

# Probation Service Workforce Information Summary Report Quarter 3 2012/13 SUPPLEMENTARY NOTES

## Change in the Reporting of Probation Workforce Information

- The Q2 2012/13 Probation Service Workforce Information Summary Staff in Post Report was the first report published based on a revised methodology of reporting probation staffing figures. The summary reports now provide detailed information on the number of staff employed and funded by the probation trusts; with a separate section that summarises the number of staff employed by the probation trusts but are funded by external organisations (e.g. HMPS, NOMS etc.). The figures provided within the tables since Q2 2012/13 are not comparable with figures included in previous reports.
- Following last quarter's publication there has been further work within probation trusts to ensure staff are identified within the correct categories. Whilst overall staff in post figures for probation trusts are representative, changes within the detailed breakdowns should be treated with caution. For this reason, comparisons with the previous quarter have not been provided in this report but will be reinstated in the Q4 2012/13 report due to be published in May 2013.

## General Notes

- This report covers Quarter 3 of the 2012/13 Financial Year and has not previously been published.
- The information within the report was provided by the probation trusts 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 31st December 2012.
- It should be noted that there has been a significant reduction in staff at London Probation Trust since Q2 2012/13, as a result of staff transferring out due to the Community Payback Competition; this related to a fall in permanent staff of 225.18 FTE/292 headcount.
- 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 probation trusts 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).

## Further Information

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

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