



Her Majesty's Prison and Probation Service (HMPPS) Workforce Statistics Bulletin, as at 30 September 2018

Main points

48,840 full time equivalent (FTE) staff in post		This represents an increase in staff in post of 5,083 (11.6%) since September 2017 and 1,236 (2.6%) since 30 June 2018. Of the staff in post, there were 3,780 FTE staff in HQ and Area Services, 1,656 in the Youth Custody Service (YCS), 33,831 in Public Sector Prisons (PSPs), and 9,574 staff in the National Probation Service (NPS).
22,319 FTE band 3-5 prison officers in post		This is the highest number of officers in post since 31 July 2012, and represents increases of 711 (3.3%) since 30 June 2018 and 3,109 (16.2%) compared to 30 September 2017. Over the last year, 6,060 band 3 officers were appointed which represents an increase of 61.4% compared to the 12 months to 30 September 2017. Over the same period 2,031 band 3 officers left, which was an increase of 17.3%.
4,686 FTE band 2 operational support staff in post		This corresponds to an increase of 59 (1.3%) compared to the previous quarter and 265 (6.0%) against the previous year.
3,342 FTE band 4 probation officers in post		This figure represents a decrease of 45 (1.3%) since 30 June 2018 and a decrease of 92 (2.7%) compared to 30 September 2017. In contrast, there were 2,505 FTE probation services officers, an increase of 183 (7.9%) since 30 June 2018 and of 634 (33.9%) since 30 September 2017.
Leaving rate of 10.4% amongst band 3-5 prison officers		This represents an increase of 0.1 percentage points compared to the year ending 31 March 2018. The overall leaving rate across HMPPS over the last year stood at 9.1%, an increase of 0.1 percentage points compared to the year ending 31 March 2018.

This publication provides details of staffing levels, staff inflows and outflows, sickness absence rates and protected characteristics for the directly employed workforce of the HMPPS. Information presented covers PSP, the NPS, the YCS and HMPPS headquarters, including Area services which provide direct operational support to prisons. Technical details and explanatory notes can be found in the accompanying Guide to HMPPS Workforce Statistics.

We are changing how our quarterly bulletins look, and would welcome any feedback to commentary.champions@justice.gsi.gov.uk

For other feedback related to the content of this publication, please let us know at statistics.enquiries@justice.gsi.gov.uk

Points to note

Her Majesty's Prison and Probation Service

On 1 April 2017, Her Majesty's Prison and Probation Service (HMPPS) replaced the National Offender Management Service (NOMS), an agency of the Ministry of Justice. HMPPS is focussed on supporting operational delivery and the effective running of prison and probation services across the public and private sectors. HMPPS works with a number of partners to carry out the sentences given by the courts, either in custody or the community. This publication covers the reporting period up to 30 September 2018 and therefore considers in detail, quarterly staffing levels and staff inflows and outflows for both NOMS and HMPPS since April 2009.

For ease, the statistics in this publication will be referred to as those of the HMPPS workforce (i.e. staff working in HMPPS and with a contract of employment with HMPPS, excluding those on career breaks and those on secondment or loan outside of HMPPS but including staff on secondment or loan into HMPPS). In April 2017, the Youth Custody Service (YCS) was launched and forms another distinct arm of HMPPS. In terms of how these particular staffing figures appear in the statistics, central YCS units are categorised within HQ and Area Services whilst the Youth Custody Estate element of this new YCS category are now included separately in the publication tables. This covers staffing figures relating to Cookham Wood, Feltham, Werrington, and Wetherby Youth Offending Institutions (YOIs) as well as Medway Secure Training Centre (STC). Historically these figures would have been included within the wider Public Sector Prisons (PSP) category. Historical and latest figures for the Youth Custody Estate have been separated out to allow comparisons to be made and to establish the trends over time for these YOIs and Medway STC.

Further information on the introduction of the YCS has been set out in the accompanying Guide to Workforce Statistics. Only staff in PSP, YCS, HMPPS HQ and Area Services as well as the National Probation Service (NPS) are directly employed by HMPPS and therefore staffing in private sector establishments, community rehabilitation companies and other contractors are excluded.

Protected characteristics of new HMPPS staff

Given particularly low declaration rates, figures on the self-declared protected characteristics of HMPPS joiners (ie. race, disability, religion/belief and sexual orientation) have not been presented in this publication. It is likely that the lower declaration rates are due to the user-friendliness of the new administrative IT system which holds HR information, which was introduced in early 2017. However, recent changes and reminders to staff to update their information may be on their way to resolving this issue and so it is expected that this information may be included again in future workforce statistics publications.

Headcount management

Governors now have the freedom to plan the workforce at their establishments by determining the number of staff in each role within their budget. This means that figures on staffing requirements are therefore continuously evolving. As a result, we are currently assessing the feasibility of presenting a staffing operating model in future HMPPS official workforce statistics publications.

Birmingham

Since 20 August 2018, HMPPS has exercised its right under the contract to step in and take over the running of HMP Birmingham for an initial period of six months, while the existing G4S management remains in place. This 'step in' action means that HMPPS can provide additional resources and support to the prison in order to directly address the areas of failure identified, working with them to try and improve it. HMP Birmingham is not included in the figures within this publication as it remains a privately managed prison under G4S management.

1. Total staff in post

48,840 full time equivalent (FTE) staff in post

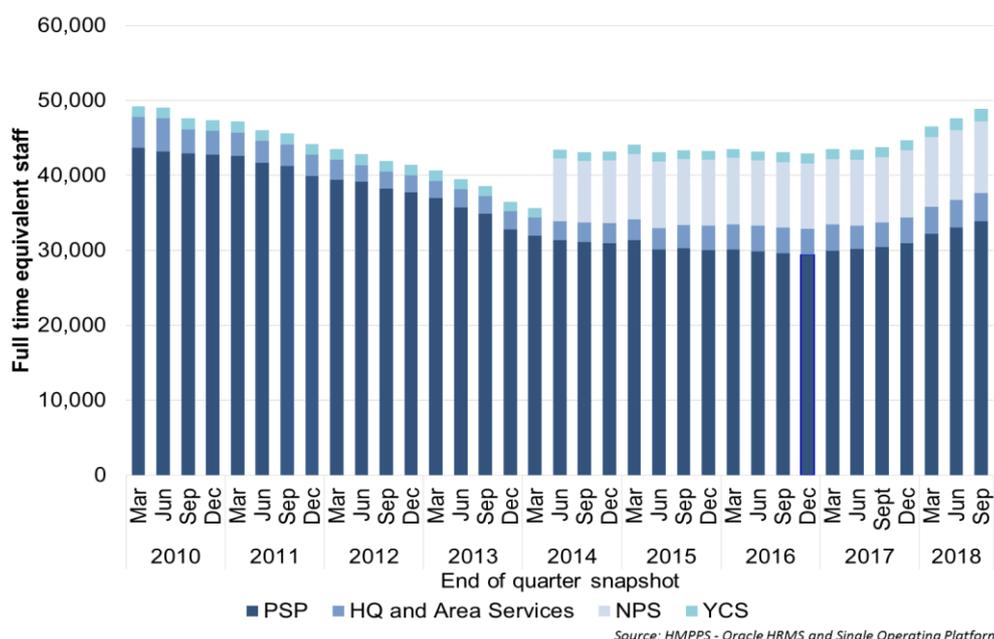
This represents an increase in staff in post of 5,083 (11.6%) since September 2017 and 1,236 (2.6%) since 30 June 2018. Of the staff in post, there were 3,780 FTE staff in HQ and Area Services, 1,656 in YCS, 33,831 in PSPs, and 9,574 staff in the NPS.

As at 30 September 2018, there were **48,840** staff in post in HMPPS on a full time equivalent (FTE) basis (Figure 1). This includes **9,574** FTE staff in the NPS (making up 19.6% of all HMPPS staff), **33,831** (69.3% of HMPPS staff) in PSP, **1,656** in YCS (3.4% of HMPPS staff) and **3,780** (7.7% of HMPPS staff) in HMPPS HQ and Area Services.

Compared to 30 September 2017, the overall FTE increased by **5,083** (11.6%); FTE in the NPS increased by **857** (9.8%), FTE in PSP increased by **3,419** (11.2%), FTE in the YCS increased by **307** (22.7%) and FTE in HQ and Area Services increased by **501** (15.3%).

In September 2017, the Youth Custody Service was created resulting in staff being transferred into HMPPS¹. Excluding these changes, the like-for-like comparison would have shown overall increases at HMPPS of **5,024** FTE (11.5%) compared to the previous year. Since 31 March 2010, a number of organisational changes have occurred, such as the creation of the NPS, movements to and from the private sector, and transfers into MoJ². Excluding all these changes, the number of staff in post has decreased by 4,376 FTE (9.9%) between 31 March 2010 and 30 September 2018.

Figure 1: Number of HMPPS staff in post on a FTE basis, 31 March 2010 to 30 September 2018
(Source: Table 1)



Note: Figures for the YCS up until March 2017 shown in the chart above refer to staff who worked in the Youth Custody Estate in NOMS.

¹ Whereby 59 FTE staff transferred into HMPPS as of 1 September 2017 due to the creation of the Youth Custody Service. Refer to the accompanying Guide to Workforce Statistics for further details.

² Whereby 526 FTE staff based at HMPPS HQ and Area Services transferred over to the Ministry of Justice as of 1 April 2017.

As at 30 September 2018, there were **27,911** FTE (57.1% of HMPPS staff) operational prison service staff (including YCS staff). This is an increase of **3,396** FTE staff (13.9%) compared to 30 September 2017. Non-operational roles across PSPs, YCS and HMPPS HQ accounted for **11,162** FTE posts (22.9% of HMPPS staff), an increase of **793** FTE (7.7%) since 30 September 2017. In the NPS there were **9,768** FTE (20.0% of all HMPPS staff), an increase of **893** (10.1%) against the previous year.

1.1 Length of Service

Length of service information has been calculated for HMPPS staff from the most recent hire date. Where staff have transferred in from another Government Department or have transferred in through HMPPS taking over a function, length of service is calculated from entry to HMPPS.

Across HMPPS overall, **31.4%** of FTE staff in post had less than 3 years' service. This is an increase from 29.9% at 30 June 2018 and from 26.5% at 30 September 2017. Meanwhile, **40.1%** of HMPPS FTE staff in post overall had 10 years or more experience, representing decreases from 41.0% at 30 June 2018 and 44.3% at 30 September 2017.

However, it must be noted that the NPS was created on 1 June 2014 and the service of NPS staff in Probation Trusts prior to the creation of the NPS is not included. Therefore, the figures relating to the length of service of NPS staff, and which are included in the HMPPS overall figures, do not necessarily represent their full experience but rather the length of service from entry to HMPPS.

Excluding the NPS, **32.9%** of FTE staff in post across HMPPS had less than 3 years' service as at 30 September 2018. This is an increase of **1.3 percentage points** compared to 30 June 2018. Those with 10 years' experience or more made up **49.8%** of the workforce; a **1.2 percentage point** decrease compared to 30 June 2018.

2. Band 3-5 prison officers and band 2 operational support staff

22,319 FTE band 3-5 prison officers in post

This is the highest number of officers in post since 31 July 2012, and represents increases of 711 (3.3%) since 30 June 2018 and 3,109 (16.2%) compared to 30 September 2017. Over the last year, 6,060 band 3 officers were appointed which represents an increase of 61.4% compared to the 12 months to 30 September 2017.

4,686 FTE band 2 operational support staff in post

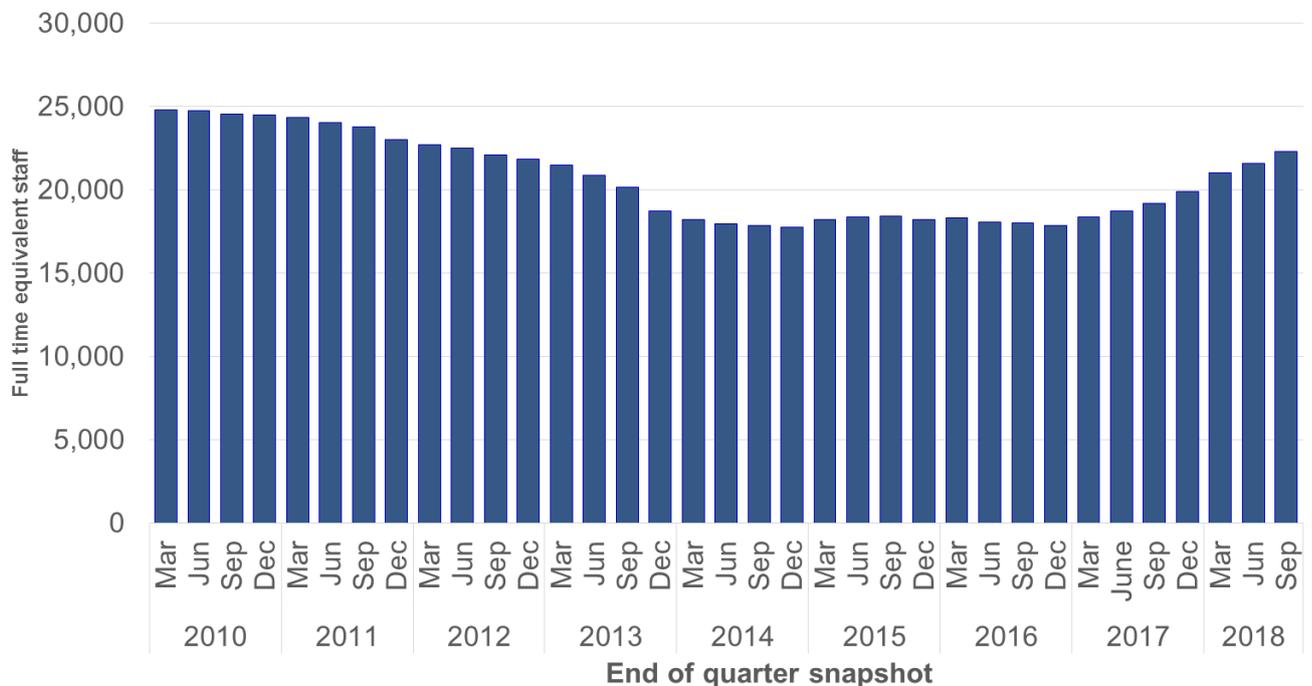
This corresponds to an increase of 59 (1.3%) compared to the previous quarter and 265 (6.0%) against the previous year..

The key operational grades in public sector prisons are the band 3 to 5 prison officers. They consist of band 3 prison officers, band 4 officer specialists, band 4 supervising officers and band 5 custodial managers.

As at 30 September 2018, there were **22,319** FTE band 3 to 5 officers, increases of **711** (3.3%) since the previous quarter and 3,109 (16.2%) compared to the last year (Figure 2). This is the highest number of officers in post since 31 March 2013.

Moreover, the number of band 2 operational support group (OSG) FTE staff increased by **59** (1.3%) compared to the previous quarter and by 265 (6.0%) against the previous year, to stand at **4,686** at 30 September 2018.

Figure 2: Number of band 3-5 prison officers in post on a FTE basis, 31 March 2010 to 30 September 2018 (Source: Table 3)



Source: HMPPS - Oracle HRMS and Single Operating Platform

The proportion of band 3-5 prison officers with less than 3 years' service at 30 September 2018 rose to **39.9%** compared to 37.8% at 30 June 2018. In contrast, the proportion of officers in post with 10 years or more experience decreased by 1.8 percentage points from 49.1% at 30 June 2018 to **47.3%** at 30 September 2018. This represents a fall of **50** FTE, or **0.5%**. The change in experience levels is

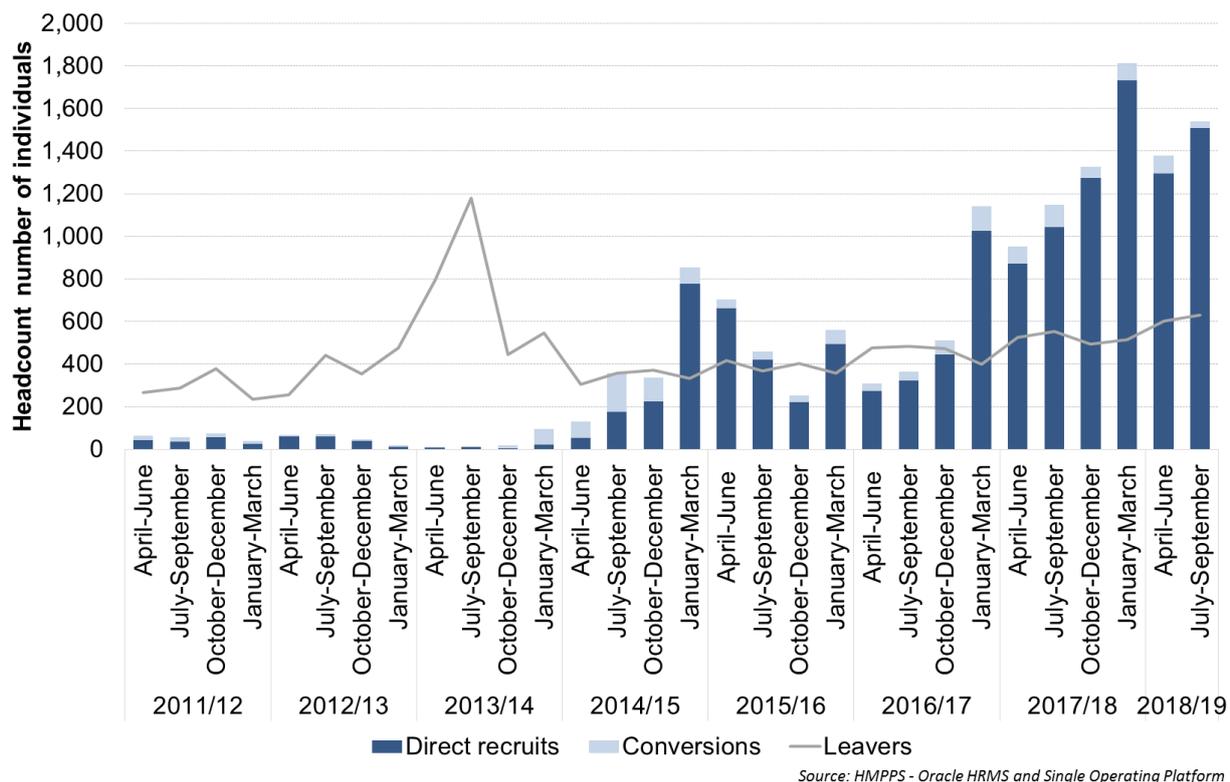
largely due to staff reductions in 2013/14 and the current recruitment drive for additional prison officers.

As at 30 September 2018, the proportion of band 2 OSG FTE staff with less than 3 years' service increased to **34.8%** from 34.5% at 30 June 2018; and those with 10 years or more experience decreased from 47.3% at 30 June 2018 to **46.7%** at 30 September 2018.

Figure 3 provides a quarterly breakdown of the headcount number of band 3 to 5 officers newly recruited and leaving since 2011/12. Over the year to 30 September 2018, **6,060** band 3 officers were appointed (consisting of direct new recruits and existing staff who converted to a band 3 officer grade), an increase of **2,306** (61.4%) compared to 3,754 in the previous year. The headcount number of new band 3 officer appointments increased by 162 (11.7%) from 1,379 between April and June 2018 to **1,541** between July and September 2018.

The headcount number of band 3 to 5 prison officers who left HMPPS in the year ending 30 September 2018 was **2,239**, an increase of **286** (14.6%) compared to the year ending 30 September 2017. Examining reasons for leaving, **62.3%** of prison officers who left, resigned from their roles in the year ending 30 September 2018 (up from 52.5% in the year ending 30 September 2017). Meanwhile **14.1%** were dismissed and **11.2%** retired in the year ending 30 September 2018, down from 19.4% and 14.6% respectively compared to the previous year.

Figure 3: Newly appointed band 3 prison officers and band 3 to 5 prison officer leavers, April 2011 to September 2018 (Source: Table 14)



Source: HMPPS - Oracle HRMS and Single Operating Platform

The number of band 2 OSG staff who joined HMPPS in the year ending 30 September 2018 was **979**, an increase of **64** (7.0%) since the year ending 30 June 2018 and an increase of 304 (45.0%) compared to the previous year. The headcount number of band 2 OSG staff who left HMPPS was **471**, an increase of **2** (0.4%) compared to the year ending 30 June 2018 but a decrease of 56 (10.6%) compared to the year ending 30 September 2017.

Joiners and leavers are not the only movements into and out of the band 3 to 5 officer grouping. There are also typically differences in the proportion of new joiners and older officers who work part time as well as movements between grades. For these reasons, the change in FTE does not directly reflect the difference between the number of joiners and leavers. This change has the effect of reducing the FTE of officers available as they progress through their career.

2.1 Prison officer recruitment target

As part of the Prison Safety and Reform White Paper published in November 2016, the Government committed to an increase of 2,500 prison officers by the end of 2018³. The accompanying annex sets out progress on prison officer recruitment. Between the end of October 2016 (the closest data point in time to when the commitment was made) and the end of September 2018, the number of Band 3 to 5 prison officers (FTE) has increased from 17,955 to **22,319**, a net increase of **4,364** FTE officers.

The recruitment target was achieved earlier this year ahead of schedule. Recruitment continues to fill remaining vacancies at some prisons and some new posts that have been created since the original target was announced.

At the end of September 2018, there were also **1,404** candidates who had received a job offer and been booked onto future Prison Officer Entry Level Training (POELT) places between October 2018 and April 2019. This is made up of 863 candidates booked before the end of December 2018, and a further 541 candidates booked between January and April 2019.

This data is provided to give an idea of the quantity of candidates in the recruitment pipeline as at the end of September 2018. Given the dynamic nature of the data, these numbers will change as more individuals are booked onto POELT spaces over time and existing individuals drop out of the system. The POELT booking data is also a gross figure that does not account for leavers amongst existing officer staff that will happen after October 2018.

³ www.gov.uk/government/publications/prison-safety-and-reform

3. Probation practitioners and senior probation officers

3,342 FTE band 4 probation officers in post

This figure represents a decrease of 45 (1.3%) since 30 June 2018 and a decrease of 92 (2.7%) compared to 30 September 2017. In contrast, there were 2,505 FTE probation services officers, an increase of 183 (7.9%) since 30 June 2018 and of 634 (33.9%) since 30 September 2017.

Key grades in the NPS include band 3 probation services officers, band 4 probation officers (collectively known as probation practitioners) as well as band 5 senior probation officers. Staff training to be probation officers work as probation services officers during their training so a proportion of the probation services officers in post will be working towards the professional probation officer qualification.

As at 30 September 2018, there were **2,505** FTE band 3 probation services officers in post, an increase of **183** (7.9%) on the quarter and an increase of 634 (33.9%) over the last year; **3,342** FTE band 4 probation officers, representing a decrease of **45** (1.3%) over the quarter and a decrease 92 (2.7%) compared to the previous year; and **724** FTE band 5 senior probation officers, showing increases of **23** (3.3%) since the last quarter and 92 (14.6%) over the last year (Figure 4).

Figure 4: Number of probation officers, probation services officers and senior probation officers in post on a FTE basis, 30 June 2014 to 30 September 2018 (Source: Table 3)



Source: HMPPS - Oracle HRMS and Single Operating Platform

In the last year, **810** probation services officers were appointed, some of whom will be training to become qualified probation officers. This was an increase of **207** (34.3%) compared to the year ending 30 June 2018 and an increase of 325 (67.0%) compared to the year ending 30 September 2017. In the last year, **191** probation services officers left the service. This is an increase of **13** (7.3%) compared to the year ending 30 June 2018 and an increase of **24** (14.4%) compared to the previous year.

4. Joiners and Leavers

Leaving rate of 10.4% amongst band 3-5 prison officers

This represents an increase of 0.1 percentage points compared to the year ending 31 March 2018. The overall leaving rate across HMPPS over the last year stood at 9.1%, an increase of 0.1 percentage points compared to the year ending 31 March 2018.

In the last year, **9,584** staff joined HMPPS, an increase of **3,908** (68.9%) compared to the year ending 30 September 2017. These joiners consisted of **258** in HMPPS HQ and Area Services, **471** in YCS, **7,248** across PSPs and **1,607** in the NPS. Compared to the year ending 30 September 2017, these represent increases of **61.2%**, **166.1%**, **106.6%**, and **15.2%** in PSPs, YCS, NPS and HMPPS HQ and Area Services respectively.

There were **4,514** leavers in the year ending 30 September 2018, an increase of **126** (2.9%) compared to the year ending 30 June 2018. This includes **3,333** leavers from PSPs (an increase of 2.9%), **128** from YCS (a decrease of 9.2%), **791** from the NPS (an increase of 5.2%) and **262** from HMPPS HQ and Area Services (an increase of 2.3%).

4.1 Leaving rates⁴

The overall HMPPS leaving rate for the year to 30 September 2018 was **9.1%** compared to 9.0% for the year to 31 March 2018 (Figure 5). Specifically, for band 3 to 5 prison officers, the leaving rate of **10.4%** in the year ending 30 September 2018 represented an increase of **0.1 percentage points** since the year ending 31 March 2018. The leaving rate for band 2 OSG staff was **9.8%** in the year ending 30 September 2018; an increase of **0.1 percentage points** since the year ending 31 March 2018.

The leaving rate for staff at the NPS overall in the year ending 30 September 2018 was **7.8%**, an increase of **0.4 percentage points** since the year ending 31 March 2018. In the operational grades within the NPS, the leaving rate was highest amongst probation service officers at **8.0%**, decreasing by **0.7 percentage points** from the year ending 31 March 2018. Leaving rates for probation officers and senior probation officers stood at **6.2%** (an increase of **1.1 percentage points** compared to the year to 31 March 2018) and **4.2%** (a decrease of **0.3 percentage points** since the year to 31 March 2018) respectively.

4.2 Resignation rates⁵

The overall HMPPS resignation rate for the year to 30 September 2018 was **5.5%** compared to 5.2% for the year to 31 March 2018. Specifically for band 3-5 officers, the resignation rate was **6.5%** in the year ending 30 September which represented an increase of **0.4 percentage points** since the year ending 31 March 2018. The resignation rate for OSG staff was **6.0%** in the year to ending 30 September; a slight decrease of **0.1 percentage points** since the year ending 31 March 2018.

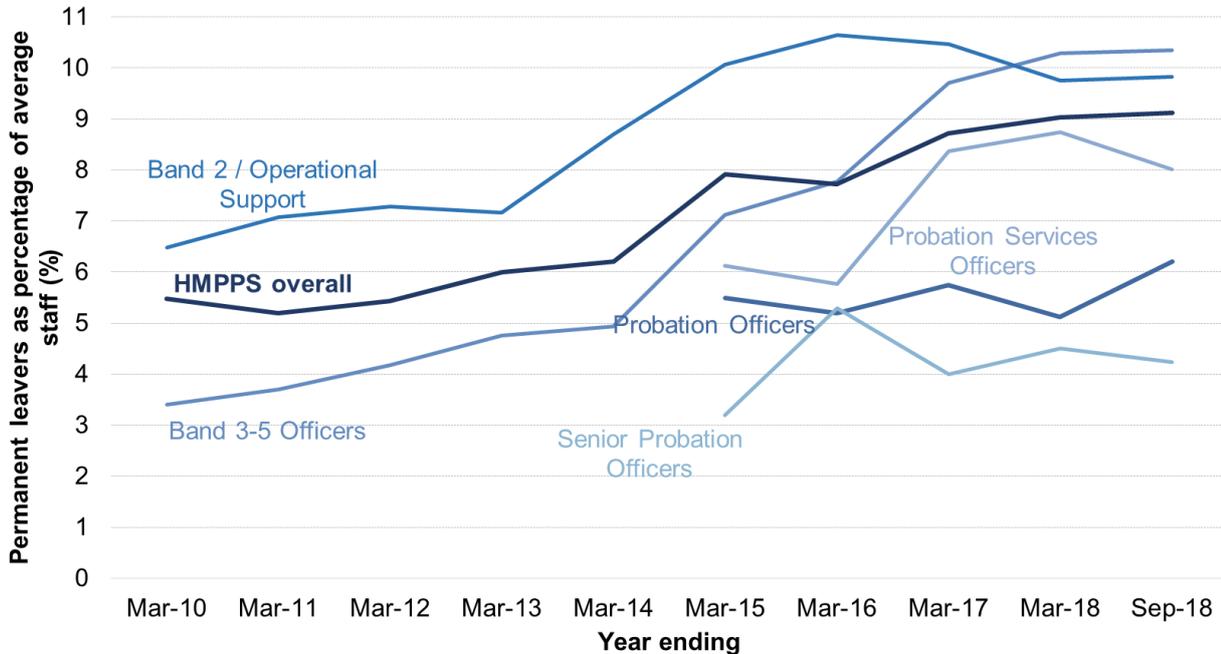
For NPS overall, the resignation rate was **5.0%** in the year ending 30 September 2018. This represents an increase of **0.6 percentage points** compared to the year ending 31 March 2018. Amongst the operational grades within the NPS, probation services officers had the highest resignation rate at **6.0%**, an increase of **0.3 percentage points** since the year ending 31 March 2018. Resignation rates for probation officers and senior probation officers stood at **4.0%** (an increase of **1.0 percentage**

⁴ Percentage of staff with a permanent contract of employment who left HMPPS, including individuals who have retired early, but excluding staff who left due to voluntary early departure schemes and redundancy (VEDSR).

⁵ Percentage of staff with a permanent contract of employment who resigned from HMPPS.

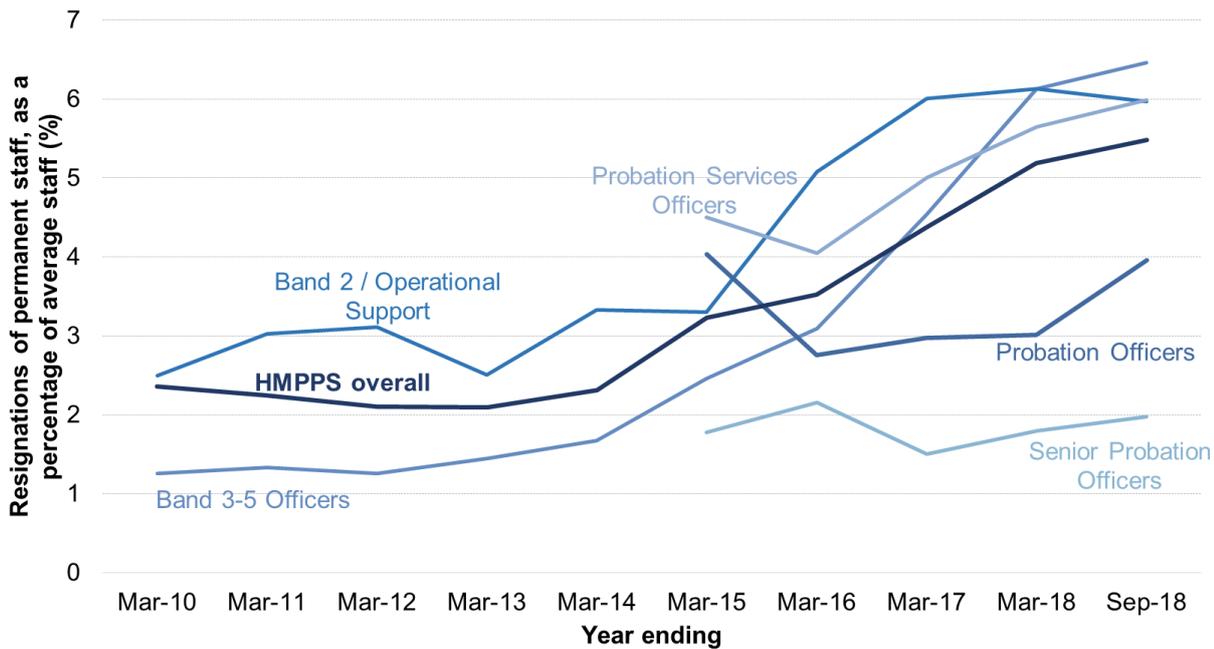
points since the year ending 31 March 2018) and **2.0%** (an increase of **0.2 percentage points** since the year ending 31 March 2018) respectively.

Figure 5: Annual leaving rates of permanent staff in key operational grades (excluding VEDSR), 12 months to 31 March 2010 to 12 months to 30 September 2018 (Source: Table 8d)



Source: HMPPS - Oracle HRMS and Single Operating Platform

Figure 6: Annual resignation rates of permanent staff in key operational grades, 12 months to 31 March 2010 to 12 months to 30 September 2018 (Source: Table 8f)



Source: HMPPS - Oracle HRMS and Single Operating Platform

5. Sickness absence

HMPPS staff lost an average of 9.4 working days

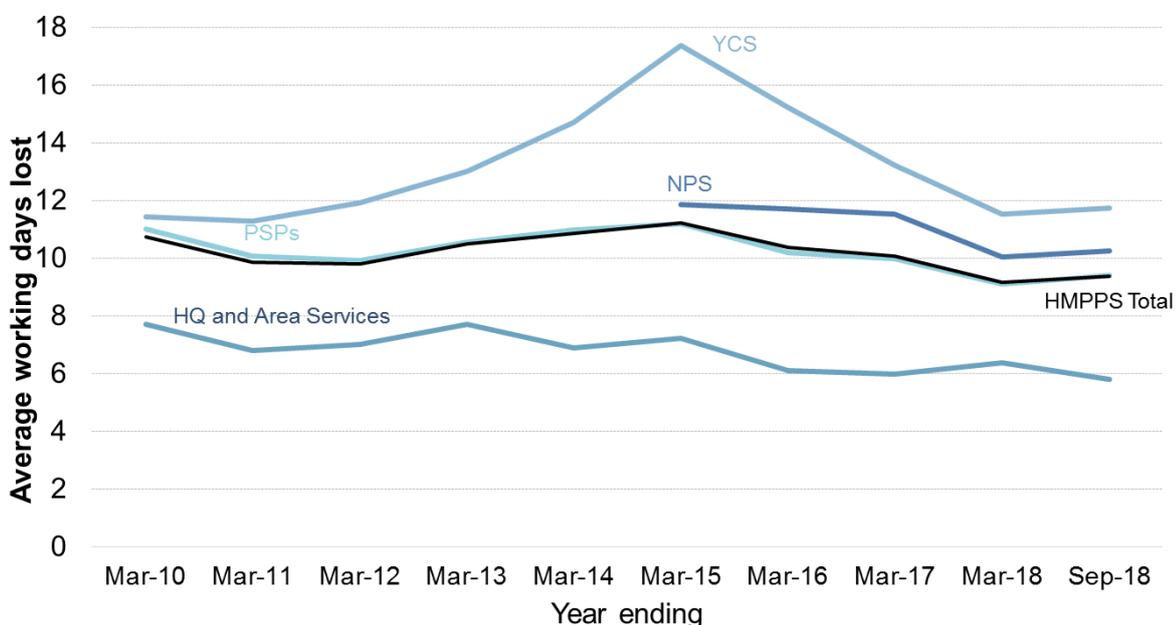
This represents an increase of 0.2 working days compared to the year ending 31 March 2018.

In the year ending 30 September 2018, HMPPS staff lost an average of **9.4 working days** to sickness absence. Compared to the year ending 31 March 2018, this is an increase of **0.2 working days lost**.

YCS staff had the highest sickness absence rate at **11.7 AWDL**, followed by NPS (**10.3 AWDL**), PSPs (**9.4 AWDL**) and HMPPS HQ & Area services (**5.8 AWDL**) (Figure 7). Compared to the year ending 31 March 2018, these represent increases of **0.2 days**, **0.3 days** and **0.2 days** for the YCS, PSP, and NPS staff respectively, but a decrease of **0.6 days** for HMPPS HQ & Area services.

The rate for HMPPS overall has varied between 9.2 and 11.2 in the years since 2009/10.

Figure 7: Average working days lost to sickness absence, 12 months to 31 March 2010 to 12 months to 30 September 2018 (Source: Table 17)



Source: HMPPS - Oracle HRMS and Single Operating Platform

Note: Figures for the YCS up until March 2017 shown in the chart above refer to staff who worked in the Youth Custody Estate in NOMS.

The most common category of sickness absence in terms of days lost is mental and behavioural disorders, which includes stress related absences. In the last year, **32.8%** of absences were for mental and behavioural disorders. This category was most prevalent for probation officers where **42.4%** of working days lost were attributed to mental and behavioural disorders.

Musculoskeletal absences accounted for the second largest proportion of working days lost (**25.1%**). Together the top two categories accounted for **57.9%** of all working days lost.

Further Information

Accompanying files

As well as this bulletin, the following products are published as part of this release:

- A technical guide providing details of the HMPPS workforce structure as well as how the data are collected and processed. Information on the revisions policy and disclosure relevant to HMPPS staffing data is also included.
- A set of summary tables for the latest quarter and year as well as over time.
- A supplementary annex presenting data on prison officer recruitment from job offer to staff in post.
- A new set of experimental statistics on the ethnicity and disability status of prison officer and operational support grade (OSG) recruitment campaign applicants for Public Sector Prisons and the Youth Custody Service.

Official Statistics

The statistics in this bulletin are classified as official statistics. The Statistics and Registration Service Act 2007 defines 'official statistics' as all those statistical outputs produced by the UK Statistics Authority's executive office (the Office for National Statistics), by central Government departments and agencies, by the devolved administrations in Northern Ireland, Scotland and Wales, and by other Crown bodies (over 200 bodies in total). The statistics in this bulletin comply with all aspects of the Code of Practice for Official Statistics. The Code encourages and supports producers of statistics to maintain their independence and to ensure adequate resourcing for statistical production. It helps producers and users of statistics by setting out the necessary principles and practices to produce statistics that are trustworthy, high quality and of public value.

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