**Harmonisation Frequently Asked Questions (FAQs)**

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**(Last updated on 31/03/2022)**

# **Staff Session Q&A**

## **Harmonisation process**

1. **Who is in scope for harmonisation?**

Staff in scope for harmonisation will have transferred form a Parent Org or Supply Chain Org as per the list below – add list. If you are not sure where you transferred from please email HandSTenquiries@justice.gov.uk

1. **What is the anticipated timescale for full harmonisation?**The proposed timescale for harmonisation implementation is June 2022 subject to Trade Union (TU) negotiations and ballot outcome. Currently, we are undergoing negotiations with TU. We will be negotiating with our recognised Trade Unions, the harmonisation of Parent Organisation and Supply Chain staff through a process called ‘collective bargaining’. Our objective is to reach an agreement with our Trade Unions - which they will put to their members via a ballot – to align you to Probation Service T&Cs and pay scales. Therefore, you need to consider whether joining a Trade Union will be right for you in order for you to be consulted and to cast your vote in the ballot.

New

1. **How long will I have to consider the harmonisation package?**

We haven’t yet determined the precis details but once the ballot is with staff for consideration, staff will have several weeks and this is the same across all 3 TUs.

New

1. **Are HMPPS and the Trade Unions close to reaching a deal?**

There have been 5 joint negotiation meetings so far which have been both positive and constructive in working through the various terms and conditions. Overall, the negotiations are in a good place but are still subject to agreeing an overall package which includes some tricky aspects and managing the complexity of the variety of former terms and conditions. We still can’t provide all the detail at this stage, but we remain on track to come out to members shortly and hope to be ready for ballot in April as planned.

1. **How will I see the details of the proposed harmonisation package?**

As above, there will be plenty of information available to help you understand the detail of the harmonisation proposals, particularly as there is such a wide variety of terms and conditions to be considered. We will provide some worked examples to illustrate the proposals. We will maintain our monthly staff and line manager update sessions and the TUs will also be holding their own briefings for members.

1. **What security do we have that the goal post won’t be moved again next year, and we will find ourselves in the same position as we are now?**

We will continue to work with the recognised TU involved in the process and provide updates. All changes to terms are negotiated through Trade Unions via collective bargaining, with TU’s ultimately balloting their members to accept or reject the proposals. Harmonisation implementation is June 2022 subject to TU’s negotiations and successful ballot outcome.

## **Secondary transfer**

1. **If staff will have secondary transfer, will they have to harmonise twice?**

Yes, everyone will be harmonised onto PS T&C and then as part of the secondary transfer, you will be harmonised onto the terms for the part of the organisation you are working in, e.g. MOJ or HMPPS. This is because the terms are not standardised across PS, HMPPS, and MOJ.

1. **If I transferred into HMPPS, why I would need to then harmonise into Probation?**

You transferred into PS but are working in HMPPS at the present time. The intention is to align everyone onto PS terms before beginning the process of secondary transfer through which you will permanently move into HMPPS.

1. **I moved over from the CRC in June. Not part of the national agreement as a Parent Organisation. Have not received any new contract paperwork. I seem to (and have been told) that I now am part of MOJ. Is that correct?**

No, you remain a PS member of staff working in MOJ until the secondary transfer has concluded.

New

1. **I will also be subject to secondary transfer -how is that progressing and what are the timescales?**

The requirements for Secondary Transfer for those assigned to roles in either HMPPS or MoJ are currently being scoped and Gavin Haigh is leading this. Secondary Transfer won’t take place until harmonisation to Probation Service terms has concluded. Secondary Transfer will require further negotiations with the TUs. The current TUs supporting members through harmonisation will continue their support up to the point of handover to the relevant TUs who have the recognition for workplaces in either HMPPS or MoJ. We know that this will be a lengthy process for those staff subject to Secondary Transfer and we need to progress this as soon as harmonisation has concluded. We will share information with you about this as soon as possible.

## **Probation Service (PS) supporting staff**

1. **How do we as staff have any assurance that PS will be looking to value staff and provide a positive harmonisation process / favourable terms of the \*first\* port of call is 'join a Union' to protect your interests - should we be assured that PS are looking after our interests too?**

We are conducting staff engagement groups and providing information on the welcome 'hub' for staff who are impacted by this process. We are undertaking a data analysis exercise to compare the legacy T&C's against PS T&C to assess the impact of harmonisation. We are sharing these outcomes with TU reps to help inform the negotiations. We will also provide regular updates so that we can ensure all staff, line managers, RPDs, and HRBP's are aware of the latest update on harmonisation.

1. **Following the legal obligations is the bare minimum being done, HMPPS/MOJ are not doing any more to support their staff. 'Legal' is because you have to, not because you want to. Where is the support?**

Support is available to all staff who are in scope through the engagement events, from line managers (for whom we are running sessions to help them support you), the Welcome Hub and Trade Unions. Queries about the harmonisation process can be submitted to the functional mailbox at **HandSTenquiries@justice.gov.uk**. Specific queries about individual terms, pay, or situations should be directed to your relevant Trade Union representative.

1. **As an ex PO / SC employee I feel as though we were invisible and I'm not confident that our interests are really being taken into account or properly represented.**

Both the employer’s side and TUs are taking note of what is said in those sessions and this is reflected in the harmonisation negotiations. You can also feed any comments in via the functional mailbox at **HandSTenquiries@justice.gov.uk** or the TU reps.

## **MOJ specific queries**

1. **What is the point that service in MoJ is recognised from? This impacts issues such as eligibility for pay awards, allowances, etc.**

Continuous service with the previous employer will count as a period of continuous service with the PS post-transfer and the change of employer does not break the continuity of employment. Transferred staff may benefit from access to the Civil Service Compensation Scheme (CSCS), Civil Service Medical Inefficiency payments, and the Civil Service Injury Benefit Scheme, subject to the scheme regulations in force at the time of the claim. Entitlement under these schemes is based only on civil service qualifying service from the date of the transfer.

1. **What constitutes a MOJ Functional Leadership role? I'm now a Senior Press Officer in the MoJ Comms Directorate - is that MOJ Functional Leadership because I've never heard it described as such?**

Yes, that is the short answer. It's terrible jargon but when we talk about functional leadership; we mean those services that are based in MoJ but provide support back into HMPPS. So, finance, HR, legal, commercial, analytics, comms, and digital.

New

1. **I have worked for NPS before then was transferred to CRC and now back to MOJ. Will my continuous service count from the date I have been employed with NPS?**

As per measures, continuous service with the previous employer will count as a period of continuous service with the NPS post transfer and the change of employer does not break continuity of employment. However only service post 26/6/21 service will count for CS benefits.

## **Terms and conditions**

1. **What is the position for staff already aligned to PS terms and conditions?**

Continuous service with the previous employer will count as a period of continuous service with the PS post-transfer and the change of employer**.** Staff who are already aligned to PS terms are not in scope for harmonisation work. Some may be in scope for secondary transfer to align them onto the T&Cs and pay scales of that business area i.e., HMPPS or MoJ if they are working in a role outside of PS. This will be subject to a further consultation process.

1. **Why are staff not able to opt into PS T&Cs ahead of the harmonisation ballot if they individually choose to?**

We have an agreed process in this organisation for making changes to employees T&C, which is via collective bargaining with our recognised Trade Unions. The intention to harmonise T&Cs for transferring staff not subject to the NA was made clear during the measure's consultation process. We do not have the resources to run an opt-in exercise by individual staff member given the complexity of terms and conditions that exist because of staff transferring in from multiple organisations.

1. **Are there any quick wins with certain terms where it is evident that it would be favourable to all? Could these be implemented sooner or is the intention it’s all done in one go?**

There are no quicks wins – all terms will be agreed and implemented in one go if we reach an agreement with Trade Unions.

1. **Many of us were told our contractual locations would remain the same after unification, however, post-June some staff have found this T&C challenged (with some staff being told they cannot attend their contractual location). Is this a known issue?**

This should be raised with your line manager or Head of HR locally.

1. **As we have now been transferred over on Sick leave, will we be transferring on maternity leave terms & conditions too?**

You remain on your legacy maternity terms. If harmonisation is agreed you will transfer to PS maternity leave and benefits.

New

1. **My current role remains unmatched -how are you going to align my terms and conditions?**

Work is underway to understand the approach by which those staff currently in unmatched roles will be aligned to Probation Service terms and conditions. We will come back to you shortly to explain how this will work.

New

1. **What’s the position on the backdating of terms and conditions?**

Both backdating and the ‘effective date’ are key issues in the harmonisation negotiations and we can’t comment on them specifically ahead of the package being agreed ahead of the staff ballot as both issues are part of that central package.

## **Flexible Working**

New

1. **Application of Flexi Time**

Term 3 of the measures statement confirms that all transferred staff came onto our flexible working policies at transfer. The statement doesn’t explicitly reference flexi-time as such but does reference managing TOIL balances – which infers the Probation Service flexi-time scheme applies too.  HR policy have confirmed that Probation Service flexi-time scheme ***does***apply to transferred staff. However, this doesn’t mean staff are necessarily *entitled* to work flexi-time– some job roles do not lend themselves to flexi-time working arrangements so it will always be subject to business need.  In short, if colleagues who were in NPS, are working in the same business area and able to have flexi-time working arrangements, the same applies to all staff who transferred in 26 June 2021.

## **Job Evaluation/Matching**

1. **What is the plan for team managers, and will they be made a band 5?**

Job evaluation is a separate process to harmonisation.

1. **What is the plan for team managers in custody? Will they be transferred to bank colleagues?**

This does not appear to relate to harmonisation.

1. **Why were non-qualified staff transferred into roles which require a qualification – they have been unable to work in the role aligned to and PS is unsure of what work should be given for them to do**

Role alignment is a separate process to harmonisation.

1. **For those of us who were seconded into band 7 role in CRC for the last 18 months, but had to transfer on substantive band 4 role, does that mean our salary drops dramatically and we can't apply for roles above a certain band anymore?**

Staff transferred on their substantive grade so we assume you were on temporary promotion on secondment so once your secondment ends you will revert to a band 4 post as would the case for anyone else in this situation. You can apply for any role at any grade.

1. **Will those on Fixed-term contracts be made permanent?**

This is subject to local decision-making. You need to speak to your line manager or HRBP. This is a decision that will be made by the RPD for the regions.

1. **Can we apply for other roles in Probation, HMPPS, Civil Service whilst in this process?**

Yes, you can apply to any other roles in HMPPS, PS MOJ, and wider Civil Service. If successful you will move onto HMPPS / PS / MOJ / Other Civil Service T&C and will no longer be in scope for harmonisation.

1. **Is role alignment separate or part of harmonisation? some of us are still termed as 'ungraded' and therefore would welcome conversations about what future grades should be.**

Role alignment is a separate process to the harmonisation work and has now concluded.  If you have been matched or allocated to a role outside of PS (e.g. MOJ or HMPPS HQ) you are working in that business area, but you will not be fully aligned until the harmonisation work and the workaround secondary transfer is completed. If you are a former PO/SC employee, the harmonisation work underway seeks to agree on alignment to PS terms and conditions. If you are a former CRC / PO / SC employee working outside of the PS, the secondary transfer work will seek to align you fully with the business area, including terms and conditions.

1. **Keen to understand the current status of those who were moved into a role after a verbal discussion (and have never received any paperwork or formal allocation). In the absence of a formal appeal, have you "accepted" a grade?**

You are undertaking work as a PS employee in another part of the wider business (e.g. MOJ or HMPPS). You will only formally accept the grade of that business area, as part of secondary transfer. However, through the job match process, your current work has been deemed the best match for you as some of the roles that existed in the organisations you transferred from do not exist in PS.  (We have a model whereby some services are provided to PS.  For example, HR, digital, services are provided to PS by MOJ and Health and Safety by HMPPS HQ).

1. **I transferred from Interserve in June, I was put into the Peoples Capability team, and now I have been seconded to HMCTS in the MAT team, how will this affect me?**

You will still be subject to harmonisation (if former PO/SC). Your HRBP will be able to provide further information.

## **Pay**

1. **Will we transfer on to the bottom on the pay scale for our band or will our years of service be factored into the pay scale we are put on?**

How your pay will be assimilated will be determined by the harmonisation negotiations. We intend to assimilate your pay onto the PS pay scales, but we are dependent on agreement in the harmonisation negotiations to do this.

1. **Do we have to wait for months for Harmonisation for pay to be resolved if already aligned to PS?**

After the negotiation is completed and the successful TU ballot outcome is received, we can begin implementation. Regular updates will be communicated to all staff in scope through various channels; including the Hub, Change representatives, Engagement groups, and Trade Unions.

1. **When will pay be aligned or sorted? My pay is still not correct, and it’s been months.**

You will need to contact SSCL regarding individual pay queries **MoJ-hr-enquries@gov.sscl.com**

1. **I was previously working for Shelter as a triage resettlement worker, in June I transferred over to a probation services officer doing a completely different job, but I am still on my previous pay for my old role, will this be increased once harmonised?**

Will be agreed as part of the harmonisation negotiations. We intend to assimilate your pay onto the PS pay scales, but we are dependent on agreement in the harmonisation negotiations to do this.

1. **My gross salary will reduce by 16-36% when I am mapped to a PS/HMPPS band, which is of real concern. Can anything more about pay protection be shared at this point?**

This is subject to what is agreed during negotiations with the Trade Unions as part of harmonisation.

New

1. **Pay Protection**

For CRC staff who have pay protection, this has been applied on a mark time, erodible basis. Therefore, as pay increases, either on promotion, lateral transfer or pay award, the value of the mark time decreases in line with the increase in the salary.  A lateral transfer or promotion shouldn’t result in the payment being automatically removed, just reduced proportionately in line with the pay rise (although obviously in some cases this will result in the payment fully eroding). So, it is not the case that allowances are removed on promotion or lateral moves, but they may erode in light of pay increases.

1. **Why can the issue of pay not be separated out? If someone is carrying out a recognised role but at a lower rate, why can they not be moved up to the appropriate pay with immediate effect?**

The harmonisation negotiation will seek to agree on all terms - of which pay is part.

1. **Why should I have to apply for the same job to get the right T&C's and pay? why was this not aligned when we moved in June?**

We were unable to harmonise pre-transfer as SC and PO staff did not have collective bargaining clauses in their contracts and also, we did not have time as these staff came into scope later in the process. It is a personal choice if you choose to apply for a PS role now or wait for the outcome of the harmonisation negotiation.

1. **Why can't staff go on temp pay to reflect their current role until harmonisation has been completed?**

This has the potential to create overpayments and to complicate the pay harmonisation process as we only agree on the principles around assimilation during the negotiations on harmonisation.

1. **We are now on permanent contracts; will this be on our legacy T&C's- if so, how does this affect harmonisation?**

We assume this refers to FTC being made permanent. In which case you will remain on your legacy terms until harmonisation.

1. **Are we considering those who may have received a salary with the PO's that may be higher than the matched role? Will Pay Protection be considered as part of this process?**

This is subject to what is agreed in the negotiation process

1. **I am on a higher salary than the role I have been aligned to – what will happen to my pay?**

Under the NA for CRC staff pay was assimilated to the same or next highest pay point for the band of the role the person was job matched to. Where someone was over the maximum for the pay band their pay was protected for 3 years, on an erodible basis. (So, if you got pay rise for example the mark time pay would reduce accordingly). What will happen to your pay is subject to what is agreed in the negotiations, but we are likely to seek to do something very similar if not the same.

1. **At present SC staff working in prisons are not eligible for the prison monthly allowance payments. Will this remain the same until unification in 2022?**

We intend to pay all PS allowances to eligible staff once an agreement to harmonise has been reached.

1. **Will there be opportunities for voluntary redundancy?**

This is subject to what is agreed in the negotiations process and we would need Treasury approval.

1. **The email that went out said we would be aligned to the lowest band in Probation, before being secondary transferred - we have been brought into Probation but our salaries have not changed and we have not been advised what Band we are in - when will this part be sorted?**

All PO & SC have remained on their legacy salary pending harmonisation. If you are an ex-CRC member of staff in an unmatched role then temporary pay assimilation was applied whereby you would be matched to the same or next lowest pay point and if the later pay protection applied to ensure you did not experience a detriment. This will be resolved as part of a secondary transfer.

1. **How are new staff being hired on a higher pay grade than existing staff? how is this justified?**

Jobs are advertised on PS terms and pay Until we reach an agreement on a harmonisation package, we cannot vary staff terms/conditions, whether positive or negative for those who have transferred in

1. **If, once the secondary transfer is complete, we are aligned to a pay grade that is lower than our current salary, will we automatically be moved to the top of the allocated pay band?**

This is dependent on the outcome of the negotiations.

1. **As part of the transfer, those from PF came across with a pay review due. As harmonisation won't occur in the next year, will this be addressed at all? It was not addressed in the measures.**

The measures confirmed the pay review would be honoured. However, it was explained during consultation it would not happen in July due to the need to resolve post-transfer pay queries. It is in hand and further communication will follow.

1. **Will CRC staff already assimilated to the National Probation Service but aligned to MoJ roles get the contractual pay band increment in April 2022?**

To be advised in the coming weeks.

1. **For us who didn't receive any written assurance relating to protections; when does pay protection start - at the point of alignment, harmonisation, or 26th June?**

This will be agreed as part of the harmonisation process.

1. **Is there potential for staff to receive lower pay after harmonisation than they are on now?**

This will be dependent on what is agreed in the harmonisation negotiations.

## **Back-dating pay**

1. **Will those transferring into HMPPS have their pay backdated to 26th June 2021?**

This is subject to what is agreed during negotiations.

1. **When a pay scale for individuals has been decided, will it be backdated to June this year or will it be for the new tax year?**

This is subject to what is agreed during negotiations.

1. **You are saying we may not be backdated. However, when I spoke to payroll, they said I would be backdated. I was told that they were still in the process of sorting this out. Is this true?**

This is subject to the outcome of the harmonisation negotiations.

1. **Will those subject to secondary transfers have pay backdated where there is an increase?**

This is subject to the outcome of the harmonisation negotiations.

1. **Will pay be backdated to the date of transfer or does this begin from the date of implementation?**

This is subject to the outcome of the harmonisation negotiations.

1. **When some people transferred in, a pay review was due in July (Interserve/Purple Futures) this was deferred until after the transfer but not heard anything since. When will this be reviewed, and will it be backdated given that it will be another year before harmonisation occurs and we are seeing a detriment because of this transfer which I know is not the intent of the transfer?**

Staff who transferred from Interserve PO were advised their pay review may be delayed due to having to prioritise pay queries post-transfer. Is in hand and will be communicated shortly.

1. **It is my understanding that all directly employed CRC staff transferred on PS terms and conditions - why has pay therefore not been aligned to the role aligned to? Will there be a backdate of pay?**

For ex-CRC staff pay was assimilated to PS Payscales at the point of transfer for those aligned to roles in the PS. If you were aligned to a role outside of PS, you were given temporary pay assimilation to reflect your legacy pay. This will remain until any secondary transfer occurs when your pay will be assimilated.

1. **I was part of the supply chain but got aligned to a PSO role within programmes. I have now left this role and I am training to be a PO. Will I still receive my backdated pay from my previous role? and if so when?**

This is subject to the outcome of the harmonisation negotiations.

1. **I have seen in my area currently advertising for PSOs so if I apply for that job and I am successful, will I still be eligible for a backdate of pay?**

This is subject to the outcome of the harmonisation negotiations.

1. **If I leave this job and apply for the same role as an external candidate (and potentially get that job and actual pay), am I still entitled to any back pay going back to June?**

This is subject to the outcome of the harmonisation negotiations.

1. **If pay is backdated, will staff who have moved onto other jobs, still receive the backdated pay?**

This is subject to the outcome of the harmonisation negotiations.

1. **I have been aligned to a role, but my salary remains £4k lower than the band I have been aligned to. Will this be addressed by harmonisation? And is there back pay?**

We intend to assimilate your pay onto the PS pay scales as part of the secondary transfer work. The details of how this will work are subject to the outcomes of the negotiations.

## **Continuity of service**

1. **Will I retain my continuity of service?**

This was agreed during the measure’s consultation at the point of transfer as below and it is protected already.

“Continuous service with the current employer will count as a period of continuous service with the PS post transfer and the change of employer does not break continuity of employment. Transferred staff may benefit from access to the Civil Service Compensation Scheme (CSCS), Civil Service Medical Inefficiency payments and the Civil Service Injury Benefit Scheme, subject to the scheme regulations in force at the time of the claim. Entitlement under these schemes is based only on civil service qualifying service from the date of the transfer”.

1. **Is continuous service protected through the secondary transfer?**

Yes, we envisage that it would be protected.

1. **Some of us have many years of continuous service in the Probation Service and Local Government Pension Scheme - with the securities this provides. Will this secondary transfer mean that we will start again? Lose all our** **continuous service protection?**

Continuous service with the previous employer will count as a period of continuous service with the PS post-transfer and the change of employer does not break the continuity of employment. Transferred staff may benefit from access to the Civil Service Compensation Scheme (CSCS), Civil Service Medical Inefficiency payments, and the Civil Service Injury Benefit Scheme, subject to the scheme regulations in force at the time of the claim. Entitlement under these schemes is based only on civil service qualifying service from the date of the transfer.

1. **Is there an expectation that the length of service will be recognised in T&Cs? EG. I have 13 years of continuous service (9 years with a Probation Trust/CRC and then from 2017 onwards with a parent organisation). Length of service impacts leave and other benefits. Will we be treated as new starters or will our existing length of service apply?**

Continuous service with the previous employer will count as a period of continuous service with the PS post-transfer and the change of employer does not break the continuity of employment. Transferred staff may benefit from access to the Civil Service Compensation Scheme (CSCS), Civil Service Medical Inefficiency payments, and the Civil Service Injury Benefit Scheme, subject to the scheme regulations in force at the time of the claim. Entitlement under these schemes is based only on civil service qualifying service from the date of the transfer.

## **Pension**

1. **What happened to our previous pensions and what scheme in now? There was information on the Welcome Hub which says we will hear on transfer. Not had anything as yet**.

You would have been auto-enrolled into either the LGPS or Civil Service pension – you should be able to see from your payslip. Your previous pension may have been frozen – you need to contact the previous pension provider to check. There is more info on [**Probation Hub**](https://welcome-hub.hmppsintranet.org.uk/archive-of-pages-post-unification/archive-staff-transfer-pages/understanding-how-your-pension-will-change/).

1. **We are now in the Probation Pension, when the secondary transfer happens, we will need to transfer to a different pension - how will this work?**

This is subject to what is agreed during negotiations.

## **Annual leave**

New

1. **I am confused about my annual leave entitlement.**

If you are a former CRC, you will move on to the PS entitlements as follows.

**Annual Leave**

**Key Points:**

• Annual leave year runs 1 March - 28 February

• Annual leave entitlements, public holidays, service days and privilege days are pro-rata for part-time staff Annual leave entitlement will take into consideration continuous service as detailed below;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employees in post as at 31 August 2017 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  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employees with continuous service date after 1 September 2017 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**  |

**Former Parent/Organisation and Supply Chain annual leave.**

* If you transferred from a parent or supply chain organisation**, you** will retain your pre-transfer annual leave entitlements and leave year until harmonisation is completed.

New

1. **I have been advised that I am entitled to the Queen’s birthday/privilege day.**

Civil servants are entitled to the queen’s birthday/privilege day in addition to 8 public/bank holidays. This applies to ex CRC, PO and SC staff.

New

1. **When should the queen’s birthday be taken?**

This is a decision that will be made by the RPD for the regions, different regions have different guidance as to when it is taken depending on the business needs.

1. **Will my annual leave entitlement change before this process ends? I have been told I will need to change over at the end of Feb on PS terms, but my T&C's won’t have transferred.**

If you are ex SC or PO, your leave will not change until you harmonise - if ex CRC yes will move onto PS leave 1 March 2021

1. **Will we have an extra day leave and increase in pay in April as per in my previous contract under the CRC?**

If you are ex PO / SC staff your leave will not change until you harmonise.

If you are ex CRC staff, you will move onto PS leave from 01 March 2022 and you will not get the extra day.

## **Personal queries**

* + - 1. **Will we have an extra day leave and increase in pay in April as per in my previous contract under the CRC?**

If you are ex PO / SC staff your leave will not change until you harmonise.

* + - 1. **I was transferred overworking 4 days a week but since then my personal situation has changed dramatically and I really need to drop a further day for personal circumstances is this possible? Is there scope to do this**

Please discuss this with your LM and HRBP who will be able to provide some guidance.

* + - 1. **I worked for P3 Charity prior to merging. My salary was previously money and a car as a salary package. When I moved across, I expected the monetary value of the car I no longer receive to be added to my monetary package as it was a package previously. Instead, I am now paid a basic salary plus an 'allowance' to compensate for the car. If I agree to harmonize would I lose out, or would I then get a comparative salary grade? Also, can I be forced onto a new contract, or am I entitled to remain on my current contract if I wish to?**

This is subject to what is agreed during the harmonisation negotiations.

* + - 1. **I work in digital and technology who are starting a transfer split. As I am not officially under contract to them, how does this split affect me?**

Whilst you can be included in the process your T&C will not change and you will still besubject to the harmonisation if you are ex PO or SC staff and the secondary transfer process. Your HRBP will be able to advise you further.

## **Trade Unions**

### Negotiations:

New

1. **If I am not part of a Trade Union, how I know what is being proposed for the ballot and will I miss out? Equally, after the deal has been put to members, how will staff not in one of the 3 TUs be communicated with?**

Together, HMPPS and the Trade Unions will ensure *all* staff have access to the package of terms and conditions being proposed for ballot and this includes access to any ready reckoner tools to illustrate what your position will be. To be clear though, having the information is one thing but having a voice in the ballot is another and the only way to have your say whether to accept or reject the package is to be a member of one of the 3 recognised Probation Trade Unions. **There is still time to join.**

New

1. **How will the ballot work -is it a simple majority?**

Yes, within each TU, the ballot works on a majority vote so a result over 50% will mean that TU accepts the deal. There will be one single package proposed across all 3 TUs and all 3 unions will need to agree for the harmonisation proposal to be accepted.

New

1. **What happens if all 3 TUs don’t agree?**

We hope this won’t be the case but in this scenario, discussions between HMPPS and the Trade Unions would resume to try and reach a revised agreement. When the original ballot was undertaken for the National Agreement underpinning the CRC staff transfer, staff endorsement was 92%. The current negotiations are however more complex but we are hopeful we can get the right deal for the majority of staff.

1. **What happens if we cannot get all the TU's to agree? do the negotiations keep going until an agreement is reached?**

We will continue to try and reach an agreement but keep staff updated

1. **If I don`t join a union I`m out of all further discussion?**

To contribute to the negotiations discussions and exercise your right to vote, you will need to be a member of the TU as we are in a collective bargaining process.

1. **Why do we have to pay for a union? if we had no choice on transfer?**

It is a personal choice if you want to join a Trade Union. What we're stressing here is that if you want to be able to vote on the terms of the package then you need to be a TU member.

1. **If we're not a member of a Trade Union, are we not able to vote in a staff rep to act in this role?**

All negotiations will be with the recognised TU as per the collective bargaining agreement in this org.

1. **If someone has been invited to a future PS role discussion on teams do you advise that they invite a Union Rep to support them in such a discussion?**

This is a personal choice to be agreed with your line manager locally.

1. **For those staff who will need a secondary transfer, are the 3 Trade Unions represented on the call the ones that will manage the secondary transfer? Or will a new membership of a CS TU be required/beneficial at that point?**

Yes, you may choose to join a Trade Union with representation rights for your grade for HMPPS or MOJ.

* Recognised MOJ Trade Unions are: Public and Commercial Services Union (PCS) First Division Association (FDA) Prospect
* Recognised HMPPS Trade Unions are Prison Officers Association (POA), Prison Governors Association (PGA), and (NTUS [PCS, Prospect, GMB, Unite & FDA
1. **What impact does TUs have in CRC negotiations? Are you able to share what you negotiated that wouldn't have otherwise been in place?**

The National Agreement will show you what was agreed – this is on the Probation Hub and can be found [**here**](https://welcome-hub.hmppsintranet.org.uk/my-work/my-pay-and-benif/understanding-the-national-agreement/)

1. **How will non-union members be consulted and negotiated?**

We have an agreed process in this organisation for making changes to employees T&C, which is via collective bargaining with our recognised Trade Unions. The intention to harmonise T&Cs for transferring staff not subject to the NA was made clear during the measures consultation process. We do not have the resources to run an opt-in exercise by individual staff member given the complexity of terms and conditions that exist because of staff transferring in from multiple organisations.

### Joining Trade Unions:

1. **I tried to join Unison as an HMPPS member of staff (which I thought I had transferred in on) I received a letter saying I could not join if I re-apply now as a Probation member of staff will I need to change again when I am secondary transferred to HMPPS**

We have also flagged this issue with the TUs. When you apply to join a union you need to tell them that you are an PS member of staff but that you are working in a different part of the business and that you wish to join to have representation during the harmonisation onto the PS T&C process. Any individual can join any union and be represented by that in a union in other processes such as HR ones, but only these can represent staff in collective bargaining. Also, the PS Trade Union has representation rights for specific groups: Unison and Napo bands 1 to 6, GMB / Scoop ACO bands A to D.

1. **Having been aligned to an HMPPS role, I have tried to join the unions mentioned and have been told to essentially look elsewhere as they don't cover HMPPS staffing. Is there any guidance and support for me as an individual who can't 'sign up' to the Unions that are part of the process?**

See Question 1 below re-joining a recognised TU if you are in an HMPPS or MoJ role.

1. **I transferred into an MoJ role; I was told I could not join Unison because I am not employed in the right service. I am now in one that isn’t recognised as part of this process. Should I now try and change?**

See Question 1 below re-joining a recognised TU if you are in an HMPPS or MoJ role.

### Contacting Trade Unions:

1. **Can we have team meetings with our unions?**

Yes, it is encouraged that you speak to your union attendances at a team meeting is up to the TUs

1. **I’m a member of the union already. Are you saying I should ring them to discuss this matter? Or is it still just a waiting game?**

To have your voice heard, please speak to your Union rep about all points that you would like to discuss.

### General queries

1. **How much are the different Union fees per month?**

Union fees are published on their websites and they vary dependant on the amount you earn PA.

1. **Is there info as to which TU suits which role/grade**

NAPO for grades 1 to 6, Unison grades 1 to 6, GMB for senior grades, ACO A to D

1. **Does NAPO take all staff levels/grades?**

Yes, but they only have collective bargaining rights for bands 1 to 6.

1. **What is the NAPO email address to join?**

You can join NAPO [**here**](https://join.napo.org.uk/#/join-online/employment-details)

Contacts for NAPO: Katie Lomas klomas@napo.org.uk; Tania Bassett tbassett@napo.org.uk (Midlands, Wales, S West plus national and HQ teams); Ranjit Singh rsingh@napo.org.uk (The North); Annoesjka Valent avalent@napo.org.uk (London, East, and S East)

1. **Who is the Unison Lead for Gr Manchester?**

For information with regards to joining UNISON please contact Neil Richardson on **n.richardson@sheffunison.org.uk**

1. **Could you give the main contacts/advisors for each union, for Liverpool Area?**

You need to contact the Unions.

New

1. **How do I contact the union reps?**

You can find information about the TU membership on the [Probation Hub](https://welcome-hub.hmppsintranet.org.uk/working-together/learning-about-our-trade-unions/).

## **Further Communication:**

New

1. **When will you be sending another update out?**

We are aiming to provide another joint statement with the TUs very shortly -this will be available on the Probation Hub

1. **If you are separating communication to suit different target audiences, how will you make sure that no one falls off the radar and is missed out? For example, have you got a separate list for those who are in MoJ Functional roles?**

Yes, we are working with the wider business to ensure that this does not happen. If missed we are sorry and can you please contact functional mailbox **HandSTenquiries@justice.gov.uk**

1. **Which groups are we or have been aligned to?**

The letters were sent last week and should have advised you.

1. **What timescale can you provide for writing to everyone who is affected by this? I wasn't invited to this call which concerns me that I will not get written to - who would I chase and by when?**

Any questions please contact the FMB - HandSTenquiries@justice.gov.uk

1. **Can the National Agreement be shared on here when the slides and recording are?**

The National Agreement is on the Probation Hub and can be found [**here**](https://welcome-hub.hmppsintranet.org.uk/my-work/my-pay-and-benif/understanding-the-national-agreement/). Staff can access the Hub to read the National Agreement. Slides and recordings for all 3 sessions have been shared.

Links to all 3 staff engagement sessions are here:

* 11th Nov [**here**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGYyZDI1MTItMDVhMS00MzM5LTgxZjUtYjFjYzY3ZWI5NzI0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6874728-71e6-41fe-a9e1-2e8c36776ad8%22%2c%22Oid%22%3a%227da72801-338f-40d5-841f-d01b0f8a518e%22%2c%22IsBroadcastMeeting%22%3atrue%7d&btype=a&role=a)
* 18th Nov [**here**](https://justiceuk-my.sharepoint.com/%3Av%3A/g/personal/heather_ross_justice_gov_uk/ERuTrWKuoFRPvhYZUVoIQHoBQFHniUP9o1M3R3c86iutSA?e=8KsxzF)
* 08th Dec [**here**](https://justiceuk-my.sharepoint.com/%3Av%3A/g/personal/louise_mackenzie_justice_gov_uk/EUIsugPuSjJCiShUe9-W4eQBEigX50Q-aujWG59Ip1dQiQ)
1. **Can any drop-in sessions for managers also includes managers that are in HMPPS HQ please?**

Yes, this has been arranged.

1. **Will there be another session as there are some who have been unable to attend today?**

Yes, there will be, and sessions will be recorded. Any questions please contact the FMB - **HandSTenquiries@justice.gov.uk**

Links to all 3 previous staff engagement sessions are here,

* 11th Nov [**here**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGYyZDI1MTItMDVhMS00MzM5LTgxZjUtYjFjYzY3ZWI5NzI0%40thread.v2/0?context=%7b%22Tid%22%3a%22c6874728-71e6-41fe-a9e1-2e8c36776ad8%22%2c%22Oid%22%3a%227da72801-338f-40d5-841f-d01b0f8a518e%22%2c%22IsBroadcastMeeting%22%3atrue%7d&btype=a&role=a)
* 18th Nov [**here**](https://justiceuk-my.sharepoint.com/%3Av%3A/g/personal/heather_ross_justice_gov_uk/ERuTrWKuoFRPvhYZUVoIQHoBQFHniUP9o1M3R3c86iutSA?e=8KsxzF)
* 08th Dec [**here**](https://justiceuk-my.sharepoint.com/%3Av%3A/g/personal/louise_mackenzie_justice_gov_uk/EUIsugPuSjJCiShUe9-W4eQBEigX50Q-aujWG59Ip1dQiQ)
1. **Can we have a representation from colleagues who are not senior managers? it feels a bit like the views of lower-level colleagues are not suitably reflected in this briefing.**

Yes, we will try to facilitate this.

1. **If we have questions in the future who should we be contacting if this is in-between events or we have not heard anything at all?**

Any questions please contact the FMB **HandSTenquiries@justice.gov.uk**

1. **Can there for a MS Teams site for all updates and comms about this process for those staff impacted? Everything is in one place for reference at a later date**

There is a dedicated [harmonisation page on the Probation Hub](https://welcome-hub.hmppsintranet.org.uk/my-work/my-pay-and-benif/harmonisation/harmonisation-updates/) which is a key means of sharing updates as well as via Probation News and e-mailing staff directly in groups (1-5) as well their line managers. A single MS teams' site for over 700 staff would be a significant challenge to manage. We are also planning to have a dedicated harmonisation page on the HMPPS intranet in the coming weeks. Teams' channels for the segmented groups may be something we develop as harmonisation progresses.

1. **Can there be a monthly update? even if there is no change will demonstrate a commitment to communicate with all staff involved from the employer. An agreed means of this communication would also help, for instance how the FAQs will be communicated to all impacted**

Yes, we are providing regular updates and also publishing the latest on [harmonisation page on the Probation Hub](https://welcome-hub.hmppsintranet.org.uk/my-work/my-pay-and-benif/harmonisation/harmonisation-updates/).

1. **Can there be a method of comms to HMPPS HQ, who do not have access to the Probation Hub? To date, it has been hit and miss, which is challenging for those in that position.**

They do have access – All staff working in HMPPS have access [harmonisation page on the Probation Hub](https://welcome-hub.hmppsintranet.org.uk/my-work/my-pay-and-benif/harmonisation/harmonisation-updates/) Any problems accessing the Hub, please let us know by contacting the PCEt mailbox (**PCETmailbox@justice.gov.uk**)

1. **What happen if I am unable to make the staff support session?**
* Sessions are recorded and are accessible on the [Probation Hub](https://welcome-hub.hmppsintranet.org.uk/up-to-speed/events/) so you can watch at your convenience.
* You can also post questions in the thread or email the functional mailbox as follows **HandSTenquiries@justice.gov.uk**
* For those absent from work e.g. on maternity leave - can also access the sessions via the [Probation Hub](https://welcome-hub.hmppsintranet.org.uk/up-to-speed/events/).

# **Line Managers Session Q&A**

1. **Can you clarify what communications on this process be shared directly with the staff concerned and what needs to be routed via line managers?**

We will share all of this relevant information with staff directly. The aim of this is to ensure you also know what is going on

1. **What was Interserve classed as? Does the National Agreement cover the individuals who worked for Interserve?**

Interserve would be classed as a Parent Organisation. To make it more complex, Interserve owned the CRCs through a Special Purpose Vehicle called 'Purple Futures

1. **Do former members of Interserve have a period of protected pay, and if so, will this be impacted by the Second Transfer in June 2022?**

Any pay protection will be subject to what is agreed during negotiation.

1. **At the start of this process, we were told our CRC staff to MOJ would retain their CRC job title until harmonization. This week we were told this is now not the case. Can you clarify please?**

This should be taken up locally with the HRBP team.

1. **If staff members' existing pay is less than the band for the role they are doing - will the difference be backdated?**

This will depend on what is agreed in the harmonisation negotiations.

1. **Interestingly he shared his pay has been protected for two years and I am wondering if this is the case?**

Unable to advise, please contact SSCL as they may have transferred in with pay protection.

1. **What about annual leave or flexi leave (if eligible based on T&C)**

If they are ex CRC staff, they move onto PS leave from 01 March 2022.

If they are ex PO /SC staff, they will retain their legacy entitlements until harmonisation happens and then transition guidance will be issued.

PS flexi leave applies to all transferred staff.

1. **Do they start from their full entitlement as we were not provided with what was taken prior to transfer?**

Assume this refers to leave for ex PO/Sc staff. If so no, just the balance they transferred with – it was up to the staff to provide confirmation to their new line manager as per the measures discussions.

1. **What will happen to those on FTC? I line manage staff who transferred over from Catch 22 whose FTC ends in March 2022.**

For RPDs to decide locally.

1. **I have one member of staff impacted - he as a letter to say he is a secondary transfer - his role aligned to MOJ People Group. My take from this is that his pay needs to be harmonised and that will be done through negotiations with Trade Unions.**

That is correct.

1. **What union should people join if they will be HMPPS?**

for purposes of 'harmonisation' the only three unions that have recognition rights are NAPO, Unison, and GMBScoop. They are the 3 TUs for the Probation Service

1. **So, my direct report should join one of the three Probation Unions for now, then transfer to an MoJ Union later?**

To have agency in this process, yes. Obviously, a matter for the individual to make that choice.

1. **Many of these Unions do not appear in the list of MoJ recognised unions?**

You're right in one way. These three Unions do not have representation rights beyond the Probation Service, but they are the 3 recognised TUs for Probation and as such the only game in town for this initial process.

1. **I have two employees who are in the Supply Chain category. One has been successful for PQiP via interview and one has been classed as in scope for PQiP via the Qualification Alignment route. Neither have a commencement date, however, I am assuming that if they commence PQiP prior to the completion of the harmonisation process that they would just automatically go onto the PS T&Cs?**

If they have accepted a place on PQIP training, they have accepted PS T&C and so are out of scope for harmonisation.

1. **I have just started / am due to start PQIP training – what does this mean for harmonisation?**

If you have accepted a place on PQIP training, you have accepted PS T&C and so are out of scope for harmonisation.

1. **Can we expect a formal line on NOVUS?**

It has gone out to RPDs, individuals are to be contacted.