

## PBNI FOI Disclosure log – Response to Request

Request reference: 023.20.14

Date of Request: 2 May 2014

Date of Response: 27 May 2014

### Request

Can I have a copy of PBNI's Restorative Interventions Strategy 2014-2017 and information regarding information structure within the organisation and systems that support PBNI operations (see response below for detail).

### Response

Further to my acknowledgement of 8 May, please find enclosed as requested, a copy of PBNI's Restorative Practice Strategy 2014-2017.

Your letter also contained a number of other questions/queries, which hopefully I have summarised accurately below:

1. **What is the composition of your information structure, for example, do you have a number of strategy documents, supported by policy, procedural and other documents?**

There are a number of different information mechanisms deployed by PBNI, when considering the most effective means of communicating to both an internal and external audience. These will include strategy documents, policy, procedures and guidance documents, which can also in turn generate, depending on the subject matter and audience, practice notes and further guidance which can take the form of toolkits, desk aids, posters, leaflets.

The majority of PBNI policies would be underpinned by relevant procedural and/or guidance documents. These will be approved as necessary, by the Board and/or relevant Senior Managers depending on the nature and content of the document.

2. **Do you have an information management system, manual or electronic that keeps track of the different types and versions of information?**
3. **What IT systems are in place to support PBNI operations, finance, HR, IT, DPA/FOI, compliance, business development, equality, document management, project management?**

PBNI uses Microsoft Office and MS Outlook on a local area network to create and store electronic documents generated to support business need. Documents are managed in accordance with approved records management guidance and procedures. The relevant Office/Department Manager and/or Area Manager, has responsibility for records generated within their particular team or department and for ensuring that these (both manual and electronic) conform to agreed PBNI policy and guidance.

This will include creation of, registration, tracking and storage and retention and disposal of records. I enclose for information, two extracts from our current records management procedures in relation to the registration of corporate records and version control.

There are a number of other IT systems in place to manage specific PBNI operational and corporate functions e.g.:

PIMS, Probation Information Management System, manages PBNI generated case management (offender) information electronically in a centralised and structured database.

PAMS, Personnel Administrative Management System, designed to store and assimilate Human Resource (HR) information.

CINTRA, is a software and service provider, which is used by PBNI for payroll purposes.

Account NI, is operated by NICS (NI Civil Service) and provides financial services to NI Government Departments e.g. accounts payable, procurement, travel and subsistence.

If you have any queries about this letter, or if you feel I have misinterpreted your request please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the way PBNI has handled your request, you may ask for an internal review using our complaints procedure. A complaints leaflet is enclosed. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner can be contacted at: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

Please note that PBNI publishes responses to requests for information on its website where we believe there may be a wider public interest. If requests are published they are anonymised i.e. details of the requester are not published.

