

# Human Resources Workforce Information Summary Report Quarter 4 2011/12 SUPPLEMENTARY NOTES

## General Notes

- This report covers Quarter 4 of the 2011/12 Financial Year and has not previously been published.
- The information within the report was collected from the probation trusts via the HR Data Warehouse, which 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 at 31st March 2012.
  - Some comparisons have been made with figures from the previous quarter and corresponding quarter of the 2010/11 Financial Year.
  - Data issues have been identified for Wales Probation Trust who have recently merged the HR systems of the four former Welsh Areas and submitted merged data to the HR Data Warehouse for the first time in Q4 2011/12. A data cleansing exercise carried out as part of this process identified issues in the data they submitted prior to the merger of the systems, where they may have overstated staffing levels by up to 13 FTE on the figures published within the Q3 2011/12 report.
  - Data is unavailable in certain quarters for the following trusts, due to local technical/staffing issues:
    - Q3 2011/12 - Avon & Somerset
    - Q1 2011/12 - Derbyshire
  - 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.
  - The probation trusts have the ability to resubmit historical data which may result in occasional variations in subsequent reports.
- Where there is missing data, the latest available figures submitted at that point in time for the trust have been included within the figures for the relevant quarter.
- The Trainee Probation Officer programme has been replaced by the Probation Qualification Framework (PQF). Under the 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 undertook the PQF training have been reported as being in their substantive role.

## 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.
- **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 a member of the NOMS Probation Workforce Planning Team.

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