calculator for Transferred CRC Staff

If you transferred from the CRC on 26 June, you will retain your CRC annual leave entitlement until 28 February 2022. From 1 March 2022, CRC entitlements will cease to apply and the Probation Service (NPS) annual leave entitlements will apply as set out in the [National Agreement](#).

To help you to calculate your annual leave entitlement up until 28 February 2022, a **transitional annual leave calculator** and guidance has been made available for you on the [Welcome Hub](#). This will help you calculate, pro-rata, your entitlement and should only be used for this transitional period.

From 1 March 2022, your annual leave entitlement will align with the Probation Service (NPS) and you will be able to calculate your entitlement from this date using the Probation Service (NPS) **annual leave calculator**. Guidance is also available on MyHub.

Please note, **if you transferred from a Parent or Supply Chain organisation**, you will retain your pre-transfer annual leave entitlement and leave year so **neither the transitional calculator nor the Probation Service (NPS) annual leave calculator applies to you**. Your annual leave entitlement will be considered as part of the harmonisation with the Probation Service terms at a later date, subject to negotiation with Trade Unions.

Staff Engagement Events – Recordings and QA (Question & Answers)



During June 2021, we held some staff engagement events for those of you who were transferring from CRCs, Parent and Supply chain organisations to support you through the transition.

We would like to thank everyone who attended the events and submitted questions. If you were unable to attend an event, click on the below links to access the Q&A and recordings of the events:

Pay Update – 2021/22

Correction: In issue 39, we said that the pay award for 2021/2022 will apply to those in post in the NPS on 31 May 2021. This should have read 31 March 2021.

We know that the delays to this year's pay award and your progression payment is frustrating. Pay is important, but it's also hugely complex and we want to make sure we're getting it right.

Your pay progression is a contractual entitlement. However, it still forms part of the total pay award each year and as a Civil Service department, we must look to Government pay remit guidance which sets arrangements on pay for civil servants, before making any pay award. Once pay remit guidance has been

issued, we must then engage in negotiations with Trade Union colleagues, as well as with HM Treasury and Cabinet Office.

We have all faced exceptional challenges over the last year, and in response to the economic challenges presented by COVID-19, the Government has placed a pause on pay awards for the majority of civil servants. We understand that this is disappointing, but it is important we respect what the Government considers necessary to be able to recover from the impacts of COVID-19.

This process of securing the pay award for 2021/22 is currently underway, although these things can take some time. Please rest assured that once we've agreed this year's award, progression payments will be backdated to 1 April 2021. As we progress with our negotiations, we will keep you updated through Probation News, the HMPPS intranet and your regional channels.

Please note: transferring staff will already have received their pay award from their previous employer.

In the meantime, if you have any general questions, you can let us know by [email](#) or if you have any specific questions about your own pay please contact [SSCL](#).

Competency Based Pay Progression Framework (CBF)

The CBF is a simple way to move eligible staff through their pay points and is the agreed replacement for automatic pay progression, agreed as part of the [2018 Pay Modernisation Agreement](#).

For staff who recently transferred from a CRC, please be reminded that 'opening conversations' should take place with your manager **by 31st August**. During this conversation, you will agree your level of competence and discuss potential examples of your work that you could record during the year to evidence your competence. **Your manager will then update SOP (HR system).**

For more information:

- [Watch this short video to see how the process works](#) and for more detail including worked examples go to the [CBF pages on MyHub](#).
- A CBF Manager Briefing will take place on 3 August 1.30pm-2.15pm - [click to download the calendar invite](#)
- If you have any questions, email cbf-enquiries@justice.gov.uk or take a look at [the key CBF documents on My Hub](#).

Internal PQiP Recruitment (trainee probation officer) NOW LIVE

Recruitment for trainee probation officers opened to staff on the 26 July and closes on the 15 August.

We are opening this campaign to **employees first**, prior to extending to external applicants.

This campaign has options specifically designed for employees with two new internal pathways:

- New PSO Progression for candidates with and without degrees (graduate and non-graduate)
- Part-time Programme

We have committed to recruiting 1500 trainee probation officers in 2021/22 and offering opportunities to existing staff to apply is an important part of this commitment.

As part of the [Workforce Strategy's](#) commitment to attract and retain talented people, this campaign provides opportunities to **progress your career**, making it **easier to move internally** and **continue your professional development** within the Probation Service.

Sound Interesting?

On Thursday 5 August at 12pm, we are putting on a webinar where we'll provide guidance on completing the application process and answer any questions you may have.

[Click here to Register For The Event](#)

For more information on becoming a trainee probation officer or to apply, please go to our PQiP recruitment websites:

[PSO PQiP Applications](#)

[Other PQiP Applications \(other grades/wider MoJ\)](#)

Updating the GAL and People Finder

It's important to keep the Global Address List (GAL) and People Finder updated with the latest information. The GAL and People Finder are important MoJ tools which allow others to easily access your contact details and also give some information about your role and location to colleagues who may need to get in touch. To update the Global Address List follow these [instructions](#) on the Welcome Hub.

To update your information on People Finder or create a People Finder account, please follow these [instructions](#).

Please remember to please ensure your email address is correct and up to date in all relevant places within the system.

Recovery Update

As Amy mentioned, on Monday 19 July, England moved to **Step 4 of the UK Government Roadmap** and most of the remaining legal Covid-19 restrictions in place were lifted. You can find out more [here](#). The government message is to

continue to practice caution and personal responsibility, noting the country will not simply be able to revert to life before COVID.

We have carefully reviewed the implications of the announcement and lifting of restrictions in England on 19 July for our probation work. We are progressing to green EDMs in England as soon as we are able to, taking into account the ability of individual regions to be able to do this given their local circumstances and considerations. Changes to delivery levels will be informed by risk assessments, which we continue to engage with Public Health England and trade unions to inform.

We will continue to monitor the situation in Wales following the Welsh Government announcement on 14 July to move to Alert Level Zero from 7 August and look to understand the impact for our EDMs, working closely with Public Health Wales and trade unions to assess next steps. We remain committed to progressing towards delivery against national standards, from 1 September.

The national pause on **home visits** is now fully lifted and now includes all cases. There will be no change to the Risk Assessment process so current arrangements will remain in place. We will also ensure individual risk assessments continue to be used for staff members who have particular concerns in this regard, including those who are clinically extremely vulnerable. Alongside this, we will also continue to use individual risk assessments for victim cases and people on probation where required in relation to visits and office appointments.

As of the 19 July, there is **now no longer a government instruction to work from home in England** but again the Prime Minister stated that he did not expect everyone to return to offices immediately. We intend to continue with our blended approach to work locations. We have re-circulated the Smarter Working Toolkit and our Remote Working Policy to regions to enable decisions to be made locally on where and how staff members work depending on their job roles.

For our **Approved Premises**, there will be no immediate changes after the lifting of restrictions on Monday 19 July due to the different nature of the environment. The current Approved Premises position statement remains in place and any future changes to practice will be informed by risk assessments.

With rising rates of infection in the community, accelerated by the delta variant of concern and the time lag before the vaccine offers maximum protection, we are now in a window in which our actions will have the biggest impact. We are therefore encouraging all probation staff who are able, to join in the effort and book their vaccines as soon as possible. For more information on receiving your vaccine, please visit the [NHS website](#) in England and the [Welsh Government website](#) in Wales.

Line managers will do all they can to make this as straightforward as possible for you. Paid time off to attend vaccination appointments will be supported where required, in line with existing policies for attending medical appointments. Once staff have taken up the offer of vaccination, whilst completely voluntary, the Service would appreciate staff recording this on SOP.

You can do this on the 'My Vaccination Information' tab on the home page. If you are unable to access SOP for any reason then, with your consent, your line manager can input your vaccination status on your behalf. Staff can be reassured that this data will only be used, once anonymised, to assist Public Health England and Public Health

Wales provide informed advice about strategies to help manage potential health risks posed to the Probation Service community by COVID 19 variants in the future.

We will keep you updated over the coming days on next steps for probation delivery in England and Wales. In the meantime, if you have any queries, please speak to your line manager.

Changing Places

We have some vacancies so please do apply if any of the below sound interesting to you.

Our colleagues in Guernsey are looking to recruit 2 x Probation Officers.

[States of Guernsey Careers: Probation Officer x 2 \(77697\) \(successfactors.eu\)](#)

The closing date is 18th August. If you have any questions please contact Katherine Lockwood, Senior Probation Officer on tel. 01481 224337 or email: katherine.lockwood@gov.gg

Probation Workforce Programme Roles:

[Band 8 - Operational Resource and Change Activity Workstream Lead](#) - 2x vacancies, closing on **Monday 2nd August**

Please feel free to share external links with friends or family. Internal applicants are required to inform their Line Manager before applying. Please see Sonia Flynn's note on this in Probation News 37 – [Permission for Secondments or Loans](#).

COVID19 update:

[Visit the COVID-19 page to find all internal and external advice and guidance](#) .

These pages are frequently updated with the latest relevant news about COVID-19.

Recent communications regarding COVID include:

- [COVID-19: rolling news feed | Ministry of Justice HQ](#)

All staff should ensure they are familiar with the information which is being issued on COVID-19 through their teams and centrally and follow this guidance. Please do speak to your line manager.

if you have any questions. For staff unable to access the intranet, please contact the [HMPPS Communications team](#) should you require copies of any of the information.

HMPPS Operational Innovation Awards – don't miss out!

The HMPPS Operational Innovation Awards are an annual opportunity for front line staff in prisons, probation and YCS to apply for an award of up to £10,000 to support delivery of an innovative idea.

Last year we received over 200 applications and supported the set up of 15 new projects and the expansion of 3 already established projects in England and Wales across HMPPS front line services.

We would like to support even more innovative projects this year!

Who can apply?

Applications are open to probation, prison and YCS staff. We are particularly encouraging more applications from Probation Colleagues this year and look forward to hearing your brilliant ideas!

In addition to the financial award, winners receive practical support from the Innovations team to get their project up and running.

Apply for an innovation award

You can [apply using the innovation award application form](#).

Deadline for applications

The deadline for Applications is Friday 13 August. Winners will be announced mid-September.

Encouraging ideas

We want to use innovations to help operations to be the best they can be – to meet the needs of people in prison and on probation and also support staff in their work. We will continue to support awards which align with our business priorities of reform and recovery.

We actively encourage innovative ideas that support delivery of the HMPPS principles:

- modernise our estates and technology
- enable people to be their best
- transform through partnerships
- an open, learning culture

More information

For further details on the awards, the work we do to celebrate innovation, and how you can get involved, email: innovations@justice.gov.uk. You can also contact us direct for a paper-based application form. We look forward to hearing from you and about your brilliant ideas!

Related documents

- [HMPPS Operational Innovation Awards 2020 winners \(27.0 KB\)](#)

InsightsOnline –Dr Rachael Wheatley - How to identify stalking behaviour – 4 November

InsightsOnline hosts some outstanding learning offerings. One not to miss is Dr Rachael Wheatley, HMPPS Forensic Psychologist, and her colleagues discussing [How to identify stalking behaviour – a guide for Practitioners](#) on 4 November from 11.30am – 1pm

This session provides an overview of stalking typologies and motivational factors, plus relevant risk and responsivity factors. These are essential aspects for informing practitioner assessments, engagement sessions, and risk management planning.

This session will cover some engagement and signposting options, and refer attendees to current resources to assist in their case management duties. The session will end with a question and answer session.

Find out more and register at www.hmppsinsights.co.uk

Top tips – How to access the Media Notification Template

Want to make the Ministry of Justice press office aware of a case that may receive media attention and need their advice. A new, updated, streamlined media notification template has been created and is now available on [EQuIP](#)

7 Minute Briefing – Trauma Responsive Work with Women

This briefing provides an introduction to trauma and why a gender specific approach is needed when working with women. It clarifies the distinction between being trauma informed and trauma responsive and provides practical guidance to support practitioners in their work with women in the criminal justice system.

EQuIP; [7 Minute Briefing – Trauma Responsive Work with Women](#)

My Learning; [7 Minute Briefing – Trauma Responsive Work with Women](#)

All our 7 Minute Briefings can be found on EQuIP by searching for '7 Minute Briefing'.

EQuIP update

EQuIP Briefing dates and recent updates can be found on the intranet [HMPPS EQuIP Group Page](#)

