

PBNI FOI Disclosure log – Response to Request

Request reference: 023.42.14

Date of Request: 7 July 2014

Date of Response: 23 July 2014

Request

Is the Records Management guidance and procedures the same document called the Access to Information guidance for staff?

Is there information missing for example, ACE, RA1, RM1, PSR, NIPS, PCNI and Care plans

I am interested in a list of every single information asset (report, assessment, policy, procedure, strategy, guidance) that assists and directs all aspects of PBNI workflow.

Response

1. You refer to a document you have seen called 'Access to Information Guidance for staff' and ask whether this is the same document as the document entitled 'records management guidance and procedures' which is on the list we provided. This is not the same.

PBNI, in preparation for the implementation in 2005, of the Freedom of Information Act 2000 (FOIA), had produced a folder for offices with that title. The folder may still be visible in offices but it now defunct as information which reflects changes in guidance from the Information Commissioner's Office is available electronically.

2. You refer to 'missing information assets' and cite, ACE, RA1, RM1, PSR, NIPS, PCNI, and Case Plans.

The documents I recognise from your examples, ACE, RA1, RM1, and case plans, are tools which PBNI operational staff use to assess and manage risk during the course of supervision. The PSR is a pre-sentence report which is completed on request from the Courts to inform sentencing. These will be referenced in PBNI's Best Practice Framework incorporating NI Standards which you have received. PBNI does not define these as policy, strategy, procedure or guidance documents which you had initially requested.

3. You have now asked for a list of 'every single information asset (report, assessment, policy, procedure, strategy, guidance) that assists and directs all aspects of PBNI workflow'.

In accordance with PBNI's obligations under Section 17 (5) of the Freedom of Information Act 2000, I am informing you that PBNI is refusing to provide this information because the cost of compliance exceeds the appropriate limit. The appropriate limit for PBNI as a public body is £450. This equates to 18 hours work at £25 per hour. In order to provide you with a list of every single information asset as you have defined it, would require a case by case search, as the data is spread across many different locations and systems. As PBNI does not have an EDRMS (electronic document records management system) there is no central mechanism for finding and indexing data which exists beyond the parameters of the systems detailed in the Information Asset Register. Therefore to even locate and extract the information would be over the appropriate fee as this information is not held centrally or in an easily retrievable format.

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.

