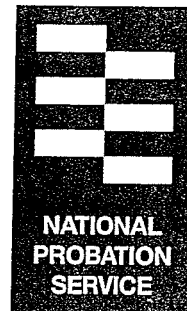


WARWICKSHIRE PROBATION AREA



Derek Simpson
Joint General Secretary
UNITE
35 King Street
Covent Garden
LONDON
WC2E 8JG

Your Ref
Our Ref PAJ

WARWICKSHIRE

Direct Line 01926 405821

10 June 2009

Dear Mr Simpson

**FREEDOM OF INFORMATION ACT 2000 (THE ACT)
REQUEST FROM MR K O'GALLAGHER OF UNITE**

I understand from Iain McIntosh, Head of Probation Pay, Reward and Employee Relations, NOMS Head Office, that your member named above has requested information on Job Evaluation from the National Probation Service. Iain has asked individual Probation Areas to respond to you directly.

I have provided the following information in response to your request: (*Your original queries are shown in italics*))

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?

REPLY:

The exercise has been completed.

b) Has the job Evaluation process in your Area been carried out exactly in accordance with the National User Guide?

REPLY:

Yes.

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

REPLY:

No supplementary local documentation was produced.

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

REPLY:

The job matching was carried out using the job description for each post. Where several employees were employed in that role this was therefore a generic job description, e.g. Offender Manager, but some of our roles have only one post holder. The job matching was always on the basis of the job description not on the postholder.

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

REPLY:

See Sheet 1 attached.

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.

REPLY:

See Sheet 1 attached.

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?

REPLY:

- Approved Premises Manager : Initial matching was Band 5 and the outcome of the Job Evaluation Appeal was Band 6.
- HR Manager: Initial matching was Band 4 and the outcome of the Job Evaluation Appeal was Band 5.

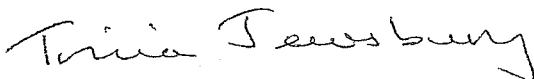
g) A staff profile by grade, number, ethnicity and gender for your Area.

REPLY:

See Sheet 2 attached. The ethnicity is based on home office categorisation.

I hope this information is helpful. Should you have any queries however please contact me on 01926 405821.

Yours sincerely



Tricia Jewsbury
Deputy Human Resources Manager

Warwickshire Probation Area SHEET 2

Staff Profile - 01 June 2009

Band	Total	Female	Male	W1	W2	W9	A1	A2	A9	B1	B2	M1	NS
Band 1	6	2	4	6									
Band 2	21	21	0	18			3						
Band 3	65	47	18	60	1		3			1			
Band 4	61	40	21	49		2	4	1	1	1	1	1	1
Band 5	12	7	5	8	2		1						1
Band 6	6	3	3	2		1	1			2			
TPO	6	5	1	6									
ACO	6	2	4	5	1								
Total	183	127	56	154	4	3	12	1	1	4	1	1	2

Category	Code	Category	Code
White: British	W1	Asian or Asian British: Bangladeshi	A3
White: Irish	W2	Asian or Asian British: Other	A9
White: Other	W9	Black or Black British: Caribbean	B1
Mixed: White & Black Caribbean	M1	Black or Black British: African	B2
Mixed: White & Black African	M2	Black or Black British: Other	B9
Mixed: White & Asian	M3	Chinese	O1
Mixed: Other	M9	Other Ethnic Group	O9
Asian or Asian British: Indian	A1	Refusal	NS
Asian or Asian British: Pakistani	A2		

Job Title	Total JE points	Pay Band
Unpaid Work Scheme Manager	606	5
Quality Assurance Manager	528	4
Information Manager	567	5
Information Officer	521	4
Area Probation Manager -approved premises	718	6
Approved Premises Manager	620	6
Deputy Manager Approved Premises	564	5
HR Manager	544	5
Assistant HR Manager	518	4
Staff Development Manager	606	5
Senior Administrative Officer	423	3
Area Probation Manager	698	6
Senior Probation Officer	652	5
Effective Practice Manager	613	5
Senior Practitioner	582	5
Area Probation Manager (Programmes)	639	6
Treatment Manager	469	4
Partnerships Project Managaer	675	6
EQUAL Project Manager	469	3
Partnerships Unit Coordinator	535	4