

Community Rehabilitation Company Workforce Information Summary Report Quarter 2 2014/15

SUPPLEMENTARY NOTES

General Notes

- This report covers Quarter 2 of the 2014/15 Financial Year and relates to a snapshot of staff employed and funded by the Community Rehabilitation Companies (CRCs) and those employed by the CRCs but externally funded, at the end of the last day of the reporting period. The data has not previously been published broken down into the formats provided in the report.
- The information within the report was provided by the CRCs via the NOMS Performance Hub and is subject to the expected level of inaccuracy inherent in any large-scale administrative system.

Data

- The data within the report represents a snap-shot of staff in post at 30th September 2014.
- Change in staff in post figures for Dorset, Devon & Cornwall CRC should be read with caution. Former Dorset and Devon & Cornwall Probation Trusts merged to become a Community Rehabilitation Company on 1st June 2014 and due to difficulties in accessing data from the previous IT systems it was not possible to fully validate the data. The quarterly difference for June 2014 compared to September 2014 therefore may have been overstated by approximately 9 FTE. This issue only affected the June data and full validation of data in subsequent months was possible.
- Any changes in an employee's contracted hours between quarters will affect their FTE. This would explain any additional increase or decrease in staff in post once starters and leavers have been taken account of.
- Under the Probation Qualifications Framework (PQF), current probation employees have the ability to train to become Probation Officers, should they meet the set criteria. For the purposes of this report, those staff who are undertaking PQF training have been reported as being in their substantive role.
- The CRCs have the ability to resubmit historical data which may result in occasional variations in subsequent reports.

Terminology

The main terminology used within this report is defined as follows: -

- **FTE** – Full Time Equivalent. An expression of the amount of time worked by an individual proportionate to a full time standard contract. Values less than 1 indicate a part time employee and due to the nature of some probation work, it is possible for employees to have an FTE higher than 1.
- **Headcount** – The number of people employed irrespective of the number of hours worked.
- **Function** – The Area of work the member of staff is employed in (i.e. Offender Management, Interventions, Other Agency/Services & Corporate Services).

Pay Band

- Data in Table 1 in the report relates to staff in post by pay band; general descriptions for each pay band are as follows:
 - **Chief Executive** - Chief Executive
 - **Bands A to D** - Assistant Chief Executive & Equivalent
 - **Pay Band 6** - Middle Managers with Enhanced Responsibilities & Equivalent
 - **Pay Band 5** - Senior Probation Officer & Equivalent
 - **Pay Band 4** - Probation Officer & Equivalent
 - **Pay Band 3** - Probation Services Officer & Equivalent
 - **Pay Band 2** - Case Administrator & Equivalent
 - **Pay Band 1** - Administrative Staff & Equivalent

Further Information

If you require further information on the data contained within the report, please contact:

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