

# MERSEYSIDE PROBATION TRUST BOARD PUBLICATION SCHEME

## Introduction

### Welcome to the Merseyside Probation Trust Board Publication Scheme

1. Under Section 19 of the Freedom of Information Act 2000, the Probation Board has undertaken to adopt and maintain a scheme for the publication of probation service information.
2. This publication scheme has been designed to help you find how the Probation Board carries out its aims and objectives. As part of the National Probation Service, the Board's purpose is to be a law enforcement agency that delivers community punishments, supervises and works with offenders within the terms set by the court or Parole Board in ways that help offenders to reduce their offending and that better protect the public, and gives support to the victims of serious crimes.

Its aims are to:

- protect the public
- reduce re-offending
- ensure the proper punishment of offenders
- ensure offenders are aware of the effects of crime on victims and the public
- rehabilitate offenders.

### Purpose And Structure Of The Scheme

3. The Merseyside Probation Trust Board Publication Scheme provides a route map so you can find information held by the Probation Board quickly and easily.
4. The purpose of this publication scheme is to make information readily available before you need to ask for it. The scheme specifies:

the classes of information we publish or intend to publish

the manner in which we publish or intend to publish information in each class and

whether the material is or is intended to be available free of charge or on payment.

5. The Merseyside Probation Trust Board seeks to be as open as possible, and to comply with the Code of Practice on Access to Government Information (the Code). Copies of this are available free of charge from:

Freedom of Information and Data Protection Unit  
Department for Constitutional Affairs  
Selborne House  
54 Victoria Street  
London  
SW1E 6QW

6. We shall continue to meet the requirements of the Code in our dealings with the public until the general right of access under section 1 of the Freedom of Information Act is introduced and the Act replaces the Code.

### **Responsibility For The Scheme**

7. The Head of Operations within the Merseyside Probation Trust has overall responsibility for this publication scheme. The person responsible for maintaining the publication scheme on a daily basis is the Information Access Officer:

Christine Gray  
Merseyside Probation Trust  
4<sup>th</sup> Floor, Burlington House  
Crosby Road North  
Waterloo  
Liverpool  
L22 OPJ  
Tel. 0151-920 9201 Ext. 217

### **Freedom Of Information Act 2000**

8. The Freedom of Information Act 2000 creates a general right of access to all types of recorded information held by public authorities, sets out exemptions from that right and places a number of obligations on public authorities. The 42 probation boards in England and Wales are public authorities under the Act.
9. The Department for Constitutional Affairs leads on policy related to the Act and the Codes of Practice for public authorities on compliance and records management for which the Act provides.

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

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

11. The Commissioner's website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) carries useful guidance and reports, as well as information about the role of the Commissioner.

12. Subject to certain prescribed conditions and the exemptions set out in Sections 21 to 44 in Part II of the Act, the public have a statutory right:

to be told whether the Probation Board holds information of the description specified in the request and, if so

to have that information communicated to them.

13. The Probation Board is committed to the principles of openness embodied in the Act and will release information to the greatest extent possible, consistent with the public interest. The Board will also comply with the Codes of Practice issued by the Department for Constitutional Affairs under Sections 45 and 46 of the Freedom of Information Act.

14. The material available through the publication scheme may be reproduced free of charge in any format or medium, provided that it is reproduced accurately and not used in a misleading manner. Where, exceptionally, information is included which is subject to copyright or there is a restriction on its use this will be indicated in the scheme and an application for a licence to reproduce the material concerned should be made to the Information Access Manager who will consult the copyright holders concerned.

15. The Probation Board routinely places information on the local probation website [www.merseysideprobationtrust.org](http://www.merseysideprobationtrust.org) It is all freely available for downloading, if you have Internet access. Otherwise copies will be provided on request. Other information published in accordance with this scheme, but not available electronically, will also be sent on request.

16. You can request published information by e-mailing the Probation Board at [chris.gray@merseyside.probation.gsi.gov.uk](mailto:chris.gray@merseyside.probation.gsi.gov.uk) or by writing to the Information Access Officer at Merseyside Probation Trust, 4<sup>th</sup> Floor, Burlington House, Crosby Road North, Waterloo, Liverpool L22 OPJ

## Charging

17. Information will be provided free of charge, except where:
  - there is a substantial administrative cost in providing it – where this is the case we will provide details
  - there is a cover charge indicated for a published document
  - glossy or other bound paper copies, or in some cases a CD rom, video or other mediums, are provided.
18. No charge will be made for information carried on the web site. For those without Internet access, a single print-out as on the website will be available by post from the request contact point shown above.

## Complaints

19. If you have a complaint about the operation of the publication scheme or how the Probation Board has dealt with a request for information, you should write to the Information Access Officer at Merseyside Probation Trust, 4<sup>th</sup> Floor, Burlington House, Crosby Road North, Waterloo, Liverpool L22 OPJ. If you are unhappy with the outcome, or do not wish to discuss the matter with that officer, then you may contact the Chief Executive Officer at the same address.

## Review

20. The Probation Board will review the publication scheme annually and will monitor it regularly.

## Information Classes

21. This Publication Scheme aims to make large amounts of local probation information readily accessible to the public, on a continuous basis. The Board is committed to releasing more material in the future.
22. The Board will make available information under the following classes:

## Development and implementation of probation policy

**Class:** studies, research reports, statistical compilations by internal staff and external specialists that are relevant to current performance and the development of policy proposals

**Class:** Inspectorate reports and responses, subject to data protection legislation.

**Class:** explanatory background to local policy proposals and decisions

**Class:** local guidance including hostels regimes/rules, schedules of locally delivered programmes and interventions

**Class:** public consultation documents, supporting documents and responses

## **Role, function and management of probation services locally**

**Class:** annual reports, business plans, board and committee meeting agendas and minutes

**Class:** organisation charts, lists of services provided, with contact details

**Class:** personnel policies, local recruitment policy or initiatives, leaflets, careers packs

**Class:** explanatory material on the Probation Board's dealings with the public, including rules, procedures, internal guidance and administrative manuals

## **Information for the public**

**Class:** FOI scheme

**Class:** local complaints procedure

**Class:** details of enforcement and compliance actions and rulings in cases that have been the subject of appeals

**Class:** victims support leaflets, local policy/practice statement

## **Procurement, grants, loans and guarantees**

**Class:** procurement and supplier policies

**Class:** policies on the awarding of grants.

## **Keynote speeches**

**Class:** speeches and presentations by local senior management

## **Press notices/media campaigns**

**Class:** area press notices/briefings

**Class:** local media campaign documentation

## **Newsletters**

**Class:** locally produced newsletters and similar communication.