

**UNITE'S LETTER OF REQUEST TO  
ALL CHIEF OFFICERS WITHIN THE  
PROBATION SERVICE**

ADMINISTRATION

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Amicus Section

18<sup>th</sup> October 2007

**To: All Chief Officers within the Probation Service**

Dear Chief Officer,

**Re: FOI Act Request – Job Evaluation**

The Probation Managers' Association, part of Unite the Union, exists to serve the interests of all grades of manager in the Probation Service. We are aware that, although it is a national scheme with national processes and procedures, the operation of the Job Evaluation Scheme within Areas has, in some cases, been carried out with local variations resulting in differing outcomes. Could I therefore ask you to supply the following information:

- 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.

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- 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.

I would like to thank you in advance for your assistance in building a national picture of how the Job Evaluation scheme has been applied to, and affected, managers.

Yours faithfully,

***NATIONAL SECRETARY***

FPA-PMA