

**LANCASHIRE PROBATION AREA**

**Lancashire Probation Trust Area HQ**

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Chief Executive Robert Mathers



Our Ref: KMck/DEB

9 June, 2009

Mr Kevin O'Gallagher  
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Dear Mr O'Gallagher

**Re: Request for information dated 18<sup>th</sup> October 2007**

I have been contacted by the National Offender Management Service in relation to your request for information dated 18<sup>th</sup> October 2007. The Information Commissioners office has made a ruling that this information should be provided to you and I hope that the following information will address your questions.

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 date for its completion?*

The job evaluation process was completed in Lancashire in June 2006.

2. *Has the job evaluation process in your area been carried out exactly in accordance with the national user guide?*

I can confirm that the job evaluation process in Lancashire was carried out in line with the provisions of the national user guide.

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

The national user guide was used to inform all matching and evaluation exercises and no 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.



I can confirm that the job matching and evaluation covered both generic grade based job descriptions i.e. SPO, and role based job descriptions i.e. Approved Premises SPO.

In your original request you go on to ask for details of the management posts in the area that were subject to job evaluation and how these were categorised. Appended to this letter are details in relation to sections e, f and g of your original request. In relation to section g, you will note that it has not been possible to produce a staff profile retrospectively and the staff profile deals with the Probation Trust as at June 2009.

I trust that this information fulfils the requirement of your original request, however, if you have any queries please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K McKeivitt', written in a cursive style.

Kerry McKeivitt  
Director of HR

**Lancashire Probation Area  
Job Evaluation Outcomes for Management Grade Posts**

	<b>Band</b>
Partnerships & Contracted Services Manager	4
District Manager	6
<b>TEAM MANAGERS OFFENDER MANAGEMENT</b>	
Senior Probation Officer – Offender Management	5
Senior Probation Officer –MAPPA	5
Senior Probation Officer –Substance Misuse	5
<b>TEAM MANAGERS INTERVENTIONS</b>	
Senior Probation Officer - Prison	5
Victim Services Manager	5
Community Reintegration Manager	5
Unpaid Work Scheme Manager	5
Programme Manager	5
Hostel Manager	6
<b>APPROVED PREMISES</b>	
Deputy Hostel Manager	4
<b>ADMINISTRATION Offender Management/ Interventions</b>	
District Admin Manager	4
Office Manager	4
<b>HR</b>	
HR & Training Manager	5
Equality & Diversity Manager	4
<b>INFORMATION SERVICES</b>	
Information Services Manager	5
<b>FINANCE</b>	
Team Manager - Finance	5

**Lancashire Probation Area  
Appeals against Management Post Evaluation**

<b>Role</b>	<b>Initial Match/Evaluation</b>	<b>Appeal Outcome</b>
Hostel Manager	5	5
Asst Hostel Manager	3	3
Treatment Manager	4	4
HR & Training Manager	5	5
E&D Manager	4	5
District Admin Managers	4	5
Contracts & Partnerships Manager	4	5
CDVP/NSOG Treatment Manager	4	5

**Lancashire Probation Trust  
Staff Breakdown as at June 2009**

**Grade**

<b>Grade</b>	<b>Number of Staff</b>
Admin Managers	3
Applications Developer	1
Area Directors	8
Case Administration	73
Casual Sessional Supervisor	9
Chair	1
Chief Executive	1
Communications Officer	1
Director of Finance	1
Director of HR	1
Director of Operations	1
DISO's	5
Equality And Diversity Manager	1
Health And Safety Advisor	1
Hostel Asst Manager	9
Hostel Clerical Officer	2
Hostel Supervisor	8
HR Officer	2
Human Resources Assistant	3
ICT Systems Adminstrator	1
Information & Statistics Officer	1
Information Officer	1
Nvq Assessor	1
Office Manager	7
Partnership Officer	7
Payroll Officer	1
PO's	195
Practice Dev Assessor	3
Practice Managers	7
Programme Co-ordinator	1
Project Supervisor	37
Prosecution Officer	2
PSO's	136
Receptionist / Typist	3
Relief Hostel Worker	3
Research & Evaluation Officer	1
Secretary	16
Senior Finance Officer	2
Senior Training Administrator	1
Systems Administrator	12
Team Managers	43
TPO's	22
Training & Development Officer	2
Treatment Managers	7
Victim Contact Team Admin	1
Visitors Centre Worker	4

**Ethnicity**

<b>Ethnicity</b>	<b>Number of Staff</b>
W1, W2, W9	599
BME	40
Refusal	9

**Gender**

<b>Gender</b>	<b>Number of Staff</b>
Male	212
Female	436