

Parole Board for England and
Wales
Freedom of Information
Publication Scheme

January 2009
(Revised February 2014)



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Part 1: Introduction

Welcome to the Parole Board Publication Scheme. The aim of the Scheme is to explain what information the Parole Board makes available to the public and where possible provide an easy method of accessing this information. This Publication Scheme is based on the model scheme prepared and approved by the Information Commissioner.

This Publication Scheme commits the Parole Board to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parole Board. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner at www.ico.gov.uk

Purpose and structure of the Publication Scheme

This Publication Scheme commits the Parole Board:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the Parole Board and falls within the classifications below.
- To specify the information which is held by the Parole Board and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this Scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Parole Board makes available under this Scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

Part 2: Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

- About the Board
- Contact details

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

- Annual Report and Accounts
- Members' fees and expenses

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

- Annual Report and Accounts
- Business Plan
- Three Year Corporate Plan
- Monthly performance reports

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

- Meetings of the Management Board

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

- The Parole Board Rules
- Secretary of State's directions
- Member Handbook
- Oral Hearings Guide
- Guidance on Risk Assessment
- Staff Handbook
- Equality Action Plan
- Complaints Procedure
- Anti-Fraud and Corruption Strategy
- Data Protection Policy

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

- Corporate Risk Register
- Names and professional qualifications of members

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- Information for victims and their families
- Information for prisoners and their families
- Information for practitioners
- News releases

Information in these classifications is published in **the Guide to Information** at the end of this Scheme.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Exempt information

The Board is of the view that individual information relating to the applications for parole, review of life sentence prisoners and the recall to prison of those whose licences have been revoked is exempt information under section 40 Freedom of Information Act. This is on the basis that it constitutes personal data within the definition of the Data Protection Act 1998 and disclosure would contravene one or more of the data protection principles.

The Board is of the view that personnel information relating to members of the Parole Board secretariat and both full-time and part-time members of the Board is exempt information under section 40 Freedom of Information Act. This is on the basis that it constitutes personal data within the definition of the Data Protection Act 1998 and disclosure would contravene one or more of the data protection principles.

Retention and disposal policy

Parole files:

- Parole dossiers are disclosed to the Parole Board under the understanding that they remain the property of the Ministry of Justice. Once action is complete by the Parole Board, parole files are returned to Ministry of Justice storage and fall within the destruction policy of the Ministry of Justice.
- Separate files are maintained by the Parole Board relating to any action taken by the Board following the completion of the review. These files are kept until one day past the respective prisoner's sentence expiry date and then destroyed.
- Parole Board files may be kept beyond these periods in the case of an

application for judicial review.

Lifer/extended sentence files (including sentences for public protection under the Criminal Justice Act 2003):

- Files are destroyed 9 months after the end of a review, or if there has been any further action, 9 months after the completion of such action.
- Panel administrator notes of oral hearings are destroyed 9 months after the end of a hearing.
- Files and notes may be kept beyond these periods in the case of an application for judicial review.

Parole Board members' files and notes:

- Members' personal files are destroyed 2 years after the end of their appointment.
- Members' notes of individual reviews are destroyed 9 months after the respective review has been completed.
- Notes may be kept beyond that period in the case of an application for judicial review.

The method by which information published under this scheme will be made available

The Parole Board will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Parole Board information will be provided on our website. Where it is impracticable to make information available on our website, or when an individual does not wish to access the information by the website, the Parole Board will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parole Board is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

The Guide to Information at the end of this Scheme indicates how information can be accessed by members of the public.

Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parole Board for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

The Guide to Information at the end of this Scheme indicates what, if any, charges apply for access to information.

Written requests

Information held by the Parole Board that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

You can write to:

Knowledge & Information Manager
The Parole Board
Grenadier House
99-105 Horseferry Road
London, SW1P 2DX

Or email info@paroleboard.gov.uk

Complaints

If you have a complaint about the operation of this Publication Scheme or dissatisfied with how the Parole Board has dealt with a request for information you can e-mail info@paroleboard.gov.uk or write to:

Complaints Officer
The Parole Board
Grenadier House
99-105 Horseferry Road
London, SW1P 2DX

The Information Commissioner has a duty to promote best practice under the Act and to ensure compliance. The Commissioner's address is:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Enquiry line: 01625 545745

www.ico.gov.uk

Guide to Information

This Guide specifies:

- Information held by the Parole Board under each classification in this Scheme.
- How that information can be accessed by members of the public.
- What, if any, charges apply for access to that information.

Class: Who we are and what we do

Description: About the Board

Format available: Published on web site
<http://www.justice.gov.uk/about/parole-board>

Chargeable information: No charge

Class: Who we are and what we do

Description: Contact details

Format available: Published on web site
<http://www.justice.gov.uk/about/parole-board>

Chargeable information: No charge

Class: What we spend and how we spend it

Description: Annual Report and Accounts

Format available: Published on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board> or one hard copy supplied to each applicant, or available from TSO www.tso.co.uk/bookshop

Chargeable information: No charge from Parole Board. £18.55 if obtained from TSO

Class: What we spend and how we spend it

Description: Members' fees and expenses

Format available: Published on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board>

Chargeable information: No charge

Class: What our priorities are and how we are doing

Description: Annual Report and Accounts

Format available: Published on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board> or one hard copy supplied to each applicant, or available from TSO www.tso.co.uk/bookshop

Chargeable information: No charge from Parole Board. £18.55 if obtained from TSO

Class: What our priorities are and how we are doing
Description: Business Plan
Format available: Published on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board> or one hard copy supplied to each applicant
Chargeable information: No charge

Class: What our priorities are and how we are doing
Description: Corporate Plan
Format available: Published on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board> or one hard copy supplied to each applicant
Chargeable information: No charge

Class: What our priorities are and how we are doing
Description: Performance statistics
Format available: Statistics published monthly on web site
<http://www.justice.gov.uk/publications/corporate-reports/parole-board>
Chargeable information: No charge

Class: How we make decisions
Description: Minutes of the Management Board
Format available: Keynotes of monthly meeting minutes published on web site www.paroleboard.gov.uk, or one paper copy supplied to each applicant
Chargeable information: No charge

Class: Our policies and procedures
Description: The Parole Board Rules
Format available: Published on web site
<http://www.justice.gov.uk/offenders/parole-board/parole-board-rules>
Chargeable information: No charge

Class: Our policies and procedures
Description: Secretary of State's directions
Format available: Published on web site
<http://www.justice.gov.uk/offenders/parole-board/sos-directions>
Chargeable information: No charge

Class: Our policies and procedures
Description: Member Handbook
Format available: One hard copy supplied to each applicant
Chargeable information: £15.00 charge for hard copy of Handbook

Class: Our policies and procedures
Description: Oral Hearings Guide
Format available: One hard copy supplied to each applicant
Chargeable information: £15.00 charge for hard copy of Guide

Class: Our policies and procedures
Description: Guidance on Risk Assessment
Format available: One hard copy supplied to each applicant
Chargeable information: £15.00 charge for hard copy of Guidance

Class: Our policies and procedures
Description: Staff Handbook
Format available: One hard copy supplied to each applicant
Chargeable information: £15.00 charge for hard copy of Handbook

Class: Our policies and procedures
Description: Equality Action Plan
Format available: Published on website
<http://www.justice.gov.uk/downloads/publications/corporate-reports/parole-board/parole-board-equality-action-plan-2012-15.pdf>
Chargeable information: No charge

Class: Our policies and procedures
Description: Complaints Procedure
Format available: Published on web site
<http://www.justice.gov.uk/downloads/offenders/parole-board/parole-board-complaints-procedure.pdf>
Chargeable information: No charge

Class: Our policies and procedures
Description: Data Protection Policy
Format available: One hard copy supplied to each applicant
Chargeable information: No charge

Class: Lists and registers
Description: Corporate Risk Register

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| Format available: | Corporate policy and quarterly risk register updates published on web site http://www.justice.gov.uk/downloads/publications/corporate-reports/parole-board/2011/parole-board-risk-management-policy.pdf , or one paper copy supplied to each applicant |
| Chargeable information: | No charge |
| Class: | Lists and registers |
| Description: | Names and professional qualifications of Parole Board members |
| Format available: | Published in Annual Report available on web site http://www.justice.gov.uk/publications/corporate-reports/parole-board or one hard copy supplied to each applicant, or available from TSO www.tso.co.uk/bookshop |
| Chargeable information: | No charge from Parole Board. £18.55 if obtained from TSO |
| Class: | The services we offer |
| Description: | Information for victims and their families |
| Format available: | Published on web site http://www.justice.gov.uk/offenders/parole-board/victims-and-families |
| Chargeable information: | No charge |
| Class: | The services we offer |
| Description: | Information for prisoners and their families |
| Format available: | Published on web site http://www.justice.gov.uk/downloads/offenders/parole-board/quick-guide-to-parole.pdf |
| Chargeable information: | No charge |
| Class: | The services we offer |
| Description: | Information for practitioners |
| Format available: | Published on web site http://www.justice.gov.uk/offenders/parole-board |
| Chargeable information: | No charge |
| Class: | The services we offer |
| Description: | News releases |
| Format available: | Published on web site http://www.justice.gov.uk/news/press-releases/parole-board |
| Chargeable information: | No charge |