

**WILTSHIRE PROBATION AREA**

FOI Request – Unite the Union – October 2007  
Wiltshire Probation Response

Original Request

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- 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

Information Commi

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.

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**Wiltshire Reponse – Data correct as at 02-06-2009**

- a) Yes
- b) Yes
- c) Yes, Local Guidance on New Regrading Requests
- d) (iii)  
Area Managers, Info Manager, H+S Manager, HR Manager, Finance Manager, SPOs, Staff Development Manager.
- e) Area Manager – Band 5, HR Manager – Band 4, H+S Manager – Band 5, SD Manager – Band 4, SPOs – Band 5, Fin Manager – Band 4, Info Manager – Band 5. (Scores not available in time available as in archive – can be provided on request)
- f) 9 Managers appealed and all 9 Upheld (Area Managers x 5, H+S Manager, HR Manager, Finance Manager, Staff Development Manager). All went up a band.
- g) **Establishment on 31<sup>st</sup> March 2009**

Post Title:	Head Count (inc vacs)	Whole Time Equivalent		
		FE	Vacant	In Post
ACO	3	2.6		2.6
Treasurer / Secretary to Board	2	0.6		0.6
Admin = Case/General/Interventions	30	26.9	0.5	26.4
Unpaid Work Officers	9	8.6		8.6
Unpaid Work Supervisor	18	9.0	0.4	8.6
Quality Assurance Officer	1	1.0		1.0
Team Co-ordinators	6	5.4		5.4
DIPS PPO	2	2.0		2.0
Pathway Delivery Unit	6	6.0		6.0
Function Managers	11	9.35	0.8	8.6
Finance Support Staff	1	1.0		1.0
HR Support Staff (including Staff Dev)	3	3.0		3.0
IT Support Staff	4	4.0		4.0
MAPPA & Admin	2	2.0	1.0	1.0
Offender Manager 1-3 (PSO)	26	24.75	2.5	22.3
Offender Manager 3-4 (PO)	28	26.4	2.2	24.2
PAs & HO Admin Co-ordinator	4	4.0		4.0
Practice Development Assessor	4	2.4		2.4
Probation Officer (Prog)	5	5	0.4	4.6
Treatment Supervisors	3	2.8		2.8
Prog Driver/Women's Safety Worker	2	1.3		1.3
Programme Tutor	8	6.65	1.4	5.25
Psychologist	1	1.0		1.0
Project & Process Improvement Manager	1	1.0		1.0
Office Manager	2	2.0		2.0
Probation Practice Managers	10	8.6		8.6
HMP Erelstoke (1x Mgr, 4x PSO, 2x PO)	7	7.0	1.0	6.0

Cohort 10 Trainees	7	7.0		7.0
Cohort 11 Trainees	8	8.0		8.0
Youth Offending Officers	4	4.0		4.0
Victim Liaison Officers / Admin	3	2	0.0	2.00
<b>TOTALS:</b>	<b>221</b>	<b>195.3</b>	<b>10.2</b>	<b>185.2</b>

### Gender Head Count

Male:	57
Female:	151
<b>Total:</b>	<b>208</b>

### Ethnicity as of 31<sup>st</sup> March 2009

Ethnicity:	
Asian or Asian British	2
Black or Black British	2
White British	200
White: Other	4
<b>Total Staff:</b>	<b>208</b>

Ethnic Group WPA 3.8%

WCC Census 2001 1.6%

Swindon Borough Council 4.8%