

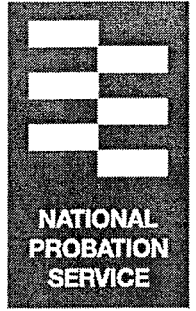
**NOTTINGHAMSHIRE PROBATION AREA**

RESTRICTED

**Nottinghamshire Probation Area**

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**Strictly private and confidential**

3<sup>rd</sup> June 2009

National Secretary  
Unite  
35 King Street  
Covent Garden  
London  
WC2E 8JG



Dear Sir or Madam

**Request for information  
Complaint from Mr K O'Gallagher of Unite the Union**

The Ministry of Justice has requested that we submit the following and enclosed information in relation to the above.

- a) Yes
- b) Yes
- c) No
- d) Generic and role based job descriptions were evaluated
- e) Spreadsheet enclosed
- f) Spreadsheet enclosed
- g) Spreadsheet enclosed

Do not hesitate to contact me if you require any further information.

Yours faithfully

A handwritten signature in cursive script that reads "Chris Wensley".

Chris Wensley  
Senior HR Assistant

Encs

ICO reference: FS50216760  
Your reference: 56327



Information Commissioner's Office  
Promoting public access to official information  
and protecting your personal information

Michael Evans  
Data Access and Compliance Unit  
Ministry of Justice  
First Floor - Zone C  
102 Petty France  
London  
SW1H 9AJ

19 January 2009

Dear Mr Evans

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

The Information Commissioner has received a complaint from Mr O'Gallagher about the way that the Ministry of Justice, Open Government Unit handled his request for information of 18 October 2007.

**Request**

The complainant requested the following information from the individual National Probation Service offices:

With reference to the Job Evaluation Scheme:

- 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?
- b). Has the Job Evaluation process in your Area been carried out exactly in accordance with the National User Guide?
- c). Were any supplementary local guidance or documentation produced? If so, please supply a copy of all documents.
- d). 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?

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

- 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.

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?

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

### **Response by the National Probation Service**

While seven of the 42 national offices responded directly with information, with which Mr O'Gallagher declares himself satisfied, 35 national offices referred the request to the Open Government Unit of NOMS for response. Following clarification on 11 January 2008, various responses, promising a substantive response within the statutory period of 20 working days, were sent to the complainant at intervals, culminating in a refusal notice on 29 April 2008, citing section 12 of the Act.

Following an internal review, held at the request of the complainant, this decision was upheld on 5 August 2008 on the grounds of cost, explaining that the aggregated cost of comparing the job evaluation results of 42 probation areas would exceed the statutory £600 cost limit, being defined as 3½ days work. It is further explained that consideration was given as to whether the request could be refined to fall within the prescribed cost limit, but that it was difficult so see how this might be achieved.

### **Scope of Investigation**

The complaint centres on three areas:

- 1) the refusal itself, given that seven regional offices apparently complied with the request;
- 2) the delays evidenced by the sequence of letters dated 18 January, 12 February and 13 March 2008, culminating in a refusal notice on 29 April 2008, a total of 73 working days when under Section 10 (6) (b) the statutory time permitted is 20 working days; and
- 3) whether the clarification sought in the letter of 15 November 2007 was necessary, given that seven regional offices were able to give satisfactory responses without seeking clarification.

**JOB EVALUATION  
RESULTS**

<b>Before appeal</b>	<b>After appeal</b>	
	Band 3	Diversity Manager
	Band 3	Finance Officer
	Band 3	Senior Administrative Officer
Band 3	Band 4	Communications Officer
Band 3	Band 4	Community Service Officer
	Band 4	Deputy Manager, Approved Premises
Band 3	Band 4	Executive Manager
Band 4	Band 4	MIS Administrator & Trainer
Band 3	Band 4	MIS Officer - Systems Implementation and Development
	Band 4	Performance Officer (MIS)
	Band 4	Senior HR Officer - Personnel
Band 3	Band 4	Senior HR Officer - Staff Development
	Band 4	Team Leader - CJIT
Band 3	Band 4	Unit Admin Manager
	Band 5	ETE Manager (Access Team)
	Band 5	Finance and Payroll Manager
Band 4	Band 5	Health and Safety Manager
	Band 5	HR Manager - Personnel
Band 4	Band 5	HR Manager - Staff Development
Band 4	Band 5	MIS & Facilities Manager
	Band 5	Practice Development Assessor
Band 4	Band 5	Senior Community Service Officer
	Band 5	Senior Probation Officer
	Band 5	Senior Probation Officer (Prisons)
	Band 5	Senior Probation Officer (Whatton)
Band 4	Band 5	Substance Misuse Treatment Manager (SMT)
	Band 5	Team Manager, Basford House
	Band 5	Manager: Offender Accommodation & Support
	Band 6	Approved Premises Manager
	Band 6	MAPPA Manager

Salary grade	Salary point	Ethnic origin	Gender	Salary grade	Salary point	Ethnic origin	Gender
Band 1	6	W1	F	Band 3	55	W1	M
Band 1	6	W1	F	Band 3	55	W1	M
Band 1	6	W1	F	Band 3	55	W1	M
Band 1	6	W1	F	Band 3	55	W1	F
Band 1	6	W1	F	Band 3	55	W1	M
Band 1	8	W1	F	Band 3	55	W1	M
Band 1	8	W9	F	Band 3	55	W1	M
Band 1	9	W1	M	Band 3	55	W1	F
Band 1	11	W1	F	Band 3	55	W1	F
Band 1	11	W1	F	Band 3	55	W1	F
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Band 1	15	W1	F	Band 3	55	W1	F
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Band 3	51	W1	F	Band 4	100	W1	M
Band 3	51	W1	F	Band 4	100	W9	M
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Band 3	52	W1	F	Band 4	100	W1	M
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Band 3	52	W1	F	Band 4	100	W1	M
Band 3	52	W1	F	Band 4	100	W1	F
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Band 3	52	W1	F	Band 4	100	W1	M
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Band 3	52	B1	F	Band 4	100	W1	M
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Band 3	52	W1	F	Band 4	76	W1	F
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Band 3	52	W1	F	Band 4	76	A1	M
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Band 3	52	W1	F	Band 4	78	W1	M
Band 3	52	W1	F	Band 4	79	W1	F
Band 3	52	W1	F	Band 4	80	W1	F

