

GWENT PROBATION AREA



NATIONAL PROBATION SERVICE
for England and Wales

GWASANAETH PRAWF CENEDLAETHOL
dros Loegr a Chymru

GWENT

Date/Dyddiad: 3rd December 2007

Ref/Cyf: MC/JCFOI

National Secretary
UNITE
Hayes Court
West Common Road
Hayes
Bromley
BR2 7AU

Dear Sir / Madam

RE: FOI Act Request – Job Evaluation

In reply to your letter dated 18th October 2007:

- a) The Job Evaluation process has been concluded
- b) The Job Evaluation process was carried out exactly in accordance with the National User Guide
- c) No supplementary documentation or guidance was produced.
- d) The job matching and evaluation was based on a mixture of generic grade based job descriptions and role-based job descriptions e.g. we have a generic PSO job description however we also have a Prison PSO job description as that is different from the generic role.
- e)

HR Manager	Band 6 (score 636)
Team Manager	Band 5 (score 616 to 629)
IT and Performance Support Manager	Band 5 (score 580 to 603)
Finance Manager	Band 5 (score 574 to 587)

Gwent Probation Area Head Office
Pencadlys Gwasanaeth Prawf Gwent
Cwmbran House 3rd Floor/Tŷ Cwmbran 3^{ydd} Llwr
Mamhilad Park Estate/Ystad Mamhilad
Pontypool/Pontypŵl NP4 0XD
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- f) 2 Team Managers appealed, both appeals were refused resulting in the roles remaining in Band 5. The appeals process has been concluded.
- g) Staff profile by Grade, Gender, Ethnicity and number (not including Chief Officer, Assistant Chief Officers and TPO's as these were not subject to this Job Evaluation process)

Grade	Gender	Ethnicity	Number
Band 6	Male	White: British	1
	Female	White: British	0
Band 5	Male	White: British	11
	Female	White: British	11
		Black or Black British: Other	1
Band 4	Male	White: British	21
		White: Other	3
	Female	White: British	64
		Asian or Asian British: Pakistani	2
		Mixed: Other	1
		Other Ethnic Group	1
		White: Other	3
Band 3	Male	White: British	31
		Black or Black British: Caribbean	1
		White: Other	3
	Female	White: British	69
		Mixed: Other	1
		White: Other	5
Band 2	Male	White: British	0
	Female	White: British	29
		White: Other	4
Band 1	Male	White: British	0
	Female	White: British	20
		White: Other	1

Yours faithfully

Jane Coates

Jane Coates
CHIEF OFFICER

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