

**KENT PROBATION AREA**

Kent Probation  
Chaucer House  
25 Knightrider Street  
Maidstone  
Kent, ME15 6ND

Tel: 01622 350820 Fax: 01622 350853  
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Mr Kevin O'Gallagher  
35 King Street  
Convent Garden  
London  
WC2E 8JG

9<sup>th</sup> July, 2009

Dear Mr Gallagher,

### FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUESTED

I have received a letter from the Ministry of Justice about your request for a breakdown of staffing data.

Your request for information has now been considered and I am pleased to provide the following information.

**1. 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 day for its completion?**

Yes the job evaluation process has reached its conclusion.

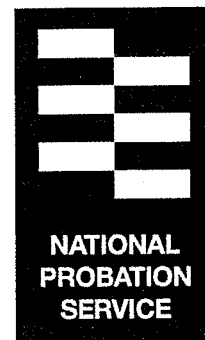
**2. Has the Job Evaluation process in your area been carried out exactly in accordance with the National User Guide?**

Yes the Job Evaluation process was carried out in Kent exactly in accordance with the National User Guide.

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

No supplementary local guidance or documentation was produced.

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

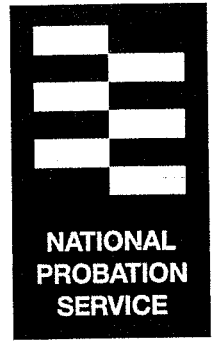


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Please see the attached spreadsheet Job Matching and Evaluation Outcomes for information relating to this question. Each role has been matched with either i), ii) or iii) to show how they were matched – i) generic grade-based job description, ii) role-based job description and iii) individual post-based job description.

**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.**

Please see the attached spreadsheet Job Matching and Evaluation Outcomes for information relating to this question.

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

Please see the attached spreadsheet Job Matching and Evaluation Outcomes for information relating to this question.

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

A spreadsheet of staff profiles is attached with the information that you require.

If you have any future Freedom of Information Requests please send them to our Freedom of Information Officer, David Mattison, Communications Developer, Kent Probation, Chaucer House, 25 Knighttrider Street, Maidstone. Kent, ME15 6ND.

If you should have any questions please do not hesitate to contact me or David Mattison on the above number.

Yours sincerely,



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Michelle Boulden  
**Communications Officer**

**Job Matching and Evaluation Outcomes**

ROLE	Answer to (d)	Answer to (e) - Band	Answer to (e) - Score	Answer to (f)	Answer to (f) - Outcome
County Manager CS and YOS	i) Area Manager	6	711	N	
DTTO/DAT Commissioning Manager	iii)	3	479	N	
Practice Development Assessor	ii) Practice Development Assessor	5	574	N	
Exodus Project Manager	i) SPO Team Leader	5	603	N	
Prisons and Commissioning Manager	i) Area Manager	6	711	N	
Commissioning Services Manager	iii)	5	619	N	
Finance Manager	iii)	5	567	N	
ETE and Skills for Life Team Manager	i) SPO Team Leader	5	603	N	
CS Unit Manager	i) Programme Manager	5	567	N	
HR Manager	iii)	5	577	N	
Training Manager	iii)	5	616	N	
Diversity Manager	i) HR/Personnel Manager	4	502	N	
Performance and Standards Manager	i) Area Manager	6	711	N	
Manager - Public Protection and Victims	i) Area Manager	6	731	N	
Senior Probation Officer	i) SPO Team Leader	5	603	N	
Deputy Development Manager	iii)	5	554	N	
Business Manager	ii) Office Manager	4	508	N	
District Manager	i) Area Manager	6	711	N	
Communications Manager	iii)	4	538	Y	Regraded to band 5
Area Business Manager	i) Area Manager	6	688	N	
Skills for Life Development Manager	iii)	4	498	N	
Approved Premises Manager	ii) Hostel Manager	6	669	N	
District Business Manager	iii)	4	511	Y	Not upheld
Information Systems Unit Manager	iii)	5	619	Y	Not upheld
Payroll Manager	iii)	4	498	Y	Regraded to band 5
Database Manager	iii)	4	498	Y	Not upheld
Deputy Manager/Approved Premises	iii)	5	617	N	
IT Manager	iii)	4	524	Y	Not upheld

Staff Profile as at 30/6/09

Ethnic	Female						Total Female	Male						Total Male	Grand Total	
	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6		CO Grade	Band 1	Band 2	Band 3	Band 4	Band 5			CO Grade
A1 Asian-British/Indian			1				1									2
B1 Black-Brit/Caribbean			1	1	1		3				1				1	4
B9 Black-British/Other				1			1									1
M9 Mixed Other			1				1									1
NS Refusal			1	3			4			1	2				3	7
O9 Other Ethnic Group			1				1			2		1			3	4
W1 White British	10	69	116	109	25	5	338	1	15	58	33	15	5	5	127	465
W2 White Irish	1		1				2			1				1	2	4
W9 White Other	1	2	3	3	1		10		1		2				3	13
<b>Grand Total</b>	<b>12</b>	<b>72</b>	<b>129</b>	<b>118</b>	<b>31</b>	<b>5</b>	<b>372</b>	<b>1</b>	<b>16</b>	<b>65</b>	<b>41</b>	<b>17</b>	<b>6</b>	<b>146</b>	<b>501</b>	