

# Human Resources Workforce Information Summary Report Quarter 3 2011/12 SUPPLEMENTARY NOTES

## General Notes

- This report covers Quarter 3 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.
- All of the probation areas became probation trusts by 1<sup>st</sup> April 2010, however, references to old probation area titles may appear when referring to previous periods.

## Data

- The data within the report represents a snap-shot of permanent Staff in Post in the Probation Service at the close of the quarter (31<sup>st</sup> December 2011).
- Some comparisons have been made with figures from the previous quarter and corresponding quarter of the 2010/11 Financial Year.
- Data is however unavailable in certain quarters for the following trusts, due to local technical/staffing issues:
  - Q3 2011/12 - Avon & Somerset
  - Q1 2011/12 - Derbyshire
- 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- The Trainee Probation Officer programme has recently been replaced by the Probation Qualification Framework (PQF).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, any staff undergoing the PQF are reported in their substantive role.
- 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.

## 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.

<b>Simon Edwards</b>	<b>Business Support Officer</b>	<b>Tel: 0300 047 5015</b>	<b>E-mail: <a href="mailto:Simon.Edwards@noms.gsi.gov.uk">Simon.Edwards@noms.gsi.gov.uk</a></b>
<b>Steve Wardle</b>	<b>Business Support Officer</b>	<b>Tel: 0300 047 5051</b>	<b>E-mail: <a href="mailto:Steve.Wardle@noms.gsi.gov.uk">Steve.Wardle@noms.gsi.gov.uk</a></b>
<b>Mark Gray</b>	<b>Business Support Manager</b>	<b>Tel: 0300 047 5040</b>	<b>E-mail: <a href="mailto:Mark.Gray2@noms.gsi.gov.uk">Mark.Gray2@noms.gsi.gov.uk</a></b>