

Parole Board for England and  
Wales  
Freedom of Information  
Publication Scheme

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INVESTOR IN PEOPLE

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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](http://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](mailto: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](mailto: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](http://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.

<b>Class:</b>	Who we are and what we do
<b>Description:</b>	About the Board
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/about/parole-board">http://www.justice.gov.uk/about/parole-board</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Who we are and what we do
<b>Description:</b>	Contact details
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/about/parole-board">http://www.justice.gov.uk/about/parole-board</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	What we spend and how we spend it
<b>Description:</b>	Annual Report and Accounts
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a> or one hard copy supplied to each applicant, or available from TSO <a href="http://www.tso.co.uk/bookshop">www.tso.co.uk/bookshop</a>
<b>Chargeable information:</b>	No charge from Parole Board. £18.55 if obtained from TSO
<b>Class:</b>	What we spend and how we spend it
<b>Description:</b>	Members' fees and expenses
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	What our priorities are and how we are doing
<b>Description:</b>	Annual Report and Accounts
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a> or one hard copy supplied to each applicant, or available from TSO <a href="http://www.tso.co.uk/bookshop">www.tso.co.uk/bookshop</a>
<b>Chargeable information:</b>	No charge from Parole Board. £18.55 if obtained from TSO

<b>Class:</b>	What our priorities are and how we are doing
<b>Description:</b>	Business Plan
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a> or one hard copy supplied to each applicant
<b>Chargeable information:</b>	No charge
<b>Class:</b>	What our priorities are and how we are doing
<b>Description:</b>	Corporate Plan
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a> or one hard copy supplied to each applicant
<b>Chargeable information:</b>	No charge
<b>Class:</b>	What our priorities are and how we are doing
<b>Description:</b>	Performance statistics
<b>Format available:</b>	Statistics published monthly on web site <a href="http://www.justice.gov.uk/publications/corporate-reports/parole-board">http://www.justice.gov.uk/publications/corporate-reports/parole-board</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	How we make decisions
<b>Description:</b>	Minutes of the Management Board
<b>Format available:</b>	Keynotes of monthly meeting minutes published on web site <a href="http://www.paroleboard.gov.uk">www.paroleboard.gov.uk</a> , or one paper copy supplied to each applicant
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	The Parole Board Rules
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/offenders/parole-board/parole-board-rules">http://www.justice.gov.uk/offenders/parole-board/parole-board-rules</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Secretary of State's directions
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/offenders/parole-board/sos-directions">http://www.justice.gov.uk/offenders/parole-board/sos-directions</a>
<b>Chargeable information:</b>	No charge

<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Member Handbook
<b>Format available:</b>	One hard copy supplied to each applicant
<b>Chargeable information:</b>	£15.00 charge for hard copy of Handbook
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Oral Hearings Guide
<b>Format available:</b>	One hard copy supplied to each applicant
<b>Chargeable information:</b>	£15.00 charge for hard copy of Guide
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Guidance on Risk Assessment
<b>Format available:</b>	One hard copy supplied to each applicant
<b>Chargeable information:</b>	£15.00 charge for hard copy of Guidance
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Staff Handbook
<b>Format available:</b>	One hard copy supplied to each applicant
<b>Chargeable information:</b>	£15.00 charge for hard copy of Handbook
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Equality Action Plan
<b>Format available:</b>	Published on website <a href="http://www.justice.gov.uk/downloads/publications/corporate-reports/parole-board/parole-board-equality-action-plan-2012-15.pdf">http://www.justice.gov.uk/downloads/publications/corporate-reports/parole-board/parole-board-equality-action-plan-2012-15.pdf</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Complaints Procedure
<b>Format available:</b>	Published on web site <a href="http://www.justice.gov.uk/downloads/offenders/parole-board/parole-board-complaints-procedure.pdf">http://www.justice.gov.uk/downloads/offenders/parole-board/parole-board-complaints-procedure.pdf</a>
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Our policies and procedures
<b>Description:</b>	Data Protection Policy
<b>Format available:</b>	One hard copy supplied to each applicant
<b>Chargeable information:</b>	No charge
<b>Class:</b>	Lists and registers
<b>Description:</b>	Corporate Risk Register

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