



# Probation Service Workforce Information Summary Report Quarter 4 2013/14 SUPPLEMENTARY NOTES

## General Notes

- This report covers Quarter 4 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.
- This report is the last Probation Service Workforce Information Report to be published due to the changes to the structure of the Probation Service on 1<sup>st</sup> June 2014. The report will be replaced by a quarterly 'Community Rehabilitation Company (CRC) Workforce Information Summary Report', which will report solely on the workforce of the CRC's. The workforce of the National Probation Service will be reported within the quarterly 'National Offender Management Service Workforce Statistics Bulletin'.

## Data

- The data within the report represents a snap-shot of staff in post at 31st March 2014.
- Wales Probation Trust has reported a significantly larger fte increase in staff in post this quarter when compared to the other trusts (41.74 fte). This has been confirmed as recruitment activity to fill both existing vacancies and the requirements for new posts as agreed with the Senior Community Manager.
- 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:

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