



Ministry
of Justice

National Offender Management Service Workforce Statistics Bulletin

31st March 2014

Ministry of Justice
Statistics Bulletin

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Introduction

There is a high demand from both internal and external users for statistics regarding NOMS staff, to monitor changes to staffing figures and the structure of the staff population over time. This publication is designed to meet these needs in an efficient fashion, covering a wide range of issues in a clear and cohesive manner.

The publication considers staffing levels since 2000, but focuses on more recent changes. The financial year 2010/11 saw the introduction of recruitment control and voluntary staff departures under Voluntary Early Departure Schemes (VEDS), with the intention of reducing staff numbers within NOMS. Therefore, the time series in tables within this publication begin at 31 March 2010, to allow monitoring of changes to staff numbers as a result of the implementation of these policies. Tables show the most recent 5 quarter points (covering the last 12 month period), and then continue the time series back further with annual figures for the end of each preceding financial year for the past three years, back to 31 March 2010.

Definitions

This publication covers all civil service employees of the National Offender Management Service (NOMS). NOMS operates within England and Wales only. Offender management, prisons and probation are devolved within Scotland and Northern Ireland, and for this reason the publication does not include figures for Scotland, Northern Ireland, or the United Kingdom total. The Isle of Man and the Channel Islands also have separate prison administrations.

Staff working for the Probation Service are currently not civil servants, and accordingly are not included within this publication. As of 1 June 2014, the manner with which Probation services will be delivered will change. The National Probation Service (NPS) will be responsible for more serious cases of offenders in the community, and NPS staff will become NOMS staff, and civil servants on 1 June 2014. The next iteration of this publication will include statistics on NPS staff for the first time. The remainder of cases of offenders in the community will be managed by Community Rehabilitation Centres (CRCs). In due course, CRCs will be contracted out, and as such, staff would be in the private sector. In the interim period, CRC staff will not be civil servants, and as such remain out of scope of this publication. Information about Probation staff is published separately in the Probation Workforce Information Report¹, and from 1 June 2014 this report will cover CRC staff only, in the interim period until CRCs move into the private sector. Also excluded from this publication are contractors, agency staff, and staff in private prisons, contingent workers such as teachers and nurses directly employed by Primary Care Trusts (PCTs), sessional workers, voluntary workers, NOMS staff on loan, on secondment out, and those on career breaks.

Full time equivalent (FTE) is a measure of the staffing resource available based on contracted hours. Whereas the headcount of staff is a simple measure of the number of individual members of staff, in order to consider both available resource and the cost of that resource, FTE is a more useful measure. Where a member of staff works the standard hours for their grade they are counted as full time (1 FTE). Staff who work less than standard hours are allocated an FTE in proportion to their contracted hours and the standard hours for the grade. Additional work undertaken in addition to standard hours, such as overtime is not taken into account in calculating FTE.

¹ <https://www.gov.uk/government/publications/probation-service-quarterly-reports-20132014>

FTE is the preferred measure for monitoring available staff resource when considered by location, function or grade. However, for consideration of equality, where equal treatment of individuals is concerned, FTE is not an appropriate measure and headcount is used instead. It should be noted that the headcount total number of staff will always be equal or higher than the FTE total.

Joiners and leavers are measured on a headcount basis, as it is individuals that are under consideration. When considering change in available resource as a result of staff turnover, the net change in staff FTE is of interest, rather than joiners and leavers.

The main areas covered in this publication are:

- Staff in post FTE by Region of England, and Wales; by Function of Establishment (category of prison); by Grade, and by Establishment.
- Staff in post headcount by Protected Characteristic under the Equality Act 2010.
- Joiners and leavers headcount by Region of England, and Wales; by Function of Establishment (category of prison); by Grade; by Protected Characteristic.
- Leavers headcount by Reason for Leaving.

Users and uses of these Statistics

These statistics have many intended uses by a diverse range of users, and are designed to meet as many of the needs of these users as possible in the most useful and meaningful format.

Intended use of statistics:	Summary of main statistical needs:
MOJ ministers	Use the statistics to monitor changes to NOMS staff numbers, and to the structure of the organisation over time.
MPs and House of Lords	These statistics are used to answer parliamentary questions. This publication aims to address the large majority of parliamentary questions asked.
Policy teams	These statistics are used to inform policy development, to monitor impact of changes over time and to model future changes and their impact on the system. This publication addresses the primary questions internal users ask on a regular basis, and forms the basis for workforce monitoring and decision making.
Academia, students and businesses	Used as a source of statistics for research purposes and to support lectures, presentations and conferences
Journalists	As a compendium of quality assured data on NOMS staff, to enable an accurate and coherent story to be told.
Voluntary sector	Data are used to monitor how trends within the staff population relate to trends observed in offenders, to reuse the data in their own briefing and research papers and to inform policy work and responses to consultations.
General public	Data are used to respond to ad-hoc requests and requests

	made under the Freedom of Information Act, to provide greater transparency of staffing and equalities related issues in NOMS.
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Release Schedule

This publication is produced on a quarterly basis to most appropriately reflect the dynamic nature of the data included within many of the tables, and is published approximately 8 weeks after the quarterly situation date. The next edition of the quarterly NOMS Workforce Statistics bulletin, for the situation date as at 30 June 2014, is scheduled to be published on 28 August 2014.

Summary

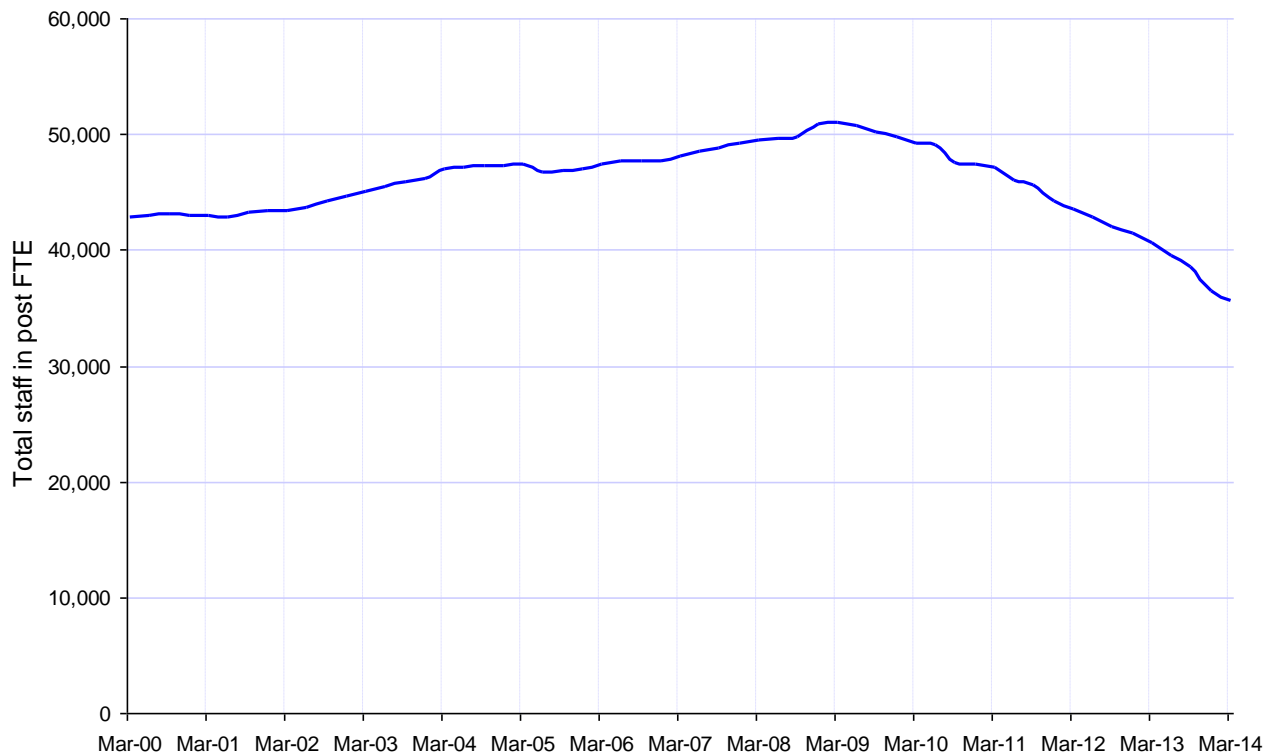
1. As at 31 March 2014, civil service employment in NOMS was 35,630 staff in post on a full time equivalent (FTE) basis.
 - 2.3% reduction since 31 December 2013, when NOMS staff in post was 36,460 FTE. This fall was largely caused by four establishments closing in December 2013.
 - 27.6% reduction since 31 March 2010, when NOMS staff in post was 49,230 FTE.
2. The reduction in Prison Officer / Band 3 numbers since 31 December 2013, was 340 FTE, and amongst Operational Support Grades was 260 FTE.
3. The region showing the largest reduction is South Central, where the number of full-time equivalent staff fell 7.0% since 31 December 2013 due to the closure of Reading.
4. The Operational/Non Operational split of NOMS staff FTE has remained steadily at about 70% Operational and 30% Non Operational since 31 March 2010.
 - As at 31 March 2014 Operational grades account for 68.4% of staff FTE.
5. HQ and Area Services represent 6.9% of the NOMS total FTE, of which 4.5% are in HQ and 2.3% in Area Services.
6. While recruitment is beginning to grow again after a period of very low activity, the number of leavers has remained high.
 - In the 12 months ending 31 March 2014, while there were 980 new joiners, the number of individuals leaving NOMS (not including staff from HMP Northumberland who transferred to the private sector) was 5,470.
 - Of these, 970 individuals resigned, 670 retired, and 2,890 individuals left under voluntary exit schemes.

Commentary

Staff in Post

Measurement of staffing resource using Full Time Equivalent (FTE) in Her Majesty's Prison Service (HMPS) began in March 2000. HMPS became part of the National Offender Management Service (NOMS) on 1 June 2004.

Figure 1: Total Prison Service / NOMS Staff FTE - 31 March 2000 to 31 March 2014



Staff FTE increased during the nine year period from 31 March 2000 (42,870 FTE) through until 31 March 2009 (51,060 FTE). After this time the trend reversed, with staff FTE falling over the subsequent years to a level well below that at the start of the period.

Although the trend for staff reductions in NOMS began in March 2009, the financial year from 31 March 2010 to 31 March 2011 saw the introduction of policies with the intention of reducing staff FTE within NOMS. Strict controls were put on recruitment, 15 establishments have closed and a further two have been transferred to the private sector. There was also a review of NOMS Headquarters functions that reduced staff numbers.

The falls in staff numbers were largely managed using several Voluntary Early Departure Schemes (VEDS) that gave staff the opportunity to apply for departure.

- As at 31 March 2014, civil service employment in NOMS was 35,630 staff in post on a full time equivalent (FTE) basis.
 - This is a 2.3% reduction since 31 December 2013, when the NOMS staff in post was 36,460 FTE.
 - It represents a 27.6% reduction since 31 March 2010, when the NOMS staff in post was 49,230 FTE.

The definition of NOMS HQ changed in March 2013, separating out the regionally located staff in Area Services (units that operate on a regional basis, providing services directly to establishments), that had previously been considered part of HQ. To enable comparisons of current definitions to definitions prior to this change, NOMS HQ and Area Services are combined within this publication, corresponding directly with the previous HQ definition.

- As at 31 March 2014 there were 33,190 FTE in Establishments, a 2.4% reduction since 31 December 2013, when there were 34,020 FTE in Establishments (see Table 1).
- The size of NOMS HQ has remained largely stable over the past year following a review of its structures. Within that time movements within the HQ and Area Services grouping have involved the re-organisation of some services, such as psychology, that were previously provided by establishment staff into regionally organised teams. This led to increases in area service teams without any actual recruitment taking place.
 - HQ and Area Services represent 6.9% of the NOMS total FTE, 4.5% in HQ and 2.3% in Area Services.
 - The size of HQ and Area Services increased by just 10 FTE from 2,440 FTE as at 31 December 2013 to 2,450 FTE as at 31 March 2014.

Region

Regional splits are formed based on the deputy director of Custody (DDC) regions, (see Glossary for definition), which differ slightly from standard regional locations. Wales operates as a region, as does the High Security estate. The South East of England is separated into Kent and Sussex and South Central, operating as separate regions. Greater London also includes four establishments located outside of the London boroughs.

- The largest region is High Security Prisons with an FTE of 5,170, representing 14.5% of NOMS staff while the smallest is Wales with 690 FTE, representing 1.9% of total staff.
- Staffing in three regions was affected over the past quarter by establishments closing. South Central fell by 7.0%, Yorkshire and Humberside fell by 3.5% and East of England fell by 3.2% due to Reading, Northallerton and Blundestun closing respectively. The other large reduction was of 3.6% in Kent and Sussex.
- The reduction in staff was smallest in Greater London, where FTE fell by just 0.4% over the past quarter.

Category

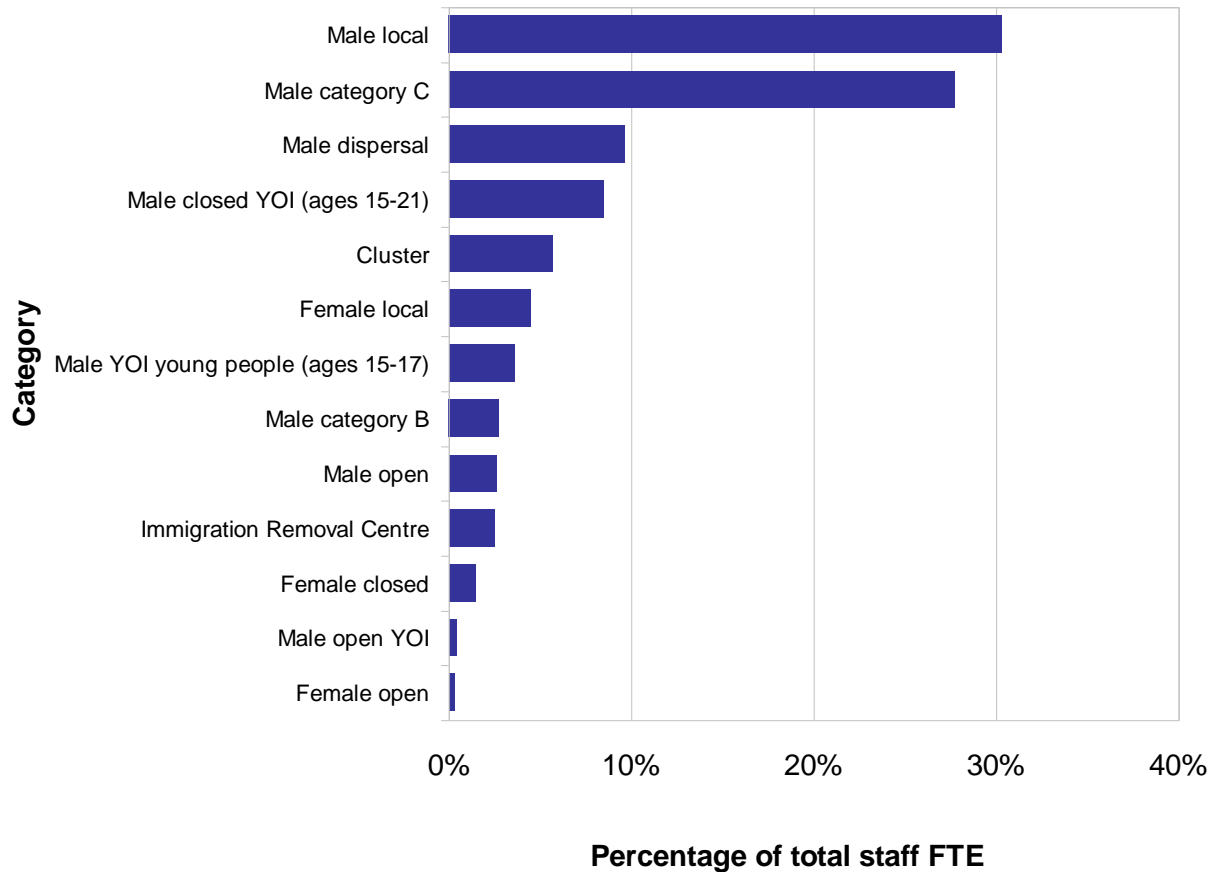
Prisoner security categories in the United Kingdom are assigned to every adult prisoner for the purposes of assigning them to a prison. The categories are based upon the severity of the crime and the risk posed should the person escape. Correspondingly, prisons are given categories relating to the function of the establishment, dependent on the type or types of prisoner held.

The distribution of NOMS Establishment staff FTE across categories is shown in Figure 2 below, and in Table 2.

- Male Local and Category C prisons predominate within staff in post FTE.

- Since 31 March 2010, Male Local and Category C have both consistently accounted for around 30% each of NOMS Establishment FTE.
- As at 31 March 2014, Male Local account for 30.3% of NOMS Establishment staff FTE, and Category C for 27.7%.

Figure 2: Distribution of NOMS Establishment staff in post FTE by Function of Establishment (category of prisoner), as at 31 March 2014



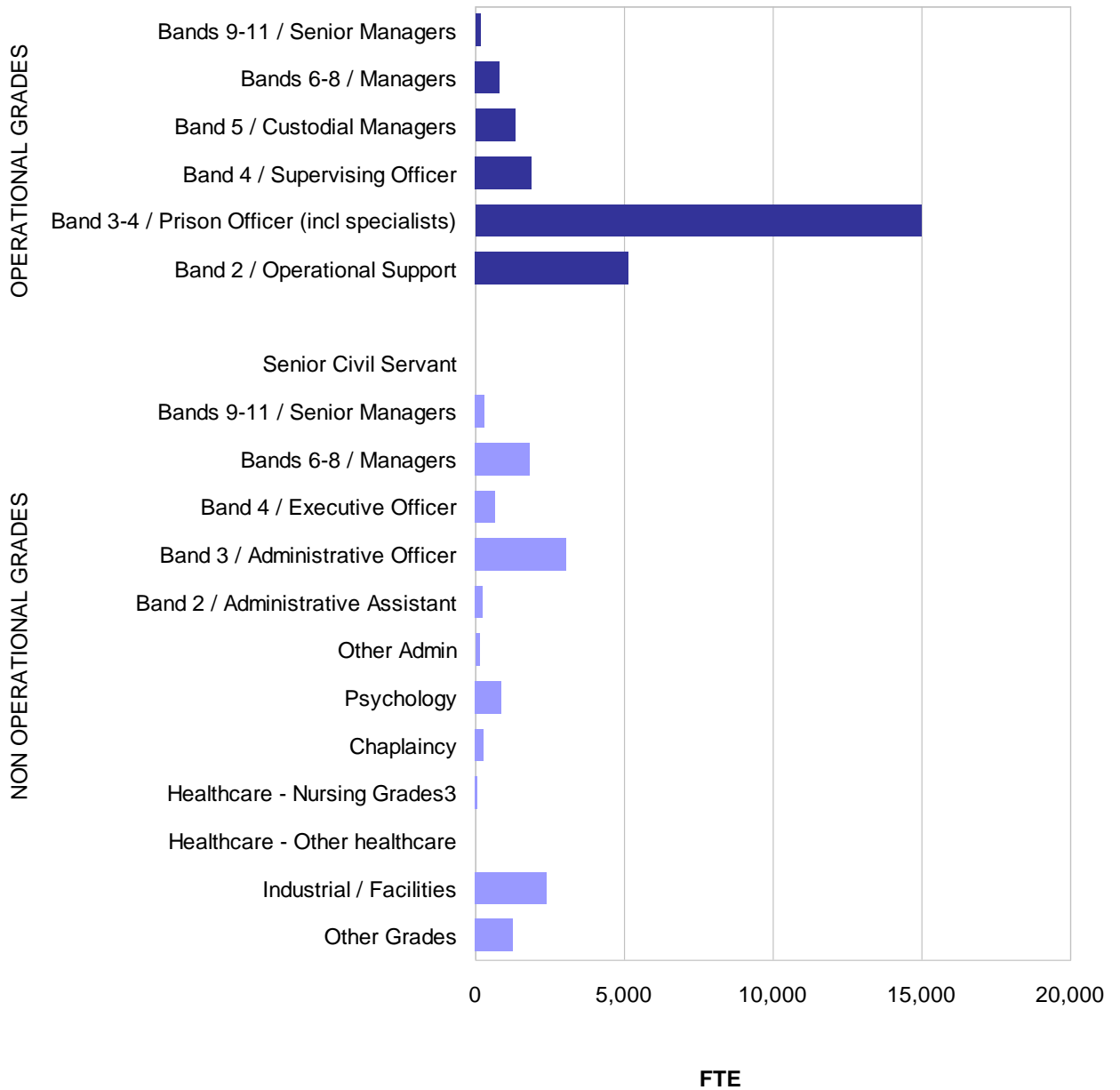
Grades

From April 2012 for new recruits, and for all staff from April 2013, a new grading structure has been implemented across NOMS. Existing grades are being replaced by a system of Bands ranging from Band 1 for the most junior staff to Band 11 for the most senior staff below the senior civil service. All new recruits and newly promoted staff are within the new structure and all existing staff will be given the opportunity each year of opting in to the new structures. The new Banding structures have been designed and implemented with the aim of providing consistent reward structures across all jobs in NOMS.

'Operational grades' is a term referring to all Prison Officers, Operational Managers and Operational Support Grades. 'Non Operational grades' refers to all other staff performing administrative and managerial roles (including senior civil servants), psychologists, Chaplaincy, healthcare and industrial roles.

The distribution of staff FTE across Operational and Non Operational grades as at 31 March 2014 is illustrated below in Figure 3. As at 31 March 2014 Operational grades account for 68.4% of staff FTE. The largest individual groups are prison officers, representing 42.1%, and operational support grades accounting for 14.5% of all staff.

Figure 3: Distribution of Staff across Operational and Non Operational Grades, as at 31 March 2014



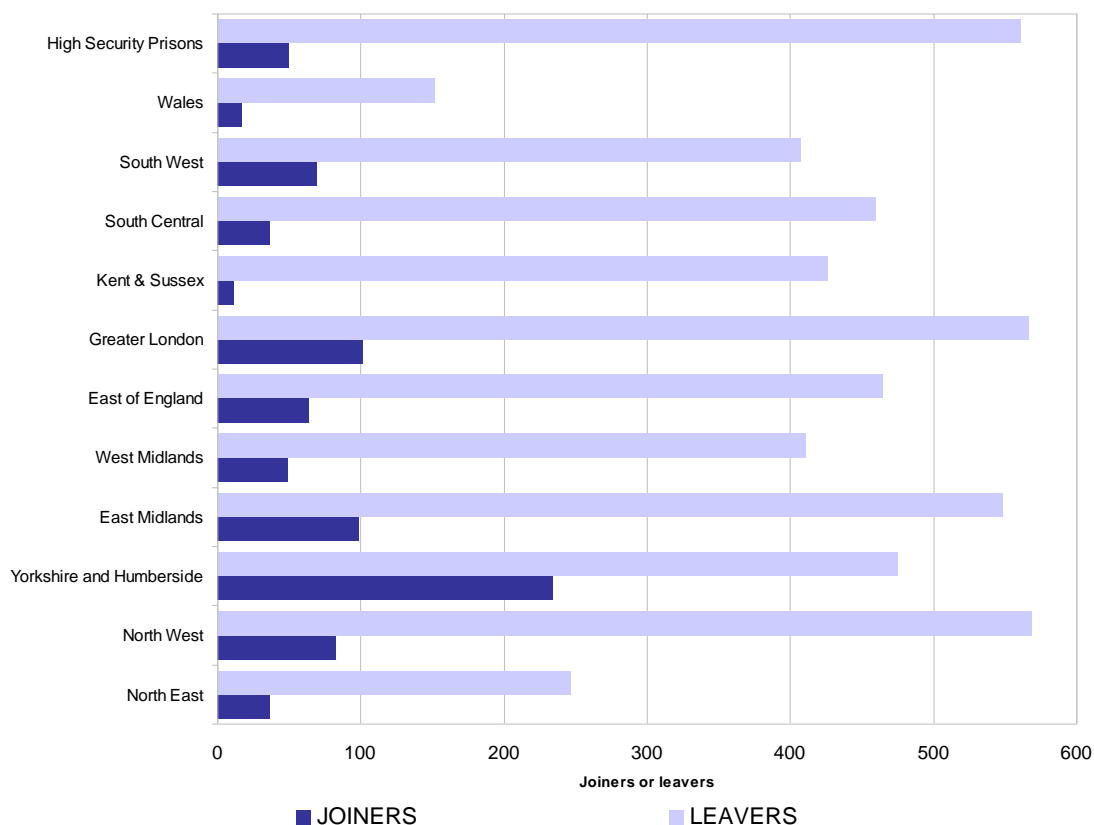
- Between 31 December 2013 and 31 March 2014, Operational staff FTE fell by 750, to 24,390, mainly due to the closure of four establishments and departures on voluntary early departure schemes.
 - Band 3 Prison Officers and Band 4 Officer specialists fell by 340, to 15,010 FTE
 - Band 4 Supervising Officers fell by 60, to 1,890 FTE
 - Band 2 Operational Support Grades fell by 260, to 5,150 FTE.
- Between 31 December 2013 and 31 March 2014, Non Operational staff FTE fell by 80, to 11,240 FTE.

Joiners and Leavers

Each year since 2010 the number of staff leaving NOMS has exceeded recruitment. This disparity has been particularly marked in the latest two years. In the 12 months ending 31 March 2014, there were 5,470 departures compared to 980 recruits. The leavers figure does not include staff that transferred to the private sector when the management of HMP Northumberland transferred.

Within HQ and Area Services, there were 120 new joiners and 180 leavers in the 12 months ending 31 March 2014.

Figure 4: Regional distribution of Joiners and Leavers, in the 12 months ending 31 March 2014



The distribution of joiners and leavers within establishments is illustrated in figure 4. The information relates to staff leaving or joining NOMS from outside the organisation and hence excludes internal transfers.

- Yorkshire and Humberside was the region with the highest number of joiners with 230 new joiners. This was a result of The Wolds, formerly a private Category C prison in Yorkshire and Humberside run by G4S, transferring to the public sector in July 2013, with 180 staff becoming civil servants under Transfer of Undertakings (Protection of Employment) terms.
- Over half of joiners to Establishments in the 12 months ending 31 March 2014 (440) were to Category C prisons, which again was largely due to the transfer of HMP Wolds into the public sector.
- Leavers were more evenly spread across the regions reflecting that every region has been subject to staffing reductions over the past year.

Figure 5: Grade distribution of Joiners and Leavers, in the 12 months ending 31 March 2014

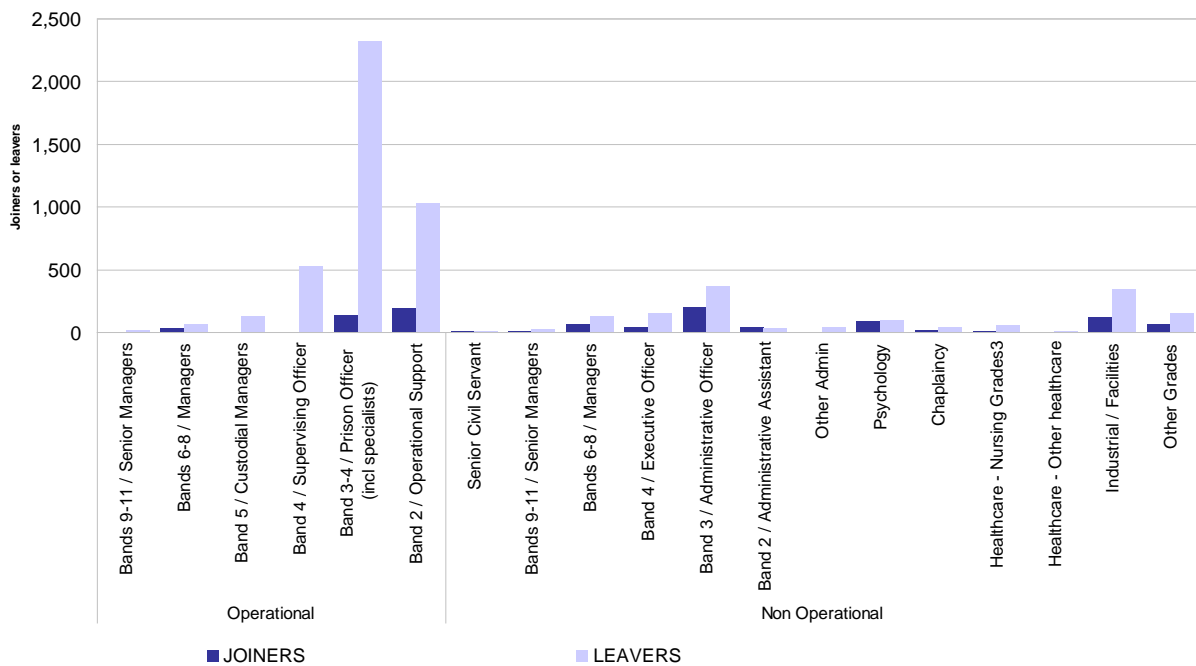


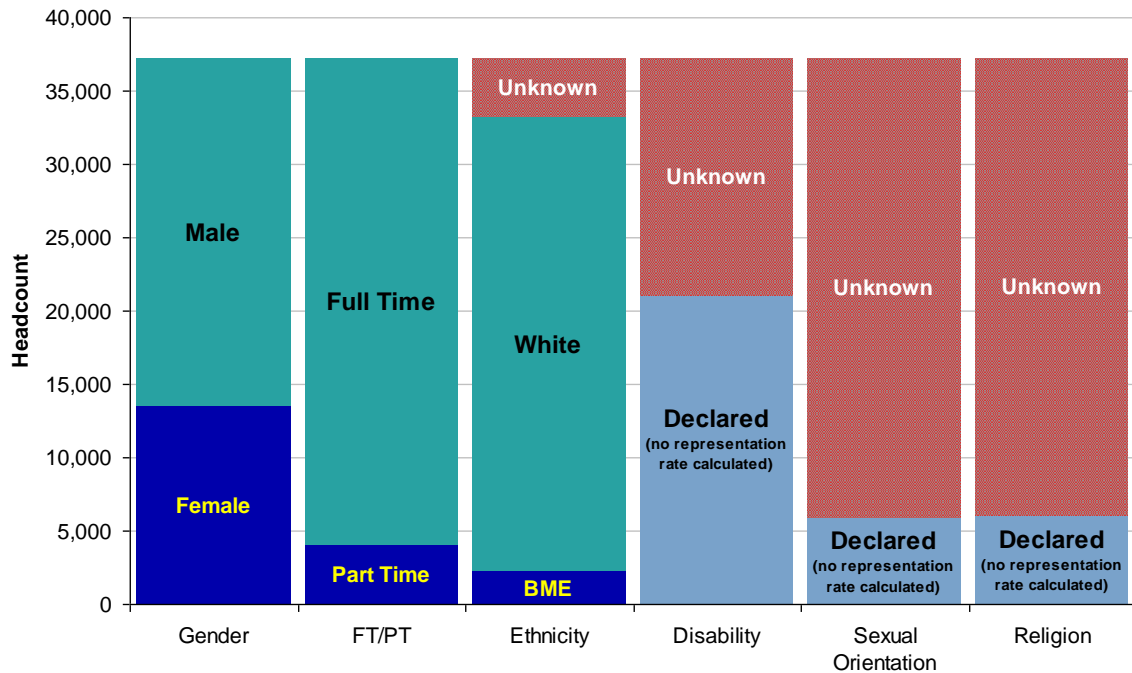
Figure 5 above compares the grade distributions of joiners and leavers in the year ending 31 March 2014. In every grade the number of leavers exceeded the number of joiners. This information relates to staff joining the grades from outside of NOMS and does not include internal movements. Joiners tend to be concentrated in certain grades. Amongst operational staff it is unusual to join NOMS above Band 3. In the main operational grades in the 12 months ending 31 March 2014:

- 130 Band 3-4 Prison Officers joined whereas 2,310 left.
- 190 Operational Support Grades joined NOMS but 1,030 left .

Amongst all leavers, the majority (53%) left on voluntary early departure schemes. The most common other reasons for leaving were resignation, with 18% of leavers, and retirement on 12%.

Equality and Diversity

Figure 6: Protected Characteristics of NOMS staff, as at 31 March 2014



Gender:

Female representation has remained at around 36% since 2010 with only small variations. At 31 March 2014 the rate was 36.4%, which is the highest it has been since 2010, and 0.2 percentage points higher than at 31 December 2013.

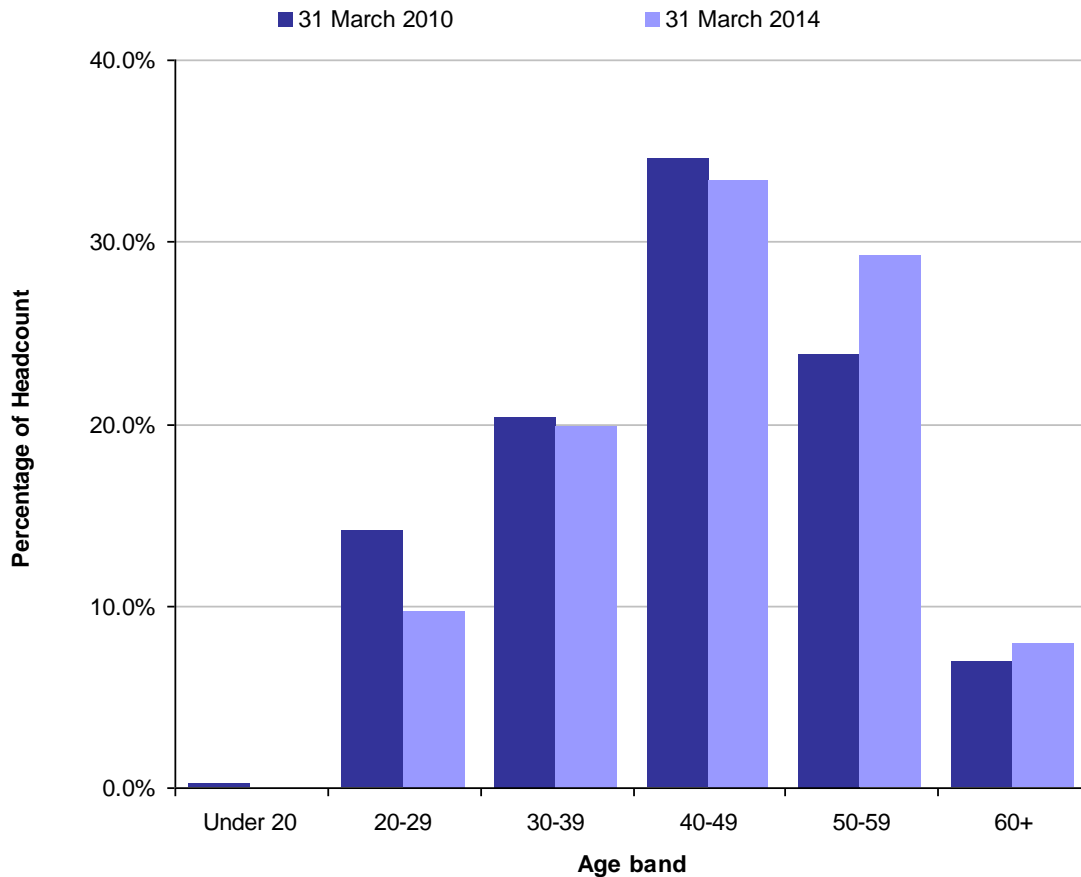
The increase in female representation in the NOMS workforce is a consequence of female representation amongst leavers (33.4%) being below the representation within the workforce (36.4%) and also below the representation amongst joiners (51.5%)

Age:

The age profile of the NOMS workforce has changed over the period from March 2010 to 31 March 2014, as shown in figure 7. The most populous age-group remains the 40 to 49 years, but there are now proportionately far more staff over 50 and fewer staff under 30 than in 2010.

- There has been a 6.1 percentage point increase in the proportion of the workforce aged over 50, from 30.7% as at 31 March 2010 to 37.2% as at 31 March 2014.
- Conversely, the proportion of the workforce aged under 30 has decreased by 4.4 percentage points, from 14.4% as at 31 March 2010 to 9.7% as at 31 March 2014.

Figure 7: Age distribution of NOMS staff headcount as at 31 March 2014, compared with 31 March 2010



Ethnicity:

Ethnicity, being a self-declared and non-compulsory field, is not known for all staff. The ethnicity declaration rate (the percentage of all staff who have declared their ethnicity) is indicative of the level of uncertainty in the calculated representation rate of Black and Minority Ethnic (BME) staff. The BME representation rate is the proportion of staff who have declared themselves as BME from all those making ethnicity declarations, i.e. excluding those who have not responded and those who chose not to declare. Assuming there is no inherent bias in the actual ethnicity of those who have not made an ethnicity declaration, the BME representation rate is the best estimate of the actual percentage of BME civil servants employed by NOMS.

- The declaration rate has fallen 0.2 percentage points to 89.3% as at 31 March 2014, from 89.5% as at 31 December 2013.
- The ongoing trend for reducing ethnicity declaration in NOMS is due to low levels of declaration among new joiners (only around a third of new joiners in the 12 months ending 31 March 2014 made an ethnicity declaration).
- The BME representation rate has increased slightly to 6.7% at 31 March 2014, which is the highest it has been since 2010.

Caution should be exercised in attempting to make comparisons between the composition of the NOMS workforce and the wider population of England and Wales on the basis of ethnicity. There is substantial regional variation of ethnicity distribution in the general population, and NOMS staff are not distributed across England and Wales in the same

proportions as the general population, rendering such comparisons invalid. The current ethnicity breakdown of staff in post is shown in Table 4.

Ethnicity declaration among new joiners is low, as mentioned above. It is therefore not possible to consider the BME representation of joiners.

Leavers data for ethnicity do not face the same problems seen in joiners, as declaration rates for leavers (89.2%) are comparable to those seen for staff in post. In the 12 months ending 31 March 2014, 5.8% of those staff who left NOMS were BME, lower than the overall representation rate in NOMS. Issues such as the regional variation of exits and the age of leavers influence the ethnic composition of leavers.

Disability:

Disability is also a self-declared, non-compulsory field. However the declaration rate has remained at around 56-57% since 2010. With lower declaration rates, the risk of bias increases greatly, and the accuracy of a representation rate based on known declarations falls rapidly. Consequently, when a declaration rate falls below 60%, no representation rate is provided. As this is the case for the NOMS workforce, only the headcount figures of those declaring themselves to be disabled or non-disabled are provided in Table 4, and shown above in Figure 6 but no representation rate is calculated.

Similarly, disability declaration rates among joiners and leavers have generally been far below levels where any meaningful interpretation can be made of the representation of disabled staff within joiners and leavers.

Full Time / Part Time:

The Protected Characteristic of Working Patterns under the Equality Act 2010 is wider in scope than simply full time/part time status. Data are not routinely available on working patterns other than full time/part time status since decisions on flexible working, working from home, and other aspects of the Working Patterns characteristic are typically handled at a local level. As at 31 March 2014 there were 10.7% of NOMS staff working part time.

In the 12 months ending 31 March 2014, 8.8% of joiners were part time. Although this is consistent with the proportion of all NOMS staff that work part time, the rate is heavily influenced by the transfer of HMP Wolds into the public sector where 21% of the transferring staff worked part time.

The proportion of leavers in the 12 months ending 31 March 2014 who were working part time was 14.2%. Although higher than the proportion of part time staff in post, this is consistent with previous time points for leavers (in the 12 months ending 31 December 2013 for example, 14.5% of leavers were part time).

Caution is advised when considering the full time/part time status of joiners and leavers, as the full time/part time status at joining is sometimes not reflective of the working pattern the individual adopts once in post. Similarly it is known that certain types of leavers (in particular those retiring) change their full time/part time status in the final phase of their careers before leaving. Therefore the figures presented for joiners and leavers may not be indicative of the status individuals held during the majority of their career. It is also a status which may fluctuate across an individual's career. Part time as a grouping covers a wide range of working patterns and working hours.

Sexual Orientation:

Data on Sexual Orientation were only readily available from 31 March 2013. As a result staff in post breakdowns have been shown only from this time onward.

At 31 March 2014, only 15.8% of staff have declared their Sexual Orientation. Although this is a small increase in declaration rate compared to the 15.2% as at 31 December 2013, it is still too low for meaningful representation rates for Lesbian, Gay and Bisexual (LGB) groups to be derived.

For the first time this quarter data is available on sexual orientation for a full year of joiners and leavers. Unfortunately, for both datasets the coverage of the information is not sufficient to allow meaningful representation rates to be calculated. Amongst joiners 34.2% declared their sexual orientation while just 12.4% of leavers had declared.

Religion/Belief

Data on Religion/Belief were only readily available from 31 March 2013. As a result staff in post breakdowns have been shown only from this time onward.

At 31 March 2014 only 16.2% of staff have declared what their religious beliefs or lack of religious beliefs are. Although this is an increase in declaration rate compared to 15.6% as at 31 December 2013, it is still too low to allow meaningful representation rates for Christian, No Religion or Other Non-Christian Religion groups to be derived.

For the first time this quarter data is available on religion or belief for a full year of joiners and leavers. Unfortunately, for both datasets the coverage of the information is not sufficient to allow meaningful representation rates to be calculated. Amongst joiners 34.0% declared their religion or belief while just 12.5% of leavers had declared.

Other Protected Characteristics:

No data are currently available for the other protected characteristics of Gender Reassignment (Transgender), Marriage and Civil Partnership, Pregnancy and Maternity.

Methodology

Statistics presenting the changes to staffing numbers of staff in post over time are of key importance to monitoring the effects of policy changes, financial accounting, and transparency. As such, the time series show the last five quarter points to present both the current picture and also recent trends. To give a longer frame of reference for comparison, the time series is also extended back, with annual figures taken at the end of each financial year for the preceding three years, giving coverage of up to five years.

Where definitions have changed over the time series (for example changes to grade names), it is possible to retain comparability across the time series through presenting both the old and new names. In other cases, such as the change to the definition of HQ, current definitions are used and carried back, as consistency across the period is enabled through the HQ and Area Services total, which aligned completely to the former HQ definition. Should definitions not be appropriate to be carried back due to non-alignment with previous definitions, a break in the time series would be presented with explanatory footnotes.

Staff in post figures derive from snapshots taken on a monthly basis from the Oracle Human Resources Management System (HRMS) database, recording all those civil servants employed by NOMS on the final working day of each month. The snapshots are taken two working days into the following month, allowing for some late updating to occur and thus improving the quality of the data, while remaining as timely as possible.

Joiners and leavers figures record the inflow and outflow staffing transactions taking place between the first and last working day of the month. The information is taken from the Oracle HRMS database seven working days into the next month, to accommodate as many late entries as possible while minimising the impact on timeliness.

One point of note is that staff leaving on the final working day of a given month will appear both in the staff in post record for that month (having been employed by NOMS on the last day of the month) and in the leavers record for that month (having left employment on the last day of the month). For this reason, staff in post, joiners and leavers figures are not fully reconcilable.

When breaking down these figures by region, category of establishment, and grade, staff in post figures are presented as full-time equivalent (FTE). This is the most appropriate measure for considering the resource available and for reconciliation with financial figures.

Staff in post figures are also presented by Protected Characteristics under the Equality Act 2010 for which data are readily available (with the intention that coverage will increase over time). When considering equality concerns, it is the actual number of individuals which is important, and not the resource to which those individuals contribute. For this reason the only appropriate measure is the headcount, and not FTE. The Equality Act 2010 was established to protect all individual employees of the organisation as equal, and is in place to ensure fair and equal treatment for all individuals, and not as having differential worth dependent on their hours worked.

The publication also presents the number of joiners (newly recruited) into and leavers from NOMS during the preceding 12 month period for each date point. Figures are taken over a 12 month period for a number of reasons, primarily as the numbers involved would not be sufficient to permit breakdowns over a shorter period of time, and seasonal influences may impair fair comparison of trends over time should less than 12 months be presented.

Joiners and leavers are presented on a headcount basis for a number of reasons – those joining the department who work part-time often arrange to do so after starting, and not at the moment of joining. Similarly the FTE recorded on leaving is often not representative of working pattern throughout the period of employment. For these reasons FTE on joining or leaving is a poor measure of the actual FTE resource the individual will represent or will have represented during their career in NOMS. FTE figures for joiners and leavers will not audit to changes to FTE in staff in post for the additional reason that continuing staff may change their FTE at any time. These are not data quality issues, but are inherent in the nature of staff data. Headcount figures are therefore used for all joiners and leavers tables. For joiners and leavers, the same breakdowns of region, function of establishment (category) and grade, and additionally for leavers, their reason for leaving are presented.

To observe changes to the available resource, however, (which would be measured by FTE) it would be the net change of staff in post FTE which would be the relevant figure. These are presented in the staff in post FTE tables.

Rates of joiners and leavers have not been calculated and do not appear in this publication. Figures for staff in post, joiners and leavers presented within this publication all include staff on Fixed Term contracts. Rates of joiners and leavers are used internally to monitor turnover, recruitment and retention patterns, but are only meaningful when those on Fixed Term contracts are excluded. As this does not correspond with the definitions used within this publication it would not be appropriate or meaningful to calculate rates which do not correspond with the rates used for turnover, recruitment and retention purposes.

A final table showing the snapshot of the staff in post FTE by grade and individual establishment is included to give the current structural picture within each establishment. This table does not include time series, due in part to the size of the table, but more importantly as a result of the dynamic nature of establishments, which change frequently, rendering a time series of less value.

Data Sources and Data Quality

The statistics in this bulletin relate to civil servants employed by the National Offender Management Service (NOMS). The data presented in this publication are drawn from the Oracle Human Resources Management System used by NOMS, which is a live dynamic system, not designed for use in presenting consistent statistical figures. Although Oracle HRMS can generate what appear to be historical figures, subsequent updates to details of records on the system will only show the latest position, and not the position as it stood at the time in question.

Information relating to staff in post, joiners and leavers is closely scrutinised, and the data are considered to be of high quality. Extensive validation of data is undertaken, and care is taken when processing and analysing the data. While the figures shown have been validated and independently checked, the information collected is subject to the inaccuracies inherent in any large scale recording system.

For statistical and archive purposes, monthly extracts are taken from the Oracle HRMS system, which allow consistent figures to be obtained for historical time points. As it is not uncommon for a small number of updates to the Oracle system to be implemented slightly in arrears, the data extracts used for statistical purposes are taken at a pre-determined point in time shortly after the situation date to accommodate the majority of such late updates whilst maintaining the timeliness of the data. While this is a standard, and indeed the best approach to obtain accurate and timely data from HR systems, there is the inevitable potential for a small number of late updates to be missed, occurring after the monthly extracts are captured.

Rounding Policy

All figures in this publication are rounded to the nearest 10 to prevent disclosure issues, and to better represent the true accuracy of figures extracted from the Oracle database. Presentation of unrounded figures may overstate their true accuracy. This approach is consistent with the level to which the Office of National Statistics (ONS) generally present staffing figures.

The system of Treasury Rounding has been applied whereby figures have been rounded to the nearest 10, with integer values ending in 5 rounded to the nearest 20 to avoid systematic bias. Values of 5 or fewer are suppressed and are indicated with a tilde '~'. Totals are rounded separately, and as such may not equal the sum of the rounded parts. Percentages and rates have been calculated from unrounded figures. This rounding policy has been implemented to prevent disclosure issues under the Data Protection Act 1998, and to better represent the true level of accuracy within HR data extracts.

Under the Data Protection Act 1998, disclosure of information pertaining to specific individuals must not be released or have any possibility of deduction from the published figures or in conjunction with other data. When certain breakdowns of staffing data are presented, the issue of potential disclosure may appear as a result of the small numbers in some categories. Rounding figures eliminates this risk and ensures complete compliance with the data protection act.

Revisions Policy

In accordance with Principle 2 of the Code of Practice for Office Statistics, the Ministry of Justice is required to publish transparent guidance on its policy for revisions. A copy of this statement can be found at:

<http://www.justice.gov.uk/downloads/statistics/moistats/statistics-revisions-policy.pdf>

The three reasons specified for statistics needing to be revised are changes in sources of administrative systems or methodology changes, receipt of subsequent information, and errors in statistical systems and processes. Each of these points, and its specific relevance to the NOMS Workforce Statistics bulletin, are addressed below:

1. Changes in source of administrative systems/methodology changes:

The data within this publication come from Oracle HRMS. This document will clearly present where there have been revisions to data accountable to switches in methodology or administrative systems. In addition, statistics affected within the publication will be appropriately footnoted.

2. Receipt of subsequent information:

The nature of any administrative system is that data may be received late, after publication of a prior issue which would have been represented in that publication. For the purpose of this publication, this most frequently relates to the routine re-extraction of joiners and leavers data at the end of each quarter within the year. On each occasion that data is extracted this means that joiners and leavers information relating to the current financial year will be revised. Unless it is deemed that these processes make significant changes to the statistics released, revisions will only be made as part of the subsequent publication within the time series. Revised figures will be indicated with an '(r)' superscript beside each figure affected.

3. Errors in statistical systems and processes:

Occasionally errors can occur in statistical processes; procedures are constantly reviewed to minimise this risk. Should a significant error be found, the publication on the website will be updated and an errata slip published documenting the revision.

Explanatory notes - Symbols and conventions

The following symbols are used within the tables in this bulletin:

..	not available
~	values of five or fewer
-	not applicable
(p)	Provisional data
(r)	Revised data
(e)	Estimated data

Glossary of Terms

NOMS - National Offender Management Service

The National Offender Management Service (NOMS) is an executive agency of the Ministry of Justice responsible for the correctional services in England and Wales (separate arrangements exist in Scotland and Northern Ireland). It was created by combining parts of both of the headquarters of the National Probation Service and Her Majesty's Prison Service with some existing Home Office functions.

Grades:

Fair and Sustainable	From April 2012 new recruits to NOMS, and staff moving into new roles, were employed under a new grading structure known as 'Fair and Sustainable'. The new structures covered all roles except for nurses and other healthcare staff employed on NHS terms and conditions and senior civil servants. In 2013/14 all existing NOMS staff were given the opportunity to opt in to the new structure, although opting in was not mandatory. There are 11 pay-bands under Fair and Sustainable with Band 1 being the least senior and Band 11 the most senior. Further detail on the roles being undertaken is given by a Job Description. Within this report the staff already within the new Bands are reported alongside the equivalent in the old grading structure.
Operational	Includes Prison Officers, Supervising Officers, Custodial Managers, Operational Managers and Operational Support Grades. Staff within these grades are included as Operational even if they are currently fulfilling a non-operational or Headquarters role. Operational roles in the old grading structure also include Senior Officers and Principal Officers. In Fair and Sustainable structures operational staff fill roles at Band 2 to Band 11 and are identified as operational by Job Description.
Non Operational	Refers to staff in all grades other than those included within the Operational group. Non-operational roles within the new Fair and Sustainable structures include roles at Band 1 to Band 11 and also include staff on NHS terms and conditions and senior civil servants.
Senior Civil Servant	Members of the Senior Civil Service in NOMS include the Chief Executive Officer, Directors and some leaders reporting directly to Directors, at pay bands 1, 2 and 3.
Bands 9-11 / Senior Managers	Treasury Equivalent Grades 6 and 7. Typically unit and team leaders. These staff within the new Fair and Sustainable structures include roles at Band 9 to Band 11.
Bands 5-8 / Managers	Treasury Equivalent grades of Higher Executive Officer (HEO) and Senior Executive Officer (SEO), which in general have line managerial responsibility. They cover a range of work within NOMS, including administration, operational management and professional and technical roles. Manager grade psychologists are reported under Psychology rather than as managers. Managers within the new Fair and Sustainable structures include roles at Band 5 to Band 8.
Band 4 / Executive Officer	Administrative staff based either in establishments or Headquarters, sometimes with line-management responsibilities. These staff within the new Fair and Sustainable structures are at Band 4.

Band 3 / Administrative Officer	Business Administrator roles either in establishments or Headquarters. The role has no line management responsibilities. These staff within the new Fair and Sustainable structures are at Band 3.
Band 2 / Administrative Assistant Other Admin	Provide administrative support in both establishments and Headquarters. They have no line management responsibility. These staff within the new Fair and Sustainable structures are at Band 2. Administrative staff within other roles not described above such as secretaries and typists. These staff within the new Fair and Sustainable structures can fill roles at Band 2 to Band 4.
Psychology	Includes Psychologists of all grades, Trainee Psychologists, and Psychological Assistants (who do not undertake psychological work, but offer administrative support to psychologists). Within the new Fair and Sustainable structures psychology roles include Band 4 to Band 10.
Chaplaincy	Chaplaincy is committed to serving the needs of prisoners, staff and faith communities. Chaplains from a wide range of faith traditions work with the public sector Prison Service, including Buddhist, Church of England, Free Church, Hindu, Jewish, Muslim, Roman Catholic, and Sikh. A substantial amount of these services are provided by non-employed staff on a sessional basis, which are not included in the figures presented in this report. Chaplains will fill roles in Bands 5 and 7 under the new Fair and Sustainable structures.
Healthcare - Nursing Grades	NHS Nursing Grades working within NOMS. The majority of the work is primary care but because of the sometimes complex nature of the prisoners' problems work ranges from substance misuse, management of communicable diseases, mental health etc. The majority of nurses working within prisons are employed by Primary care Trusts and therefore will not appear in the figures contained in this report.
Healthcare - Other healthcare	Other staff working in healthcare within NOMS such as pharmacists, medical technical offices and medical officers. The majority of these staff working in prisons are employed by Primary care Trusts and therefore will not appear in the figures contained in this report.
Industrial / Facilities	Employed in areas such as works departments, kitchens, waste management and land-based activities. Industrials fill roles in Band 2 to Band 4 under the Fair and Sustainable structures.
Other Grades	These staff cover a range of other roles within NOMS, including instructional officers, work in stores, land-based activities and catering. The roles are typically below manager level and cover Band 1 to Band 4 under the new Fair and Sustainable structures.
Band 5 / Custodial Managers	This category represents the continuation of the principal officer grade as custodial managers under the 'Fair and Sustainable' structures. The principal officer grade was closed to new entrants, as of 2010. In 2010 Principal Officers were offered employment as Developing Prison Service Managers (non-uniformed). Those that declined this offer remained as Principal Officers, however recruitment to this rank has closed. Under the 'Fair and Sustainable' structures there is a new role at Band 5 of Custodial Manager, which encompasses much of the work previously carried out by Principal Officers.

Band 4 / Supervising Officer	This category represents the continuation from the senior officer grade to the new grades under the 'Fair and Sustainable' structures of supervising officer and also prison officer specialist roles. The closed grade of senior officer had line management for prison officers, operational support grades and other staff within their area of responsibility. They manage delivery of the regime, work routines and activities appropriate to their area of responsibility and the wider establishment when acting as the orderly officer. Under Fair and Sustainable there is a new role at Band 4 of Supervising Officer which encompasses some of the work previously carried out by senior officers although they no longer line-manage prison officers directly.
Band 3-4 / Prison Officer (incl specialists)	Prison Officers work directly with Prisoners, supervising and managing activities, promoting pro social behaviour, encouraging Prisoners to address their offending behaviour and ensure that all Prison Service rules, orders and instructions are followed. Under Fair and Sustainable prison officers fill Band 3 operational roles. Some prison officers have a specialism such as physical education, instruction or catering. Prior to 'Fair and Sustainable' specialist officers received an allowance for their specialism while they now receive no allowance but are banded as Band 4s.
Band 2 / Operational Support	Operational Support Grades are employed on a wide variety of duties. These include: checking in visitors , supervision of visitors, patrolling perimeter and grounds, supervising small selected prisoner work parties, escorting contractors & vehicles, searching buildings, searching prisoners property, stores duties, routine administrative work, night patrol duties, drivers and navigators, switchboard duties, canteen and kit exchange duties, Emergency Control Room (ECR) and Communications Room, personal safety, rub down searching of prisoners. Under Fair and Sustainable Operational Support Roles are at Band 2.
Category: HQ (Headquarters)	The Headquarters function of NOMS. Staff are based in London and at various offices across England and Wales but work on the central administration of NOMS. Central administration includes management of establishments through Deputy Directors of Custody offices.
Area Services	These are units that operate on a regional basis but provide services directly to establishments and where staff are often based within establishments.
HQ and Area Services	The combination of current definitions of HQ and Area Services, as it corresponds with definition of HQ prior to March 2013 within statistical reporting, thus enabling continuity of figures.
Establishments	Public Sector Prison Service Establishments. These include prisons, young offender institutions, remand centres and immigration removal centres operated on behalf on the UK Borders Agency.
Male category B Male category C Female closed	Closed training prisons provide a range of facilities for Category B and Category C adult male prisoners and closed condition adult females who are serving medium to long-term sentences. Prisoners tend to be employed in a variety of activities such as prison workshops, gardens and education and in offending behaviour programmes.

Male dispersal	These prisons hold the most difficult and dangerous prisoners in England and Wales including those assessed as Category A. They serve to spread the Category A population, ensuring that the most dangerous prisoners are not concentrated in a single establishment, thereby reducing the risks involved in holding them.
Female local Male local	Local prisons serve the courts and receive remand and post conviction prisoners, prior to their allocation to other establishments.
Female open Male open	Open prisons house Category D adult male prisoners and Open condition adult females whose risk of absconding is considered to be low, or who are of little risk to the public because of the nature of their offence. Open prisons also house long-term prisoners who are coming towards the end of their sentence and who have gradually worked their way down the categories. Open prisons are part of the resettlement programme to reintegrate prisoners back into society. Whilst Open prisons may have some workshop facilities, some of the prisoners will work in the community, returning to the prison in the evening.
Male closed YOI (ages 15-21)	Young Offender Institutions (YOIs) holding Young Adults (18 to 21 years old). May also include young people (aged 15 to 17) who are held separately from adults within the establishment.
Male YOI young people (ages 15-17) Male open YOI	Young Offender Institutions (YOIs) holding Young People (15 to 17 years old). Open YOI prisons house young adult prisoners whose risk of absconding is considered to be low, or who are of little risk to the public because of the nature of their offence.
Semi open	Semi open prisons (also known as Resettlement prisons) serve a similar function to open prisons, though they are aimed at resettling long-term prisoners rather than those who may have been classified as Category D from the outset. Prisoners may, subject to an assessment of risk, undertake community or paid work.
Cluster	Cluster prisons may contain a number of prisons with different functions.
DDC – Deputy Director of Custody	Senior managers responsible for the line-management of establishments organised either regionally or for Wales or for all High Security Prisons.
DDC Region	The regional management structure used within NOMS. Wales is managed as a region as are the High Security prisons, with South East of England separated into Kent and Sussex and South Central DDC Regions.
High Security Prisons	Prisons holding Category A prisoners, managed as a separate region although geographically spread across England and Wales.
Staff In Post	The number of staff with a contract of employment with NOMS, excludes those on career breaks and those on secondment or loan outside of NOMS but includes staff on secondment or loan into NOMS. Staff in post can be measured on either a headcount or full-time equivalent basis.
	Only staff in the public sector Prison Service and NOMS HQ are directly employed by NOMS and therefore staffing in private sector establishments and other contractors are excluded. The public sector Prison Service includes a number of Immigration Removal Centres that are operated by NOMS on behalf of the UK Borders

Agency and staffing within these establishments is included.

Joiners	All those individuals newly externally recruited into a post. This includes those newly recruited from outside the Civil Service, those returning to the department who had previously left the department, those transferring to a post from another Government Department (including the central Ministry of Justice) on a permanent basis, but not those on secondment or transfers/promotions from within the department itself.
Leavers	All those individuals leaving a post and ceasing to work for NOMS for any reason. This does not include those taking up external posts on secondment, who would be expected to return or those taking a career break. Staff who transfer out of NOMS as a result of machinery of Government changes are generally not included within leaver numbers. Staff moving to the private sector as part of a transfer of control of an entire establishment are also generally not included as leavers.
FTE – Full Time Equivalent	This is a measure of the staffing resource available based on contracted hours. Where a member of staff works the standard hours for their grade they are counted as full-time (1 FTE). Staff who work less than standard hours are allocated an FTE in proportion to their contracted hours and the standard hours for the grade. Additional work undertaken in addition to standard hours, such as overtime is not taken into account in calculating FTE.
Headcount	Headcount means the actual number of individuals within the workforce. Both part-time and full-time individuals are counted equally, irrespective of the number of hours worked. Headcount is the preferred measure in counting the population for a basic demographics profile and analysis of equality and diversity data. Headcount is preferred also when looking at the number of individuals joining or leaving the department, as the FTE of an individual at the point of joining or leaving often is not reflective of the FTE the same individual had or will have during the period for which they are in post.
Protected Characteristic	The Equality Act 2010 introduced the term "protected characteristics" to refer to groups that are protected under the Act. These are: Age, Disability, Ethnicity/Race, Gender, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Religion or Belief, Sexual Orientation
BME	Black and Minority Ethnic. This is a standard term used across Government and in wider society to describe collectively all those declaring themselves to be of a non-white background. Any individuals describing themselves as 'White British', 'White English', 'White Welsh', White Scottish, 'White Irish', 'White Irish Traveller', or 'White Other' will not be classified as BME, on the basis that each of these elements constitutes the majority ethnic grouping of the UK. The nationality of these individuals is irrelevant. All other declarations will be recorded as of a Black or Minority Ethnic (BME) origin, on the basic principle that they will all be part of a grouping which is not of the UK ethnic majority as defined above.
Unknown	The unknown category includes those who have actively stated that they prefer not to disclose information on the protected characteristic, those who have not provided any response and those who have not been asked to declare.

LGB	Lesbian, gay and bisexual.
Declaration Rate	The percentage of staff in post headcount who have actively made a declaration within a protected characteristic (excluding those who specified that they chose not to declare).
Representation Rate	The percentage of staff that are, or have made a declaration that they are in a particular category or group of categories (usually a minority group) within a protected characteristic. Where the declaration rate is less than 100%, the percentage is of all those with a known declaration, excluding all unknown, not declared, not surveyed and those who have chosen not to declare. This is the best estimate of the actual representation of the group in question within the population. However, as the proportion of staff making declarations decreases, the accuracy of the representation rate is likely to decrease, as members of some groups may be less likely to choose to declare than others. Therefore where the declaration rate is less than a minimum threshold of 60 per cent, a representation rate is not given as it is not likely to have any meaningful indication of the actual representation within the population in question.
Resignation	Staff who have tendered their resignation from NOMS.
Retirement	Staff who retire from NOMS and take part or all of their pension. This will normally be at or beyond minimum retirement age but could be earlier. Staff taking medical retirement are not included as retirements. This will not include staff who immediately return as re-employed pensioners.
Medical retirement	Staff who retire for medical reasons after occupational physician ill-health retirement consideration and where ill-health retirement has been granted after a Capita report.
Voluntary exit	This can be offered where you wish to reduce staff numbers by offering an early exit scheme or an early exit package to an individual. There is no compulsion on individuals to accept the offer. There is a standard tariff of 1 month's pay per year of service up to a maximum of 21 months for those under scheme pension age. Employers may offer more or less than the standard tariff subject to limits. Tapering of compensation will apply where the member is close to scheme pension age. For those over scheme pension age there is a maximum of 6 months pay.
Voluntary redundancy	When a redundancy scheme is offered, the employer will decide who they want to let go and what selection criteria is used. It is not necessary to apply for voluntary redundancy. Those who do apply do not have to accept the offer to go. However, the employer could make those individuals compulsorily redundant at a later stage. Those who apply for voluntary redundancy but the employer does not select, cannot be made to leave under compulsory terms for that exercise. Those who accept voluntary redundancy will receive a cash payment as compensation.
Compulsory redundancy	Before the employer can serve a redundancy notice, they will have followed the protocols for handling surplus staff situations or a similar process. A voluntary redundancy scheme must have already been offered and must be linked to the Compulsory Redundancy scheme, covering the same staff. Those made compulsorily redundant will receive a cash payment as compensation.

Dismissal	Staff can be dismissed for reasons of conduct, poor performance, medical inefficiency and unsatisfactory attendance. Medical inefficiency occurs in situations when it becomes clear that a member of staff is absent and will not return to work in an acceptable timescale or is unable to give regular and effective service in the duties of their grade under Civil Service guidelines. Dismissal as a result of unsatisfactory attendance relates to staff who have been through the unsatisfactory attendance procedures.
Transfer to other Government department	Transfer to another Government Department as a civil servant, including other parts of the Ministry of Justice outside of NOMS as a result of individual arrangements. Does not cover machinery of Government movements.
Public Sector transfer	These represent movements of staff to other employers within the public sector other than transfers to another Government Department as a civil servant.
Other Leavers	Other leavers mainly consist of transfers to Other Government Departments and end of temporary contracts.

Contact points

Press enquiries should be directed to the Ministry of Justice press office:
Tel: 020 3334 3536

Other enquiries about these statistics should be directed to:

Steve Ellerd-Elliott
Planning and Analysis Group
NOMS Agency
Clive House
70 Petty France
London
SW1H 9EX
Tel: 030 0047 6286

General enquiries about the statistical work of the Ministry of Justice can be emailed to:
<mailto:statistics.enquiries@justice.gsi.gov.uk>

General information about the official statistics system of the UK is available from
www.statistics.gov.uk

Ministry of Justice publishes data relating to offender management in England and Wales. Equivalent statistics for Scotland and Northern Ireland can be found at:
www.scotland.gov.uk/Topics/Statistics/Browse/Crime-Justice
www.dojni.gov.uk/index/statistics-research/stats-research-publications.htm

Alternative formats are available on request from statistics.enquiries@justice.gsi.gov.uk

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