

# Community Rehabilitation Company Workforce Information Summary Report Quarter 1 2014/15

## SUPPLEMENTARY NOTES

### Change in the Reporting of Probation Workforce Information

- The 35 probation trusts ceased to provide probation services as of midnight on 31st May 2014. As a result of the change to the structure of the Probation Service, the National Probation Service (NPS) and the Community Rehabilitation Companies (CRCs) commenced operations on 1st June 2014.
- Probation workforce information was previously published within the quarterly Probation Service Workforce Information Staff in Post Summary Reports but this report has now ceased. Information on the workforce of the CRCs will now be reported within this new quarterly 'Community Rehabilitation Company Workforce Information Staff in Post Summary Report'. NPS staff now form part of the NOMS workforce and will therefore be included within the existing quarterly 'National Offender Management Service Workforce Statistics Bulletin' publication; both publications will be published on the Gov.uk website ([www.gov.uk](http://www.gov.uk)).
- As this is the first CRC report there are no quarterly comparisons available but these comparisons will be introduced within the Q2 2014/15 report.

### General Notes

- This report covers Quarter 1 of the 2014/15 Financial Year and relates to a snapshot of staff employed and funded by the CRCs and those employed by the CRCs 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 CRCs 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 30<sup>th</sup> June 2014.
- 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 CRCs 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).

### Pay Band

- Data in Table 1 in the report relates to staff in post by pay band; general descriptions for each pay band are as follows:
  - **Chief Executive** - Chief Executive
  - **Bands A to D** - Assistant Chief Executive & Equivalent
  - **Pay Band 6** - Middle Managers with Enhanced Responsibilities & Equivalent
  - **Pay Band 5** - Senior Probation Officer & Equivalent
  - **Pay Band 4** - Probation Officer & Equivalent
  - **Pay Band 3** - Probation Services Officer & Equivalent
  - **Pay Band 2** - Case Administrator & Equivalent
  - **Pay Band 1** - Administrative Staff & Equivalent

### Further Information

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

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