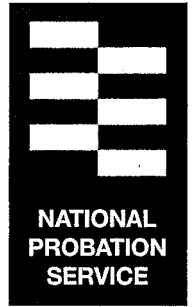


**HERTFORDSHIRE PROBATION AREA**



Our Ref: LR/PMF  
Date: 4<sup>th</sup> June 2009

**Strictly Private & Confidential**  
The PMA National Secretary  
Unite the Union (Amicus Section)  
FPA-PMA  
Hayes Court  
West Common Road  
Bromley  
Kent  
BR2 7AU

Dear Sir

**Re: Freedom of Information Act (FOI) 2008 Request**

Please find attached the data you requested under the Freedom of Information Act. My apologies for the delay in responding, the circumstances of which you are aware.

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?*

Yes - All jobs were re-evaluated in 2006

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?*

No

d) *Was the job matching and evaluation carried out on the basis of:*

- i) *generic grade-based job descriptions, eg SPO*
- ii) *role-based job descriptions, e.g. approved premises SPO, or*
- iii) *individual post-based job descriptions?*

Matching and evaluation was carried out on the basis of generic grade-based job descriptions for posts such as Senior Probation Officers, Offenders Managers and Generic Probation Services Officers etc. However, there were some posts which had to be evaluated on role-based job descriptions, as they were stand-alone posts such as MAPPA Manager and Court Services Manager.

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

No specific categories were selected for individual management posts.

e) What were 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.

Job title	Score	Band	Appeal
Deputy Service Resources Manager	443	3	
Unpaid Work Project Managers	466	3	4
Treatment Manager	502	4	4
MAPPA Manager	505	4	
Service Resources Manager	511	4	4
Health & Safety Officer	525	4	
Sex Offender Treatment Manager	525	4	
Training Manager	544	4	5
Practice Development Assessor	548	4	5
Performance Improvement Manager	551	5	
Unpaid Work Manager	554	4	5
Regional SO Programme Manager	567	5	
Victim Development Manager	574	5	
Finance Manager	593	5	
Human Resources Manager	593	5	
Programme Manager(SubMis)	600	5	
Senior Probation Officer	600	5	

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?

See final column of table in (e)

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

Grade	In Post	Male	Female	White	Asian	Black	Chinese	Mixed	Other	Refused
ACO	5	3	2	5	0	0		0		
SPO/Manager	42	15	27	37	0	3		2		
PO	60	16	44	49	3	2	1	2	3	1
PSO	87	15	72	76	3	5		3		0
TPO	12	3	9	10	1	0		0	1	1
Admin & HQ	64	7	57	59	2	1		1		
Community Payback	21	12	9	21	0	0		0		
Total	291	71	220	357	9	11		8	4	2

I hope that the enclosed information meets with your needs.

Yours sincerely,



**Lisa Riccardi**  
Assistant Chief Officer