

DYFED-POWYS PROBATION AREA

Freedom of Information Request

Freedom of Information Act 2000 (the Act)
Complaint from Mr K O'Gallagher of Unite the Union

Please find below the response from Dyfed Powys Probation Trust with regard to the request from the complainant Mr K O'Gallagher with reference to the Job Evaluation Scheme as it was implemented at the time of changing over to the new national grading structure.

- a) *Has the Job Evaluation process reached its conclusion in your Area in relation to all staff in post at the commencement of the process? If not, what is the target date for its completion?***

The Job Evaluation process in Dyfed Powys Probation Trust has been completed.

- b) *Has the Job Evaluation process in your Area been carried out exactly in accordance with the National User Guide?***

Yes

- c) *Were any supplementary local guidance or documentation produced? If so, please supply a copy of all documents.***

No

- d) *Was the job matching and evaluation carried out on the basis of:***
i) generic grade-based job description, e.g. SPO,
ii) role-based job descriptions, e.g. approved premises SPO, or
iii) individual post-based job descriptions?

Dyfed Powys had role profiles to evaluate and match from all 3 categories above.

Please supply details of the management posts in your Area that were subject to Job Evaluation and how they were categorised.

Area Manager
Divisional Manager – Offender Management
Divisional Manager Community Work & Community Safety
Divisional Manager - Community Integration Intervention Division
Practice Manager – Offender Management
Practice Manager – Interventions
Practice Manager – Programme Management
Practice Manager – Basic Skills, ETE, Accommodation, Finance, Benefit & Debt
Training Manager
Finance Manager
Information Communication & Technology (ICT) Manager

e) *What are the initial job evaluation outcomes for management posts in your area? Please supply anonymised detail (band and score) by grade or role for all managers, not just probation grade managers.*

POST	BAND
Area Manager	Band 6
Divisional Manager	Band 5
Divisional Manager Community Work & Community Safety	Band 5
Divisional Manager - Community Integration Intervention Division	Band 5
Practice Manager - Interventions	Band 5
Practice Manager – Offender Management	Band 5
Practice Manager – Programme Management	Band 5
Practice Manager – Basic Skills, ETE, Accommodation, Finance, Benefit & Debt	Band 3
Training Manager	Band 5
Information Communication & Technology (ICT) Manager	Band 4

f) How many, and which Job Evaluation outcomes for management posts have resulted in appeals and what was the outcome of the appeals if they have been concluded?

POST	BAND	APPEAL OUTCOME
Divisional Manager (Llanelli)	Band 5	Band 5
Practice Manager – Basic Skills, ETE, Accommodation, Finance, Benefit & Debt	1.Band 3	Band 4
	2.Band 4	Band 4
ICT Manager	Band 4	Band 4

g) A staff profile, by grade, number, ethnicity and gender of your Area.

As at 1st June 2009

Grade	Number	Ethnicity	Gender	
			Male	Female
Director of Operations (ACO Band B)	2	2 White British		2
Director of Finance & ICT (ACO Band A)	1	White British		1
Director of HR (ACO Band A)	1	White British	1	
Area Manager (Band 6)	2	2 White British	2	
Team Manager (Band 5)	12	11 White British 1 Black Other	4	8
Programme Manager (Band 5)	2	2 White British		2

Grade	Number	Ethnicity	Gender	
			Male	Female
Practice Development Assessor (Band 5)	1	White British		1
Probation Officer (Band 4)	42	42 White British	12	30
Trainee Probation Officer	13	13 White British	4	9
Probation Services Officer (Band 3)	36	36 White British	10	26
Victim Liason Officer (Band 3)	1	White British	1	
Community Work Officer (Band 3)	5	5 White British	2	3
Community Work Supervisor (Band 3)	14	14 White British	14	
Divisional Administrator (Band 3)	6	6 White British		6
Operational Administrator (Band 2)	2	2 White British		2
Case Administrator (Band 2)	23	22 White British 1 White Asian	4	19
Divisional Secretary (Band 2)	2	2 White British		2
Receptionist (Band 1)	5	5 White British		5
Community Work Administrator (Band 3)	1	1 White British		1
Interventions Administrator	1	1 White British		1

Grade	Number	Ethnicity	Gender	
			Male	Female
Victim Liaison Administrator (Band 2)	1	1 White British		1
ICT Manager (Band 4)	1	1 White British	1	
ICT Officer (Band 3)	2	2 White British	2	
ICT Administrator (Band 2)	2	2 White British	2	
Finance Manager (Band 5)	1	White British	1	
Finance Officer (Band 3)	2	2 White British	1	1
Finance Administrator (Band 2)	1	White British		1
Finance Administrator (Transport) (Band 2)	1	White British		1
HR Officer (Band 3)	2	2 White British		2
Chief Executive PA (Band 3)	1	White British		1
Operational PA (Band 3)	5	5 White British		5
Director of Finance ICT PA (Band 3)	1	White British		1
Director of HR PA (Band 2)	2	2 White British		2
IAC Project Assistant (Band 2)	1	Chinese		1