



Probation Service Workforce Information Summary Report Quarter 2 2013/14 SUPPLEMENTARY NOTES

General Notes

- This report covers Quarter 2 of the 2013/14 Financial Year and relates to a snapshot of staff employed and funded by the probation trusts and those employed by the trusts but externally funded, at the end of the last day of the reporting period. The data 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 30th September 2013.
- It should be noted that in previous reports London Probation Trust had reported their Court Staff under the Community Supervision work area. London has however since changed the way they report these staff to now report them under the Courts work area. This affects around 145 fte and will have had an impact on figures reported within these work areas and the Offender Management and Other Agency/Services functions for this quarter.
- 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:

Simon Edwards Data Warden Support Officer Tel: 0300 047 5015 E-mail: Simon.Edwards@noms.gsi.gov.uk
Mark Gray HR & Finance Data Warden Tel: 0300 047 5040 E-mail: Mark.Gray2@noms.gsi.gov.uk