

PPANI Manual of Practice

Revised and approved by PPANI SMB April 2021

Subsequently further revised October 2021 to November 2022
to reflect outcome of Article 50 Review

PPANI

Public Protection
Arrangements
Northern Ireland

PPANI MANUAL OF PRACTICE

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2022 to reflect outcome of Article 50 Review.



Department of
**Health, Social Services
and Public Safety**
www.dhsspsni.gov.uk

AN ROINN
Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí
MÁINNSTRÍE O
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an Fowk Siccar



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PRISON  SERVICE

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GLOSSARY OF TERMS

An 'Adult at Risk of Harm'

Is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) Personal characteristics; AND/OR
- b) Life circumstances

Personal characteristics may include, but are not limited to, age, disability, special education needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of, or disturbance in, the functioning of the mind or brain.

Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An 'Adult in need of protection'

Is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their;

- a) Personal characteristics; AND/OR
- b) Life circumstances; AND
- c) Who is unable to protect their own well-being, property assets, right or other interests; AND
- d) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed

Child or Young Person

For the purpose of this guide the meaning of 'child' or 'young person' is that which is given in the Children (NI) Order 1995 and includes those under 18 years

Child Protection Disclosure Scheme (CPDS)

New arrangements were introduced on 14th March 2016 to make it easier for anyone who has concerns about someone who may pose a risk to children to find out if that individual has a criminal record for a sexual or violent offence. Members of the public can make an application at a Police station for disclosure of relevant conviction information relating to an individual who has access to a particular child or children.

Information about relevant sexual and violent criminal convictions will only be provided to the

person with the main caring responsibilities for the specific child, e.g. parent and only if assessed as necessary to protect that child.

Child Sexual Abuse & Exploitation

Child Sexual Exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse.

Compelling Evidence

The word compelling means that the risk analysis evidences a high likelihood of serious harm being committed. The evidence refers to previous offending, and/or current behaviours, and/or current circumstances.

Circles of Support & Accountability (CoSA)

CoSA in the UK was set up by the Religious Society of Friends in 2002. The CoSA model was based on projects which had been running in Canada for a number of years that had supported the safe integration of high risk and high profile sexual offenders in local communities.

'Circles' consist of four to six local volunteers and one sexual offender who have recently been released from custody and is subject to statutory supervision on licence. The volunteers are known as 'Lay Members' of the Circle, whilst the sexual offender is referred to as the 'Core Member'. The volunteers regularly meet with the Core Member and aim to provide social and practical support to reduce the risk of social isolation, to monitor their actions to ensure the local community is safe, and to hold them accountable for their actions and participation in treatment programmes. The aim is to reintegrate the Core Member safely into his/her community and to reduce their risk of re-offending.

CoSA work with, and aim to complement, agencies working together as part of the local Multi-Agency Public Protection Panels and other relevant professionals. The Circles model is often conceptualised as two concentric circles that liaise and work closely with each other. The inner circle consists of the Core Member and volunteers who focus on providing support and monitoring activities. The outer circle includes psychologists,

the offender manager, the police and medical professionals who address probation violations, mental health problems and indications of imminent risk of re-offending.

Definition of Domestic Abuse

PPANI has adopted the definition of Domestic Abuse as outlined in the Northern Ireland Government Strategy 'Stopping Domestic and Sexual Violence and Abuse in Northern Ireland' as:

'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former partner or family member'.

The following will assist in the application of this definition:

- 'Incident' means an incident anywhere and not confined to the home of one of the partners/family members;
- 'Family Members' include mother, father, son, daughter, brother, sister, grandparents, whether directly or indirectly related, in-laws or stepfamily;
- 'Intimate partners' means there must have been a relationship with a degree of continuity and stability. The relationship must also have had (or reasonably supposed to have had) a sexual aspect, such as in the relationship between husband and wife or between others generally recognised as a couple including same sex couples.

Domestic Violence Abuse Disclosure Scheme (DVADS)

The Domestic Violence and Abuse Disclosure Scheme Northern Ireland (DVADS), introduced on 26 March 2018, and allows Police and partner agencies, to manage risk by sharing relevant information about one person's history of domestic abuse with another, or to a third party deemed best placed to safeguard that person.

The principal aim of DVADS is to keep people safe, by helping protect potential victims, and allowing them to make an informed choice on whether they would wish to continue in their

relationship. It focuses on identifying the level of risk and managing the risk through disclosure of information.

The Domestic Violence Abuse Disclosure Scheme provides two ways to disclose information: 'Right to Ask' and 'Power to Tell'.

The 'Right to Ask' is triggered when an individual makes a direct application to PSNI for information about an individual whom they suspect may have a history of violent or abusive behaviour towards a previous partner and where there are concerns about that individual's current behaviour.

The 'Power to Tell' is triggered when PSNI receive indirect information or intelligence about a person thought to be at risk from a partner, and where, after appropriate checks are made, PSNI judge that a disclosure should be made to safeguard that person. The DVADS may overlap with and complement other disclosure processes, such as the Public Protection Arrangements Northern Ireland (PPANI) and the Child Protection Disclosure Arrangements Northern Ireland (CPDA).

DRM

Designated Risk Manager

Evidence

Evidence in its broadest sense includes everything that is used to determine or demonstrate the accuracy of an assertion.

Government Security Classification (GSC) and Government Protective Marking Scheme (GPMS)

From 2nd April 2014, the wider Public sector in the UK including Northern Ireland started using the new Government Security Classification scheme. UK Police Forces have not adopted GSC yet and will continue to use the Government Protective Marking Scheme (GPMS). Detailed information regarding GCS and GPMS can be found in Appendix 8

Held

Means remanded in custody or sentenced and in prison

Hospital

Means psychiatric hospital or unit or specialists hospital for people with a learning disability.

HSCT Senior Manager

The HSCT Senior Manager is the programme head, manager, senior social worker or equivalent responsible for childcare matters in the Health and Social Services Trust.

In the Process of being reported with a View to Prosecution

Where a relevant crime has been alleged or discovered and is being investigated by police, a suspect has been charged, or informed they will be reported to the PPS with a view to prosecution and police are in the process of submitting, or have submitted, a file to the PPS making recommendation for prosecution based on the evidence.

Joint Protocols

This refers to the Northern Ireland Protocols for Joint Investigation by Social Workers and Police Officers of Alleged and Suspected Cases of Child Abuse of and for the investigation of Abuse of Vulnerable Adults. The Joint Protocols aim to enhance co-operation between police and social workers in the assessment and, where necessary, investigation of abuse and to limit or avoid the need for interviewing or repeat interviewing and thereby reduce the trauma experienced by the child or vulnerable adult and the family.

LAPPP

Local Area Public Protection Panel

Management of Risk

The action agreed and undertaken by agencies with the objective of protecting the public

Paedophilia

Sexual attraction to persons who have not come through puberty (Note: Sexual activity with post-pubescent persons is not paedophilia)

PPANI

Public Protection Arrangements Northern Ireland

Pre-registration sex offender

An offender who has previous convictions or police cautions for an offence (s) that would have resulted in registration if the sex offenders' notification had been in force when the offence (s) was/were committed

Prisoner

Person in custody, whether convicted or awaiting trial.

Prison

For the purpose of this manual prison means all types of adult prisons, young offender centres and juvenile justice centres.

Registered Sex Offender

An offender who has been convicted or cautioned by the police since 1 September 1997 for an offence listed in Schedule 1 of the Sex Offenders Act 1997 or Schedule 3 of the Sexual Offences Act 2003 and was found not guilty by reason of insanity, or found unfit to plead in respect of a relevant offence; or who was at that point either serving a sentence for such an offence or was detained under a Hospital Order (with or without restrictions) or a patient subject to guardianship.

Operationally, this means that the offender will be required to notify specific personal information at a prescribed PSNI station, including their name, address, date of birth and national insurance number. Initial notification must be made following conviction and sentence, usually deferred in custody cases until the offender's release from prison, and annually thereafter, or at any other time when changes have been made to the information initially provided.

Removal of Indefinite Notification

Under the original terms of the 2003 Act, a relevant offender sentenced to a period of imprisonment for 30 months or more becomes subject to indefinite notification requirements, without an opportunity for review. Offenders sentenced to a term of imprisonment of less than 30 months are subject to notification requirements for a fixed period of up to ten years.

The requirement to amend the law governing notification periods in order to provide a review mechanism for those subject to indefinite notification arose from a UK Supreme Court judgement *R (F and Thompson) v Secretary of State for the Home Department*. The court found that the original provision for indefinite notification made in the 2003 Act was incompatible with Article 8 (right to respect for private and family life) of the European Convention on Human Rights (ECHR).

The review mechanism allows those offenders currently required to notify for an indefinite period, the opportunity to apply to the Chief Constable for discharge of their notification requirements, after a 15 year period (from the date of initial notification, disregarding any time spent in prison).

Risk

Behaviour which, on the basis of past and/or current evidence, is likely to be a significant contributory factor towards serious harm being caused to another person or persons.

Risk Assessment

The collection analysis and interpretation of the relevant available facts and information on a relevant sexual or violent offender in order to understand, assess and classify his/her behaviour with regard to his/her current likelihood to cause serious harm and the potential danger to victims should such harm be caused.

Risk Assessment - Category 1 (No requirement for multi-agency intervention)

Whilst individuals set as Category 1 at either initial review or re-categorised downwards to Category 1 following review are subject to single agency management outside of the arrangements, PSNI will continue to hold annual reviews regarding those Category 1 sexual offenders subject to Notification Requirements or those Category 1 violent offenders subject to VOPOs.

Someone whose previous offending, and/or current behaviour and/or current circumstances present little evidence that they could cause serious harm through carrying out a PPANI eligible offence.

Risk Assessment - Category 2 (Requirement for local multi-agency intervention)

Someone whose previous offending and/or current behaviour and/or current circumstances present clear and identifiable evidence that they could cause serious harm through carrying out a PPANI eligible offence.

Risk Assessment - Category 3 (Requirement for intense/focused multi-agency intervention)

Someone whose previous offending and/or current behaviour and/or current circumstances present clear and identifiable evidence that they are highly likely to cause serious harm through carrying out a PPANI eligible offence.

Safeguarding Board Northern Ireland (SBNI)

The Safeguarding Board for Northern Ireland (SBNI) was established in September 2012 under the Safeguarding Board (Northern Ireland) Act 2011 (the Act).

The core purposes of the SBNI is to co-ordinate and ensure the effectiveness of what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children and young people.

Serious Harm/Psychological Harm

Harm (physical or psychological) which is life threatening and/or traumatic and from which recovery is usually difficult or incomplete.

Psychological Violence (Abuse) involves the regular and deliberate use of:

"A range of words and non-physical actions used with the purpose to manipulate, hurt, weaken or frighten a person mentally and emotionally; and/or distort, confuse or influence a person's thoughts and actions within their everyday lives, changing their sense of self and harming their wellbeing"

Significant Concerns

Where an agency has current evidence of behaviour on the part of the offender that indicates the risk of his/her causing serious harm to another person has increased

Strengths

Factors that counteract the risk of serious harm being caused

Temporary Release

Any temporary discharge under Rule 27 of the Prison and Young Offenders Rules (NI) 1995.

1. INTRODUCTION AND REFERENCES

- 1.1 Introduction
- 1.2 Operating principals for the Public Protection Arrangements Northern Ireland
- 1.3 References

1.1 Introduction

This manual should be read in conjunction with the Guidance to Agencies on the Public Protection Arrangements in Northern Ireland. The Criminal Justice Order (NI) 2008 created the Public Protection Arrangements for Northern Ireland (PPANI). The arrangements bring together a number of agencies and departments including the Police, Probation, Prison Service, Health & Social Care Boards and Health & Social Care Trusts, Northern Ireland Housing Executive, NSPCC and a number of other agencies to work together to provide effective assessment and management of the risks posed by certain sexual and violent offenders, including individuals who have committed violent offences within a domestic setting. The agencies listed above work together, within the Public Protection Arrangements, to decide how best to minimise the likelihood of offenders committing further offences or causing serious harm to the public.

The 2008 Order (Article 51(2)) also requires the Department of Justice ("DOJ") to appoint two Lay Advisors to the SMB. Lay Advisors are appointed to assist in the review and reporting functions and should act as informed observers and provide a challenge function to the professionals when monitoring the overall effectiveness of the Public Protection Arrangements.

Certain categories of offenders are identified through statutory guidance and information about individuals falling within those categories is gathered and shared across relevant agencies. The nature and level of the risk of harm they pose is assessed and, where necessary, a risk management plan is implemented to protect the public. In all cases, the offender will be managed under the statutory responsibilities of the relevant responsible agencies. However, a number of offenders will require multi-agency management and their risk management plans will be developed and monitored via multi-agency Local Area Public Protection Panels (LAPPPs).

The Manual of Practice aims to ensure the following:

1. Effective management of risk through rigorous risk assessment and defensible decision-making
2. Clarification of the roles and responsibilities of the individual agencies in relation to Public Protection and management of risk
3. Provision of operational guidelines that reflect best practice to Local Area Public Protection Panels (LAPPPs)
4. Creation of a working set of guidelines which will be subject to continuous review and will change as necessary in order to take account of developments in Public Protection
5. Uniformity of practice throughout Northern Ireland in compliance with Human Rights legislation and Section 75 Northern Ireland Act 1998 (Equity in service provision)

1.2 Operating principals for the Public Protection Arrangements Northern Ireland

The Public Protection arrangements are based on the following principal:

Effective Public Protection depends upon risk assessment which focuses on the likelihood of serious harm being caused and identifies specific risks which are then addressed through targeted management of risk plans.

The arrangements are solely about assessment and management of risk. In order to achieve a focus on risk assessment and the targeting of plans to reduce the risk of serious harm to the public, best use must be made of time and resources. Offender case management and offender management are the statutory responsibilities of agencies such as the Probation Board for Northern Ireland and the Northern Ireland Prison Service. The Public Protection arrangements should complement rather than attempt to replace these responsibilities.

1.3 References

It is appropriate to recognise written sources used in the development of the Manual. Some of the most frequently used were:

'Assessing Men Who Sexually Abuse - a Practice Guide' (1998). David Briggs, Paddy Doyle, Tess Gooch & Roger Kennington. Jessica Kingsley.

'Cognitive Behavioural Tactics: The Next Phase for Evidence-based Practices' (2008). Burrell, W. Community Corrections Report. 7(1): 19-22.

Cooperating to Safeguard Children (DHSSPS 2003)

Four Pillars Model: Hazel Kemshall

Framework Assessment Domestic Abuse

'Good Practice in Risk Assessment and Management of Risk Vol 2' (1996) Eds. Hazel Kemshall, Jacki Pritchard and Jessica Kingsley.

'Guidelines for the Supervision of Scheduled Offenders in the Community' (June 1997) South Area Child Protection Committee' Risk and dangerousness policy for Hereford and Worcester Probation Service' (1997)

Implementing Evidence-Based practices in Community Corrections: The principals of Effective Intervention. (2004) Bogue, B, Campbell, N, Carey, M, Clawson, E, Faust, D, Florio, K, Joplin, L, Keiser, G, Wasson, B, Woodward, W

NIPS Prisoner Development Model

PBNI Revised Standards 2019

PBNI Significant - Risk of Serious Harm Policy

Re-Engineering Probation Towards Greater Public Safety: A Framework for Recidivism Reduction through Evidence-based Practice (2005). White, T. Court Support Services Division, State of Connecticut, Judicial Branch.
<http://www.nicic.org/Library/021046>

'Scoring Guide for Risk Matrix 2000 (2007) David Thornton PhD

'Stable Scoring Guide' (2006) Karl Hanson and Andrew Harris

'Acute Scoring Guide' (2003) Andrew Harris

'Sex Offender Recidivism: A Simple Question' (2004) Andrew Harris and Karl Hudson

'Sex Crime and the Media' (2003) C Greer

'The predictors of Sexual Recidivism: An Updated Meta-Analysis' (2004) Karl Hanson and Kelly Morton-Burgon

2. OVERVIEW OF THE MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENTS

- 2.1 Introduction
- 2.2 Principals Underpinning Multi-Agency Risk Assessment and Risk Management
- 2.3 Classification of Risk
- 2.4 Definition of Serious Harm
- 2.5 Risk Assessment
- 2.6 Management of Risk
- 2.7 Memorandum of Co-operation and Protocol for Information Sharing
- 2.8 Sharing Information with Offenders
- 2.9 Sharing Information with Victims

2.1 Introduction

The primary purpose of the assessment and management of risk from sex offenders and violent offender is to help protect the public from serious harm by reducing their opportunity and/or motivation to re-offend.

Concern for victims and the public in general should be at the centre of multi-agency assessment and management of risk.

The assessment and management of the risk posed by offenders is a key task for all agencies and is a legislative requirement under Articles 49-51, Criminal Justice (NI) Order 2008 and the accompanying guidance to agencies. Effective risk assessment and management requires planning and the employment of a positive and proactive multi-agency, multi-disciplinary approach. All the agencies having a duty under these arrangements have been fully involved in the production of both the guidance to agencies and this manual of practice.

The majority of the information held by the PPANI Links Team and shared at LAPPP Meetings contain personal or sensitive data and therefore require a level of Protective Marking (information that has been obtained from sources which are publicly available will not require a protective mark).

Information about offenders held on Public Protection arrangements risk assessment and management of risk documents and files must be treated as 'restricted' in accordance with Government Protective Guidelines unless the information is identified as meeting a requirement to be treated as 'confidential'. The information

must be securely stored and accessed only by agreed persons and for purposes set out in this manual of practice, which accords with data protection legislation.

Agencies will work towards gaining consent and cooperation from offenders for risk assessment and management of risk actions, but even where there is no consent, assessments and management of risk will still be carried out.

2.2 Principals Underpinning Multi-Agency Assessment and Management of risk

Risk assessment is an ongoing process. As more relevant information becomes known or circumstances change it is vital that this information is immediately brought to the attention of the relevant agencies for the risk assessment to be modified and, when appropriate, action taken to manage the risk.

Good communication between workers in each agency is vital in the process of information gathering and exchange.

Risk assessment and management is a complex and dynamic process but it cannot eliminate risk. Agencies cannot be held responsible for the criminal actions of offenders. They do, however, carry a responsibility for acting professionally and making use of the best and most Up-to-date knowledge and information that they have available to assess and manage the risk presented by offenders.

The definition of risk assessment used in this manual is:

The collection, analysis and interpretation of the relevant available facts and information on a relevant sexual or violent offender in order to understand, assess and classify his/her behaviour with regard to his/her current likelihood to cause serious harm and the potential danger to victims should such harm be caused.

Risk assessment procedures require accurate and detailed information. This information will include previous convictions, previous assessments where these are available, progress reports from offender programmes, witness and victim statements and details of interviews with the offender.

2.3 Classification of Risk

The classification system used in this manual is as follows:

Category 1 (No requirement for multi-agency intervention - this category refers to those cases where the offender has either been set a Category 1 following initial review or re-categorised downwards to Category 1 and subsequently removed from the arrangements)

‘Someone whose previous offending and/or current behaviour and/or current circumstances present little evidence that they could cause serious harm through carrying out a PPANI eligible offence’.

Category 2 (Requirement for multi-agency intervention)

‘Someone whose previous offending, and/or current behaviour and/or current circumstances present clear and identifiable evidence that they could cause serious harm through carrying out a PPANI eligible offence’.

Category 3 (Requirement for intense/focused multi-agency intervention)

‘Someone whose previous offending, and/or current behaviour and/or current circumstances present clear and identifiable evidence that they are highly likely to cause serious harm through carrying out a PPANI eligible offence’.

Note 1: The word ‘current’ should not be read as always meaning immediacy or immanency in terms of a timeframe but should be used in the context of overall behaviour and circumstances (for those who have committed sexual offences the Stable and Acute 2007 provides a good vehicle for gathering evidence of behaviour and circumstances). The risks identified in the assessed category of risk must always be aligned and addressed in the risk management plan.

(This section should be cross referenced with Sections 4.6 The Risk Assessment Process and Section 5 Management of risk: Pended Cases).

At an Initial LAPPP where there is insufficient evidence available to carry out a full risk assessment and set an appropriate category of risk, the LAPPP may designate the case as ‘Pending’. A case may only be designated as ‘pending’ on one occasion.

Where a case has been designated as ‘pending’ the LAPPP create four actions:

1. All relevant agencies to research and collate information held by them in respect of the individual offender
2. Appoint a DRM
3. Agree an interim risk management plan
4. Set the date for a review LAPPP

2.4 Definition of Serious Harm/Psychological Harm

Definition of Serious Harm

For the purpose of this manual ‘serious harm’ is defined as:

‘Harm (physical or psychological) which is life threatening and/or traumatic and from which recovery is usually difficult or incomplete’

Definition of Psychological Harm

Across Europe, the term psychological violence is not consistently used or understood. There is a need for a universal term, which incorporates a broader range of acts recognised by professionals and survivors.

The Istanbul Convention defines psychological violence as ‘seriously impairing a person’s psychological integrity through coercion or threats’ however, coercion or threats can be carried out in both physical and non-physical ways. The definition currently focuses on the psychological impact to the victim but does not clearly specify psychological violence as a distinctive form of abuse. Ambiguity in this definition, the key legislative tool in Europe for raising awareness and prosecuting acts of non-physical violence, impacts on professionals, across agencies, and survivors’ ability to recognise psychological violence when it occurs.

Recommended definition (Safer Lives)

Psychological Violence (Abuse) involves the regular and deliberate use of:

"A range of words and non-physical actions used with the purpose to manipulate, hurt, weaken or frighten a person mentally and emotionally; and/or distort, confuse or influence a person's thoughts and actions within their everyday lives, changing their sense of self and harming their wellbeing"

For the purpose of this manual 'serious harm' is defined as:

'Harm (physical or psychological) which is life threatening and/or traumatic and from which recovery is usually difficult or incomplete'

2.5 Risk Assessment

The risk assessment model used within PPANI is based upon research and evidence based practice in relation to risk assessment. The factors considered are:

1. Index offence(s) and/or current cause(s) for concern
2. Relevant offending history
3. Identified Risks to be managed
4. Strengths (Internal and External)
5. Risk Management

Index offence(s) and/or current cause(s) for concern

This section should provide clear detail of the offence/s and/or the current significant cause for concern, which have brought the individual into the Public Protection arrangements (See Appendix 1 Guidance Document re completion of PPANI Referral Form). It may be, for example, because

- He/she has allegedly committed a further PPANI eligible offence (here the eligibility criteria may differ from that of initial offence which brought the offender into the arrangements e.g. index offence related to sexual offending, whereas current significant concern related to Domestic Abuse).
- He/she has started to express violent thoughts
- He/she has started to express violent sexual fantasies

- New information has come to light, such as a complaint
- Concerns that the individual may be targeting or grooming a child or children

This is not an exhaustive list.

Relevant offending history

This section should include reference/analysis of previous offending relevant to the offender's inclusion within PPANI.

Identified Risks to be managed

Risk Assessment should identify the specific behaviours that are likely to lead to serious harm being caused and include an assessment of who is at risk and in what circumstances. It must be demonstrated that a potential victim (or victims) is likely to be subjected to 'serious harm' as a result of the offender's behaviour.

This section should include an assessment of the following:

- Who is the offender likely to target or harm (e.g. women, men, boys or girls)?
- How is he/she likely to do it (e.g. sudden attack, 'online' offending, prolonged grooming, targeting of organisations or families, evidence of Child Sexual Exploitation)?
- In what circumstances is he/she likely to offend or cause harm (e.g. after drinking, following relationship problems, after loss of employment)?
- What are the likely triggers to causing harm (e.g. sexual interest, negative mood state, alcohol relapse and/or opportunity to access vulnerable persons)?

Note: Agencies should be mindful of the potential risks posed by an individual who is living with or has access to his own or other children. (As per Recommendation 22 of the Independent Review Report (Toner, 2008)

Strengths (Internal and External)

Strengths are defined as:

'Factors that counteract the risk of serious harm being caused'

They can be divided into two broad categories:

- a) Internal Factors
Internal factors relate to positive responses to supervision where the offender acknowledged the nature of his/her behaviour and demonstrated a willingness to accept responsibility for offending behaviour and is motivated to change his/her behaviour now and in the future.
- b) External Factors
External factors include those that enhance stability such as appropriate employment and stable relationships. External factors may also include the involvement of other people, including family members, in constraining and or promoting community reintegration. An example of this could be the involvement of hostel staff in monitoring the offender's movements.

Note: Actions identified in a risk management plan should not be included as 'strengths' in the context of dynamic risk assessment.

Risk Management

The definition of a 'risk' for the purpose of preparing a risk management plan is as follows: Behaviour which, on the basis of past and/or current evidence, is likely to be a significant contributory factor towards serious harm being caused to another person or persons.

Offender Role in Risk Management Process

(This section should be cross-referenced with Section 16.5 Information Flow to Offenders)

The offender should be given an opportunity to work with agencies to reduce the risk that they currently present. There is no right of appeal against risk category, but offenders will have the opportunity to demonstrate that they can reduce the potential risk that they present by cooperating with their management of risk.

2.6 Management of risk

For the purposes of clarity, risk assessment and management of risk are described in this manual as two separate stages but it must be emphasised that they are part of one continuous process.

Definition of Management of Risk

Within the Public Protection arrangements, management of risk is defined as:

'The action agreed and undertaken by members of the multi-agency LAPPP in relation to Category 2 and Category 3 PPANI eligible offenders with the objective of protecting the public'

The risk posed by those individuals who, following a LAPPP risk assessment, have been classified as category 1 risk of serious harm will not be addressed through multi-agency risk management within the Public Protection arrangements, but will be referred to the most appropriate agency for single agency-led management of risk, as that agency determines appropriate.

Elements of Risk Management

There are five main elements to management of risk:

- To assess and coordinate actions required to reduce risk of serious harm
- To identify strategies which will reduce the risk by identifying necessary safeguards for potential victims
- To monitor the offender's behaviour and attitudes
- To act immediately if it is likely that serious harm to others may be caused
- To share information on a need-to-know-basis

The risk management plan should contain each of the following recommendations:

- Actions to be taken in order to minimise the identified risks
- Actions to be taken in order to enhance the strengths and
- Name and details of the Designated Risk Manager
- Review date.

Note: In order to justify intervention it must be obvious that the action is justified by the potential risk of serious harm and that it is reasonable in the circumstances. This is particularly the case when decisions are made which could have a serious effect on the offender, such as a decision to inform the public of his/her presence in a particular geographical area.

Action required to address the risks identified

These issues will have been identified in the risk assessment process. This section builds on that risk assessment by stating what actions could be taken to reduce the identified risks.

There is a wide range of potential action that can be taken to minimise risks:

- a) Actions which are intended to impact on the offender directly in terms of producing positive change in how/she views the offence and his/her victims
- b) Actions that are intended to impact on the offender directly in terms of predisposing factors that are linked to his/her offending (e.g. help to control alcohol abuse, finding suitable accommodation)
- c) Actions which are intended to increase the surveillance and monitoring of the offender and inhibit his/her ability to offend
- d) Actions which can make it more difficult for the offender to target a particular victim(s)

It is expected that action to minimise the risks will include several of these.

Action required to enhance the strengths

The strengths are those factors that counteract the risks and make it less likely to become a reality. It is important here to seek to build on identified strengths over a period of time (both internal factors and external factors)

The Designated Risk Manager

A Designated Risk Manager (DRM) will be appointed for each case where a multi-agency management of risk plan is in place. The DRM's role is fully set out in Section 6 of this Manual.

LAPPP Review Meetings in the Community

In the community reviews for category 2 or category 3 cases will be held no later than every 16 weeks.

Reviews in Custody

Where possible NIPS PDU Officers/Prison based Probation Officers should submit referrals in respect of those cases requiring assessment at pre-release LAPPPs a minimum of six months prior

to the prisoners Earliest Date of Release (EDR). This is to allow an Initial LAPPP to be held three months prior to release and for those offenders set at Category 3 at the Initial LAPPP to be reviewed at a further LAPPP four weeks prior to release. It is however, acknowledged that the timescale for referral may not be possible in all cases due to time spent on remand/short custodial sentences.

Following referral to the PPANI Links Team by NIPS PDU Officers/Prison based Probation Officer those cases assessed as presenting a category 3 risk of serious harm at the first LAPPP will have the case reviewed at least four weeks prior to release. If an offender assessed as Category 3 receives a custodial sentence of less than 16 weeks it may not be necessary to hold a further review four weeks prior to release if the current action plan is sufficient. In these circumstances the community based DRM should liaise with the relevant NIPS PDU Officer/Prison based Probation Officer.

Following referral to the PPANI Links team by the NIPS those cases assessed as presenting a category 2 risk of serious harm at the first LAPPP will have the case, reviewed no later than 16 weeks following release.

There will be circumstances where it may be considered necessary to have a case reviewed immediately prior to release. Any of the agencies can ask for pre-release review in this context; the request should be made to the initial LAPPP chair through the PPANI Links Team.

LAPPPs in respect of Offenders Remanded in Custody

In particular circumstances, it is possible to request a LAPPP review for extant Category 2 or 3 cases, where the offender has been remanded in custody. This option should only be exercised in exceptional circumstances specifically where the DRM holds that the current risk management plan is insufficient to cover the contingency of the offender being released. A request for a LAPPP in such cases, should be made by the PPANI Referral Form.

In the event of it not being possible to hold a LAPPP prior to release on bail, the PPANI manual of Practice allows for a community based LAPPP to be brought forward.

2.7 Memorandum of Co-operation and Protocol for Information Sharing

The agencies have agreed a memorandum of co-operation and a protocol for sharing and disclosure of information. Both documents are available on the following website:
www.publicprotectionni.com

the initial LAPPP should not be the sole influencing factor in determining not to deliver the Victim Information Booklet. They will also be provided with the name and telephone number of a police officer who will act as the link between them and the LAPPP.

2.8 Sharing Information with Offenders

Prior to the Initial LAPPP all offenders will be given a copy of PPANI Offender Information Leaflet (Appendix 7) which explains the purpose of the Public Protection Arrangements for Northern Ireland.

Offenders will be informed of their assessed category of risk. The reasons for the category of risk will be explained to them. It will also be explained that it is expected that they co-operate in their management of risk.

It should be noted that data entered into computerised systems is regulated by the Data Protection Act and offenders will have a right to a copy of basic information from it to check for factual accuracy.

The offender must be informed, wherever reasonably possible, when a decision is taken to share information outside the LAPPP, and the reasons for this decision.

2.9 Sharing Information with Victims

The importance of protecting victims of crime and properly addressing their needs is fully recognised and supported by the Department of Justice and PPANI agencies. Victims of offenders whose risks are being managed by agencies within the Public Protection arrangements will be provided with a PPANI Victim Information Booklet (Appendix 8) outlining the PPANI process and providing contact details in respect of support services (including how victims can register with the PRVIS/PBNI Victim Information Schemes).

The exceptions will be where the identified victim cannot be traced, e.g. has left the jurisdiction) or where a key professional working with the victim advises that to provide PPANI information would be detrimental to the victim. Length of time between the commission of the index offence and

3. IDENTIFICATION OF RELEVANT OFFENDERS

- 3.1 Criteria for initial assessment
- 3.2 Referral process
- 3.3 Definition of an adult at risk of harm/an adult in need of protection
- 3.4 Definition of serious sexual assault
- 3.5 Young offenders under 18years

3.1 Criteria for initial assessment

The criteria for initial assessment to determine if management of risk through the Public Protection arrangements is required are as follows;

- Persons who are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 or who have been convicted of a sexual offence or sexually motivated offence and are not subject to the notification requirements of Part 2 of the Sexual Offences Act 2003, but about whom an agency has current significant concerns.
- Persons who have been convicted of a violent offence (including homicide) against a child or vulnerable adult (an adult at risk of harm/ an adult in need of protection); or who have a previous conviction for a violent offence against a child or vulnerable adult and about whom an agency has current significant concerns.

In respect of adults at risk of harm/adults in need of protection, the PPANI eligible offence must involve an element of physical/psychological violence. Offences relating to the financial abuse of adults at risk of harm/adults in need of protection are not PPANI eligible offences.

- Persons who have been convicted of a violent offence, Coercive Controlling Behaviour, Harassment or stalking in domestic or family circumstances; or who have a previous conviction for a violent offence in domestic or family circumstances and about whom an agency has current significant concerns.

PPANI has adopted the definition of Domestic Abuse as outlined in the Northern Ireland Government Strategy 'Stopping Domestic and Sexual Violence and Abuse in Northern Ireland' as:

'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former partner or family member'.

The following will assist in the application of this definition:

- a) 'Incident' means an incident anywhere and not confined to the home of one of the partners/ family members;
- b) 'Family Members' include mother, father, son, daughter, brother, sister, grandparents, whether directly or indirectly related, in-laws or stepfamily;
- c) 'Intimate partners' means there must have been a relationship with a degree of continuity and stability. The relationship must also have had (or reasonably supposed to have had) a sexual aspect, such as in the relationship between husband and wife or between others generally recognised as a couple including same sex couples.

All violent offences committed within a domestic setting can be considered for referral into PPANI. However, referring agencies must ensure that they have evidenced how the case meets the definition of Serious Harm that is, clearly outlining those behaviours evidencing Serious Harm. Whilst, it is not possible to be prescriptive in relation to identifying behaviours evidencing Serious Harm, examples could include; a verifiable pattern of on-going domestic violence; the nature of the domestic violence conviction; multiple victims; or a new charge for a serious assault in family or domestic circumstances.

Here the referring agency should also make clear on the PPANI referral form why a LAPP is necessary as opposed to using one of the other available forums e.g. MARAC; Child Protection Case Conferences; Vulnerable Adult Conferences; Risk Management Meetings (for PBN cases) and NIPS Licensing Panels.

- Persons who have been convicted under certain circumstances of a violent offence (including homicide) and received an

enhanced sentence and where the offence has been aggravated by hostility, and about whom an agency has current significant concerns.

Where an offender received an enhanced sentence for a sectarian motivated offence the offender should not be referred for inclusion / assessment under PPANI. The basis for this decision is that agencies held that they could not assess or devise risk management plans for offences associated with sectarianism.

Current Significant Concerns:

A Current significant concern is defined as "where an agency has current evidence of behaviour on the part of an offender that indicates the risk of his/her causing serious harm to another has increased". Serious harm is defined as 'harm (physical or psychological) which is life threatening and/or traumatic and from which recovery is usually difficult or incomplete.

- E) Persons subject to a risk of Sexual Harm Order (RSHO) and as consequence Notification Requirements under part 2 of the Sexual Offences Act 2003.

Criteria for Pre-release LAPPPs: Sentenced Prisoners

If a prisoner currently serving a sentence for a PPANI eligible offence the prisoner is eligible for a pre-release assessment at a LAPPP.

The date of the offence is not relevant; the key criteria for the pre-release assessment at a LAPPP are that the offender is: (a) Currently serving a current sentence for a PPANI eligible offence and (b) Release from custody is pending. There is an exemption to this. If a (pre custody) community LAPPP has made an assessment in full knowledge of the offences which resulted in conviction/ imprisonment, there is no automatic requirement for a pre-release LAPPP. However if it is the view of the prison DRM that the extant risk management plan requires updating, then a request for a pre-release LAPPP should be made on the PPANI Referral form (Appendix 1).

NB. In respect of prisoners who have previous convictions for PPANI eligible offences, but who are in prison for other offences, they are not to be automatically referred for a pre-release LAPPP. Rather for these cases the current significant concerns criteria must be met. Significant concern is defined in the Manual of Practice as "where an agency has current evidence of behaviour on the part of the offender that indicates the risk to him/her causing serious harm to another person has increased.

On occasions where it is not possible to hold an initial LAPPP review prior to a sentenced prisoner's date of release, the case should be listed for review at the earliest possible community LAPPP post release, arranged by PPANI Links. In such circumstances the community LAPPP must be held not more than four weeks post release.

Given that the role of Designated Risk manager (DRM) is allocated at the initial LAPPP, responsibility for the case on release from custody will rest with the allocated practitioner from the lead agency with responsibility for the offender post release. For example, in respect of offenders subject to post release supervision on licence, the lead agency will be PBNI. Where there is no statutory post release supervision, the lead agency will be PSNI.

As with all Initial LAPPP reviews there is the expectation that the Lead Agency Initial Briefing Report will be prepared in advance of the LAPPP review. Responsibility for the completion of the Lead Agency Initial Briefing Report will rest with the member of PBNI or NIPS staff allocated to the case during the custodial phase. This member of staff should liaise with the lead worker in the community to ensure that the briefing report includes relevant post release information.

The prison-based officer's attendance at the community LAPPP will be at the discretion of NIPS/PBNI. Video - link attendance is an option to facilitate attendance where this is available.

3.2 Referral Process

NB. it is important to highlight that practitioners from all PPANI agencies can submit PPANI Referrals.

All referrals must be completed using the PPANI Referral Form (Appendix 1) and forwarded securely to the PSNI PPANI Links Team secure email address: zPPANIAdmin@psni.pnn.police.uk. Referral Forms are not required post-conviction in respect of Registered Sex Offenders (RSOs), as the PPANI Links Team receive automatic notification from the ViSOR Management Unit. Likewise, the ViSOR Management Unit will receive notification from other UK Police Forces concerning PPANI/ MAPPA offenders moving jurisdictions.

For those RSOs serving custodial sentences a PPANI referral Form is required to be submitted at least three months prior to the offenders earliest date of release to trigger a pre-release LAPPP.

PSNI Investigating Officers have responsibility for submitting a PPANI Referral Form post-conviction in respect of violent offenders.

As per Section 2.6 Reviews in Custody where possible NIPS PDU Officers/Prison based Probation Officers should submit referrals in respect of those cases requiring assessment at a pre-release LAPPP a minimum of six months and no later than three months prior to their EDR or end of tariff.

If the referrer does not receive an acknowledgement within 10 working days they must contact the PPANI Links Team for confirmation of receipt of referral.

The PPANI Links Team are tasked with assessing all referrals to make sure they comply with the criteria set out above in Section 3.1.

The Referral Form must be fully completed and contain evidence as to how the referral meets the criteria set out at Section 3.1. Guidance Notes on completing the PPANI Referral Form can be found in Appendix 1.

Referrers should note that the PPANI Referral Form alone contains the information and evidence which the PPANI Links Team will use to determine eligibility for inclusion in PPANI. Evidence must be

provided within the Referral Form evidencing as to how the case meets the criteria for inclusion, including how Serious Harm is met and in respect of current significant concerns criteria clearly detail the current concerns.

Referrers should contact the PPANI Links Team prior to submitting a referral to establish whether a previous referral has been made. Where a referral has previously been made, PPANI Links will forward a copy of the previous referral. This additional information may assist referrers in evidencing that the threshold for inclusion has been met.

Referrers should liaise with other PPANI agencies when completing a PPANI referral as partner agencies may hold additional information which could support the referral.

Referrers should also note that all referrals are potentially disclosable, including in a court of law; therefore the PPANI Referral Form must evidence how the case meets the Serious Harm definition (see Section 4.4. for further information on defensible decision-making).

When processing referrals, the PPANI Links Team will clearly record on the Referral Form whether the referral has been accepted or rejected; and the evidence contributing to this decision. All referrals will be held on the PSNI TRIM system and will be accessible should a subsequent referral be made.

Where further clarification is required as to whether the case meets the definition of Serious Harm, the referral will be forwarded to representatives from the core PPANI agencies who will make the final decision. This decision will be clearly recorded on the PPANI Referral Form.

In respect of referrals relating to Community cases the PPANI Links Team will, via email, request the views of the relevant core agencies within a Trust area i.e. PBNI ISU Area Manager/LAPPP Chair, HSCT Principal Officer PPANI and the PPB OIU D/Sgt.

In respect of referrals relating to Custodial cases the PPANI Links Team will, via email, request the views of those agencies who attend pre-release LAPPPs i.e. PBNI Area Manager/LAPPP Chair, relevant HSCT Principal Officer PPANI, NIHE PPANI Policy Officer and relevant PPB OIU D/Sgt.

In cases where the PPANI Links Team have concluded that the referral does not meet the eligibility criteria in terms of offence or the serious harm threshold and the referral source disagrees with this decision the following process should apply:

- In the first instance the Line Manager of the referrer will contact the PPANI Links Team Executive Officer for clarification and resolution at that stage. If resolution is not reached, the referrer then contacts the PPANI Coordinator and requests that a referral meeting be convened. Should any additional information become available prior to the Referral Meeting the Referral Agency should forward this information to the PPANI Links Team as this additional information may prevent the need to hold a Referral Meeting. The referral meeting is chaired by the PPANI Coordinator with all the information made available to all concerned by the referrer. In the event of the referral agency and the PPANI Links team not agreeing on the appropriateness of a referral, at the referral meeting, the PPANI Coordinator is to make the final decision on the appropriateness of the referral. In these circumstances the Coordinator's decision is to be recorded in the minutes of the referral meeting. If the Coordinator is not in a position to make a decision at the meeting, the Coordinator is to confirm, in writing, a decision to the referral agency and to the Links team within 3 working days of the meeting.

3.3 Definition of an adult at risk of harm/an adult in need of protection

An 'Adult in need of protection' is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their;

- d) Personal characteristics; AND/OR
- e) Life circumstances; AND
- c) Who is unable to protect their own well-being, property assets, right or other interests; AND
- f) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed

As noted on Section 3.1 (B), in respect of adults at risk of harm/adults in need of protection, the

PPANI eligible offence must involve an element of physical violence. Offences relating to the financial abuse of adults at risk of harm/adults in need of protection are not PPANI eligible offences.

3.4 Young Offenders Under 18 Years

As referred to in Section 2.12 of the Guidance to Agencies:

Management of the risks posed by young persons under the age of 18 who fall within the definition of the relevant sexual or violent offender should not normally require multi-agency management of risk within the Public Protection arrangements. In the vast majority of cases those risks will be effectively managed under the regional Department of Health, Social Services and Public Safety Guidance as set out in current Co-operating to Safeguard Children and Young People in Northern Ireland (2016).

This document provided an overarching policy framework for safeguarding children and young people in the statutory, private, independent, community, voluntary and faith sectors. It outlines how communities, organisations and individuals must work individually and in partnership to ensure children and young people are safeguarded as effectively as possible. However, exceptionally when either a Social Services Trust, the Youth Justice Agency, the Northern Ireland Prison Service or the Probation Board for Northern Ireland consider that multi-agency risk assessment and management of risk under the Public Protection arrangements is necessary in respect of the risks posed by a young person under 18, who would, if he/she were an adult, fit the criteria of relevant offender, they should seek assistance by referring the case to the PPANI Links team for consideration by a LAPPP using the PPANI referral form (Appendix 1).

Agencies referring the case of a young person under the age of 18 to the PPANI Links team must evidence the risk(s) of serious harm which cannot be adequately managed under the existing and Co-operating to Safeguard Guidance or Youth Justice Agency intervention.

When the risk of serious harm which gave rise to the referral diminishes sufficiently to enable

management of risk under Co-operating to Safeguard Children and Young People in Northern Ireland (2016) and Co-operating to Safeguard Guidance or Youth Justice Agency intervention, Public Protection arrangements management of risk assistance should no longer be required.

Contact with a young person under the age of 18, their appropriate adult/parent, about any Public Protection arrangements involvement in the management of risk of serious harm remains the responsibility of the referring agency. Agencies must make appropriate provision to address the specific needs of engaging with a young person on such matters.

Identifying the level of risk presented by a young person under the age of 18 can be particularly difficult given that they may have a limited criminal history and that patterns of behaviour can often change rapidly during adolescence.

Therefore managing the assessed risks posed by young people under 18 through the Public Protection arrangements should only occur on an exceptional basis. However, the agencies involved are aware that there are a very small number of young people who can present a very serious risk to others. The management of the exceptional risk may be more effectively addressed through liaison between the current normal child protection and children in need arrangements or Youth Justice Agency intervention and the Public Protection arrangements structure.

Where the risks presented by a person under the age of 18 years are managed through the Public Protection arrangements, care must be taken to ensure that the young person is fully aware of this fact and the implications of it. In such cases an appropriate adult should be sought to assist in providing information and seeking input from the young person.

4. Risk Assessments

- 4.1 Introduction
- 4.2 Evidence Based Practice
- 4.3 Risk Category Definitions
- 4.4 Defensible Decision Making
- 4.5 Risk Assessment Factors
- 4.6 The Risk Assessment Process
- 4.7 Other Available Risk Assessments
- 4.8 Risk Assessments in Relation to Persons Under 18 Years of Age
- 4.9 Review of Risk Assessments
- 4.10 Requests for Review by PPANI Coordinator of Cases Set at Category 1 Initial Review
- 4.11 Appeals to PPANI Coordinator Regarding the Categorisation of Cases set by a LAPPP as PPANI Risk Category 2 or 3 (requirement for multi-agency assessment)

4.1 Introduction

Multi-agency risk assessment will be carried out on all relevant persons as set out in the guidance to agencies (Section 2.6) and categorised according to the likelihood of causing serious harm through carrying out a contact sexual or violent offence. This section presents the risk category definitions and the management of risk process.

Risk assessment, for the purpose of categorisation for management of risk, will only be carried out by agencies at a LAPPP.

4.2 Evidence Based Practice

For Public Protection practice to be effective and remain within the boundaries of law it must be based on the evidence available in each individual case. This 'evidence based practice' requires agencies at the LAPPP to integrate all the available information relating to a relevant offender with the best and most up to date scientific evidence from systematic research

Evidence based practice is an approach that helps people make well informed and defensible decisions about the risk of causing serious harm that an individual might pose and the interventions that are necessary to manage or reduce that risk.

The approach requires that every decision is based on best available evidence from research identifying factors relevant to risk of serious harm, and on the evidence presented to support the existence of specific factors in each case.

Evidence Based Practice - Principals

- a. **Target highest risk offenders**
Agencies should target resources towards the highest risk offenders
- b. **Assess offender's needs**
Agencies should assess the criminogenic needs (dynamic risk factors) of their offenders using research-based instruments. The goal of intervention should be to diminish these needs and thus reduce their risk of causing serious harm.
- c. **Encourage offender engagement/responsibilities**
Risk management plans should account for individual offender characteristics that might interfere with or facilitate their ability and motivation to change
- d. **Deliver risk management plans using cognitive - based strategies**
Research has consistently determined that cognitive - behavioural methods are more effective than any other form of correctional intervention because these methods address criminal thinking and behaviours
- e. **Motivate and shape offender behaviours**
Management of risk planning should include structure or capacity for rewarding behaviour in addition to discouraging negative behaviour.
- f. **Engender the use of community as a protective factor against risk and use the community to support offender re-entry and reintegration**
Agencies should consider appropriately involving the community as appropriate; family; friends; employers; or faith based groups as potential protective factors in the management of risk.

4.3 Risk Category Definitions

In order to ensure the integrity of the Public Protection arrangements process and to provide clarity of meaning, the risk category into which an individual is placed following a full and thorough risk assessment (including static and dynamic risk factors) must be consistent with the following definitions:

Category 1 (No requirement for multi-agency intervention)

"Someone whose previous offending and /or current behaviour and/or current circumstances present little evidence that they could cause serious harm through carrying out a PPANI eligible offence"

Category 2 (Requirement for multi-agency intervention)

"Someone whose previous offending and/or current behaviour and/or circumstances present clear and identifiable evidence that they could cause serious harm through carrying out a PPANI eligible offence"

Category 3 (Requirement for intense/focused multi-agency intervention)

"Someone whose previous offending and/or current behaviour and/or current circumstances present clear and identifiable evidence that they are highly likely to cause serious harm through carrying out a PPANI eligible offence".

4.4 Defensible Decision Making

The principal of defensible decision making is intended to ensure that the risk Assessment process and its outcomes comply with the law.

Kemshall suggests that defensible decision making can be demonstrated by:

- Ensuring decisions are grounded in the evidence
- Using reliable risk assessments tools
- Collecting, verifying and evaluating information thoroughly
- Recording and accounting for decisions
- Communicating with relevant others and seeking additional information
- Staying within agency policies and procedures
- Taking all reasonable steps
- Matching interventions for management of risk to risk factors

- Maintaining contact with offenders at a level commensurate with the level of harm
- Responding to escalating risk, deteriorating behaviour and non-compliance.

4.5 Risk Assessment Factors

In determining an individual's category of risk a number of factors must be taken into consideration:

- a) The nature of the person's previous offending and whether it resulted in serious harm being caused. For the purpose of this guidance previous offending involving the following characteristics will be viewed as having caused "serious harm":
 - Homicide
 - Serious physical injury
 - Indecent assault involving an oral act (fellatio or cunnilingus)
 - Vaginal or anal intrusion by the offender on the victim either digitally or with the use of a foreign object
 - Coercion involving the use of a weapon or instrument.
 - The use of intentional/expressive violence over and above that required to the victim or where the victim has been subjected to a level of violence, which has resulted in serious injuries requiring hospital treatment
 - Sexual assaults in circumstances where the victim has been abducted or imprisoned
 - The use of drugs or other substances by the offender on the victim during the commission of the assault (this should include the voluntary acceptance of alcohol by the victim - unless the drink is believed to have been spiked)
 - Where the sexual assault is believed to have been committed by a person suspected of a number of sexual assaults

The above is not a definitive list and should be used only for guidance

- b) Whether there are identifiable indicators of the likelihood of serious harm being caused imminently
- c) Whether evidence indicates that physical harm caused by the risk would be life threatening or so serious that any potential victim's recovery would be difficult or incomplete
- d) Whether evidence indicates that psychological

harm caused by the risk would be life threatening or so serious that any potential victim's recovery would be difficult or incomplete

- e) Unless the indicators at (b) and the evidence at (c) or (d) can be identified and recorded, the determined level of risk should be assessed as no higher than Category 2 risk of serious harm.

4.6 The Risk Assessment Process

Step 1 - Static Risk Assessment

In respect of all individuals convicted of a sexual offence, prior to the initial LAPPP a Static Risk Assessment; the Static 99R will be completed by an accredited Static 99R practitioner from the agency with lead responsibility for the case. Additionally PSNI DRMs should clarify with colleagues from PBNi and NIPS as to whether Static 99 R assessments have been completed either prior to sentencing or during a custodial sentence and where completed this is the case request a copy of the assessment.

Relevant offenders already in custody serving a prison sentence or convicted and sentenced to imprisonment as and from 6th October 2008 will be subject to Static Risk assessment only if referred by NIPS PDU Officers/Prison based Probation Officers where possible a minimum of six months, and no later than three months prior to the prisoners EDR or end of tariff.

Step 2 - Dynamic Risk Assessment

Once PPANI Links team identify a new offender for official review on a LAPPP list they will forward all known details to the relevant agencies. On receipt of the LAPPP list there is an expectation on the agencies to check their data bases for information on the offender and victim(s) and bring the relevant information to the initial LAPPP.

A Multi-agency Dynamic Risk Assessment will be carried out by the LAPPP on all sex offenders and violent offenders referred to them by the PPANI Links team.

(This section should be cross referenced with Sections 2.3 Classification of Risk and Section 5 Management of risk: Pended Cases).

Pre-Release

- 1) Sentenced Prisoners will be referred into the arrangements by NIPS PDU Officers/Prison based Probation Officers where possible a minimum of six months and no later than three months prior to their EDR or end of tariff. Where a Prisoner is being referred into PPANI based on current Significant Concerns NIPS should make enquiries with relevant other agencies to ensure the necessary evidence of current significant concerns are available prior to referral. The seriousness of the behaviour that led to the conviction and whether it resulted in serious harm being caused, coupled with the impending release, will be counted as current evidence of behaviour on the part of an offender that indicates the risk of his/her causing serious harm to others has increased.
- 2) Prisoners subject to (overnight) pre-release from prison, e.g. home leave or temporary release, should be reviewed at least three months prior to the release (Prisoners subject to compassionate leave will remain the sole responsibility of the NIPS and need not be considered).
- 3) Offenders in the community who have not received a custodial sentence - at the point of conviction.
- 4) Offenders in the community who have a previous relevant conviction and who have been referred to the PPANI Links team on the basis of current significant concerns - at the point of referral.

If a relevant offender is not referred by the NIPS PDU Officers/Prison based Probation Officers on the basis of current significant concerns pre-release, agencies will treat such persons as Category 1 risk of serious harm, thus instigating single agency management of risk. Such cases can be brought back to a LAPPP for further risk assessment by any agency which has current significant concerns. Cases assessed as Category 1 in prison will not be reassessed in the community unless re-referred on the basis of significant concerns.

Sable and Acute 2007 Assessment (Sexual Cases)
- See Appendix 2 Stable and Acute 2007 PPANI Performance Standards

All those who have, following Step 2, been assessed as presenting a Category 2 or Category 3 risk will be included in multi-agency risk management.

Those persons who have sexual offence convictions and who have been assessed as Category 2 or Category 3 will have their ongoing risk assessed through use of the Stable and Acute 2007 method of dynamic supervision. This task will be undertaken only by practitioners who have received the required Stable and Acute 2007 training.

Note: Although the use of Stable and Acute 2007 is obligatory for all Category 2 and Category 3 Sex Offenders there is no expectation that it will be used by agencies in the case of sex offenders not included in multi-agency risk assessment and management of risk within the Public Protection arrangements (Category 1 cases).

The first Stable assessment should be carried out at the following points:

1. Sentenced prisoners - NIPS PDU Officers/ Prison based Probation Officers will provide a first Stable risk assessment for the LAPPP review prior to release.
2. Offenders in the community who have received a community based sentence (e.g. Probation Supervision or a Suspended Sentence); a Stable Assessment should be completed for inclusion in the Lead Agency Initial Briefing/DRM Report for submission prior to the initial LAPPP review.
3. Offenders in the community who have a previous conviction and who have been referred to the PPANI Links team on the basis of 'current significant concerns'; a Stable Assessment should be completed for inclusion in the Lead Agency Initial Briefing/DRM Report for submission prior to the LAPPP review.

A further Stable assessment will be carried out after one year or earlier if deemed necessary by agencies at the LAPPP.

Following each subsequent visit with the individual, the Designated Risk Manager will ensure an Acute Risk Assessment is completed. However, where there are multiple contacts with an offender during a given week, the Acute should only be completed once during this period.

The Stable and Acute 2007 Risk Management Assessments will be referred to in each Designated Risk Manager's report for consideration at each subsequent case review. Detailed information and the standards applicable to the Stable and Acute 2007 are set out in Appendix 2.

Framework Assessment Domestic Violence

The Framework for the Assessment of Domestic Abuse (FADA) is not a risk assessment tool. It does however provide assistance to the risk assessment process by providing a guide to identifying vulnerability and protective factors relevant to managing the individual offender's risk of perpetrating Domestic Abuse. The FADA can be completed in respect of both male /female perpetrators of Domestic Abuse. Likewise the FADA can be completed in respect of intimate partner violence and violence perpetrated against family members. FADA has also been designed to assist DRMs in gathering/presenting information in a consistent and standardised way.

The FADA should be completed in advance of initial LAPPP Reviews both pre-release and in the community and included within the Lead Agency Initial Briefing/DRM Report for submission prior to the initial LAPPP review. Where the DRM has been unable to have a 'face to face' meeting with the offender prior to the initial LAPPP the FADA should be commenced using agency records. The FADA can subsequently be updated following contact with the offender.

Detailed information regarding the Framework Assessment for Domestic Violence can be found in Appendix 3 - Framework Assessment for Domestic Abuse (FADA).

4.7 Other Available Risk Assessments

Where the case involves a sex/violent offender whose risk has been assessed by an agency, such as the Probation Board for Northern Ireland or the Northern Ireland Prison Service, details of this risk assessment in the form of a summarised report will be made available for consideration at the LAPPP meeting. This includes any assessment carried out by any other professional.

4.8 Risk Assessments in Relation to Persons Under 18 Years of Age

Where a case involves a subject, with a relevant conviction, who has not attained the age of 18 years, the lead statutory agency will be asked to perform the risk assessment and to undertake the role of DRM. Risk assessments of persons under 18 years will be carried out using the relevant authorised risk assessment tools.

On referral, agencies at the LAPPP will undertake a multi-agency risk assessment which will place the young person into a category of risk.

4.9 Review of Risk Assessments

Cases involving persons in the community, whose risk of serious harm has been assessed as Category 2 and Category 3 will be reviewed no later than every 16 weeks.

Following referral to the PPANI Links team by the NIPS, those cases assessed as presenting a Category 3 risk of serious harm at the first LAPPP Review Meeting will have the case reviewed at least four weeks prior to release. Following referral to the PPANI Links team by the NIPS those cases assessed as presenting a Category 2 risk of serious harm at the first LAPPP Review meeting will have the case reviewed no later than 16 weeks following release.

There will be circumstances where it may be considered necessary to have a LAPPP review of the case immediately prior to release. Any of the agencies can be asked for a pre-release LAPPP review in this context; the request should be made to the Initial LAPPP chair through the PPANI Links Unit.

4.10 Requests for Review by PPANI Coordinator of Cases Set at Category 1 Initial Review

An agency with lead responsibility for the management of an offender set at Category 1 at an initial LAPPP may, in exceptional circumstances, query the Category 1 assessment on the basis of defensible evidence and the fact the risk management plan is not viewed as sufficiently robust to manage the identified risks. It is not possible to be prescriptive regarding the definition of exceptional circumstances.

In such instances the agency with lead responsibility can refer the case to the PPANI Coordinator for an independent review using the appropriate pro-forma. The purpose of the PPANI Coordinator reviewing the case is not for the Coordinator to set a Category of risk, this is the role of the LAPPP, but to consider the decision making process in the case and identify if it would merit the case being referred back to a LAPPP for a further multi-agency review.

The PPANI Coordinator will review the case and clearly detail the rationale for the case being referred or not referred to a LAPPP for multi-agency review. The Coordinator will confirm this decision to the referring agency and the PPANI Links Team within 5 working days.

4.11 Appeals to PPANI Coordinator Regarding the Categorisation of Cases set by a LAPPP as PPANI Risk Category 2 or 3 (requirement for multi-agency assessment)

Defensible decision-making is crucial to the effective delivery of the Public Protection Arrangements NI, with LAPPPs required to ensure that any decision regarding categorisation is based upon clearly identified evidence concerning risk. Failure to do so could lead to individuals being managed within the arrangements at a category of risk disproportionately higher than the level of actual risk posed, resulting in greater intrusion within the individual's lifestyle in respect of risk management and affecting the individual's freedoms under Article 8 of the ECHR. In such situations, the agencies contributing to the Public Protection Arrangements could be vulnerable to legal challenge.

Where an agency has concerns regarding the defensibility of the evidence/rationale used by a LAPPP in setting a case at category 2 or 3, the agency concerned can refer the case to the PPANI Coordinator for an independent review using the appropriate pro-forma. The referral should be submitted within 10 working days of the LAPPP.

In the interests of transparency, upon receipt of the request to review the case, the PPANI Coordinator will notify the agency representatives who attended the original LAPPP.

In the intervening period, the individual offender will be managed at the category of risk, as set at the LAPPP review, which triggered the appeal of categorisation. The individual will be supervised according to the standards of the agency with DRM responsibility.

The purpose of the PPANI Coordinator reviewing the case is not for the Coordinator to set/revise a Category of Risk, this is clearly the role of the LAPPP, but to consider the decision making process in the case, determining if there is sufficient evidence to merit the case being referred to an second 'independent' LAPPP, for further multi-agency review.

The PPANI Coordinator will review the case and on the Appeal Pro-Forma clearly detail on the rationale for the case either being re-referred or not re-referred to an independent LAPPP for a further multi-agency review. The PPANI Coordinator

will communicate this in writing decision to the referring agency, the LAPPP attendees and the PPANI Links Team within 5 working days.

Where a further multi-agency review is required, the review by an independent LAPPP will be convened within 10 working days of the appeal being upheld.

The DRM will inform the individual concerned that their case is due to be reviewed at a further independent LAPPP.

In terms of good governance and independence, a different panel will review the case. With the exception of the DRM who presented the DRM report at the original LAPPP, agency representatives in attendance at the initial LAPPP will not be permitted to attend the second 'Independent' LAPPP. However, whilst the DRM will attend the second LAPPP to present the DRM report, their agencies vote will transfer to their agencies representative at the second LAPPP.

Likewise, the appellant will not be permitted to attend the second LAPPP.

The DRM report presented at the original LAPPP will be presented at the review, along with the Appeal Pro-Forma detailing the rationale for the appeal being upheld.

Following completion of the independent LAPPP review the PPANI Coordinator will notify the appellant of the outcome.

LAPPP held - agency concerns re defensibility of category at Cat 2 or Cat 3

Within 10 working days of LAPPP pro-forma forwarded to PPANI Coordinator to determine whether categorisation should be reviewed by an independent LAPPP. During interviewing period individual to be managed as per category of risk set at the LAPPP review which triggered the appeal.

Review by PPANI Coordinator

PPANI Coordinator informs agency representatives in attendance at the original LAPPP of request for review. Case reviewed by Coordinator Decision communicated to all agencies & PPANI Links within 5 working days of request being received. Where the appeal is upheld, further independent LAPPP will be convened within 10 working days.

Review by Independent LAPPP

The DRM will inform the individual concerned that their case is being further reviewed by an independent LAPPP. With the exception of the DRM attendees at the independent LAPPP must not have been present at the review which triggered the appeal. The DRM report presented at the original LAPPP should be resubmitted to the independent LAPPP.

5. MANAGEMENT OF RISK

- 5.1 Introduction
- 5.2 Elements of Management of risk
- 5.3 Strategies to reduce Re-Offending
- 5.4 Category 1 Management of risk (No requirements for multi-agency intervention)
- 5.5 Category 2 Management of risk (Requirement for multi-agency intervention)
- 5.6 Category 3 Management of risk (Requirement for intense/focused multi-agency intervention).
- 5.7 Offenders Moving Domicile
- 5.8 Relevant offenders/long term in hospital
- 5.9 Transfers /MAPPA
- 5.10 Offenders who cannot be located
- 5.11 Guidance to PPANI Agencies re Offenders who are Unlawfully at Large (UAL)
- 5.12 Handling of Critical Incidents

5.1 Introduction

Effective management of risk is the core purpose of the Public Protection arrangements and requires that all agencies share relevant information to ensure that it can be achieved. Management of risk is the process of addressing the identified risks of serious harm being caused by putting appropriate risk management plans in place. It is critical that the decisions which are made defensible, that the risk management plan is implemented and monitored through regular reviews and that adjustments to the plan are made, as necessary.

Management of risk within the Public Protection arrangements will only apply where the assessed category of risk of serious harm is assessed as requiring multi-agency input to the delivery of the risk management plan (Category 2 or Category 3 risk of serious harm).

Where the assessed risk of serious harm is assessed as Category 2 or Category 3, a risk management plan which addresses the identified risk(s) will be put in place.

Management of risks begin with planning how the assessed risks are to be managed by matching each identified risk with lawful, necessary and proportionate responses to protect the public. The delivery of the risk management plan, like risk assessment, is dynamic; it must respond to

changes in risk and in the circumstances likely to affect risk. This dynamic element of good practice in management of risk is supported by drawing up the plan using clear objectives for the offender and for those managing the risk.

The management of risk posed by offenders in the community will always be an easier task if the public are better educated about the nature of sex offending and sex offenders in general. Although education of the public through various points of influence is an on-going process, LAPPPs are also encouraged to consider the local requirements in relation to individual cases.

(This section should be cross referenced with Sections 2.3 Classification of Risk and Section 4.6 the Risk Assessment Process).

5.2 Elements of Management of risk

In general, management of risk should have two elements:

- a) 'Enforcement' which will aim to manage the identified risks through putting requirements and restrictions on the individual and by monitoring changes in circumstances and behaviours. These measures will have been designed principally to constrain risk (sometimes referred to as the external controls).
- b) 'Encouragement' which will seek to support and promote the offender's self management (sometimes referred to as internal controls)

These two elements are never mutually exclusive but should always be found together, for example while a Sexual Offences Prevention Order (SOPO) or a restrictive conditions on an offender's licence are constraints (external controls), they are also means by which boundaries are established; and the clarification of boundaries lies at the heart of rehabilitation. External controls can therefore be seen as a means of structuring the offender's expectations and encouraging this self-control, as well as protecting identified or potential victims.

5.3 Strategies to Reduce Re-offending

The strategies which are proven to be effective in achieving a reduction of re-offending behaviour or minimising the risk of serious harm were identified by Hazel Kemshall (2001) and may be summarised as:

- Cognitive-behavioural programmes, which address the causes of offending behaviours
- Interventions that emphasises and motivates self-management and which promote the use of internal controls over the longer term
- Appropriate external controls (as contained within licence conditions, Sexual Offences Prevention Orders, etc.
- Interventions which combine intensive supervision (including surveillance and electronic monitoring) with the appropriate use of sanctions and enforcement for non-compliance
- Contingency plans in case of management of risk failure and rapid response arrangements to changing situations or deterioration in the circumstances/behaviours
- Supportive and integrative approaches where risk assessments indicates their usefulness (such as family, views of victims and 'Circles of Support and Accountability')

5.4 Category 1 Management of risk (No requirement for multi-agency intervention)

Management of the risk posed by offenders, who, following initial assessment or review are assessed as Category 1, will not be addressed within the Public Protection arrangements. Where the panel have reached a consensus regarding re-categorising the case as Category 1, the LAPPP chair will summarise the risks to be managed by the single agency. The LAPPP Chair will ensure that the relevant agency representative on the LAPPP is aware that the case is now their responsibility. Agencies have individual statutory responsibilities for Public Protection, which will be performed outside of the Public Protection arrangements as follows:

1. Probation Board for Northern Ireland - where the offender is either subject to a statutory requirement or where the offender has voluntarily agreed to work with PBNI
2. Northern Ireland Prison Service - where the offender is in prison.

3. Youth Justice Agency - where the subject has not attained the age of 18 years and whose case is being dealt with by YJA.
4. Relevant Health and Social Trust - who have responsibility for a person under 18 years of age or where an individual is subject to a Hospital Order, a Guardianship Order, or a Supervision and Treatment Order, is a resident in a Residential Care Home, or is an inpatient receiving psychiatric treatment. Social Services might also take a lead responsibility in cases where a Trust is providing a service to persons with mental health problems or who have an identified learning disability.
5. Police Service of Northern Ireland - in relation to notification requirements and its general Public Protection duties (This section should be cross referenced with Section 8.8 PSNI Reactive/Active Management and Appendix Annual Category 1 RSO Review Process.).

If an agency has a concern about the behaviour of an offender assessed as posing a Category 1 risk of serious harm, they can refer the case to the PPANI Links team for further assessment. The criterion for such referral is 'significant concerns' (defined as where an agency has current evidence of behaviour on the part of the offender that indicates the risk of his/her causing serious harm to another person has increased).

The single agency responsible for the management of cases assessed as Category 1 risk of serious harm must be fully aware of all child/vulnerable adult (an adult at risk of harm/an adult in need of protection) protection concerns and liaise with relevant Health and Social Care Trusts in this respect. This consideration must include assessment of risk posed to the individual's own children, or children within the household (this should not be considered a replacement for normal child protection policies and procedures).

5.5 Category 2 Management of risk (Requirement for multi-agency intervention)

The management of risk posed by offenders assessed as Category 2 risk of serious harm will be addressed within the Public Protection arrangements through an agreed risk management plan. Such cases will require the involvement of

multi-agency co-operation, collaboration and support, within the bounds of each agency's statutory duty, to manage the risk.

In order to justify Category 2 risk of serious harm management of risk it will be necessary to evidence circumstances giving rise to the clear concern that the person has the capacity to cause serious harm through carrying out a contact sexual offence or violent offence.

As with any judicial process it is important that all decisions are based on evidence coupled with defensible decision making. The desired outcome of Category 2 risk of serious harm assessment must be effective management of risk, which incorporates the use of both external and internal controls.

5.6 Category 3 Management of risk (Requirement for intensive/focused multi-agency intervention)

Management of the risk posed by persons assessed as Category 3 risk of serious harm will require a risk management plan involving a wide range of inter- agency support and high levels of resourcing. The desired outcome of Category 3 risk of serious harm assessment must again be the effective management of risk incorporating the use of both external and internal controls.

When the risk posed by an individual is assessed as either Category 2 or Category 3 risk of serious harm then this decision must be coupled with the putting in place of a multi-agency management risk management plan that will address both the likelihood of the risk occurring and the reduction of its impact should it occur.

5.7 Offenders Moving Domicile

Where an offender whose risks are being addressed within the Public Protection arrangements, having been assessed as Category 2 or Category 3 risk of serious harm, has indicated his/her intention or has actually moved address, this information should be immediately be conveyed to the DRM by whichever agency receives the information.

This should be in advance of the move where possible. The suitability of the proposed accommodation should then be assessed by the DRM. Where the DRM is from an agency

other than the PSNI the relevant PSNI Public Protection Unit should be consulted in order to ascertain their perspective regarding the suitability of the proposed accommodation (see Appendix 4 Guidance to agencies regarding suitability of accommodation). The DRM will contact the relevant Principal Officer PPANI. Where this involves social housing, or particular housing issues, consideration should be given to contacting the NIHE Housing Officer, PPANI. The DRM should advise the PPANI Links Team of the offender's change of address. Where the offender's location has resulted in a change in DRM an official handover should take place as per Section 6.4.9.

5.8 PPANI eligible offenders receiving hospital treatment as in-patients

Where a Category 2 or 3 PPANI offender has been admitted to Hospital, and has remained hospitalised since the date of the last review, there is no requirement to hold a further LAPPP Review until the offender has been discharged or a discharge date is known.

A further LAPPP Review can be held in exceptional circumstances in respect of an offender in hospital where an agency representative can evidence the need for review. This could include the situation where a hospital discharge has been planned to take place a short time after the scheduled LAPPP Review

This also applies to offenders admitted to long term residential care with the exception of those offenders who can independently leave the residential home, on a day release basis, to go into the local community. In such cases, they should be reviewed every 16 weeks.

In cases where the DRM becomes aware that a Category 2 or Category 3 offender has been admitted as an inpatient to hospital or admitted to residential care the DRM must contact the relevant Trust Principal Officer, PPANI. Similarly, should another PPANI agency become aware that an offender has been admitted as an inpatient to hospital or admitted to residential care, they should ensure that the DRM/relevant Trust Principal Officer PPANI is informed as soon as possible. The Trust Principal Officer PPANI will then consult the Hospital Social Work Team Leader or

other relevant personnel in the case of residential care, in order to agree the level of information required to be disclosed to medical /residential staff and to establish a means of sharing key information , for example in relation to discharge/ overnight leave.

In cases where a Category 2 or Category 3 offender has been admitted to and subsequently discharged from hospital within the 16 week review period, the next LAPPP Review will proceed as normal. In respect of longer term hospital patients (i.e. those who have spent more than 16 weeks continuously in hospital) where temporary overnight discharge has been approved, the Hospital Social Worker/Key Worker will notify the DRM and following consultation with the relevant Trust Principal Officer PPANI, will refer such cases to PPANI Links

In respect of cases involving Mental Health Tribunals or discharge of Hospital Orders, referral to PPANI Links will be made via the Trust Principal Officer PPANI immediately following the decision to permit the offender periods of overnight leave. Likewise where an offender admitted to a Mental Health Hospital/Unit on a voluntary basis either avails of overnight leave or decides to terminate their stay within the Hospital, the Hospital Social Worker /Key Worker will notify the DRM and following consultation with the relevant Trust Principal Officer PPANI, will refer such cases to PPANI Links. PPANI. (Also section 11.4 & Section 17.9 Operational Practice).

5.9 Transfers/MAPPA

The PPANI Links team will only schedule a LAPPP for a MAPPA transfer if the lead receiving agency (usually PBNI or PSNI) formally agree to the transfer. If the transfer is agreed, the MAPPA Coordinator is required to forward all the relevant documentation to the PPANI Coordinator/PPANI Links Team.

The same process is to apply for the proposed transfers from PPANI to MAPPA. The receiving MAPPA statutory agency must agree to transfer in the first instance. If agreed, the PPANI Coordinator/PPANI Links team will forward relevant LAPPP papers to the MAPPA Coordinator.

5.10 Offenders who cannot be located

All eligible offenders must be reviewed by a LAPPP. This will include cases where offenders cannot currently be located. In cases where it has been reported to a LAPPP meeting that an offender has not been located since the last LAPPP review, the LAPPP meeting will proceed and the attendant risk management plan will include actions to locate the offender. A further LAPPP meeting will not be held until such time as the offender has been located or, until a PPANI agency representative can evidence the need for a LAPPP meeting to be convened in respect of the offender.

5.11 Multi-Agency Process re Offenders who are UAL

- Within 24 hours of a PPANI Category 2/ Category 3 offenders deemed to be UAL, Agency Leads/Communications representatives to be informed.
- The Designated Risk Manager (DRM) will also inform the PPANI Coordinator within 24 hours of the offender being deemed to be UAL. The PPANI Coordinator will clarify the steps taken to date by the agencies involved to locate the offender and whether consideration has been given to the need for public disclosure on the grounds of risk/media profile. Where public disclosure is being considered the DRM to complete a PPANI 4 Disclosure Form in conjunction with Offender managers from the relevant Public Protection Unit.
- The PPANI Coordinator will notify PPANI SMB and PPANI Lay Advisors.
- Agency representatives to communicate with each other/PPANI Coordinator on a daily basis in respect of updates regarding the offender, e.g. sightings/actions taken to locate.
- Where the offender has not been located or returned to custody within 3 working days PPANI Coordinator in conjunction with the Superintendent, Public Protection Branch (or in their absence the PPB Offender Management Detective Chief Inspector) will review the case and determine whether a meeting of the 'UAL Offenders Review Group' should be convened. This decision will be based upon

evidence relating to increased risk arising from sightings/steps taken to locate the offender and intelligence. The rationale for this decision will be clearly recorded and communicated to the DRM/lead Agency.

- Where the decision is taken to convene a meeting of the 'UAL Offenders Review Group', the meeting will be chaired by either the PPB Offender Management Detective Chief Inspector or the PPANI Coordinator. Attendees will include agency leads (or deputies) from PSNI, NIPS, PBNI, a representative from the relevant HSCT Trust and a PPANI Lay Adviser. The lead agency representative on the PPANI Communications Sub Group will also be invited to attend. A representative from the NIHE will be invited to attend where relevant to the individual case. The purpose of this meeting will be review progress/actions taken to locate the offender, agree/allocate additional actions, agree a PPANI communications strategy re public/media interest and consider the need for public disclosure of information regarding the offender.

Following the meeting of the 'UAL Offenders Review Group' agency representatives will communicate with each other and PPANI Coordinator on a daily basis in respect of updates regarding the offender, e.g. sightings/actions taken to locate.

- Where the offender has not been located/ returned to custody within 10 working days the PPANI Coordinator will ensure that the case will be added to the agenda for the next scheduled community LAPPP; where possible this will be in the relevant Trust area. The LAPPP will review the existing risk management plan and agree a revised risk management plan which will include actions to locate the offender. A further LAPPP review will not be held until such a time as the offender has been located or, until a representative from a PPANI agency can evidence the need for a further LAPPP review to be convened.

- Likewise following the decision not to convene a meeting of the 'UAL Offenders Review Group', the PPANI Coordinator will ensure that where the offender is not located within 10 working days the case will be listed for review at the next scheduled a community LAPPP; where possible this will be in the relevant Trust area.
- Agencies representatives will continue to update the PPANI Coordinator on a weekly basis until the offender is located. The PPANI Coordinator will ensure that the PPANI SMB and PPANI Lay Advisors are also updated.
- The PPANI Coordinator will ensure that an update of UAL offenders is included as a substantive item on the agenda for the Policy & Practice Sub Group.

Communications Strategy re PPANI Offenders who are UAL

Given the prevalence of Social Media in communicating information regarding community concerns it is crucial that there is an agreed communications strategy in respect of offenders who are UAL; as the dissemination of key messages will seek to reassure communities about the work undertaken by the agencies involved in Public Protection.

Consequently agency Communications representatives will be briefed by operational staff within their agencies regarding emerging issues in respect of PPANI Category 2 and Category 3 offenders who are UAL.

Agency Communications representatives will communicate with each other to ensure that all organisations know in a timely manner about relevant issues and will be invited to contribute to multi-agency reference groups convened in respect of individual offenders who are UAL (as outlined above).

As per the PPANI Communications Strategy External communication will be co-ordinated by the Communications sub group.

5.12 Handling of Critical Incidents

Potential /Critical Incidents are incidents which are likely to have significant impact on the confidence of the victim, their family and or the community, which is beyond the relevant agencies role/ responsibility and is likely to give concern at a local, regional, national or international level.

Should an event of this nature appear imminent/ occur the Command Structure of Gold, Silver and Bronze will be initiated with a nominated PSNI ACC acting as Chair of the Gold Group.

The Gold Group will be representative of all agencies concerned and key risk management issues will be discussed and agreed therein.

Where agencies attending a LAPPP or an individual agency identifies a circumstance where a critical incident has arisen or may arise, the Chair of the LAPPP or the agency with lead responsibility for the case should refer the matter to the Trust PPB Chief Inspector who will notify the local police district command. This decision should be documented in the LAPPP Minutes.

6. LOCAL AREA PUBLIC PROTECTION PANELS (LAPPPS)

- 6.1 Introduction
- 6.2 Responsibilities of Agencies
- 6.3 Roles and Responsibilities of the LAPPP Chairperson
- 6.4 The Designated Risk Manager
- 6.5 Complaint against LAPPP Procedures

6.1 Introduction

The strength of the Public Protection arrangements lies in co-ordinating how each agency fulfils its respective responsibilities and thereby makes the co-ordinated outcome greater than the sum of its parts. For the purpose of facilitating these procedures, Local Area Public Protection Panels (LAPPPs) have been established by the agencies involved in the arrangements.

6.2 Responsibilities of Agencies

- On notification of LAPPP list each agency will check their respective records for all relevant information on offender and relevant others- including victims. This may also include direct contact with personnel from their agency who may have had or have contact with the offender or relevant other.
- In advance of the initial LAPPP the allocated staff member from the lead agency will prepare a briefing paper for discussion at the LAPPP detailing all relevant information regarding the offender.

It is the responsibility of the report author/DRM to circulate individual Lead Agency Initial Briefing/ Designated Risk Manager Reports directly to the LAPPP Chair, PPANI Links Minute Taker and representatives from the core PPANI agencies attending the LAPPP i.e. HSCT Principal Officer PPANI, PSNI Offender Management Unit, NIPS PDU Governor/SO and NIHE Principal Officer. Copies of reports should not be forwarded to the zPPANIAdmin@psni.pnn.police.uk mailbox for onward dissemination; they should instead be forwarded directly to the agency representatives attending the LAPPP.

To ensure that the LAPPP Chair and agency representatives attending the LAPPP have sufficient

time to complete preparatory research, Lead Agency Initial Briefing/ Designated Risk Manager Reports should be submitted a MINIMUM of 3 Working Days in advance of a scheduled LAPPP. Failure to submit reports within this timescale may result in a case being withdrawn from the LAPPP agenda and rescheduled.

Each agency will share this information on offenders to ensure accurate identification of risks and completion of targeted risk management plans in accordance with the 'Corporate Agreement for the sharing of personal data'

- Each agency is responsible for co-ordinating all the elements of the risk management plan relevant to it and ensuring that they are delivered when and as agreed.
- Each agency, having a role or interest in each individual case, will send an appropriate representative to the LAPPP meetings (Detail of individual agency involvement in LAPPP meetings is set out in Sections 7-13 of the manual). Where an agency fails to send out a representative to a LAPPP meeting the chairperson will, in consultation with those who have attended, make a decision on whether or not the meeting should continue.

6.3 Roles and responsibilities of the LAPPP Chairperson

The Probation Board for Northern Ireland will provide a chairperson for each of the LAPPPs. This person will remind each attendee/agency of their accountability for the completion of risk management plan actions. The chairperson will also have the following roles and responsibilities:

- Before the LAPPP meeting, agree the agenda and venue with the PPANI Links Team and ensure a manageable list for each meeting.
- Agree with the PPANI Links Team which other agency representatives should be invited e.g. representatives from HSCT Mental Health Teams/Psychology.
- Where there is an issue identified regarding the quality of the submitted Lead Agency Initial Briefing/ Designated Risk Manager Report the LAPPP Chair will raise the issue with the report author in the first instance and where

required request that amendments are made to the report prior to the LAPPP. Where the issue is not resolved the Chair will escalate it to agency line management and notify the PPANI Coordinator.

- Where a PPANI Lay Advisor is observing the LAPPP ensure that copies of DRM reports are available.
- Using the standard agenda, facilitate a full discussion of all relevant information, integrating the risk analysis presented by the DRM
- Ensure that each item in the agenda is addressed in the order stipulated
- Ensure time is managed effectively, on the basis of a standard agenda and ensure there are appropriate breaks
- Ensure that decisions regarding the category of risk posed by each offender are agreed on the basis of available evidence.
- Ensure that risk management plans are understood and agreed by all agencies, and that there is clear designation of actions and clear timeframes for completion agreed.
- Ensure that where there is an inconclusive debate between Category 1 and Category 2 or between Category 2 and Category 3, the decision is made on the basis of each agency having a single representative view in the decision making of the risk category.
- Where it has not been possible to resolve a lack of consensus after all information has been considered at a LAPPP meeting in respect of risk category, the chairperson's decision on risk classification prevails. In such circumstances the decision will also be referred to the PPANI Coordinator for review. If the matter cannot be resolved by the PPANI Coordinator, it will be referred back for resolution to the senior management in respect of the agencies involved.
- Ensure that in every case of contested issues where no resolution can be found a detailed and accurate record is made in the minutes.
- Where agencies attending a LAPPP have assessed a case as fitting Category 1 risk of serious harm ensure that that no further discussion takes place at the LAPPP meeting about the management of the case.
- All agency representatives in attendance at a LAPPP have responsibility for ensuring that the LAPPP minutes are a true reflection of the multi-agency discussion. To ensure

accuracy of LAPPP minutes and provide agency representatives the opportunity to amend minutes the following process is to be followed;

- LAPPP minutes are forwarded to the LAPPP Chair by the PPANI Links Team. The Chairperson will check, amend (using tracked changes) and approve the minutes from each LAPPP meeting and return them to the PPANI Links team within five working days of receipt.
- Once the LAPPP Minutes have been checked by the LAPPP Chair they are returned to the PPANI Links Team for circulating to agency representatives at the LAPPP. On receipt of the LAPPP minutes, agency representatives have 7 days to make any amendments to the minutes (using tracked changes) forward to the LAPPP Chair and copying to other attendees/ PPANI Links. The LAPPP Chair will collate any amendments and forward the agreed minutes to the PPANI Links Team for recording.

The wording on the LAPPP Minutes Form is as follows:

"Receipt of these Minutes should be acknowledged and any important omissions or inaccuracies notified to the Chairperson within Seven days.

Please note that this is not a verbatim record of the Conference, but a summary of information presented and discussed. Amendments will, therefore only be circulated where the information recorded is factually incorrect, or where the meaning of what was actually said is substantially altered by the way it is recorded.

- At any review of a case the LAPPP chairperson will ensure that the content of previous LAPPP minutes are agreed by those agency representatives who attended the previous LAPPP meeting.
- In those cases where the risk of serious harm has been assessed as Category 1 the minutes will be forwarded to the LAPPP chairperson for approval and will then be circulated to the agency representatives at the LAPPP from PBNI, PSNI, NIPS and HSCT. Other agency representatives may have access to the minutes on request to the PPANI Links Team.

- The chairperson of the LAPPP will, in the course of carrying out the dynamic risk assessment or reviewing the dynamic risk assessment in each case, ensure the most up to date Stable and Acute assessments are available and their scoring, including the reason for the score, is fully taken into consideration (as evidence) in each case.

Where the Stable or Acute risk assessments are not made available to the LAPPP (in community cases), this will be recorded and the LAPPP will develop a risk management plan based on information available and will in exceptional circumstances reconvene the meeting as soon as possible when the assessment is available.

- Where specific learning points are identified in a specific case (e.g. non-compliance, known further offending) or where the LAPPP have identified examples of good practice, the detail of the case and the learning factors/example of good practice should, following discussion with the relevant members of the LAPPP and individual agency line management, be passed by the LAPPP chairperson to the PPANI Coordinator for dissemination to all the Public Protection arrangements practitioners.

6.4 The Designated Risk Manager

A Designated Risk Manager (DRM) will always be appointed by agencies attending the LAPPP for each Category 2 and Category 3 risk of serious harm case within the Public Protection arrangements. The DRM may be appointed from any of the agencies attending a LAPPP. Transfer of DRM responsibilities will normally take place at the LAPPP. There may be circumstances however when these responsibilities will transfer outside of the LAPPP. Only in exceptional circumstances will this task be allocated to anyone outside of the statutory agencies.

The Designated Risk Manager's roles are as follows:

- In consultation with other agencies provide relevant information by way of a written report (PPANI Lead Agency Initial Briefing/ DRM Report - Appendix 1). When completing reports DRM's should ensure that they follow the process outlined in the Lead Agency Initial Briefing/DRM Report Guidance Notes

(Appendix 1). DRMs are reminded that reports should not contain lengthy accounts of information re the Index Offence/Conviction Caution Information 'cut & pasted' from agency records e.g. case depositions/Police 'call outs'. In cases where DRM's have 'cut/pasted' excessive amounts of information from agency records the report will be returned to the DRM for amendment.

- This report should be submitted via secure email to; the chair, the relevant PSNI PPU representatives, HSCT Principal Officers PPANI and the PPANI Links Team at least two working days prior to the date of the scheduled LAPPP (See Section 6.2).

This report should also include:

- Dates of meetings with offender
- Summary of the information provided to the offender arising from the previous LAPPP meeting
- Analysis of the most recent Stable or Acute assessment with both score and reason for score (determining evidence)
- An outline of the range of interventions (including addressing of the risk management plan) undertaken
- To attend all LAPPP meetings including review meetings. When the DRM is unable to attend the LAPPP meetings or is unable to perform the necessary actions, he/she has responsibility for ensuring that a deputy is identified to attend the LAPPP and undertake these responsibilities. Note: In order to ensure consistent representation at meetings, deputies should only be used in exceptional circumstances. It is not appropriate for the LAPPP Chair to deputise for the DRM.
- DRMs and all Panel members in attendance are reminded that it is their responsibility to take a note of any actions allocated to them at the initial/review LAPPP. DRMs should not await distribution of approved LAPPP minutes prior to commencing allocated actions.

- The DRM must provide a report which includes an analysis of the risk presented by the offender integrating the risk assessment tools and knowledge of previous offending and current circumstances.
- To co-ordinate all the elements of the risk management plan. The onus is on other agencies to feed back to the DRM regarding the completion of allocated actions. Where an action has not been completed the relevant agency should immediately refer the issue for discussion to the LAPPP chairperson.
- The DRM must ensure that the Stable and Acute 2007 risk assessment is completed in all relevant cases and that those who are required to carry out this task (e.g. Visiting Officers) are fully accredited assessors. Where it is discovered that the person visiting with a relevant (sex) offender is not a trained assessor then the DRM will ensure that the SA07 is completed by another who is a fully trained and accredited assessor.
- In respect of those offenders included within PPANI in respect of Domestic Abuse related offences the DRM will complete and update the Framework Assessment for domestic Abuse (FADA) as required.
- To take an active interest in the offender's progress, to provide information to the offender and to bring to the LAPPP, any feedback from the offender.
- To ensure offenders are provided with, an explanation of the Public Protection arrangements process; information relating to the risk assessment and risk management plan; and his/her role and contribution in the risk management process.
- Notify all the relevant agencies if there is an immediate change in the offenders circumstances e.g. change of address, remand in custody, new relationship. These changes in circumstances must be reflected in the DRM report at the next LAPPP.
- On change of DRM there should be a recorded hand over discussion between the current and new DRM.
- Ensure that, where an offender does not have English as their first language and has difficulty understanding or communicating in English, arrangements are put in place for suitable interpretation/ translation services.
- To ensure that any community concerns or media interest are brought to the attention of the LAPPP chairperson and agency line managers so that they can be addressed in accordance with the practice direction as provided in Sections 24 and 25 of the Manual of Practice.

6.5 Complaint against LAPPP Procedures

When an offender makes a complaint that is based on the procedures of the LAPPP, the PPANI Coordinator must be informed. It will be the responsibility of the PPANI Coordinator to investigate the complaint on behalf of agencies and respond accordingly. The investigation of any complaint relating to an individual from an agency should still be dealt with on an individual agency basis or by Police Ombudsman for Northern Ireland, if the complaint refers specifically to a member of PSNI.

The PPANI Coordination will maintain a record of complaints received.

7. PPANI SECRETARIAT

Agencies represented on the Strategic Management Board (SMB) have appointed a PPANI Coordinator. The Police service of Northern Ireland has undertaken to provide necessary employment contract arrangements for the post which has been included within the Police Staff establishment. The Coordinator is accommodated within the police estate and will be supported by an administrative team. Collectively this team is known as the PPANI Secretariat.

As the title suggests the Secretariat is established to provide strategic and policy development assistance. The office has no direct operational role in the delivery of the arrangements through LAPPP's but will be the means through which data is collated, the Public Protection Arrangements Annual Report is produced, website maintained and audit processes carried out.

The PPANI Secretariat also provides administrative support to the Strategic Management Board as well as its five Sub Group, Policy & Practice, Education, Training & Research, Accommodation, Communications and Victims Advisory Sub Group.

Agencies represented on the SMB have tasked the PPANI Coordinator to communicate with other agencies and representatives, e.g. legal representatives, politicians, councils and interest groups, etc. on all matters relating to the Public Protection arrangements and which do not directly relate to any one of the constituent agencies.

8. POLICE SERVICE OF NORTHERN IRELAND

8.1 Introduction

8.2 PPANI Links Team

8.3 PSNI Public Protection Branch Representation

8.4 Other PSNI Personnel Attending LAPPP meetings

8.5 PSNI Central Process Office

8.6 Co-Located Public Protection Team (see Section 14)

8.7 Investigating Officers

8.8 Reactive/Active Management

8.1 Introduction

PSNI Public Protection Branch (PPB) became operational in April 2015, and is an amalgamation of the eight former district Public Protection Units (Child Abuse, Domestic Violence and Offender Management), former C2 departments of Rape Crime and the Child Internet Protection Team, and the HQ Public Protection Team.

PPUs are now aligned with each of Health and Social Care Trusts and incorporate the recently created Child Sexual Exploitation teams, and receive their cases through the newly formed Central Referral Unit.

The Rape Crime Unit has three bases (Urban, North and South).

8.2 PPANI Links Team

The Police Service of Northern Ireland through the PPANI Links Team will be responsible for the processing of referrals in respect of PPANI eligible offenders and the administration of the LAPPP meetings. The PPANI Links Team consists of four Administrative Support Officers (ASOs), under the line management of an EOII. The PPANI Coordinator has senior line management responsibility for the PPANI Links Team.

The PPANI Links Team have responsibility for the following functions on a day to day basis:

- Obtain up to date copies of relevant criminal records (as available).
- Obtain relevant Summary of Case from prosecution papers (as available).
- Collate other available information for inclusion in initial LAPPP papers and risk assessment.
- Coordinate LAPPP rota and in consultation with the relevant LAPPP chairperson, arrange LAPPP meetings and agendas in line with guidance to agencies (date, time, venue and invitees).
- Issue invitations and agendas to LAPPP members and invitees. Where an invitation has been sent and the agency cannot attend it is the responsibility of the agency to provide a replacement.
- Facilitate Lay Advisor attendance in observational capacity at LAPPPs. In the interests of data protection PPANI Links ASOs do not carry paper copies of documentation to LAPPPs, therefore where a PPANI Lay Advisor is observing a LAPPP the ASO will ensure that the agency hosting the LAPPP provides copies of DRM reports for the Lay Advisor.
- Provide minute recording facilities for LAPPP meetings and to record, under the guidance of the LAPPP chairperson, a record of the LAPPP discussion using the agreed LAPPP Minute template (See Appendix 1 LAPPP Minutes Template). Ensure that a 'read back' of the Summary of Multi-Agency Discussion section of the LAPPP minutes is completed at each review.
- Supply data as required under Section 23 to the PPANI Coordinator in respect of Freedom of Information Requests.
- A draft of the minutes should be forwarded to the relevant LAPPP chairperson within 10 working days of the meeting for approval and returned to the PPANI Links Team within 5 working days for circulation to the agency representatives on the LAPPP.
- Have LAPPP minutes typed and distributed to LAPPP members.
- Attach agreed LAPPP minutes to individual VISOR records.
- Provide central electronic storage for PPANI paperwork. This does not remove the responsibility on each agency to properly store and manage documentation and information within that agency.
- Consider referrals to PPANI (both new and those Significant Concerns Referrals in respect of offenders previously set at category 1) against the criteria for inclusion (as at Section 3) and act as a filter. (See Section 3.2 for referral process).

8.3 PSNI Public Protection Branch Representation

In each PSNI PPB Trust, the Offender Investigation Inspector will designate an appropriate officer to represent police within his/her Trust at LAPPP meetings.

He/she will have the following roles and responsibilities:

- Perform role of Designated Risk Manager where applicable (The PSNI Designated Risk Manager will retain responsibility for all offenders remanded in custody)
- Ensure Police visits are conducted with offenders
- Make applications for Sexual Offences Prevention Orders (SOPOs), Risk of Sexual Harm Orders (ROSHOs), Foreign Travel Orders and Notification Orders (See Northern Ireland Guidance on Part 2 of the Sexual Offences Act 2003 for further details of these Orders)
- Ensure compliance with Sexual Offences Act (2003) notification requirements and follow up any breaches
- Carry out any task or action allocated by the LAPPP
- Have risk category and other information included in police records and on VISOR

8.4 Other PSNI personnel attending LAPPP Meetings

It will sometimes be necessary to have Investigating Officers, Intelligence Managers and other police officers attend and provide input to LAPPP meetings. Roles and responsibilities of these officers will depend on the circumstances of their attendance. They will however, be expected to carry out any task or action agreed by their agency at the LAPPP.

8.5 PSNI Legal Services

The PSNI is the agency tasked by legislation with making applications for Sexual Offences Prevention Orders (SOPOs) in cases where an application is considered by a LAPPP to be necessary on order to manage risk. Such applications will be made via PSNI Legal Services, under guidance which has been issued to police.

8.6 Co-located Public Protection Team

PSNI will provide staff for the Co-located Public Protection Team (see Section 15)

8.7 Investigating Officers

When a police officer is aware that an investigation of a sexual offence or a violent offence against a child, or vulnerable adult, a violent offence in domestic circumstances and (from 1st September 2011), a violent offence aggravated by hostility, has resulted in a conviction for such an offence, the officer shall should make a referral to the PSNI PPANI Links Team to have the case brought to a LAPPP for risk assessment.

8.8 Reactive/Active Management

Since the inception of the Public Protection Arrangements, there have been significant increases in the number of offenders who meet the criteria for management of risk. It is recognised that each agency has finite resources with which to manage this risk, and that these resources must be channelled to, and prioritise, cases where evidence of higher likelihood of serious harm exists. To allow agencies to focus resources accordingly, a sub-category exists within the Category 1 risk category. This sub-category allows for Category 1 offenders, who meet specific criteria, to be considered for Reactive Management.

The criteria for Reactive Management is as follows:

- Someone who has been a category 1 in the community for a period of 3 years
- Someone who has not been subject to probation for a period of 3 years
- Someone who is not subject to a preventative order (Sexual Offences Prevention Order or Risk of Sexual Harm Order)
- Where an agency has not identified any current evidence of behaviour on the part of the offender that indicates the risk of his/her causing serious harm to another person has increased

An individual will be considered for Reactive Management following a Category 1 review, where the above criteria are met. The decision to place someone into Reactive Management and justification rationale will be recorded within the

Category 1 review template and reflected in the individual's ViSOR record. ViSOR Management Unit must be notified of the change of status to Reactive Management.

Agencies will still be required to monitor for any changes to the above eligibility criteria and are remain obligated to proactively share information relating to concerns with PPANI partners.

Reactive Management will not have any impact on an individual's obligations under the Sexual Offences Act 2003. Those subject to Reactive Management will not be visited by Police unless information comes to light to suggest that there has been a change in the eligibility criteria above.

9. PROBATION BOARD FOR NORTHERN IRELAND

9.1 Introduction

9.2 Responsibilities of Probation Officers in relation to LAPPPs

9.1 Introduction

Probation Board for Northern Ireland (PBNI) will provide chairpersons for all LAPPP meetings (see section 6) and staff for the Co-located Public Protection Team (PPT) (see section 15).

Probation Board for Northern Ireland will ensure relevant probation officers attend and/or provide appropriate information to their LAPPP.

9.2 Responsibilities of Probation Officers in relation to LAPPPs

They will have responsibility for the performance of the following roles:

On notification of LAPPP list each agency will check their respective records for all relevant information on offender and relevant others- including victims. This may also include direct contact with personnel from their agency who may have had or have contact with the offender or relevant other.

- Probation Officers will perform the role of DRM (see section 6) for those cases allocated by the LAPPP
- In completion of the above, Probation Officers will liaise with other relevant agencies and also with the offender, if he/she is under current supervision. Probation Officers should also liaise with the offender's support network, if appropriate.
- Probation Officers or other relevant probation staff will attend the LAPPP in all cases where the offender is under current supervision and, as necessary, in other cases where they can make a relevant contribution.
- If an offender is attending a sex offender programme or other PBNI delivered programme within the community, the supervising Probation Officer will incorporate an update on programme participation/ progress within the DRM Report.

10. NORTHERN IRELAND PRISON SERVICE

10.1 Introduction

10.2 Responsibilities of Prison Staff in relation to LAPPPs

10.1 Introduction

The Northern Ireland Prison Service has an important role to play in the assessment and management of offenders who are on remand, are serving prison sentences or who have been, or are due to be, released from prison.

10.2 Responsibilities of Prison Staff in Relation to LAPPPs

In order to facilitate the LAPPPs, prison staff will fulfil the following roles and responsibilities:

- a) On notification of a LAPPP list each agency will check their respective records for all relevant information on offender and relevant others- including victims. This may also include direct contact with personnel from their agency who may have had or have contact with the offender or relevant other.
 - b) Prisoners sentenced prior to 6th October 2008 on referral by the Prison DRM on the basis of current significant concerns and no later than three months prior to their Earliest Date of Release (EDR) or end of tariff. NIPS should make enquires with relevant other agencies to ensure the necessary evidence of current significant concerns is available prior to referral. The seriousness of the behaviour that led to the conviction and whether it resulted in serious harm being caused, coupled with the impending release, will be counted as current evidence of behaviour on the part of an offender that indicates the risk his/her causing serious harm to other has increased.
- General Release Prisoners (This section should be cross referenced with Section 2.6 Management of Risk - Reviews in Custody)

The Governing Governor will refer all relevant cases to the PPANI Links Team no later than three months prior to any release into the community.

This will apply to relevant cases of Time Served Release, Unaccompanied Temporary Release/

Home Leave (commencing at overnight release phase only) including the pre-Release Scheme.

If a prisoner currently serving a sentence for a PPANI eligible offence (violent offences against children or vulnerable adults; violent offences in domestic circumstances; violent offences motivated by hate-in specific circumstances; and sexual offences) the prisoner is eligible for a pre-release assessment at a LAPPP.

The date of the offence is not relevant; the key criteria for the pre-release assessment at a LAPPP is that the offender is (a) Currently serving a sentence for a PPANI eligible offence and (b) Release from custody is pending. There is an exception to this. If a (pre custody) community LAPPP has made an assessment in the full knowledge of the offences which resulted in conviction/imprisonment, there is no automatic requirement for a pre-release LAPPP. However if it is the view of the prison DRM and the extant risk management plan requires up dating, then a request for a pre-release LAPPP should be made on a PPANI (1) form.

NB: In respect of prisoners who have previous convictions for PPANI eligible offences, but who are in prison for another offence, they are not to be automatically referred for a pre-release LAPPP. Rather for these cases, the current significant concerns criteria must be met. Significant concern is defined in the Manual of Practice as where an agency has current evidence of behaviour on the part of the offender that indicates the risk to his/ her causing serious harm to another person has increased.

LAPPP's for Offenders Remanded in Custody

- Arising from the recommendations of a recent review; the SMB has agreed that in particular circumstances, it is possible to request a LAPPP review for extant Category 2 or 3 cases, where the offender has been remanded in custody
- The option shall only be exercised in exceptional circumstances, specifically where the DRM holds that the current risk management plan is insufficient to cover the contingency of the offender being granted bail. A request for a LAPPP in such cases should be made by the PPANI Referral form.

- In the event of not being possible to hold a LAPPP prior to release on bail, staff are reminded that the Manual of Practice allows for community based LAPPP to be brought forward.

Cases involving the Parole Commissioners

- In respect of cases being considered by the Parole Commissioners (Life Sentence, Indeterminate Custodial Sentence, Extended Custodial Sentence and Determinate Custodial Sentence recalls) referral will be made to the PPANI Links Team by the Governing Governor immediately after the Parole Commissioners recommendation regarding overnight release into the community has been approved by the Home Leave Board.

PPANI Process where the Parole Commissioners Northern Ireland direct release

It is acknowledged that there will be occasions where it will not be practicable to hold a pre-release LAPPP in respect of sentenced prisoners. One such occasion would be where following review by a single commissioner or following an oral hearing the Parole Commissioners Northern Ireland (PCNI) direct release. In this eventuality the Probation Officer Custody should email both the allocated Community Probation Officer and the PPANI Links Team (using the generic PPANI Links email address) advising that PCNI have directed that offender be released, the date of release and where known the offenders proposed release address.

The PPANI Links Team will notify PSNI VISOR Management Unit and the relevant PSNI Trust Offender Management Unit of the offender's release. The PPANI Links Team will then schedule the offender for review at a community LAPPP within four weeks of their release. The PPANI Links Team will then notify the Community Probation Officer and the relevant PSNI Trust Offender Management Unit of the LAPPP review date.

Overnight Unaccompanied Temporary Release/Home Leave

- In respect of cases of overnight home leave the Governing Governor will refer all relevant cases to the PPANI Links Team following the decision by the Home Leave Board to approve

overnight home leave. The commencement of overnight leave must commence within 16 weeks of the initial LAPPP. If the home leave has not commenced by the next LAPPP review due date, the PPANI process is terminated and a re-referral to PPANI Links will be required.

- The Governing Governor will designate an appropriate person to perform the role of Designated Risk Manager for cases relating to prisoners as agreed by agencies at the LAPPP. In respect of prisoners who will be subject to statutory supervision by PBNI following the completion of their sentence this responsibility will be allocated to PBNI Case managers located within Prisoner Development Units. Where the prisoner has been sentenced under the Criminal Justice Order 2008 the PBNI Case Manager will retain the DRM role but will manage the case jointly with a NIPS Sentence Manager. In respect of prisoners who will not be subject to statutory supervision post release this responsibility will be allocated to NIPS Sentence Managers also located within Prisoner Development Units.
- The Prison DRM/prison staff will inform the prisoner of their pending assessment of risk of serious harm by agencies at a LAPPP and invite him/her to make any input to the assessment. This will apply regardless of whether the prisoner is subject to post custody supervision or not.
- The Governing Governor will agree who, within the prison, will complete the relevant PPANI forms and who will attend the LAPPP. This person will liaise with other agencies and with the offender in completing the assessment.
- If an offender is attending an offending behaviour programme the Case/Sentence Manager (DRM when appointed) will ensure that information regarding programme participation is included within the DRM report.
- A list of PPANI eligible offenders will be forwarded to Primary/Mental Healthcare Departments on a 6 monthly basis by the NIPS Senior Officer, Prisoner Development Unit. Health care staff will then complete the agreed

template and return to the Case/Sentence Manager. This will ensure that relevant healthcare information is made available in advance of Prison LAPPPs. Where appropriate the named member of Health Care staff will be invited to attend the LAPPP.

- The Prison DRM will ensure relevant agencies are notified of all pending releases.
- The Governing Governor will ensure that the recommendation of the Parole Commissioners regarding unaccompanied release are made available to agencies attending the LAPPP when appropriate.
- Where an offender, whose risk of serious harm is being addressed through the Public Protection arrangements, is released from prison temporarily (other than overnight), e.g. compassionate release, the prison DRM will inform PSNI immediately. This will include details of the circumstances of release to enable management of risk in the community.

11. HEALTH AND SOCIAL CARE

- 11.1 Introduction
- 11.2 Responsibilities of Principal Officers; and Social Care Trusts' as LAPPP Members
- 11.3 Responsibilities of Other Health and Social Care Staff
- 11.4 Offenders Receiving Hospital Treatment as In patients
- 11.5 HSCT Principal Officers PPANI Operational Guidance

11.1 Introduction

Health and Social Care Trusts have the primary role in relation to the protection of children and vulnerable adults. Their input to the assessment and management of the risk posed by offenders must affect this, and is therefore essential. Each Trust has an individual Principal Officer with lead responsibility for that Trust's involvement in the Public Protection arrangements who will act as the Health and Social Care LAPPP representative for that Trust and will liaise with other disciplines, both in their own trust and other trusts regarding the case and ensure that appropriate information is shared with the panel .

11.2 Responsibilities of Principal Officers; Health and Social Care Trusts' as LAPPP Members

The responsibilities are to:

Ensure that cases requiring multi-agency risk assessment and management are referred to the PPANI Links Team using the referral form (Appendix 1 - PPANI Referral form).

- On notification of LAPPP list each agency will check their respective records for all relevant information on offender and relevant others – including victims. This may also include direct contact with personnel from their agency who may have had or have contact with the offender or relevant other.
- Attend LAPPP meetings. In respect of prison based LAPPP's participate in LAPPP reviews on a rotational basis. This will involve clear communication with the relevant Trust(s).
- Participate in the assessment and management of risk of the individual offender; where the Trust are the lead agency

- Be adequately prepared for the meeting with all relevant information particularly in relation to children and vulnerable adults who may be at increased risk in the cases under consideration.
- Coordinate the social services role relevant to the action plan.
- Ensure that all matters relating to child or vulnerable adult protection are fed back to the relevant personnel (including Adult Safe guarding Officer(s) and are appropriately recorded within the Trust for both current and future reference both within and between the Trusts.
- Liaison with other Trusts' Principal Officers with relevant information pertaining to offenders including before and after LAPPP meetings.
- Act as the key Trust liaison point for the DRM and other Trust disciplines if there are new or emerging concerns about the offender such as change of circumstances, residence, relationships and health.

11.3 Responsibilities of Other Health and Social Care Staff

Health and Social Care Trust staff, other than the LAPPP member, who have information about the offender or the offender's circumstances, will be involved, where appropriate, in the LAPPP meetings. The role of this person(s) is:

- To make relevant information available to agencies attending the LAPPP, either personally or via the Social LAPPP member.
- Where in attendance at the meeting, to contribute to the assessment process.
- To carry out actions agreed in the risk management plan and report back to the LAPPP.
- To perform the role of the Designated Risk Management in appropriate cases (see Section 6)

It is important to ensure that there is a consistent approach to recording of Public Protection arrangements cases on the relevant Trust information system.

11.4 Offenders Receiving Hospital Treatment as in-patients

(Also Section 5.8 PPANI eligible offenders receiving hospital treatment as in-patients)

Where a Category 2 or 3 PPANI offender has been admitted to Hospital, and has remained hospitalised since the date of the last review, there is no requirement to hold a further LAPPP Review until the offender has been discharged or a discharge date is known.

A further LAPPP review can be held in exceptional circumstances in respect of an offender in hospital where an agency representative can evidence the need for a review. This could include the situation where a hospital discharge has been planned to take place a short time after the scheduled LAPPP review.

This also applies to offenders admitted to long term residential care with the exception of those offenders who can independently leave the residential home, on a day release basis, to go into the local community. In such cases, they should be reviewed every 16 weeks.

In cases where the DRM becomes aware that a Category 2 or Category 3 offender has been admitted as an inpatient to hospital or admitted to residential care the DRM must contact the relevant Trust Principal Officer, PPANI. Similarly, should another PPANI agency become aware that an offender has been admitted as an inpatient to hospital or admitted to residential care, they should ensure that the DRM/relevant Trust Principal Officer PPANI is informed as soon as possible. The Trust Principal Officer PPANI will then consult the Hospital Social Work Team Leader or other relevant personnel in the case of residential care, in order to agree the level of information required to be disclosed to medical /residential staff and to establish a means of sharing key information, for example in relation to discharge/overnight leave.

In cases where a Category 2 or Category 3 offender has been admitted to and subsequently discharged from hospital within the 16 week review period, the next LAPPP Review will proceed as normal. In respect of longer term hospital

patients (i.e. those who have spent more than 16 weeks continuously in hospital) where temporary overnight discharge has been approved, the Hospital Social Worker/Key Worker will notify the DRM and following consultation with the relevant Trust Principal Officer PPANI, will refer such cases to PPANI Links

In respect of cases involving Mental Health Tribunals or discharge of Hospital Orders, referral to PPANI Links will be made via the Trust Principal Officer PPANI immediately following the decision to permit the offender periods of overnight leave. Likewise where an offender admitted to a Mental Health Hospital/Unit on a voluntary basis either avails of overnight leave or decides to terminate their stay within the Hospital, the Hospital Social Worker /Key Worker will notify the DRM and following consultation with the relevant Trust Principal Officer PPANI, will refer such cases to PPANI Links. (Also section 5.8 & Section 17.9 Operational Practice).

11.5 HSCT Principal Officer PPANI Operational Guidance

The responsibilities of Principal Officers; and Social Care Trusts' as LAPPP members are outlined in Section 11 of the PPANI Manual of Practice Revised July 2016. This Operational Guidance details how the Principal Officers fulfil their responsibilities.

1. The Principal Officer, or their designated replacement, Senior Social Work Practitioner will attend all LAPPPs convened within their HSCT area. PPANI LINKS will forward the yearly LAPPP dates (community and prison) to the Principal Officers who will organise and ensure attendance at the respective LAPPP's.

If a Principal Officer is unable to attend a planned Community LAPPP they will first try and arrange for their designated replacement to attend in their place. If this is not possible they will request that the date of the LAPPP is changed by consulting with PPANI LINKS and the LAPPP chair.

2. If a Principal Officer is not able to attend a Prison LAPPP they will negotiate with their designated replacement, Senior Social Work Practitioner in the first instance and then other

Principal Officers to ensure representation at the Prison LAPPP. If such representation cannot be achieved, and only in exceptional circumstances, the Principal Officer shall request a change of date for the LAPPP.

3. Any potential referral to PPANI LINKS by Trust staff should in the first instance be forwarded by Trust staff to the Principal Officer who will quality assure the referral and consider whether or not the grounds for referral into PPANI are met.
4. On receipt of the list of cases to be discussed at a LAPPP the Principal Officer will identify any new cases on the list. For each new case the Principal Officer will check the documentation/information forwarded by the PPANI Links Team. They will check for the following information:
 - PPANI referral/case outline;
 - Details of the victim/s including name, address and dob;
 - Outline of the offender's living situation and family details;
 - Offence/conviction details, sentence imposed and conditions of any Orders or Licence;
 - If the offender is in prison details of the offender's address prior to remand/sentence;
 - If the offender is in prison, the proposed discharge/temporary release address and the Earliest Date of Release.

If this information is not presented the Principal Officer will contact PPANI LINKS.

5. When the Principal Officer receives the LAPPP list they will, prior to the LAPPP, undertake as a minimum the following tasks:
 - Conduct an ICT systems check (within and across Trust) on the offender, victim/s, family and relevant others identified from the supporting information and / or request same to be completed by other HSCT Principal Officers.
 - Seek information via the Principal Officer from the relevant HSCT's respective ICT systems with regard to the offender in respect of Prison LAPPP's.

- Where relevant they will make contact with HSCT staff within and across Trusts and inform staff of the offender's inclusion in the PPANI process and obtain relevant information to assist the LAPPP. Where necessary HSCT staff member may be asked to attend the LAPPP and in these circumstances the Principal Officer will liaise with the LAPPP Chair and PPANI LINKS.
- If the ICT systems checks indicates or suggests that the offender may be in contact with a child, an identified victim or a vulnerable adult the Principal Officer will liaise with the appropriate HSCT staff member, and other Agency partners as appropriate, and where necessary agree an appropriate safeguarding action. This may include a referral to Gateway. This will also include informing HSCT staff of the inclusion of the offender in the PPANI process.
- If an offender has been previously reviewed at a LAPPP attended by a Principal Officer from another Trust area contact will be made to gather relevant information and updates.
- If a victim or potential victim resides outside of the Principal Officer's area they will liaise with relevant HSCT.

6. The Principal Officer or their designated replacement will when participating in a LAPPP, fulfil all the tasks identified within the PPANI Manual of Practice, Revised July 2016, Section 11.
7. The Principal Officer attending a LAPPP will not commit specific actions that relate to another Trust. Recommendations and pertinent information/concerns relating to the offender/victim will be shared with the relevant Trust to enable that Trust to carry out their statutory functions. This information will be provided in written form by the Principal Officer who attended the LAPPP.
8. Following a LAPPP the Principal Officer will ensure that all specific action/s assigned to them in the LAPPP Risk Management Plan are completed within the agreed timescale and shared as appropriate with the DRM.

9. The Principal Officer will provide advice, guidance and support to staff within their Trust who have responsibility for carrying out any of the actions agreed in the LAPPP Risk Management Plan.
10. The Principal Officer will continue to act as a source of support, advice and guidance to Trust staff with respect to any cases that have an interface with PPANI. This may for example include attendance at Child Protection Case Conferences, Looked after Children reviews, Child in Need meetings or Vulnerable Adult Conferences.
11. In the majority of cases the Principal Officer will not have managerial responsibility for Trust staff carrying out the actions agreed at the LAPPP. However, the Principal Officer has a professional responsibility to ensure that all requested information / assessments from Trust staff are made available to them and the Designated Risk Manager within the agreed timescales. The Principal Officer will review the information provided to them and deal with as appropriate. Any correspondence between HSCT staff and the DRM must be copied to the Principal Officer.
12. Following a LAPPP the Principal Officer will ensure that the respective ICT systems are updated.
13. The Principal Officer will update colleagues (within and across Trusts) of the outcome of the LAPPP. This contact can initially be undertaken by phone but must be followed up in writing.

This Guidance will be reviewed in conjunction with the review of the PPANI Manual of Practice.

12. THE YOUTH JUSTICE AGENCY

12.1 Introduction

12.2 Responsibilities of the Youth Justice Agency in relation to LAPPP

12.1 Introduction

The Youth Justice Agency (YJA) has statutory responsibility for the custody of and supervision of some persons under 18 year of age. YJA will carry out assessments in relation to these young persons and will supervise and manage them. The YJA is one of the agencies which may refer young people to the Public Protection arrangements for multi- agency risk management and where necessary management of risk.

12.2 Responsibilities of the Youth Justice Agency in relation to the LAPPP

As part of the process of participation in the Public Protection arrangements, the Youth Justice Agency will:

On notification of LAPPP list each agency will check their respective records for all relevant information on offender and relevant others - including victims. This may also include direct contact with personnel from their agency who may have had or had contact with the offender or relevant other.

- Ensure that cases requiring multi-agency risk assessment and management are referred to PPANI Links Team using the referral form (Appendix 1 - PPANI referral form).
- Appoint a representative to attend the LAPPP meetings in relevant cases.
- Perform the role of Designated Risk Manager in appropriate cases (see Section 6).
- Ensure relevant information is made available to agencies to attending the LAPPP.
- Ensure actions in the management of risk plan agreed at a LAPPP are fulfilled.

13. THE NORTHERN IRELAND HOUSING EXECUTIVE (NIHE)

13.1 Introduction

- 13.2 Responsibilities of NIHE in Relation to LAPPPs
- 13.3 NIHE Representation at Prison LAPPP's
- 13.4 NIHE Representation at Community LAPPPs

13.1 Introduction

The Northern Ireland Housing Executive (NIHE) which has statutory responsibility for housing in Northern Ireland has an important role to play in assisting in the management of the risk posed by offenders. The designated NIHE representative should be invited to each prison pre-release LAPPP meeting. Additionally, an NIHE representative should be invited to any other LAPPP meeting in the community where an accommodation issue has been identified.

Accommodation

Access to sustainable and suitable accommodation is identified as a contributing factor in preventing and reducing the risk of reoffending. When an offender leaves prison, unless conditions relating to their accommodation are ordered by the Court or are part of Licence conditions, the offender can, generally speaking, live where they choose. However, if the offender submits an application to be transferred to alternative social housing, to be placed on the waiting list for an allocation of social housing or presents to the Housing Executive and is owed an accommodation duty, there are a number of restrictions which may be applied in relation to the provision of accommodation.

Restrictions of Accommodation

Rules 62 to Rule 67 of the Housing Selection Scheme allow for housing restrictions of accommodation to be applied in relation to those who have received a custodial sentence or a suspended sentence in respect of a sexual offence against a child or who have been charged with a relevant offence which could attract a custodial sentence.

Temporary accommodation

Under the Housing (NI) Order 1988, pending inquiries in the case of an apparent priority need, the Housing Executive will be under an interim duty to secure that accommodation is available and where as a result of those inquiries, a Main Duty arises.

The restrictions can also apply to the provision of temporary accommodation in relation to:

- a) Anybody who has been convicted of a relevant offence, regardless of whether or not a custodial sentence was served.
- b) Any such Applicant who is currently facing charges in respect of any relevant offence (again regardless of whether or not such an offence if proven would attract a custodial sentence)
- c) Any Applicant who is suspected by Social Services (in light of a Child Protection Case Conference or Risk Assessment Meeting) of currently posing risk, in terms of sexual abuse, to any child or children generally.

At present the restrictions under Rule 62 to 67 of the HSS do not apply to persons guilty of sex offences against an adult, domestic violence offences, violent offences against a vulnerable adult or child, or hate crimes. Rule 62-67 refers specifically to sexual offences against children and subsequent rules around restrictions for housing. It does not include any other PPANI related offences.

13.2 Responsibilities of NIHE in relation to LAPPPs

The NIHE representative will be expected to perform the following roles:

- On notification of LAPPP list each agency will check their respective records for all relevant information on offender and others - including victims. This may also include direct contact with personnel from their agency who may have had or have contact with the offender or relevant other.
- To provide agencies attending the LAPPP with relevant housing and accommodation information concerning the subject of the meeting, as well as information concerning victims/family members.

- To receive and act on information and advice from agencies attending the LAPPP in accordance with the agreed confidentially protocol.
- Carry out any actions agreed by the LAPPP which are within the statutory boundaries of responsibility of the NIHE.

13.3 NIHE Representation at Prison LAPPPs

A representative from NIHE will be invited to attend the initial LAPPP meeting which has been convened to carry out a risk assessment in respect of a relevant offender who has been referred by the Northern Ireland Prison Service because of their impending release. The NIHE representative will assist agencies attending the LAPPP to explore accommodation options that fit with the risk management plan being developed.

13.4 NIHE Representation at Community LAPPPs

The Housing Executive is not normally invited to attend community LAPPP meetings but may be required to provide information on specific cases. Where attendance is required the LAPPP Chair or PPANI Links Team should contact the Housing Executive's PPANI Representative to identify the most appropriate officer to attend. Where required, the Housing Executive's PPANI Representative may also attend.

Further advice for Housing Executive staff can be found in Section 4 of the Housing Executive's PPANI Guidance Manual.

14. OTHER ORGANISATIONS PROVIDING ACCOMMODATION AND/OR TRAINING FOR OFFENDERS

14.1 Introduction

14.2 Responsibilities of Representation of Other Organisations in Relation to LAPPP's

14.3 Responsibilities Approved Premises Staff in respect of risk management

14.4 Responsibilities in relation to keeping police and probation informed of Persons going missing from accommodation

14.1 Introduction

In a case where an offender is resident in a PBNI Approved hostel, the hostel manager/Key Worker should be invited to attend the LAPPP meeting. On occasions there will also be circumstances where a representative of a voluntary organisation which provides Floating support, training, accommodation or employment may be invited to the meeting.

14.2 Responsibilities of Representatives of Other Organisations in Relation to LAPPPs

The responsibilities are to:

- Make relevant information available to the DRM both on an on-going basis and
- LAPPPS, either personally or via their agency representative.
- Contribute to the assessment process.
- Carry out tasks agreed in the action plan and report back to the DRM and/or LAPPP.
- Sign the relevant confidentiality protocol.

14.3 Responsibilities Approved Premises Staff in respect of risk management

The Staff within Approved Premises, where there are residents whose risk of serious harm is being addressed within the Public Protection arrangements, will ensure that all actions falling to them within the risk management plan will be carried out e.g. curfew arrangements.

Staff within approved premises are required to ensure that any changes to risk management plans e.g. wavering of curfews need to be approved by the DRM and written confirmation provided.

14.4 Responsibilities in relation to keeping PSNI and PBNI informed of persons managed within PPANI going missing from accommodation

Staff will ensure that PSNI and PBNI are advised if any resident in a hostel, whose risk of serious harm is being addressed within the Public Protection arrangements, has not returned on a timely basis. The staff member passing on the information will ensure that PSNI/PBNI and HSCT staff if applicable are subsequently informed of any new information or if the subject returns to the hostel.w

15. THE CO-LOCATED PUBLIC PROTECTION TEAM- OPERATIONAL GUIDANCE

- 15.1 Role and Functions
- 15.2 Referrals into PPT (Community Cases)
- 15.3 Case Planning
- 15.4 The Multi-Agency Arrangements
- 15.5 Review Process
- 15.6 Referrals Out from PPT to Local Teams
- 15.7 Prison/PPT Interface
- 15.8 Governance
- 15.9 Information Sharing within PPT
- 15.10 Staff Welfare
- 15.11 Membership of PPT
- 15.12 Specific Role of PSNI
- 15.13 Specific Role of PBNI
- 15.14 Specific Role of BHSC

15.1. Role and Functions

- 15.1.1 The Co-Located Public Protection Team (PPT) will have risk management responsibility, under the Public Protection Arrangements Northern Ireland (PPANI), for all Category 3 offenders as referred by the Local Area Public Protection Panels (LAPPPs).
- 15.1.2 In discharging this role, the PPT will provide a high level and consistent risk management for those offenders in the community who represent the greatest cause for concern in terms of their potential risk of serious harm.
- 15.1.3 The key functions of the PPT are:
 - To deliver Risk Management Plans for all Category 3 cases referred to it by LAPPP's.
 - To develop and review Risk Management Plans as situations evolve.
 - To agree and co-ordinate local PPANI agencies involvement in the delivery of Category 3 management plans.
 - To liaise with and agree involvement of voluntary, community and faith groups in delivering Category 3 Risk Management Plans

15.2. Referrals into PPT (Community Cases)

- 15.2.1 Cases will be notified to the Co-Located PPT by the PPANI Links Team within 1 working day following the setting of Category 3 at a LAPPP zPPT@psni.pnn.police.uk

- 15.2.2 The PPANI Referral Form, DRM Report and most recent LAPPP papers will be e-mailed by the PPANI Links Team to the PPT.

- 15.2.3 A)Following receipt of the above referral documents, the PPT Joint Managers (PBNI Area Manager and PSNI Sergeant) will allocate the cases to either a PBNI or PSNI Designated Risk Manager (depending of the supervision status of the case). A PPT partner officer for the Designated Risk Manager (DRM) will also be identified at the allocation stage. The case will be allocated no later than 1 working day after referral is received.

B) Upon notification of the referral, PPT Senior Social Work Practitioner to commence an initial assessment. The initial assessment will identify the role and responsibilities of the Social Worker within each case.

- 15.2.4 Within 1 working day of allocation the PPT DRM should make contact with the previous lead agency representative/ DRM to progress the transfer arrangements. This contact could be either via telephone or 'face to face'. Staff should record all these contacts, (including attempted contacts).

- 15.2.5 The lead agency representative/DRM at the original LAPPP will continue to have DRM responsibility until a formal transfer of the case has taken place. All other agency representatives to remain in place until formal transfer of the case.

- 15.2.6 The transfer should take place as soon as practically possible but no later than 10 working days from the date of referral to the PPT from the LAPPP.

- 15.2.7 The transfer should be tripartite fora involving the previous lead agency representative/ DRM, offender and the PPT DRM. The agenda for this tripartite should include; a case overview and background, and a verbal summary of the key issues discussed at the LAPPP. At the tripartite, the role of the PPT will be explained to the offender.

15.3 Case Planning

- 15.3.1 PPANI agreed assessment tools for sex/violent offenders to be used in the assessment and management of offenders.
- 15.3.2 Within the PPT a weekly Briefing meeting should be held and will be attended by all PPT staff. The PBNi/PSNI Managers will chair the meeting. This meeting will focus on case management issues, progress in respect of the LAPPP Risk Management Plan, assessments, feedback from issues arising from the previous week and agree/allocate response actions to specific PPT staff for action during the coming week. In addition, the meeting make contingency arrangements for staff annual leave, training commitments and staff resource issues. A minute of the meeting will be taken and circulated within the PPT.
- 15.3.3 The PPT, in consultation with the LAPPP, holds responsibility for applying for Orders such as SOPOs/VOPOs post sentence, when required.
- 15.3.4 All breaches of Licences, Orders and Sex Offender Notifications will be dealt with by the relevant partner agency within the PPT.

15.4 The Multi-Agency Arrangements

- 15.4.1 The role of the multi-agency partners within the PPT will include:
 - Assist in the discharge of Risk Management Plan.
 - Assist in the discharge of other case management issues.
 - Accompany on joint visits, when appropriate.
 - Bring their own specialist organisational knowledge and competency, to the assessment and management of offenders.
- 15.4.2 The DRM is to consult with the PPT HSCT Senior Social Work Practitioner with regard to any health and social care concerns, including safeguarding and in particular when any issue pertaining to Health and Social Services arise. Consideration should be given on a case-by-case basis

in determining the need for the Social Services Senior Social Work Practitioner to accompany the DRM during visits to offenders.

- 15.4.3 In all cases, once a DRM is allocated, a back-up paired officer will also be allocated from within the organisation holding DRM responsibility. The role of this person is to hold statutory responsibility during any absence of the DRM.
- 15.4.4 Whilst DRM responsibility for all Category 3 offenders rests with the PPT it is important that PPANI agencies in the locality where the offender resides are kept fully informed regarding the case. This is particularly important in respect of Category 3 offenders who live at a distance from Belfast. Where a Category 3 offender is resident outside the greater Belfast area a local 'paired officer' should be appointed from the local PSNI OMU. The 'paired officer' from the local PSNI OMU will provide assistance to the PPT by being able to respond flexibly to emerging circumstances for example by making unannounced home visits.
- 15.4.5 Formal, internal PPT handover visits will be undertaken with the offender where there is a change of PPT staff.
- 15.4.6 PPT team members will brief their named partner and Social Services Senior Practitioner, following every contact with the offender and/or receipt of all third party information regarding same.

15.5 Review Process

- 15.5.1 All Category 3 cases in the community will be reviewed no later than every 16 weeks.
- 15.5.2 The meeting will be chaired by the PBNi Area Manager/LAPPP Chair for the area where the offender is residing.
- 15.5.3 The PPT DRM will attend these Category 3 reviews.

15.6 Referrals Out from PPT to Local Teams

- 15.6.1 Where a PSNI or PBNI case is re-categorised as a Category 2, the case should be transferred out of PPT within 10 working days. In the meantime, PPT will continue to hold DRM responsibility.
- 15.6.2 Where a Category 3 (PBNI DRM) case is reclassified as a Category 2 or Category 1 case following a LAPPP, the PSNI officers within the PPT will inform the local Trust PPU of the change in category. Where PBNI have statutory responsibility for a Category 3 case re-categorised as Category 2 or Category 1 case, the PPT PBNI Manager is to contact the local ISU PBNI Area Manager.
- 15.6.3 Within 1 working day of the LAPPP decision to transfer the case out of PPT the PBNI ISU Area Manager and/or PPU should be informed of decision. The PPT DRM should then make contact with the new local DRM to arrange the transfer tripartite. This contact could be either telephone or face to face.
- 15.6.4 The PPT DRM will continue to have DRM responsibility until a formal transfer of the case has taken place.
- 15.6.5 The transfer should take place within 10 working days from the date of decision of the LAPPP to transfer the DRM responsibility out of PPT to the local area DRM.
- 15.6.6 The transfer will be a tripartite involving the referring DRM, offender and the PPT DRM. This tripartite agenda should include a case overview and background and a written summary of the key issues raised at the LAPPP and the local team role.
- 15.6.7 Only the PPT DRM should attend at this transfer tripartite.
- 15.6.8 Any PPT electronic records should be updated and passed to the relevant PPT Agency Manager for monitoring within 2 working days of the LAPPP.

- 15.6.9 The PPT DRM should inform the PPANI Links/Visor Management of the date of the LAPPP (or date of decision to transfer), name of new DRM, date of transfer tri-partite and confirmation of records transfer, to allow PPT information systems to be updated.

- 15.6.10 if requested the PPT DRM referring out, should attend the first LAPPP post transfer.

15.7 Prison/PPT Interface

- 15.7.1 At post-conviction, pre-release phase, DRM responsibility will be allocated to either NIPS or PBNI
- 15.7.2 Post-conviction cases will be referred to the Co-Located PPT by the PSNI PPANI Links Team within 1 working day following the setting of Category 3 at a Pre-release Prison LAPPP.
- 15.7.3 In addition to the initial Pre Release LAPPP held no later than 3 months pre-release, a LAPPP review will be convened no later than 1 month prior to release.
- 15.7.4 The PPT representative, decided by PPT, will attend any Pre-Release LAPPPs reviews where a Category 3 has been assigned.
- 15.7.5 Following receipt of the notification of referral, the PPT Joint Managers will allocate the case to either a PBNI or PSNI DRM (depending of the supervision status of the case) and a PPT partner. The case will be allocated no later than 1 working day after referral is received.
- 15.7.6 PPT Admin will notify the PPANI Links Team of allocation, within 1 working day of allocation.
- 15.7.7 A formal PRE-RELEASE tripartite attended by the prison DRM, offender (by invitation) and PPT DRM, MUST be convened following the LAPPP held one month prior to release. The tripartite is to include a full case overview and background and a verbal summary of the key issues raised at the LAPPP. At this forum, the role of the PPT will be explained to the offender.

- 15.7.8 For Category 3 cases, remanded in custody for further offences, the DRM responsibility will remain with the PPT DRM.
- 15.7.9 For Category 3 cases resentenced to custody DRM responsibility reverts to NIPS.
- 15.7.10 in cases where the offender has been recalled to custody, DRM will remain with the PPT DRM until the PCNI decision has been reached.
- 15.7.11 for those sentenced to custody, they should be re-referred to the Prison LAPPP at the Pre-Release stage at least three months before release (as per 7.3).
- 15.7.12 for those Category 3's who are remanded and then released, they will be reviewed at the next Category 3 LAPPP.

15.8. Governance

- 15.8.1 All staff will adhere to PPANI's Manual of Practice.
- 15.8.2 All staff will operate from the basis of their organisations statutory responsibilities, in line with organisational Policy, Practice, Standards and Procedure.
- 15.8.3 Where cases are subject to PBNI supervision, PBNI's Practice Standards 2018 apply.
- 15.8.4 The PPT Managers will ensure that each Category 3 case is subject to their respective agency line manager supervision and monitoring arrangements prior to the LAPPP reviews.
- 15.8.5 The PBNI Assistant Director (Risk) will have Line Management responsibility for the PPT PBNI Area Manager.
- 15.8.6 THE PBNI PPT Area Manager will have Line Management responsibility for the Probation Officers based within the PPT. The Area Manager will provide monthly supervision to each of the Probation Officers.
- 15.8.7 The PBNI Office Manager will provide Line Management supervision for the PBNI AOT

- 15.8.8 The PSNI Inspector will provide Line Management responsibility for the PSNI Sergeant. The PSNI Sergeant will have Line Management responsibility for the PSNI Constables. The PPANI Links EOII will have line management responsibility for the PPT ASO.
- 15.8.9 The PBNI Office Manager, PBNI Area Manager and PSNI Sergeant will liaise to monitor the range of administrative systems in the PPT.
- 15.8.10 The PPT PBNI Area Manager will provide day-to-day managerial support and guidance to the Social Services.PPT Senior Practitioner.
- 15.8.11 The Principal Officer PPANI for the designated Health and Social Services Trust will also provide Line Manager Support and monthly supervision for the HSCT Senior Social Work Practitioner for issues outside of the PPT remit.
- 15.8.12 The Designated Health and Social Services Trust are also to identify a Liaison Manager (same person as above) for PPT. This person will link directly with PPT PBNI Area Manager. The liaison role should also contribute to interface issues, which require managerial input from Social Services.
- 15.8.13 A PPT Overview Meeting will be held ONCE a year. (OR ADDITIONALLY BY EXCEPTON). Attendees will include the PPT Inspector, PBNI Area Manager and Senior Managers from PBNI, Social Services Trust, PSNI, NIPS & the NIHE. The Overview Meeting will be chaired by the PPANI Coordinator.
- 15.8.14 where an approach is made to the PPT by an individual or public representative, including the media, to request information or express concerns, PPT staff will fully brief the appropriate Senior Manager within their own organisation as a matter of urgency. The request will then be forwarded to the PPANI Coordinator and the Chair of the PPANI Communications Sub Group.

15.9. Information Sharing within PPT

Agencies will use respective agency data systems.

Information sharing between PPT partner agencies is covered by the PPANI Memorandum of Understanding/Information Sharing Agreement contained within the PPANI Manual of Practice.

15.10. Staff Welfare

Given that the PPT has responsibility for the risk management of those offenders in the community who represent the greatest cause for concern in terms of their potential risk of serious harm, the partner agencies recognise the potential impact this work may have upon PPT staff and consequently all agencies have support systems in place for their respective staff e.g. supervision, Occupational Health provision and access to counselling services.

In addition to individual agencies provision a combined annual event focusing upon Health & Well-being will be arranged for the PPT as a whole.

15.11. Membership of PPT

- PBNI: 1 Area Manager, 3 Probation Officers, 1 AOT (part time) and 1 Business Support Manager (part-time)
- PSNI: 1 Inspector, 1 Sergeant, 4 Police Constables and 1 ASO (based within PPANI Links)
- BHSCT: 1 Senior Practitioner SW

15.12. Specific Role of PSNI

In addition to their PPANI agency responsibilities for PPT, the specific role of PSNI PPT will also include:

- Operate the National Intelligence Model.
- PSNI PPT staff will update ViSOR records for all Category 3 offenders.
- PPT PSNI (where possible) will complete Annual Notification by arrangement.
- PPT Sergeant will maintain/monitor the agreed PSNI protocol with the local PPU as appropriate.
- All PSNI visits to be undertaken within the guidance of the PSNI Officer Safety Risk Assessment.

15.13. Specific Role of PBNI

In addition to their PPANI agency responsibilities for PPT, the specific role of PBNI PPT will also include:

- All PBNI visits will be undertaken within the guidance of the PBNI Risk of Serious Harm Policy, Team Safety Action Plan and PBNI's Best Practice Framework.
- PBNI will complete PSRs on Category 3 cases, as per PBNI NI Standards and Practice Requirements. At times, and where capacity allows, PPT PBNI staff may be required to assist with other PBNI duties outside of the remit of the PPT.
- PBNI staff will have a monthly team meeting.
- PBNI Probation Officer to attend and contribute to the PBNI DRM forum.
- PBNI staff will ensure that the Assistant Director (Risk) is briefed in relation to any approach made to the PPT by any individual or public representative (including the media) for information on any offender or with stated concerns. A full briefing is also required in relation to any significant circumstance such as absconding, where media attention is likely.

15.14. Specific Role of BHSCT

- The Senior Social Work Practitioner will complete an Initial Assessment On all cases referred to PPT. This assessment will identify any Safeguarding considerations (adult and child). It will also consider if there are other relevant issues for social services and the need for social work involvement. Assessments will be completed in conjunction with PSNI and PBNI Colleagues.
- The Specific social work role will be considered on the basis of the initial Assessment and agreed on a case-by-case basis with PBNI manager and upon consultation with Senior Social Work Practitioner's Line Manager as required.
- The Senior Social Work Practitioner will attend all PPT Team Meetings.
- The Senior Social Work Practitioner will attend regular supervision as Identified and agreed with the Line Manager, also any other relevant Belfast Trust meetings as identified.
- The Senior Social Work Practitioner will liaise closely with social work teams across the region, when relevant.

- Case Responsibility for relevant individuals, other than those currently within the PPANI process, will be maintained by fieldwork staff at all times.
- With regards to individuals within the PPANI process who are currently open

To the PPT:

- Where there is existing SW involvement in the community, the Senior Social Work Practitioner will co-work the case with the field worker.
- Where there is no existing SW involvement in the community or when community social work involvement ends, the Senior Social Work Practitioner will hold case responsibility, as agreed by PPT and Social Services Trust Line Management.
- When a PPT case is transferred to the Local PPU, the Senior Social Work Practitioner's Role and responsibility in the case will transfer to the relevant Trust's Principal Officer for PPANI.
- Trust records should reflect case responsibility/ co-worker status as Identified above.
- The Senior Practitioner line manager will ensure accurate recording on Trust IT systems, in conjunction with Trust principal officers and in line with relevant trust procedures.
- The Senior Social Work Practitioner is an employee of Belfast Trust and will adhere to Trust policies on Child Protection and Protection of Vulnerable Adult
- The Senior Social Practitioner is employed on a regional basis and will therefore give due cognisance to relevant policies and procedure of each Trust
- The Senior Social Work Practitioner will liaise closely with the line manager and the Regional Principal Officers on a case-by-case basis.

16. PLANNING AND PREPARATION

- 16.1 General
- 16.2 Assessments on persons under 18 years
- 16.3 Completion of the Dynamic Risk Assessment
- 16.4 Representation at a LAPPP
- 16.5 Information Flow to Offenders

16.1 General

The PPANI Links Team will plan the schedule of cases for LAPPP meetings. Police Central Point of Contact (CPC)/VISOR Management Unit will provide the PPANI Links Team with updated information on cases involving those offenders who are required to notify under the Sexual Offences Act 2003.

16.2 Assessments on persons under 18 years

When making a referral to the PPANI Link Team in a case relating to a person under 18 years, Social Services, the Youth Justice Agency and PBNi will attach a summary of the most recent risk assessment. The PPANI Links Team will have this summary attached to PPANI Referral (Appendix1).

16.3 Completion of the Dynamic Risk Assessment

Dynamic risk assessment will be carried out by agencies attending the LAPPP on all cases within the Public Protection arrangements and the outcome will be recorded on the LAPPP minutes template (Appendix 1).

LAPPPs will meet as often as required according to the number offender cases to be assessed or reviewed. Category 2 & 3 risk of serious harm cases must be reviewed at least every sixteen weeks. Sufficient time must be allowed at each meeting to ensure professional decision making with regard to both risk assessment and management of risk.

16.4 Representation at a LAPPP

Each LAPPP must have representation from the Police Service of Northern Ireland, the Probation Board for Northern Ireland, Health and Social Care Trusts and, when the offender is in custody, the Northern Ireland Prison Service. A representative from the Northern Ireland Housing Executive will be invited to attend pre-release LAPPPs where

the offender is in custody and community LAPPPs where deemed appropriate.

Where the agency fails to have representation at a prearranged LAPPP meeting the chairperson will, in consultation with those who have attended, have the discretion to make a decision on whether or not the meeting should proceed. This decision must be made on the basis of Public Protection. If the meeting does proceed, the chairperson, in consultation with those in attendance, will determine what actions can/cannot be agreed in light of the absence of particular agencies.

In cases where an agency fails to send representation to the LAPPP, the chairperson will report, in writing, the failure to senior management of the relevant agency and copy the correspondence to the Public Protection arrangements Strategic Management Board via the PPANI Coordinator.

Representation from other agencies will be requested as agreed by agencies at the LAPPP and facilitated by the PPANI Links Team (See also Section 6.3.2 Roles & Responsibilities of LAPPP Chair and Section 8.1.6 Roles & Responsibilities of PPANI Links Team).

16.5 Information Flow to Offenders

(This section should be cross referenced with Section 2.5 Risk Assessment Process; the Offenders Role in the Risk Management Process)

Convicted offenders should always be informed of their case being discussed at a LAPPP. The DRM will inform him/her of the intention to discuss his/her case and of agencies wish to have his/her input will be delivered by hand to the offender before the initial meeting.

The designated risk manager will ensure that the offender fully understands the content of any written or oral communication and will, where necessary, seek assistance should the offender have difficulty with reading or understanding English.

In the case of an offender with a mental disorder or learning disability, their carer/appropriate adult should be included in the process of assessing and managing the risk they present. Similar provision for an appropriate adult/parent should be made for

any young person under 18 whose case is referred into Public Protection arrangements on the exceptional need basis as set out in Section 2.12 of the guidance to agencies.

Following the LAPPP the DRM will deliver the LAPPP outcome letter to the offender.

17. LOCAL AREA PUBLIC PROTECTION PANELS (LAPPPS) - OPERATIONAL PRACTICE

- 17.1 Purpose of LAPPPs
- 17.2 General Operating Principals
- 17.3 Preparation and Timings
- 17.4 Procedure for LAPPP Meetings
- 17.5 Home Visits to Offenders
- 17.6 Information Sharing Outside of LAPPP Meetings
- 17.7 Freedom of Information and Data Protection Requests
- 17.8 Requests from Legal Advisors for copies of LAPPP Minutes
- 17.9 Arrangements for Sharing Freedom of Information Requests & Assembly Questions Written (AQW's) among PPANI agencies regarding offenders currently managed within the Public Protection Arrangements

17.1 Purpose of LAPPPs

The purpose of Local Area Public Protection Panel (LAPPP) is twofold:

- To facilitate multi-agency assessment of the risk posed in all cases fitting the criteria set out in the guidance to agencies and in this manual of practice. This assessment should focus on the identification of the factors that evidence a risk of "serious harm" to the public.
- To facilitate the development of a risk management plan to address the risks identified in the risk assessment

17.2 General Operating Principals

LAPPP meetings should concentrate on the two purposes identified above and should not duplicate statutory case management processes.

Where an individual is subject to a court order or other legal restrictions, the lead statutory will report to the LAPPP for inclusion of these details in the risk management plan.

17.3 Preparation and Timings

LAPPP meetings must be planned and managed to ensure efficient and effective use of time and resources. The Public Protection arrangements bring a considerable additional workload to each of the agencies involved, making it all the more

essential to ensure that the resources from each agency are used to concentrate on assessing and identifying the risk factors and addressing these in targeted risk management plans.

Case discussion in each LAPPP meeting should last for no more than 5 hours on any day.

Meetings should be planned to include two tea breaks and one lunch break. The timing and duration of these to be agreed by participants.

In preparing for the LAPPP review meeting, the PPANI Links Team will allocate each case a time slot of no more than 30 minutes. Although there may be circumstances when more time is required this must be kept to a minimum and should it occur, a record must be kept of the reason. If such circumstances arise, and it is not possible to complete the business within an additional 10 minutes, the chair may postpone discussion of that case and make arrangements to have it rescheduled either for later that day or for the next LAPPP scheduled for that area.

Where possible a total of six, but no more than eight cases should be listed for discussion at any Community LAPPP. A maximum of five cases should be listed for discussion at a pre-release prison LAPPP.

17.4 Procedure for LAPPP Meetings

The first LAPPP case discussion will start at the time stipulated in the schedule agreed between the chairperson and the PPANI Links Team.

Should any agency representative have a query regarding the eligibility of a case listed for review at a LAPPP these queries should be raised with the PPANI Links Team in advance of the scheduled LAPPP. This will allow the PPANI Coordinator to review the offender's eligibility and where necessary seek advice from PSNI Legal Services. Discussions regarding offender eligibility for inclusion should not be held at LAPPPs.

The LAPPP chairperson and the PPANI Links Team will meet 10 minutes before the first case to be discussed. This pre-meeting will be used to finalise the arrangements for the day.

The LAPPP meeting will follow the set agenda in each case and the PPANI Links Team will record the discussion using the LAPPP Minutes template - (Appendix 1). The set agenda is as follows:

A) Confidentiality

The Chair will remind the meeting of the confidentiality requirements agreed by the Strategic Management Board and ensure each person present understands and agrees to abide by it. Each attendee will sign the Confidentiality Protocol. In the circumstances where the LAPPP is held remotely, e.g. via teleconference or virtually attendees will sign the Confidentiality Protocol electronically.

B) Attendees

A list of attendees will be recorded on the minute of each individual case.

C) Apologies

A note will be made of all apologies for non-attendance.

D) Previous LAPPP minutes

The chairperson will ensure that all in attendance have received copies of the previous LAPPP minutes and that they agree them to be a complete and accurate record of the meeting. Only in exceptional circumstances should a LAPPP review proceed without the previous minutes. The exceptional circumstances must be recorded.

E) Designated Risk Manager Report

(This Section should be cross referenced with Section 6.4 The Designated Risk Manager)

- DRMs are reminded that reports should not contain lengthy accounts of information re the Index Offence/Conviction Caution Information 'cut & pasted' from agency records e.g. case depositions/Police 'call outs'. In cases where DRM's have 'cut/pasted' excessive amounts of information from agency records the report will be returned to the DRM for amendment.
- As agency representatives will have received the DRM Report and had the opportunity to consider its contents in advance of the LAPPP there is no requirement for DRMs to read their report out verbatim.

This report should also include:

- In respect of LAPPP reviews; the DRM will provide updates in respect of actions raised at the previous LAPPP
- Dates of meetings with offender
- Summary of the information provided to the offender arising from the previous LAPPP meeting
- Analysis of the most recent Stable or Acute assessment with both score and reason for score (determining evidence)
- An outline of the range of interventions (including addressing of the risk management plan) undertaken
- Provide recommendations regarding proposed amendments to the Risk Management Plan, including a recommendation regarding the Category of risk. Whilst the DRM is required to make recommendations regarding proposed amendments to the Risk Management Plan and in respect of the category of risk, all decisions in respect of the Risk Management Plan and Category of Risk will continue to be made at the LAPPP meeting.

The DRM must provide a report which includes an analysis of the risk presented by the offender integrating the risk assessment tools and knowledge of previous offending and current circumstances.

F) Dynamic Risk Assessment

Although agencies attending the LAPPP will want to take into account assessments carried out by other agencies and professionals i.e. prison psychologists, probation officers, youth justice officers and social workers, discussion at the LAPPP will focus attention on identifying evidence of risk of serious harm. Summaries of assessments carried out by other agencies and professionals will be provided in writing and will be the subject of discussion only where this is necessary for the purpose of clarification or to remove ambiguity.

Agencies attending the LAPPP will consider the information and evidence available and carry out a dynamic risk assessment as set out at Section 2.5 of this Manual.

G) Category of Risk

Agencies attending the LAPPP will agree on the basis of the evidence available from the static risk assessment, the dynamic risk assessment and, where applicable the outcome of any Stable and/or Acute assessment, the category of risk of serious harm that most closely fits the individual circumstances of the case.

H) Appointment of Designated Risk Manager

Where agencies attending the LAPPP agree that the evidence available meets the definition of Category 2 or Category 3 risk of serious harm a DRM will be appointed. The minute will include the full contact details for the DRM including: Name, telephone numbers - office & mobile, email address and office address.

I) Risk Management Plan

A separate record will be made of each risk factor identified and the action agreed to manage it.

J) Actions outside Risk Management Plan

All actions allocated, other than those recorded as management of risk actions, will be recorded under this heading. These might include: enquiries reference child protection, gathering of other information, advice and information being given to the offender etc.

K) Other issues: (Disclosure, Victims Issues, Media and Community Interest)

In compliance with the policy and guidance set out in this manual the LAPPP chairperson will ensure that each of the following issues are addressed:

- Whether there are any Child Sexual Exploitation (CSE) concerns regarding the case
- Whether consideration should be given to a disclosure application
- Whether there any victim issues and whether it would be appropriate to provide information, in the form of the Victim Information Pack, to a victim or carer.
- Whether there has been any media or community interest in the case and whether any action needs to be taken to address these.

L) Date, time and venue for next meeting

A date and time and venue will be scheduled for those cases that have been assessed as Category 2 or Category 3 risk of serious harm.

M) Procedures for Distribution of LAPPP Minutes

(This section should be cross-referenced with Section 6.3 the Roles and Responsibilities of the LAPPP Chairperson)

All agency representatives in attendance at a LAPPP have responsibility for ensuring that the LAPPP minutes are a true reflection of the multi-agency discussion. To ensure accuracy of LAPPP minutes and provide agency representatives the opportunity to amend minutes the following process is to be followed;

- PPANI Links ASO's will email the unsigned LAPPP minutes to the relevant Chair for checking and signing.
- A copy of the unsigned minutes will also be sent to the LAPPP minutes mailbox (lappppminutes.mailbox@probation-ni.gov.uk). This should be done within 10 working days of the LAPPP meeting.
- The relevant LAPPP Chair will check, amend (using tracked changes), approve, and return the minutes by emailing PPANI admin (zPPANIAdmin@psni.pnn.police.uk) AND the LAPPP minutes mailbox. This should be done within 5 working days of receiving the unsigned minutes.
- PPANI admin will verify the approved minutes containing the Chairs tracked changes and email to the LAPPP chair and relevant partners AND the LAPPP minutes mailbox.
- On receipt of the LAPPP minutes, agency representatives have 7 days to make any amendments to the minutes (using tracked changes) forward to the LAPPP Chair and copying to other attendees/PPANI Links.
- The LAPPP Chair will collate any amendments and forward the agreed minutes to the PPANI Links Team for recording.

The following wording will be placed on the LAPPP Minutes Form:

"The LAPPP Chair would be grateful if you would please notify them of any Omissions of inaccuracies within seven working days of receipt of the minute.

If LAPPP Chair does not receive any comments within these seven days then they shall assume they are an accurate account.

Please note that this is not a verbatim record of the LAPPP but a summary of information presented and discussed. Amendments will therefore only be circulated where the information recorded is factually incorrect, or where the meaning of what was actually said is substantially altered by the way it is recorded"

The LAPPP Chairperson and the PPANI Links Team representative will take care to ensure that the recording of the minutes, evidence supporting the assessment of risk, the specific identified risks and the actions in the management of risk plan are not driven by process but represent a clear reflection of discussions and decisions made by agencies attending the LAPPP.

At the end of the discussion on each individual case the minutes will be read aloud to all those present. Individuals who have actions to take forward are responsible for taking note of that action and for ensuring that it is carried out. The DRM will take note of all the elements of the action plan and will ensure that agencies not present are made aware of actions allocated to them. Each agency will make sure that the DRM is kept informed of progress or completion of actions. The DRM will ensure that he/she is kept up to date with the completion of all management of risk actions and will ensure that these are included within the DRM report.

The agreed information leaflet will be given to each offender, on the initial contact for the Public Protection arrangements purposes, with PSNI, PBNI, HSCT or NIPS.

Further copies of the leaflet should be supplied, if requested or considered necessary, by the DRM.

17.5 Home Visits to Offenders

Timing of visits should be coordinated by the LAPPP representatives to ensure that a number of visits do not occur on the same day by different agencies, or that not all visits occur within short periods with longer periods in between.

Times of visits should be varied but at a reasonable time.

Visits by police officer should where possible be carried out in civilian clothes.

A record should be made of every visit indicating whether face-to-face contact for the purpose of Public Protection arrangements risk assessment took place.

Where contact has been made with the offender, the record should accurately reflect any discussion that has taken place.

Where an additional issue arises from a visit i.e. a child /vulnerable adult protection concerns, these will be communicated to the local Social Services office immediately.

17.6 Information Sharing Outside of LAPPP Meetings (GDPR/Data Protection 2018)

On occasions where information concerning an offender, which could have a bearing on the risk of serious harm posed by that individual, comes to the attention of any agency outside of a LAPPP meeting, it should be accurately and immediately communicated to the DRM in the first instance.

The DRM and other agencies should consider what if any actions are required and that those deemed necessary are appropriately implemented. If necessary the DRM can consult with the PPANI Links Team and the LAPPP chairperson and decide whether an earlier LAPPP meeting is required, or whether the matter can be left for consideration at the next scheduled LAPPP meeting.

The lawful authority and necessity requirements in Section 3 of the guidance to agencies (Information Sharing) will clearly be met when disclosure is to the courts when considering dangerousness prior to sentence or Parole Commissioners when considering suitability for release back into the

community. The confidentiality agreement which will be signed by agencies who participate in the LAPPP process clearly states that the information shared for the purpose of contributing to the assessment and management of risk posed by a particular offender will be made available to the courts or Parole Commissioners on request.

Where the court or Parole Commissioners are asking for agency-specific information, for example, specific information which fed into the risk assessment process, then the request should generally be sent to that agency. Most, if not all of the information provided to LAPPP meetings is derived from information stored on the individual agency's database(s) and the provision of that information to third parties is the responsibility of that agency and not the Chair of the LAPPP meeting.

17.7 Freedom of Information and Data Protection Requests

Since the implementation of the Freedom of Information and Data Protection Acts (GDPR 2018) agencies should not expect to hold data in confidence. Freedom of Information requests should in the first instance be referred to the agency with lead responsibility for holding the information requested and processed in line with that agency's procedures for dealing with such requests.

17.8 Requests from Legal Advisors for Copies of LAPPP Minutes

In working with offenders, victims and other members of the public, all agencies have agreed boundaries of confidentiality. The information contained in the LAPPP meeting minutes (incorporating the Designated Risk Manager Report) respects those boundaries of confidentiality and is distributed under a shared understanding that a meeting is called in such circumstances where it is felt that the risk posed by the offender is such that issues of public or individual safety outweigh those rights of confidentiality.

Minutes of LAPPP meetings are likely to include personal, confidential third party (including victim) and operationally sensitive information and are, therefore, not suitable for disclosure under one or more of the exemptions of the Freedom of Information Act (2000).

There may also be restrictions on disclosing this information to others under the Data Protection Act 2018 (GDPR) and the Human Rights Act 1998 and related European case law.

It is envisaged that there may be increased requests for copies of LAPPP meeting minutes from offenders and other third parties including legal advisors. All requests from offenders or other third parties, including legal advisors, for LAPPP meeting minutes must be responded to.

All requests and decisions relating to the disclosure of the LAPPP meeting minutes must be recorded on case management of risk records and VISOR.

A full copy of the LAPPP meeting should not be provided. Instead redacted minutes should be completed by the LAPPP chairperson.

The redacted version of the minutes will include:

- The offenders name and personal details.
- The reason the case was referred for consideration under the Public Protection arrangements i.e. Conviction/Caution information/Current Significant Concerns.
- The DRM Report including; Risk Assessments e.g. Risk Matrix 2000 and Stable/Acute 2007
- The assessed category of risk of serious harm
- The risk management plan, which will include:
 - 1) How agencies attending the LAPPP reached their decision on the category of risk of serious harm.
 - 2) What information this was based on.
 - 3) Where it does not jeopardise an individual's safety, identification of specific risks to others and what those risks are.
 - 4) The appointed Designated Risk Manager. The names/contact details of other personnel attending the LAPPP will be redacted.

Correspondence from legal advisors on behalf of offenders requesting information or copies of LAPPP papers should be forwarded to the PPANI Coordinator in the first instance.

The PPANI Coordinator will:

1. Respond to the requester providing explanation of the process that will be followed
2. Liaise with the PPANI Links Team in respect of accessing the relevant LAPPP minutes
3. Bring the request to the attention of the relevant LAPPP chairperson for redaction of any sensitive information from the papers
4. Upon receipt of redacted LAPPP minutes the PPANI Coordinator then forward to the relevant legal advisor
5. A record of all papers being released to legal advisors will be retained by the PPANI Secretariat and will be included in the quarterly statistical return to PPANI SMB.

17.9 Arrangements for Sharing Freedom of Information Requests & Assembly Questions Written (AQW's) among PPANI agencies regarding offenders currently managed within the Public Protection Arrangements

The core agencies involved in the delivery of the Public Protection Arrangements N Ireland (PPANI), that is, Criminal Justice agencies (e.g. Police Service for N Ireland, Probation Board for N Ireland and N Ireland Prison Service) and others such as Health & Social Care Trusts (HSCTs) and N Ireland Housing Executive (NIHE) regularly receive Freedom of Information (Fol) Requests and written questions from members of the N Ireland Assembly in respect of PPANI eligible offenders.

On occasions Fol Requests and Assembly Questions (AQWs) in respect of individual offenders are directed to a number of agencies for response. In such circumstances it is important that individual agencies provide a consistent response. Staff members in individual PPANI agencies responding to Fol and AQW's regarding PPANI eligible offenders must be aware of this protocol and ensure it is adhered to.

In order to assist agencies and review the information on behalf of the PPANI SMB a data base has been developed by the PPANI Secretariat to collate Fol/AQWs received by agencies in respect of PPANI eligible offenders (Appendices 11). The data base will allow agencies to identify cases where previous Fol/AQWs have been asked

regarding specific cases or in relation to emerging themes e.g. accommodation issues.

The data base will be stored securely and will record the following information:

- Date request is received
- Type of request, i.e. Fol or AQW (including reference number)
- Name of requester in respect of AQWs and whilst the name of requester cannot be recorded re Fol applications general information should be recorded regarding the origin of the request, e.g. legal/elected representatives or media
- Agency receiving request
- Response
- Whether following response further information has been requested
- Name of individual responding on behalf of the agency

Each agency should identify a single point of contact who will notify the PPANI Secretariat regarding Fol/ AQWs requests.

The PPANI Secretariat will include information regarding the number of requests received per quarter in the statistical report provided to SMB.

18. THE OFFENDER'S ROLE

18.1 Introduction

18.2 Information flow between the Public

Protection arrangements and Offenders

18.3 Positive engagement of offenders in Risk Management

18.1 Introduction

It is important to recognise the critical contribution that offender make to change their behaviour. Measures which impose external controls and prohibitions such as: conditions in licences, including residence requirements; Sexual Offences Act (2003) civil order provisions such as Sexual Offences Prevention Orders and Risk of Sexual Harm Orders can provide the offender with a clear and partly self-policed set of behaviour boundaries. These boundaries can increase therapeutic benefits and enhance Public Protection practice, for example, police and probation undertaking joint visits to offenders and working closely with prisons to establish suitable licence conditions for offenders prior to release.

18.2 Information flow between the Public Protection arrangements and Offenders

Offenders and, in the case of offenders with a mental disorder or learning disability, their carer/ appropriate adult, should where available be provided with an opportunity of informing the process of assessing and managing the risks they present. Similar provision for an appropriate adult/ parent should be made for any young person under 18 whose management of risk is addressed through the Public Protection arrangements on the exceptional need basis set out in section 2.12.

It is good practice for offenders to know that the assessed risks they present are being managed through the Public Protection arrangements, what the arrangements are and what this means for them. This responsibility should be discharged by the Designated Risk Manager who should ensure that the offender fully understands the content of any written or oral communication.

Offenders, whose risks are being managed through the Public Protection arrangements, following initial assessment of risk, should be allowed the opportunity to relay information relevant to the

management and on-going assessment of their risk of serious harm to agencies attending the LAPPP meeting through their Designated Risk Manager.

Agencies attending the LAPPP must only consider information provided by the offender which is relevant to the management and on-going assessment of the risk of serious harm posed by the offender in the community.

There are some cases where information about the risk management plan should be withheld from the offender on the grounds that it may increase their risk or compromise the effectiveness of the measures involved.

Confidential information will not be disclosed to the offender. Information from victims, some third parties and details of police operations are highly confidential and must be adequately protected by all agencies involved in the arrangements. The decision to withhold information from the offender must be agreed by agencies at a LAPPP meeting and the reasons clearly recorded in the minutes and the case record.

18.3 Positive engagement of offenders in Risk Management

Engaging the offender in the reality of management of risk can be very productive, although it will not be appropriate for every individual. Similar to the experience of child protection case conferences and the involvement of abusive family members, offenders can make a positive contribution to their own management of risk and should not be viewed only as part of the problem. Agencies should ensure that there is a clearly stated mechanism for informing offenders and that the information to be shared is fully recorded in minutes and case records.

19. LINKS WITH VICTIMS AND CARERS

19.1 Principle

19.2 Responsibilities of the PSNI Representative

19.3 Links with Multi Agency Risk Assessment Conferencing (MARAC)

19.1 Principle

Each consideration by agencies at a LAPPP of a new Category 2 or Category 3 risk of serious harm case, or review of an existing Category 2 or Category 3 risk of serious harm case, will consider as a standing agenda item, any issues relating to previous victims and the delivery of the Victim Information booklet (and what it should contain). It is envisaged that there will be few cases where such contact and delivery will not be appropriate on at least one occasion. A record will be made, in the minutes of every LAPPP meeting, of the decision and the required action, if appropriate. Whilst generally responsibility for delivery of the Victim Information Booklet will rest with the relevant PSNI OMU Team, the LAPPP may agree on a case by case basis that it is more appropriate for the booklet to be delivered by another professional from a PPANI agency currently in contact with the victim e.g. Social Worker from a HSCT or a Victim Liaison Officer from the Co-located Victim Information Scheme.

19.2 Responsibilities of the PSNI Representative

The PSNI representative at the LAPPP will:

1. Identify from police records, the name and address of the victim or, in the case of children or vulnerable adults, the parent or carer of the victim of each offender
2. Make arrangements to have a copy of the Victim Information Pack 'Our Link with You' containing the Victim Booklet 'Our Link with you', and any other relevant material, provided to the victim and, in case of the children or vulnerable adults, the parent or carer of the victim of each offender
3. Include his/her contact details on the booklet 'Our Link with You' in the space provided at the back
4. Report the completion of the action to the Designated Risk Manager and provide a report on any contacts made or questions raised by the person/s to whom the pack is provided

19.3 Links with Multi Agency Risk Assessment Conference (MARAC)

In all cases involving new referrals from 1st April 2010 the PPANI Links Team will make enquires to identify whether the victim is subject to MARAC and will advise the LAPPP accordingly.

20. CASE REVIEWS

- 20.1 Context to PPANI SMB Serious Case Review Guidance
- 20.2 PPANI Eligible Offender
- 20.3 Notification of Potential Further Serious Offences
- 20.4 Referral Process for Case Review
- 20.5 Assessment criteria for decision of Internal Multi-agency Review or External Case Review
- 20.6 Objectives of Case Review
- 20.7 Procedure for Internal Multi-Agency Serious Case Review
- 20.8 Procedure for a PPANI External Serious Case Review
- 20.9 Engagement with the Victim and/or the Victim's family during the Serious Case Review Process
- 20.10 Appointment of Independent Chair/Reviewer
- 20.11 Communications Strategy
- 20.12 Dissemination of Learning from Case Reviews

20.1 CONTEXT TO PPANI SERIOUS CASE REVIEW GUIDANCE

Public Protection Arrangements in Northern Ireland were established in order to provide a structure within which those agencies who are tasked with risk assessment and management of sexual and certain violent offenders, to work together in order to protect the public from the risk posed by these offenders. The assessment and management of the risk posed by offenders is a key task for all agencies and is a legislative requirement under Articles 49-51, Criminal Justice (NI) Order 2008 and the accompanying guidance to agencies. Effective risk assessment and management requires planning and the employment of a positive and proactive multi-agency, multi-disciplinary approach. It is acknowledged risk assessment and risk management is a complex and dynamic process and the agencies cannot eliminate risk but work together in order to minimise risk.

However, it is recognised that offenders who are within the Public Protection Arrangements, may commit further serious offences. This section of the PPANI Manual of Practice explains the PPANI Serious Case Review (SCR) process following the commission of a further serious offence by an offender managed within the Public Protection Arrangements.

The purpose of the PPANI Serious Case Review is to examine whether the Public Protection Arrangements were applied effectively and whether the agencies worked together to do all they reasonably could to manage the risk of further offending in the community. It should also aim to establish whether there are lessons to be learned, to identify them clearly, to decide how they will be acted upon, and, as a result, to inform the future development of PPANI policies and procedures in order to better protect the public. It may also identify areas of good practice.

PPANI's Strategic Management Board (SMB) will, on the basis of the evidence provided, make a decision as to whether the Serious Case Review (SCR) will be an Internal Multi Agency Serious Case Review; completed by nominated individuals within the relevant agencies, with a composite report of findings/recommendations compiled by the PPANI Coordinator or an External Independent Case Review, convened by an Independent Chair.

20.2 PPANI Eligible Offender

Those offenders about whom a SCR may be undertaken must be assessed and managed within the Public Protection arrangements:

- A) Persons who are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 or who have been convicted of a sexual offence or sexually motivated offence and are not subject to the notification requirements of Part 2 of the sexual Offences Act 2003, but about whom an agency has current significant concerns.
- B) Persons who have from 6th October 2008 been convicted of a violent offence (including homicide) against a child or vulnerable adult; or who have a previous conviction for a violent offence against a child or vulnerable adult and about whom an agency has current significant concerns.
- C) Persons subject to PPANI for violence in domestic or family circumstances
- D) Persons who have been convicted on or after 1st September 2011 of a violent offence (including homicide) where the offence, in

certain circumstances, has been aggravated by hostility, and the person has received an enhanced sentence; or who have a previous conviction for such an offence and about whom an agency has current significant concerns

- E) Persons subject to a Risk of Sexual Harm order (RSHO)

20.3 Notification of Potential Further Serious Offences

Where a PPANI agency becomes aware that an offender managed within the Public Protection Arrangements may potentially have committed a further serious offence, that is, has been arrested in respect of a further serious offence, a representative from the agency should notify the PPANI Coordinator within one working day. The PPANI Coordinator will in turn notify the Chair of SMB and all other SMB members.

20.4 Referral process for a PPANI Serious Case Review

If an offender currently managed as Category 2 or Category 3 within the Public Protection Arrangements, when the offence was committed or up to 28 days before the offence was committed, is charged with a further serious sexual offence (Rape or Attempt to Commit Rape) or serious violent offence (includes Murder, Manslaughter or Attempt to Commit Murder) or where a significant failure occurs in the management of risk of any Category 2 or Category 3 risk of serious harm case, the relevant LAPPP chairperson or any agency involved in the management of the offender should submit a written request for a Serious Case Review, to the Chair of the Strategic Management Board (SMB) via the PPANI Coordinator within five working days of the offender being charged. .

There might be other circumstances in which it may be appropriate to complete a Serious Case Review. It is difficult to prescribe discretionary criteria, as much will depend on the circumstances of the particular case, and whether there has been a significant breach of the PPANI Guidance. A PPANI Serious Case Review may also be commissioned in exceptional circumstances in respect of Category 1 offenders.

To avoid duplication, PPANI SMB should check with other bodies such as SBNI/PONI as to whether they are also completing a review.

The request for consideration for a Serious Case Review must include the following:

- Brief summary of the offender's background within PPANI
- Context of alleged/committed offence
- Current status of the offender/case
- Victim Information

The request will be forwarded to PPANI Coordinator who will inform the Chair SMB PPANI of the request. PPANI SMB, on the basis of the information, will decide which (if any) type of Serious Case Review will be undertaken, that is, an Internal Multi Agency Serious Case Review or an External Independent Case (within ten working days of receiving Serious Case Review Referral)

20.5 Assessment criteria for SMB decision re commissioning an Internal Multi Agency Serious Case Review

All requests for a Serious Case Review will be considered by SMB individually; however criteria which may warrant an External Independent CASE Review include:

- Seriousness of the offence
- Significant failures in the offender's risk management
- Victim is a Child or Vulnerable Adult
- Organised Abuse/Child Sexual Exploitation

20.6 Objectives of Case Review

The objectives of undertaking a Case Review are:

To examine whether the PPANI arrangements were effectively applied in the management of the offender, from the date he/she was referred into the arrangements, to the date of the commission of the further serious offence.

To determine whether the PPANI agencies engaged in management of the offender worked together to do all they reasonably could to manage effectively the risk of re-offending in the community.

To identify any agency variations from agreed policies, processes and statutory requirements, which may have resulted in the individual having the opportunity to re-offend.

To identify any lessons to be learned from PPANI's involvement with the Offender.

To identify whether there are lessons to be learned about the effectiveness of the current Public Protection Arrangements.

To provide an action plan as to how those lessons will be acted upon so as to inform the future development of PPANI policies and procedures in order to better protect the public.

To identify any areas of good practice.

20.7 Procedure for Internal Multi Agency Serious Case Review

Where the decision is made to conduct an Internal Multi Agency Serious Case Review, the PPANI Coordinator on behalf of the Chair of SMB will inform the referring agency in writing of the decision within ten working days of the decision to complete the Internal Serious Case Review being taken. PPANI SMB will agree the Terms of Reference for the Internal Multi Agency Review.

Within five working days of the decision being taken to complete an Internal Serious Case Review the PPANI Coordinator will write to each relevant agency requesting that they nominate an individual to complete an Internal Agency Review in respect of their agencies involvement in the offender's case and represent their agency at any meetings of the Internal Serious Case Review Panel.

The Internal Agency Review must be restricted to the review of their agency's involvement and practice and not review the involvement or practice of another agency. Additionally the PPANI Coordinator will agree a timescale for completion of the Internal Agency Review (normally six to eight weeks).

The appointed person to undertake the Internal Agency Review must:

- Not have had any operational involvement in the case
- Have a working knowledge of PPANI before commencing the Internal Agency Review
- Follow the guidance in this section of the Manual of Practice
- Ensure that they use the PPANI Internal Agency Review Template
- Be of sufficient operational and managerial level to represent their organisation
- Attend the Internal Multi Agency Review Panel meeting
- Contribute to practice recommendations which are not already existing in the Manual of Practice
- Forward completed report to PPANI Coordinator for circulation to the Internal Multi- Agency Review panel members for consideration prior to panel meeting

Internal Agency Reports should be completed using the PPANI Internal Agency Review Template and will adhere to the following structure;

- 1 Terms of Reference
- 2 Methodology
- 3 Chronology of Events
- 4 Analysis of Events
- 5 Summary of Key Findings

Upon completion the Internal Agency Review Reports will be forwarded to the PPANI Coordinator who will then compile a draft composite report based upon the findings/recommendations contained in the agency reports. The composite report will be circulated to the Internal Review authors/agency leads and the Chair of the Policy & Practice Sub Group for comment.

A meeting of the Internal Serious Case Review Panel will be convened to discuss the findings / recommendations contained within the agency reports. The panel will be chaired by the Chair of the PPANI Policy & Practice Sub Group, authors of the Internal Agency Reports/agency leads and the PPANI Coordinator.

The Internal Serious Case Review Panel will consider the composite report, make any suggested amendments and agree findings/recommendations for translation into an Action Plan.

The PPANI Coordinator will draft an Action Plan based upon the recommendations of the Internal Serious Case Review Panel. The Composite report and Action Plan will then be tabled at a meeting of the Policy & Practice Sub Group for final amendments/endorsement, prior to forwarding to PPANI SMB.

Following consideration of the composite Internal Multi Agency Serious Case Review and associated Action Plan, PPANI SMB will accept and/ or make further recommendations to the relevant agencies. An update on the Action Plan will be tabled at subsequent SMB quarterly meetings to facilitate ongoing review of the case.

The PPANI Policy and Practice Sub Group will hold responsibility for overseeing the implementation of the recommendations agreed from the Internal Multi Agency Review. The PPANI Education & Training Sub Group will have responsibility for delivering any required training originating from the Action Plan.

In exceptional circumstances following consideration of the Internal Multi Agency Serious Case Review report and its findings, PPANI SMB may direct that an External Serious Case Review take place.

20.8 Procedure for a PPANI External Serious Case Review

When the PPANI SMB takes the decision that an offence meets the criteria for an External Serious Case Review, the PPANI Coordinator on behalf of the Chair of SMB will inform the referring agency in writing of the decision within ten working days. PPANI SMB will determine the Terms of Reference for the Internal Multi Agency Review.

Within ten working days of the decision being taken to commission an External Serious Case Review, PPANI SMB will appoint an Independent Chair/Reviewer from the Serious Case Review Reviewers List (see Section 20.10.1 Appointment of Independent Chair).

The PPANI Coordinator on behalf of the Chair of SMB will write to each agency which has previously had or currently have involvement with the offender requesting that they nominate an individual to complete an Internal Agency Review in respect of their agencies involvement in the offender's case. The Internal Agency Review must be restricted to the review of their agency's involvement and practice and not review the involvement or practice of another agency. Additionally the Independent Chair/Reviewer will agree a timescale for completion of the Internal Agency Review (normally six to eight weeks). (See Section 20.7.2 & 20.7.3 Internal Serious Case Review process).

The appointed person must:

- Not have had any operational involvement in the case
- Have a working knowledge of PPANI before commencing the Internal Agency Review
- Follow the guidance in this section of the Manual of Practice
- Ensure that they use the PPANI Internal Agency Serious Case Review Template
- Be of sufficient operational and managerial level to represent their organisation
- Contribute to practice recommendations which are not already existing in the Manual of Practice

The agency must also appoint a person to represent his/her agency on the External Serious Case Review Panel i.e. PPANI Assistant Director, PSNI Chief Inspector, NIHE Assistant Director of Housing, NIPS Governor, HSCT Principal Officer.

Conducting the PPANI Serious Case Learning Review

The Independent Chair/Reviewer will review all Internal Agency Reports and can interview any of the authors of the Internal Agency Reports or any other person from the relevant agencies whom they deem necessary.

Each case will present different issues and the review will be conducted to suit the complexity of the case. To ensure that a consistent approach is adopted, the following methodology is suggested:

- Review Local Area Public Protection Panel (LAPPP) Minutes in respect of the case.
- Review the ViSOR record, where one exists.
- Decide what information, if any, is required from other agencies.
- Request that those agencies provide that information through a report.
- Identify potential interviewees.
- Conduct interviews, as required.
- Examine individual agency findings.
- Take account of such findings, where relevant.
- Examine other reports and reviews, as available.

If the documentation or interviews raises questions or gaps are identified in the reports, which cannot be clarified sufficiently with the author of the report, the Independent Chair/Reviewer may:

- Convene meeting of the External Serious Case Review Panel which will consist of senior agency representatives.

The Independent Chair/Reviewer will provide a draft report with recommendations which will be circulated to the senior agency representatives for comment, prior to forwarding the final draft to PPANI Coordinator who will forward to PPANI SMB Chair.

The draft report will adhere to the following structure:

- 1 Terms of Reference
- 2 Methodology
- 3 Chronology of Events
- 4 Analysis of Events
- 5 Summary of Key Findings
- 6 Learning from Case Review
- 7 Recommendations

The Independent Chair/Reviewer should ensure that contributing agencies are satisfied that their information is fully and fairly represented in this report. In the event that there is a dispute regarding the content of External Serious Case Review report which cannot be resolved by discussion, the final decision will rest with the Chair of PPANI SMB.

Following consideration of the Independent Chair's report, the SMB may accept and/or make further recommendations to the relevant agencies. An action plan will be implemented for the agreed recommendations. An update on the action plan of the recommendations will be tabled at subsequent SMB meetings for ongoing review of the case. Responsibility for overseeing the implementation of the recommendations will rest with the PPANI SMB Policy and Practice Sub Group.

Where the death or serious harm of a child has occurred the PPANI SMB must work in conjunction with any case management review or child death review initiated by the Safeguarding Board for Northern Ireland.

20.9 Engagement with the Victim and /or the Victim's family during the Serious Case Review Process

PPANI SMB recognises the importance of ensuring that the victim and the victim's family are advised when an External Serious Case Review has been commissioned.

Following the decision to commission an External Case Review the PPANI Coordinator will offer/ arrange to meet with the Victim/family members to explain the process concerning the completion of an External case Review.

When a police investigation or legal proceedings are under way, the timing of contact with the victim or will have to be agreed with the Senior Investigating Officer as appropriate.

Mindful of the sensitivities of making contact with the Victim and his or her family the PPANI Coordinator will liaise with the PSNI Family Liaison Officer (FLO) or Investigation Officer where appropriate. Where other reviews are taking place e.g. Safeguarding Board for Northern Ireland (SBNI) Case Management Review (CMR), contact with the family should form part of an agreed plan across the agencies to avoid duplication or providing conflicting information. Where the Victim is a child and a Health & Social Care Trust (HSCT) has parental responsibility, the PPANI Coordinator will liaise with a suitably senior member of staff within the relevant HSCT regarding how to proceed.

20.10 Appointment of Independent Chair/Reviewer

The SMB via the PPANI Secretariat will commission an Independent Chairperson to undertake any External Case Reviews after undertaking a tender procedure from a list of PPANI SMB approved Case Reviewers. These approved Case Reviewers will have:

- To be currently independent of any PPANI agency
- Track record of undertaking case reviews in either their own agency or external to their agency
- Apply the SCIE/Munroe(i) standards of case reviews (See Appendix 5)
- Have experience working within the criminal justice/PPANI agencies
- Approved Data Controller: a Case Reviewers will be required to provide assurance to SMB that appropriate safeguards are in place for the security of documentation and have Professional Indemnity Insurance providing a minimum cover of £1,000,000.
- Currently on PPANI SMB Approved Case Reviewers list

The Independent Chair/Reviewer may be requested to engage in any communication strategy relating to the External Case Review, this may include meeting with the victim and/or their family to explain the findings of the review; and media interviews in respect of the report.

20.11 Communications Strategy

In some cases information may already be widely known because of the nature of the case (e.g. where the media have released information before the review process has been commenced/completed). It should also be noted that once information is shared with members of the public (including victims/relatives) that this information is then in the public domain.

Following the conclusion of all judicial processes, Executive Summaries of PPANI Case Reviews, including the recommendations and agreed action plan will be placed on the PPANI website. The data included within the Executive Summary will be in line with Information Commissioners decision dated June 2012 which states personal

data should not be disclosed in an Executive Summary. (ii). All information contained in the Executive Summaries will be assessed on a case by case basis by PPANI SMB in terms of the degree of personal and historical information included in the report whilst still aiming to meet the need for transparency in the report. The Case Review Executive Summary will remain on the PPANI website for a period of 12 months.

Active consideration must be given to victim engagement in the communication of findings from any PPANI Case Review. The PPANI Coordinator will arrange to meet with the Victim/family members after all judicial processes have been completed to communicate the findings contained in the Executive Summary. A meeting should be arranged at a suitable location. This may include the Family Liaison Officer/Victim Liaison Officer or other agency/family representative as appropriate. Conversations with the victim and their family should be conducted with honesty and sensitivity. The PPANI Coordinator should also be aware of any other reports being conducted and shared with the victim and their family in order to co-ordinate information sharing and not overwhelm the recipients (See Section 20.9 Engagement with the Victim and /or the Victim's family during the Serious Case Review Process).

Prior to Executive Summary being uploaded onto the website the content of the document will be shared with the offender/s.

In the event of a parallel criminal investigation process taking place alongside the case review, the PSNI SMB representative will advise the Board on the potential impact of the case review upon a criminal investigation.

The PPANI Coordinator and the Chair of the Communications Sub Group will keep Department of Justice fully informed of the progress and outcome of all case reviews.

20.12 Dissemination of Learning from Case Reviews

In order for any SCR to be meaningful it is essential that any learning (including good practice) is disseminated and embedded in to practice.

The following stages are recommended:

- SMB Business Plan to be updated to contain a recommendation to monitor all the overarching SCR recommendations to completion
- Learning to be disseminated via a briefing note to all relevant agencies for example, agency practitioners, LAPPP Chairs and LAPPP minute takers
- Policy/Procedures to be updated if appropriate
- Learning to be incorporated into training, this may involve enhancing pre-planned events or arranging specific learning events
- Audits to be conducted to test compliance before closure of the SMB Business Plan recommendation

Upon completion of a Case Review, any learning will be disseminated to all relevant staff working within PPANI agencies. This will be done via the PPANI Policy & Practice Sub Group.

The SMB Policy and Practice Sub Group will produce an annual summary of the learning identified through all PPANI SMB Case Reviews for dissemination to agencies and PPANI Designated Risk Managers to improve multi-agency learning and development. A summary of learning from case reviews will be delivered at the annual Special Interest Seminar.

Following Case Reviews it may be necessary for PPANI SMB to review the PPANI Guidance to Agencies and the Manual of Practice in light of the findings and recommendations. This will be overseen by the PPANI SMB Policy and Practice Sub Group.

21. DISCLOSURE OF PERSONAL DATA

- 21.1 Introduction
- 21.2 Definition of Disclosure
- 21.3 Reasons for Disclosure
- 21.4 Making the Decision to Disclose Information
- 21.5 Record Keeping in Relation to Disclosure

21.1 Introduction

The need to exchange information between agencies is fundamental to the risk assessment and management of risk process of sexual and violent offenders. The way in which information is handled must comply with the legislative safeguards that are in place to prevent the inappropriate disclosure of information. The agencies involved in management of risk have entered into corporate agreement to share and use information only where it is in accordance with current legislation such as the Data Protection Act and the Human Rights Act.

When necessary, representatives from other agencies and from outside the Northern Ireland jurisdiction will be invited to participate in the assessment and management of risk posed by offenders. Such representatives will be required to sign a confidentiality agreement prior to the meeting and will be required only to share such information as is required for the purpose of the meeting and is in compliance with current legislation. It is against this background of information sharing that the issue of disclosing information by agencies to the public arises.

There may be some cases where, in the opinion of agencies at a LAPPP, the management of an offenders risk of serious harm in the community cannot be carried out without the disclosure of some information to a third party. For example, management of risk may be improved through disclosure to an employer, voluntary group organiser or church leader who has a position of responsibility/control over the offender or to other persons who may be at risk from the offender. Such disclosures must be made on the basis of clear justification and must be supported by all agencies involved. Police, at Assistant Chief Constable level hold responsibility for making the final decision.

Agencies involved in the Public Protection arrangements currently work to individual disclosure guidelines and to an agreed Corporate Agreement in Information Sharing and Confidentiality. The purpose of the document is to provide a clear process for making application to the PSNI Assistant Chief Constable, Crime Department for authority to disclose personal and confidential information and to create a formal audit trail and record of decisions. It is hoped that the existence of an identified process will lead to clarity as to when disclosure is justifiable and will also provide evidence of objectivity and proportionality in the event that the decision is challenged.

21.2 Definition of Disclosure

The communication to any party outside the Public Protection arrangements of any information that relates to an individual, whose risk is being managed through Public Protection arrangements, for the purpose of assisting the management of risk. The disclosure will be a component of the management plan for that identified individual.

21.3 Reasons for Disclosure

Agencies involved in the Public Protection arrangements are responsible for maintaining confidentiality in respect of all cases. Occasionally that duty to maintain confidentiality will be overridden where there is a greater need to protect the public or any individual or section of the community. This situation may arise when intelligence or information indicates that an individual could cause serious harm to another person.

Disclosure may become justifiable where it is no possible to reduce the risk through other means. It will be necessary to demonstrate how disclosure is likely to assist the containment or removal of the identified risk. There can be no general rule for disclosure; each case must be decided on its own merits. The following points must be considered:

- The nature and the extent of the information to be disclosed
- The person receiving the information
- How the receiver will utilise the information

Disclosure of information will not abrogate the LAPPP or any of the partner agencies of their responsibilities. Disclosure of information to a third party must be viewed as only one component of a full management of risk plan.

21.4 Making the Decision to Disclose Information

In all Category 1 cases, the decision to disclose information will rest with the managing agency with advice available from the relevant PSNI PPU Inspector as required.

As the Police Service of Northern Ireland holds responsibility for the retention of all information considered by agencies at LAPPPs and on offenders assessed as Category 2 and 3 risk of serious harm, the decision to disclose personal or confidential information about an individual will in these cases be made, as soon as possible, by a senior police officer (Assistant Chief Constable), following recommendation from agencies attending the LAPPP.

Any decision to disclose information has wide ranging implications.

Consequently a full discussion will usually take place at a regular LAPPP meeting or at an extraordinary LAPPP/UAL meeting. If following this discussion agency agree that disclosure of information is both necessary and appropriate an application will be made to the Assistant Chief Constable, Community Safety Department Criminal Justice Department via the Public Protection Branch D/Inspector Offender Management Policy. The full rationale for the application for disclosure, influencing factors, the extent of the disclosure and any other relevant conditions will be clearly recorded and is auditable (Appendix 1-PPANI Disclosure Form).

Where it has not been practical or possible to convene a full LAPPP meeting to consider the issue of disclosure, reasonable effort will be made to convene an extraordinary LAPPP meeting with, in attendance, key members who have experience or knowledge of the particular case. In very urgent cases where no meeting is possible; efforts should still be made to consult with other agencies.

21.5 Record Keeping in Relation to Disclosure

A full record must be made of all discussions, actions and decisions taken. In cases where a decision to make application for disclosure has been taken outside of a full LAPPP meeting, the case will be referred to the next meeting for endorsement. The SMB, through the PPANI Coordinator, will monitor all applications for and decisions to disclose to ensure consistency and good practice.

22 STRATEGIC MANAGEMENT BOARD SUB GROUPS

- 22.1 Introduction
- 22.2 Policy & Practice Sub Group
- 22.3 Accommodation Sub Group
- 22.4 Education, Training & Research Sub Group
- 22.5 Communications Sub Group
- 22.6 Victims Advisory Sub Group

22.1 Introduction

The Strategic Management Board (SMB) is made up of senior managers of all the lead agencies as well as two lay advisers, who provide an independent view point. The Board is chaired alternately, on a rotational basis, by either, PSNI, PBNI, or NIPS. It meets quarterly to review practice, implementation and strategic delivery of the arrangements. The SMB develops an annual business plan and sets objectives for the year ahead.

The Public Protection arrangements Strategic Management Board will have five working Sub Groups, each responsible for a specific area of work and with membership covering a range of professionals with specialists skills.

Each sub group will be chaired by a member of the Strategic Management Board or by their nominated representative who will attend the SMB meetings for the purpose of reporting on the work of the sub-group. Sub Groups will meet formally at least four times per year and administrative support will be provided by the PPANI Secretariat.

The Board may also decide to invite organisations with an interest in the Public Protection arrangements to participate in Stakeholders Sub Groups. In the event that the Board do have a need to set up Stakeholder Sub Groups it will draw up the terms of reference and invite appropriate organisations to nominate representatives. The groups will meet to discuss specific issues referred to them for consideration by the Strategic Management Board.

22.2 Policy & Practice Sub Group

The Policy & practice Sub Group will be made up of representatives from each of the agencies and organisations delivering the Public Protection arrangements.

Terms of Reference

- To review policy and practice guidelines in relation to the Public Protection arrangements in order to ensure policy and procedures reflect up-to-date legislation and best practice.
- To provide oversight of the auditing processes in relation to Public Protection arrangements operational practice
- To identify any research necessary in relation to the continuing development of the Public Protection Arrangements and on approval by the Strategic Management Board to commission such research
- To identify learning from incidents such as noncompliance with management of risk plans and/or further known offending. In light of such learning take steps to amend practice through revision Manual of Practice or by disseminating the learning points to practitioners.

22.3 Accommodation Sub Group

Terms of Reference

- To co-ordinate the implementation of the accommodation strategy addressing the issues relating to the housing of sex and violent offenders and in response to the recognition that access to sustainable and suitable accommodation is a significant factor in preventing re-offending.

22.4 Education Training & Research Sub Group

Terms of Reference

- To review, plan for and deliver multi-agency training requirements in relation to the Public Protection Arrangements
- Evaluate and report on the effectiveness of training provided

22.5 Communications Sub Group

Terms of Reference

- To review the Public Protection arrangements Communications Strategy and assist in its development
- To assist the Public Protection arrangement Agency Press and Media departments in the delivery of the Communications Strategy where necessary

- To facilitate effective working relationships between the various press office functions within agencies and associated organisations
- To assist in the development of publications and the website in order to provide a range of audiences with information on the Public Protection arrangements

22.6 Victim's Advisory Sub Group

Terms of reference

- To ensure that victim issues are reflected in the strategies, policies, guidelines and training developed for sex/violent offender risk assessment and management of risk purposes.

23. DATA COLLATION AND MONITORING

- 23.1 Introduction
- 23.2 Quantitative Data
- 23.3 Qualitative Data
- 23.4 The Case Audit Process
- 23.5 Serious Case Reviews
- 23.6 Policy Reviews
- 23.7 Inspections
- 23.8 Annual Report

23.1 Introduction

PPANI Links teams and each of the PPANI agencies will forward relevant data to the PPANI Secretariat

23.2 Quantitative Data

Information recorded through LAPPP meeting returns

23.2.1 PPANI Statistics/LAPPP Data

The following PPANI statistics/LAPPP data will be collated by the PPANI Links Team and forwarded to the PPANI Secretariat for inclusion within the PPANI Coordinators Quarterly Report to PPANI SMB:

- Number of Cat 2 Offenders
- Number of Category 3 Offenders
- Total Number of Category 2 and Category 3 Offenders
- Breakdown of number of Category 2 and Category 3 offenders by lead agency (PSNI, NIPS, HSCT & PBNI)
- Number of Category 2 and Category 3 Sexual Offenders
- Number of Category 2 and Category 3 Violent Offenders
- Breakdown of number of cases reviewed at LAPPP during quarter by lead agency (PSNI, NIPS, HSCT & PBNI)
- Total number of LAPPP reviews during quarter
- Number of LAPPP reviews held in the community during quarter
- Number of LAPPP reviews held in custody during quarter
- Number of initial referrals during quarter
- Number of review referrals during quarter
- Number of re referrals made due to current Significant Concerns
- Number of cases re-categorised to Category 1 during the quarter

Collation of this data will allow PPANI SMB to develop a better understanding the causes of increasing/decreasing numbers of offenders in each risk category and develop performance indicators.

23.2.2 Annual Report Data

The following data will be recorded on an annual basis and included in the Annual report produced for the Minister of Justice.

- Number of Cat 2 Offenders at 31st March
- Number of Category 3 Offenders at 31st March
- Total number of Category 2 and Category 3 Offenders at 31st March
- Total number of LAPPP reviews held during period 1st April to 31st March
- Total number of LAPPP reviews held in custody during period 1st April to 31st March
- Total number of LAPPP reviews held in the community during period 1st April to 31st March
- Number of initial referrals during period 1st April to 31st March
- Number of review referrals during quarter period 1st April to 31st March
- Number of re referrals made due to current Significant Concerns period 1st April to 31st March
- Number of cases re-categorised to Category 1 during period 1st April to 31st March

23.3 Qualitative Data

The PPANI Coordinator will provide a report against the following on a quarterly basis to the Public Protection arrangements Strategic Management Board.

LAPPP risk assessment/management of risk plans and reviews

- All community category 3 cases reviewed at least every 16 weeks
- All community category 2 cases reviewed at least every 16 weeks

SMB meetings

- 100% agency representation at each meeting of the Public Protection arrangements SMB
- 75% attendance at all meetings of the Public Protection arrangements SMB by the designated representatives of each agency within each twelve-month period.

23.4 The Case Audit Process

All Category 3 cases, 5% of Category 2 cases and 5% of those cases categorised from Category 2 to Category 1 will be subject to audit, against a template developed and reviewed by the SMB Policy & Practice Sub-Group. The audit will be carried out on a quarterly basis by the PPANI Coordinator, a PSNI OMU Inspector, a PBNI LAPPP Chair, a representative from NIPS and a Principal Officer from a HSCT. A Lay Advisor will also be in attendance observing the process. A full report on the areas inspected and the relevant findings will be presented to the relevant LAPPP and to the quarterly meeting of the Policy & Practice Sub-Group for inclusion in its report to the Strategic Management Board.

The PPANI Coordinator will review a sample of cases, previously assessed as category 1, which are referred to the Public Protection arrangements for further risk assessment and will provide an annual report on these to the Strategic Management Board.

23.5 Serious Case Reviews

The PPANI Coordinator will develop an action plan to address any recommendation arising from either an Internal Agency Review or an Independent Serious case Review commissioned by the Strategic Management Board.

23.6 Policy Reviews

The Public Protection arrangements Manual of Practice will be subject to a 6 monthly review by the Policy & Practice Sub Group of the Public Protection arrangements Strategic Management Board and revised accordingly.

23.7 Inspections

The Public Protection arrangements Strategic Management Board will periodically commission inspection of the arrangements and its policy by either inviting an independent inspection by agencies such as Criminal Justice Inspection Northern Ireland or by facilitating internal inspections as and when they deem necessary.

23.8 Annual Report

The Public Protection arrangements Strategic management Board will produce an annual report on the delivery of the Public Protection arrangements in each 12 month period and submit the report for the consideration of the Minister of Justice by 31st October of each year.

24. HANDLING MEDIA REQUESTS

- 24.1 Introduction
- 24.2 Memorandum of Understanding
- 24.3 Procedure in Relation to Press and Media Enquiries

24.1 Introduction

A successful working relationship between the agencies involved in Public Protection and the media is vital. It is important to recognise the considerable impact that the press and media can have on public perception. The media represent an important vehicle for engaging with the public including demonstrating how agencies work to protect the public, providing reassurance to the public, educating families and the wider public about risks, assisting in providing information and helping solving crimes and aiding effective resettlement. Therefore it is essential that there is in place a communications strategy to effectively engage with the media in an open and transparent manner while having regard to legislative obligations including data protection and human rights legislation.

How the media report the news has changed radically in recent years with the onset of citizen journalists, mobile phone technology and the use of social media. The immediacy of these forms of communication can be challenging for agencies to respond effectively, particularly during a period of crisis management. There is a need for all agencies to consider these forms of communication as well as the more traditional in developing communication techniques and strategies.

24.2 Memorandum of Understanding

The Press and Media departments of the PPANI agencies have signed up to a Memorandum of Understanding regarding the press and media. This emphasises the need for the sharing of information and development of lines in response to press and media enquiries, which are accurate and consistent.

24.3 Procedure in Relation to Press and Media Enquiries

All requests from the press and media in relation to Public Protection arrangements- related cases and activity should be channelled to the Press and Media department of the agency which has lead responsibility for that specific case. In accordance with the agreed communications Engagement Protocol, that agency Press and Media departments have agreed, will ensure that the Press and media department of the other relevant agencies are informed of the request. Agency Press and Media departments should collectively consider and determine the appropriate course of action. On some occasions, requests can be made direct to staff. It is important that such requests are not facilitated by the recipient but are instead referred immediately to their agency Press and Media Office. Good practice would dictate that senior operational management in the relevant agency should also be informed.

25. HANDLING COMMUNITY CONCERNS AND PUBLIC MEETINGS

- 25.1 Introduction
- 25.2 Key principals
- 25.3 Procedure
- 25.4 Requests to Attend Public Meetings

25.1 Introduction

Community concerns about an offender, or about an individual, can be expressed in a number of ways and to a range of individual organisations. Such concerns will often come to light and indeed will often be exacerbated, through media attention and subsequent reporting. They may also be expressed through contacts made by members of the public or public representatives to individual agencies or direct to the Public Protection arrangements administration. It is important to recognise that community concerns are entirely legitimate and should be responded to. They are usually driven by fear or the perception of risk and harm. All the agencies involved in both the Public Protection arrangements Strategic Management Board and the LAPPPs have a duty to ensure that concerns are dealt with in an appropriate and timely fashion that maximises public confidence in the arrangements.

Effective and timely interaction with public representatives is essential in helping provide reassurance to local communities.

25.2 Key Principals

The following principals cover community concerns:

1. Procedures for dealing with community concerns need to allow local agencies, and particularly LAPPPs, to deal with problems while providing a clear process to seek advice and remit problems to the Public Protection arrangements PPANI Secretariat
2. Proactivity in terms of anticipating possible public concerns is important and in all cases, the PPANI Coordinator should be informed at an early stage and advice sought. Seeking this advice is related to the concerns or perceived concerns of the public or media and the potential problems these may create in relation to wider community understanding about offending and offenders.

3. Information on individual offenders can only be disclosed to the wider community in one of the following ways:

- In accordance with child protection/vulnerable adult guidance, or
- Where a recommendation has been made by a LAPPP, as being necessary for the protection of the public as part of a management of risk plan and authorised by the Assistant Chief Constable PSNI (See Section 20).

Information disclosure must comply with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

25.3 Procedure

Where approaches are made to any agency by the general public, public representatives (or the media) about the details of an offender or to express concerns about an individual, this information should be conveyed immediately to the Designated Risk Manager, or, when he/she is not available, to the Chairperson of the relevant LAPPP.

In all cases, the DRM should consult with the LAPPP Chairperson and with the Public Protection arrangements PPANI Coordinator (good practice would dictate that senior operational management in the relevant agency should also be informed) to agree an approach and method of responding to these concerns.

Consideration should be given to:

- Which agencies should be involved in any discussions with individuals/community groups
- How and where these discussions will take place
- Whether to seek advice or input from members of the Strategic Management Board

If considered necessary, the Chair of the LAPPP can convene an extraordinary LAPPP meeting with the relevant agencies represented. In such cases, consideration should be given to inviting the PPANI Coordinator to be present.

In exceptional circumstances, the PPANI Coordinator may consider it necessary to convene an emergency meeting of the Strategic

Management Board to examine how best to deal with the situation. This should be attended by the Chair of the LAPPP and relevant personnel.

25.4 Requests to Attend Public meetings

There will be occasions when concerns about an offender or the arrangements generally cannot be managed within the procedures outlined above and will become the focus of community meetings which will invariably be attended by political representatives and the press and media.

Experience has shown that large public meetings can prove difficult to keep focused and there is a potential for inaccurate information and misunderstandings to arise in the context of legitimate community concerns and heightened emotions. The recommended approach is to seek to facilitate an alternative structured session with a small group of community representatives and preferably opinion formers within the community.

Requests for multi-agency representation at community meetings should always be channelled via the PPANI Coordinator and or the Communications Sub Group in order to agree an appropriate approach from the Agencies. This will include consideration of the following:

- Agreement on whether the Agencies should attend such a meeting
- Meeting format and venue
- Which agencies should attend the meeting
- The appropriate seniority of agency staff

It is important that the formulated response be communicated to the relevant agencies involved at each point in the process.

Prior to any meeting taking place, those agency representatives who it has been agreed will attend the meeting and community representative or organisers should agree the format of the meeting, chairing arrangements and ground rules.

It is important that agencies involved meet in advance and agree a management strategy as well as what information will and will not be provided at the meeting. In all such meetings, experience has shown that it is important to seek agreement at the start of the meeting on the important principal that all present accept the boundaries of the law during the discussion and in relation to any actions considered and/or agreed.



Consideration should be given to the issuing of an agreed press release on behalf of the agencies represented on the LAPPP. In such circumstances it will be drafted and distributed by the Press and Media department of the agency from which the Designated Risk Manager has been appointed and shared with each of the other agency Press and Media departments prior to release.

Following public meetings, an internal minute should be taken on behalf of the agencies and forwarded to the relevant Agencies.

APPENDIX 1 - PPANI FORMS

PPANI REFERRAL FORM

Guidance Notes to PPANI AGENCIES REFERRAL FORM (Revised January 2023)

	<h2>PPANI REFERRAL FORM</h2>	
<h3>1. OFFENDER INFORMATION</h3>		
Last name		
First name/ Forenames		
Date of Birth		
Aliases (including nicknames)		
Prison (where applicable)		
Prison Number (where applicable)		
Proposed release address (where known)		
Current or last known address if in community		
Gender		
<div style="text-align: center;">  Eligibility Criteria 23 05 16.docx </div> <h3>2. TYPE OF OFFENDER</h3>		
	Delete as applicable	
a) Convicted of an offence as outlined in Sec 3.1 PPANI Manual of Practice, or	YES / NO	
• Sexual Offender	YES / NO	
• Violent Offender (Violent Offences against Children or Vulnerable Adults)	YES / NO	
• Domestic Violence	YES / NO	
• Hate Crime (where an enhanced sentence has been imposed)	YES / NO	
b) Significant Concerns	YES / NO	
<h3>3. REFERRING AGENCY INFORMATION</h3>		
Referral Agency		
Name		
Location		
Telephone numbers		
Email Address		

4. CONVICTION / CAUTION INFORMATION

Index offence / Relevant caution	
Date of conviction / caution	
Sentence	
Brief offence(s) details	
Relevant previous convictions and pattern of offending	
SOPO / VOPO Prohibitions (please list prohibitions)	
Subject Disqualification Order (delete as applicable)	YES / NO
Other relevant information	

Relevant dates

Date of Release/Hospital Discharge	
Parole Eligibility Date	
Licence Expiry Date	
Sex Offender Notification	

5. REASON FOR REFERRAL

Add any other relevant information (e.g. outline significant concerns, media handling, disclosure issues etc.)

--

6. VICTIM CONCERNS

Please summarise any relevant victim issues

--

7. SAFEGUARDING

Child Protection Concerns (where applicable please summarise any child protection concerns)

If the Victim is a Child/Young Person have they been assessed as being at risk of Child Sexual Exploitation?	YES / NO (Please delete as applicable)
	If Yes please provide brief details
Has the Offender been identified as a Person of Interest in respect of Child Sexual Exploitation?	YES / NO (Please delete as applicable)
	If Yes please provide brief details

If answer is yes to either of the above questions please ensure that PSNI Public Protection Branch CSE Team are notified via the team mailbox:

Vulnerable Adult Concerns (where applicable please summarise any vulnerable adult concerns)

Has the Victim been subject to MARAC?	YES / NO (if yes please provide details below including domestic history)

<p>Once completed, please send this form to the PSNI PPANI Links Team: ONLY USE SECURE E-MAIL zPPANIAdmin@psni.pnn.police.uk</p>	
Date sent	

8. PPANI Links Team <u>(for official use only)</u>	
PPANI 1 Referral Processed by:	
Name:	
Date referral processed:	
PPANI qualifying offender?	YES / NO
Comments:	
Referral – have significant concerns been evidenced?	YES / NO
Comments:	
Date referral accepted/rejected:	
Date referring agency notified:	
Date of LAPPP meeting where case has been listed	
10. OUTLINE OF CASE	
If not already included above	

Section 1. OFFENDER INFORMATION

Please complete fully. Attempts should be made to obtain all relevant information. Record N/K if information cannot be found.

Section 2. TYPE OF OFFENDER

Significant Concerns criteria is for referrals of those offenders previously categorised or re-categorised as Category 1 within the PPANI arrangements, and whose current behaviour has raised significant concerns for agencies.

However there may be exceptional circumstances where an offender whose PPANI relevant offending history pre-dates the commencement of PPANI in 2008. In these circumstances agencies may submit referral under the current significant concerns criteria (see guidance notes re completion of PPANI Referral Form).

Section 3. REFERRING AGENCY INFORMATION

Please complete fully.

Section 4. CONVICTION / CAUTION INFORMATION

Please ensure that relevant orders / dates are provided. If a section is not applicable please mark N/A.

In this section the person making the referral should provide a succinct outline of the offenders PPANI eligible index offence.

Where the index offence relates to Domestic Violence the DRM should provide a concise Domestic Violence history.

Section 5. REASON FOR REFERRAL

It is sufficient to detail how the offender meets the criteria outlined in Section 3.1 of the PPANI Manual of Practice.

Section 6. VICTIM CONCERNS

Please provide a summary of any relevant victim issues, including name, DOB and contact details.

Section 7. SAFEGUARDING

Please complete where relevant. This should include details of any referrals to Social Services e.g. UNOCINI, Form 0 for PSNI etc.

Child Sexual Exploitation (CSE) – following findings/recommendations from both CJINI and SBNI reviews of partner agencies address CSE the following information is required:

- 1) If the Victim is a Child/Young Person have they been assessed as being at risk of Child Sexual Exploitation?
- 2) Has the Offender been identified as a Person of Interest in respect of Child Sexual Exploitation?

If answer is yes to either of the above questions please ensure that PSNI Public Protection Branch CSE Team are notified via the team mailbox.


Section 8. VULNERABLE ADULT CONCERNS

Where applicable please summarise any vulnerable adult concerns

Section 9. HAS THE VICTIM BEEN SUBJECT TO MARAC?

Where applicable. Please confirm through Trust PPU.

PPANI LEAD AGENCY INITIAL BRIEFING/DESIGNATED RISK MANAGER REPORT

		<h2 style="text-align: center;">PPANI Lead Agency Initial Briefing/ Designated Risk Manager Report</h2> <p style="text-align: center;">(Please delete as applicable)</p>			
1. OFFENDER INFORMATION					
Last Name					
First Name / Forenames					
Date of Birth					
Aliases (including nicknames)					
Prison (where applicable)					
Prison Number (where applicable)					
Proposed release address (where known)					
Current address if in community					
Gender					
2. LAPPP Details					
Date of LAPPP meeting					
Date of previous LAPPP meeting (where applicable)					
Lead Agency/ Designated Risk Manager	Name:				
	Agency				
	Contact Details				
Category at conclusion of previous meeting (please delete those Categories not applicable)		3	2	1	P
3. TYPE OF OFFENDER					Please delete as applicable
a) Convicted of an offence as outlined in Sec 3.1 PPANI Manual of Practice, or					YES / NO
• Sexual Offender					YES / NO
• Violent Offender (Violent Offences against Children or vulnerable Adults)					YES / NO
• Domestic Violence					YES / NO
• Hate Crime (where an enhanced sentence has been imposed)					YES / NO
b) Significant Concerns					YES / NO

4. CONVICTION / CAUTION INFORMATION	
Index offence / Relevant caution	
Date of conviction / caution	
Sentence	
Brief Offence(s) details / Outline of Case (including date of offence)	
Relevant previous convictions and pattern of offending	
If the Victim is a Child/Young Person have they been assessed as being at risk of Child Sexual Exploitation?	YES / NO (Please delete as applicable)
	If Yes please provide brief details
Has the Offender been identified as a Person of Interest in respect of Child Sexual Exploitation?	YES / NO (Please delete as applicable)
	If Yes please provide brief details
Other relevant information	
Relevant dates	
Date of release	
Parole Eligibility Date	
Licence Expiry Date	
Electronic Monitoring/Curfew	
Probation Supervision End Date	
Disqualification Order	YES / NO (Please delete as applicable)

Sex Offender Notification End Date			
Sexual Offences Prevention Order	YES / NO	End Date	
Risk of Sexual Harm Order	YES / NO	End Date	
Violent Offences Prevention Order	YES / NO	End Date	
Serious Harm Prevention Order (GB)	YES / NO	End Date	

5. DETAINED IN HOSPITAL

Name of responsible clinician	
Hospital	
Earliest possible discharge date	
Proposed release address	
Name/contact details of Forensic Social Worker	
Date of next tribunal	

6. RISK ASSESSMENT

RM 2000 Risk of Reconviction [All sections to be completed in respect of adult male sexual offenders]

	Level	Date of assessment
RM 2000 Sexual		
RM 2000 Violent		
RM 2000 Combined		

STATIC-99R


[All sections to be completed in respect of adult male sexual offenders]

Name:	Date of Completion:
--------------	----------------------------

Item	Risk Factor	Codes	Score
1	Enter Dates:	<input type="checkbox"/> Aged 18 to 34.9	♦ 1
	Date of Birth	<input type="checkbox"/> Aged 35 to 39.9	♦ 0
	Date of Release from Index Sex Offence	<input type="checkbox"/> Aged 40 to 59.9	♦ -1
	Age at Release from Index Sexual Offence?	<input type="checkbox"/> Aged 60 or older	♦ -3
2	Ever lived with a lover for at least 2 years?	<input type="checkbox"/> Unknown	♦ 0
		<input type="checkbox"/> Yes	♦ 0
		<input type="checkbox"/> No	♦ 1
3	Index Non-Sexual Violence – Any Convictions?	<input type="checkbox"/> No	♦ 0
		<input type="checkbox"/> Yes	♦ 1

4	Prior Non-Sexual Violence – Any Convictions?	<input type="checkbox"/> No <input type="checkbox"/> Yes	♦ 0 ♦ 1	
5	Prior Sex Offences	Charges <input type="checkbox"/> None <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6+	Convictions <input type="checkbox"/> None <input type="checkbox"/> 1 <input type="checkbox"/> 2-3 <input type="checkbox"/> 4+	♦ 0 ♦ 1 ♦ 2 ♦ 3
6	Four or More Prior Sentencing Dates (excluding Index)?	<input type="checkbox"/> 3 or fewer <input type="checkbox"/> 4 or more	♦ 0 ♦ 1	
7	Any convictions for non-contact sex offences?	<input type="checkbox"/> No <input type="checkbox"/> Yes	♦ 0 ♦ 1	
8	Any Unrelated Victims?	<input type="checkbox"/> No <input type="checkbox"/> Yes	♦ 0 ♦ 1	
9	Any Stranger Victims?	<input type="checkbox"/> No <input type="checkbox"/> Yes	♦ 0 ♦ 1	
10	Any Male Victims	<input type="checkbox"/> No <input type="checkbox"/> Yes	♦ 0 ♦ 1	
NOTE: For shaded items, self-report may be used if credible.		Total Score		
		Risk Category		
Nominal Risk Levels (2016 Revised version)		Total Score	Risk Category	
		-3, -2 -1, 0 1, 2, 3 4, 5 6 or higher	I - Very Low Risk II - Below Average Risk III - Average Risk IVa - Above Average Risk IVb – Well Above Average Risk	
		Date:		
Explanation/Analysis of risk Category:				
7. LAPPP ACTIONS REVIEW (For Review Meetings Only – please ignore if this is the initial LAPPP)			Date of LAPPP	
Person Completing				
Summary of Risk				

<p>Risk Factors; these must be individualised to the offender, detail what is the risk and the evidence of this risk</p>	<p>Action & Response: This section must detail the action taken, by whom and on what date</p>

Risk Factor 1
Actions & Response
Risk Factor 2
Actions & Response
Risk Factor 3
Actions & Response
Risk Factor 4
Actions & Response
Risk Factor 5
Actions & Response
<p>STABLE ACUTE 2007 (sexual cases)</p> <p>This section should include detail of the last Stable Assessment and Acute Assessments with reference being made to the evidence arising from the various factors and their subsequent requirement for inclusion in the risk management plan. This section must include an analysis by DRM/Lead Agency Staff of the SA07 factors scored and their impact on the offender's Risk Management Plan as well as how the DRM/Lead Agency Staff is enabling the offender to address the factors identified within the SA07.</p> <p>It is important to remember the effectiveness of the Acute tool is the collation of several Acute scores to observe changes.</p> <p>NICHE information or PSNI documents must not be cut and pasted but can be summarised as part of this section.</p> <div style="text-align: center;">  blank stable tally.doc </div> <p>(Information on SA07 Stable / Acute Assessments should be entered in section below and not recorded on attached blank Stable Tally sheet)</p>

Date of Assessment:

ACUTE (please provide a summary/analysis of the factors contributing to Acute scores during the period covered by the DRM Report)

1.1

1.2 Report on Framework for Assessment of Domestic Abuse (FADA) for Domestic Abuse Cases

This section must include an analysis of how the offender has been assessed utilising the FADA and the known risk factors within the framework



Updated - FADA
Guidance Notes.docx

(Information re FADA should be entered in section below,
the FADA template should not be inserted/attached)

1.3


Other Current Assessments e.g. Mental Health, Learning Disability or Addictions

Contact with the Offender

This section records the details of the contacts with the offender and evidences the coordinating role of the DRM/Lead Agency Staff in implementing risk management and must include:

- Contact with relevant others such as agencies, professionals, Principal Officers and or Trust Adult Safeguarding Officers in relevant Trusts
- Nature and details of contact with the offender and their level of engagement
(To include compliance with home visits, Licence/SOPO/RoSHO/NMO etc. Personal Development Plan, programmes undertaken, adjudications, drug testing, SPARs, general health issues, Mental Health Issues, telephone contacts)
- Information pertaining to family/relationship
(To include details of current relationship, previous relationships, children, grandchildren, contacts while in custody, Social Services involvement)
- Information pertaining to victim
(To include any concerns re specific targeting of victims, victim whereabouts, if victim registered, any contact with victim while in custody, proximity concerns on release, MARAC involvement)
- Information pertaining to accommodation
(To include proposed changes of residence, residence prior to custody, proposed residence on release, who they were living with previously, who they will be living with on release)
- Positive/negative social influences
- Risk Assessments
(To include ACE/SROSH, if previously known to PBNI - compliance with supervision, previous relevant offending)
- Relevant information following Interception Risk Assessment (NIPS) can also be included here
- Offender engagement with RMP

The report must document any significant change of circumstances in the offender's life since the last LAPPP (if applicable) e.g. accommodation, employment, relationships or health

8. DISCLOSURE ISSUES to be considered by the LAPPP (e.g. third party disclosure, media handling etc.)	
Do disclosure issues need to be considered?	Yes/No (please delete)
If Yes, what is the issue re third party disclosure / media interest? (please provide brief details)	
9. DRM's proposed Category of Risk, including rationale for Category & proposed Risk Management Plan based on the offender's engagement with the DRM/Lead Agency Staff. This section is to be completed for both initial & review LAPPPs. For review LAPPPs has the risk of serious harm increased, reduced or stayed the same?	
<div style="display: flex; align-items: center;">  <div> Classification of Risk.docx </div> </div>	

DRM Recommendation re Category of Risk (please highlight in bold & underline):		3	2	1	P
Rationale re proposed Category of risk					
DRM recommendations re proposed Risk Management Plan					
Name		Position		Agency	
Signature				Date	

Guidance Notes re completion of PPANI Lead Agency Initial Briefing/ Designated Risk Manager Report (Updated September 2018)

Section 1. OFFENDER INFORMATION

As per Initial Briefing/ Designated Risk Manager Report

Section 2. LAPPP Details

Lead Agency/Designated Risk Manager - Please ensure that full details for current DRM are included.

Category at conclusion of previous meeting - Please ensure that non applicable categories are deleted.

Section 3. TYPE OF OFFENDER

Regarding referrals in respect of Significant Concerns, this criteria for referral relates primarily to those offenders previously categorised or re-categorised as Category 1 within the PPANI arrangements and whose current behaviour has raised concerns for agencies.

However there may be exceptional circumstances where an offender whose PPANI relevant offending history pre-dates the commencement of PPANI in 2008. In these circumstances agencies may submit referral under the current significant concerns criteria (see guidance notes re completion of PPANI Referral Form).

Section 4. CONVICTION / CAUTION INFORMATION

Index Offence/Relevant Caution - In this section the DRM should provide a succinct outline of the offenders **PPANI eligible index offence** - Prison DRM's please note; the PPANI eligible offence may not necessarily be the offence related to the offender's current custodial sentence. The date of the index offence should also be included.

Information relating to the PPANI eligible Index Offence should be summarised; lengthy accounts of offence details should not be 'cut & pasted' from case depositions.

Child Sexual Exploitation (CSE) - following findings/recommendations from both CJINI and SBNI reviews of partner agencies address CSE the

following information is required:

- 1) If the Victim is a Child/Young Person have they been assessed as being at risk of Child Sexual Exploitation?
- 2) Has the Offender been identified as a Person of Interest in respect of Child Sexual Exploitation?

Information regarding children/young persons assessed as being at risk of CSE and individuals assessed as Persons of Interest can be obtained by contacting PPB CSE Team.

Relevant Previous Convictions/Pattern of Offending - In this section the DRM should provide an analysis of the offender's relevant previous offending history.

Where the index offence relates to Domestic Violence the DRM should provide a summary/analysis of the Domestic Violence history; lengthy details re previous Police call outs should not be 'cut & pasted' into this section.

Relevant Dates - this section should be completed fully, with N/A being used to show that specific information is not applicable in this case.

Section 5. DETAINED IN HOSPITAL

Please recorded N/A if not applicable.

Section 6. RISK ASSESSMENT

Risk Matrix 2000 assessment to be completed in respect of all adult male sexual offenders. At present it has not been possible to deliver accredited Risk Matrix 2000 training to all DRM's. However, a number of practitioners from PBNI/ PSNI and NIPS Psychology have completed accredited assessor training and should be contacted for assistance with completing this assessment. A list of accredited assessors will be available within individual agencies.

Please note the Risk Matrix 2000 should not be scored in respect of violence only offenders. It is acknowledged that in a number of cases this scoring may have been completed in error and carried over from previous reviews. In these cases the Risk Matrix 2000 assessment should be included in future Initial Briefing/DRM Reports.

Section 7. LAPPP ACTIONS REVIEW

For Review Meetings Only – please ignore this section for initial LAPPPs.

STABLE ACUTE 2007 (sexual cases)

This section should include information from the current STABLE Assessment and ACUTE Assessments (for community cases only) with reference being made to the evidence arising from the various factors and their subsequent requirement for inclusion in the risk management plan.

The date the SA07 Stable Assessment has been completed should be recorded.

SA07 STABLE Assessments are valid for a 12 month period. Where the current SA07 STABLE Assessment has been completed by another professional e.g. by a Probation Officer during the preparation of a Pre-Sentence Report, the DRM should contact this individual to discuss the assessment.

This section must include an analysis by DRM/Lead Agency Staff of the SA07 factors scored and their impact on the offender's Risk Management Plan as well as how the DRM/Lead Agency Staff is enabling the offender to address the factors identified within the SA07 assessment.

It is important to remember that the effectiveness of the ACUTE tool is the collation of several ACUTE scores to observe changes, therefore a summary/analysis of the factors contributing to the ACUTE scores during the period covered by the DRM Report should be provided.

N.B. A summary/analysis of SA07 STABLE / ACUTE Assessments should be entered in the box provided and not recorded on the attached blank STABLE Tally sheet which has been included as aide memoire. Likewise completed STABLE Tally sheets should not be 'cut & pasted' into this section.

Copies of SA07 Stable exemplars have been circulated to agencies for reference.

Where a DRM has not been trained in completion of the SA07 Stable assessment they should raise

this with their Line Manager, who will ensure that completion of this assessment in advance of the LAPPP is allocated to a trained member of staff.

Report on Framework for Assessment of Domestic Abuse (FADA) for Domestic Abuse Cases

This section must include an analysis of how the offender has been assessed utilising the FADA and the known risk factors within the framework.

N.B. Information in respect of the FADA should be entered in section below and not recorded on an attached FADA template. The attached FADA Guidance Notes have been included as aide memoire.

The date the FADA has been completed should be recorded.

Updated information added to the FADA following previous LAPPP reviews should be dated and highlighted in bold.

Copies of FADA exemplars have been circulated to agencies for reference.

Where a DRM has not been trained in usage of the FADA they should raise this with their Line Manager, who will ensure that completion of the FADA in advance of the LAPPP is allocated to a trained member of staff.

Other Current Assessments e.g. Mental Health, Learning Disability or Addictions

Other current assessments completed by PBNI/ NIPS Psychology, Prison Health Care, ADEPT etc. should be inserted here. The DRM should record an explanation where a NIPS Psychology Assessment is not available (custody cases only).

Contact with the Offender

This section records the details of the contacts with the offender and evidences the coordinating role of the DRM/Lead Agency Staff in implementing risk management and must include:

- Contact with relevant others such as agencies, professionals, Principal Officers and or Trust Adult Safeguarding Officers in

- relevant Trusts
- Nature and details of contact with the offender and their level of engagement (To include compliance with home visits, Licence/SOPO/RoSHO/NMO etc. Personal Development Plan, programmes undertaken, adjudications, drug testing, SPARs, general health issues, Mental Health Issues, telephone contacts)
- Information pertaining to family/relationship (To include details of current relationship, previous relationships, children, grandchildren, contacts while in custody, Social Services involvement)
- Information pertaining to victim (To include any concerns re specific targeting of victims, victim whereabouts, if victim registered, any contact with victim while in custody, proximity concerns on release, MARAC involvement)
- Information pertaining to accommodation (To include proposed changes of residence, residence prior to custody, proposed residence on release, who they were living with previously, who they will be living with on release)
- Positive/negative social influences
- Risk Assessments (To include ACE/SROSH, if previously known to PBNI - compliance with supervision, previous relevant offending)
- Relevant information following Interception Risk Assessment (NIPS) can also be included here
- Offender engagement with RMP

The report must document any significant change of circumstances in the offender's life since the last LAPPP (if applicable) e.g. accommodation, employment, relationships or health

Any other relevant information (e.g. media handling, disclosure etc.)

Relevant information should be included here.

Section 8. DRM's proposed Category of Risk


The DRM should make a recommendation regarding the proposed category of risk, including their rationale for the category and their proposed suggestions in respect of the Risk Management

Plan. This recommendation should be based on the offender's engagement with the DRM/Lead Agency Staff. This section is to be completed for both initial & review LAPPPs. For review LAPPPs the DRM should ask the question 'has the risk of serious harm increased, reduced or stayed the same?'

DRM Recommendation re Category of risk - Please ensure that non applicable categories are deleted.

DRM recommendation re Proposed Risk Management Plan – here the DRM should make recommendations re actions to be included within the risk management plan to manage presenting risks.

LAPPP RECORD OF MEETING

	<h3>LAPPP Record of Meeting</h3> <p>This form contains third party information and is not to be further reproduced or disclosed without consent. It is to be kept in the restricted section of agency files. These minutes may be disclosed upon order of a court.</p>
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OFFENDER INFORMATION	
Last name/Surname	
First name / Forenames	
Date of birth	
Gender	
Aliases (including nicknames)	
Prison (where applicable)	
Prison Number (where applicable)	
Address	
Sexual Offender (please delete as applicable)	YES / NO
Violent Offender (please delete as applicable)	YES / NO
Domestic Violence (please delete as applicable)	YES / NO
Hate Crime (from 01/09/2011) (please delete as applicable)	YES / NO
Offender under 18 Years (where applicable) (please delete as applicable)	YES / NO
Significant Concerns Referral (please delete as applicable)	YES / NO

LAPPP DETAILS					
Date of this meeting		Time Start		Time End	
Date of last meeting					
Venue					
Chairperson					
Person Recording					

Category of risk at the commencement of meeting – for review meetings only (please highlight)	3	2	1	P
Category of risk at the conclusion of meeting (please highlight)	3	2	1	P

APPOINTMENT OF DESIGNATED RISK MANAGER (at end of review)

Name	
Agency	
Address	
Telephone number	

CONFIDENTIALITY PROTOCOL

The purpose of this meeting is to share information for the prevention and detection of crime. This information will contribute to the accurate assessment and management of risk of serious harm to the public.

The information that is disclosed is to be considered confidential to those in attendance at the meeting and their agencies. This information should be stringently safeguarded within agencies and should not be disclosed generally, to any other individual or other agency. It should be used only for the purposes of the agreed risk management plan, as information to be shared with the Courts or Parole Commissioners (where applicable) or as part of normal line management accountability.

The decisions of the meeting take account of Article 8.2 ECHR, with particular reference to:

- *Public Safety*
- *The prevention of crime and disorder*
- *The protection of health and morals*
- *The protection of the rights and freedom of others*

The above statement was read aloud by the Chairperson and all those in attendance agreed to abide by its provisions. Yes/No if No include short explanation

ATTENDEES

Name	Agency	Role	Contact Details

APOLOGIES

Name	Agency	Role	Contact Details

PREVIOUS LAPPP MEETING RECORD OF DISCUSSION (for review cases only)

Previous LAPPP Minutes Agreed? (please highlight)	Yes	No (If not agreed please explain)	
--	-----	--------------------------------------	--

DESIGNATED RISK MANAGER REPORT

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SUMMARY OF MULTI-AGENCY DISCUSSION (to include any issues arising from the DRM report, the Chairs summary of the Risk & Protective factors specific to the individual offender and individual agencies views re Category of Risk.). Where the victim is a child/young person the Chair should clarify with panel members whether the victim has been assessed as being at risk of Child Sexual Exploitation? Likewise the chair should clarify with panel members whether offender been identified as a person of interest in respect of Child Sexual Exploitation?

Chairs Summary of Risk / Protective Factors

Risk Factors:

Protective Factors:

Agency views re Category of Risk:

(delete as applicable)

PBNI:

PSNI:

HSCT:

NIPS:

NIHE:

CATEGORY OF RISK

From the information shared at the meeting, what Category of Risk is agreed in this case? (please highlight the Category of risk)

3	2	1	P
---	---	---	---

SUMMARY OF VICTIM INFORMATION (has the Victim Information Booklet been delivered, by whom & any feedback from the victim? Within this section it is important to include; the victim's age at the time of offence and current address)

Name of Victim:

DOB:

Victim's Age at time index offence was committed:

Current Address:

(If current address is unknown please record action being taken to ascertain address)

Has the Victim Information Booklet been delivered: YES / NO / Not Known
(if not known action must be set outside RMP to clarify)

If YES please record date of delivery / who delivered booklet:

If NO please record plans for delivery of booklet:

DISCLOSURE ISSUES (e.g. third party disclosure, media handling etc)

Does this need to be considered?	Yes/No (please delete)
If Yes, what is the issue re third party disclosure / media interest? (please provide brief details)	
Third Party Disclosure – who will make the disclosure?	
Timescale for Disclosure being made?	
Is a PPANI 4 Disclosure required? (if yes, please provide an explanation)	Yes/No (please delete)
If issue relates to media, has Communications Team from the lead agency been alerted to the need to prepare a strategy?	Yes/No (please delete)

If Yes, by whom?	
If No, who will do this?	
SUMMARY OF RISK POSED BY OFFENDER (the summary of risk must be specific to the individual offender & based on current/previous offences/recent behaviour)	
IDENTIFIED RISKS TO BE MANAGED (this section must record each identified risk)	
1.	
2.	
3.	
RISK MANAGEMENT PLAN (this section must detail the action/s required to manage each individual risk & who the action is allocated to)	
Risk 1 Actions:	
Risk 2 Actions:	

Risk 3 Actions:			
ACTIONS OUTSIDE RISK MANAGEMENT PLAN			
DATE, TIME AND VENUE FOR NEXT MEETING			
Date		Time	
Venue			
Signature of LAPPP Chair (not required until circulated and checked)			
Date LAPPP minutes signed			
PPANI LINKS ADMINISTRATION			
Date of next LAPPP meeting			
Minutes taken by			
Date minutes typed			
Date minutes distributed			

MULTI-AGENCY OFFENDER RISK ASSESSMENT AND MANAGEMENT PROCESS FOR THE DISCLOSURE OF PERSONAL AND CONFIDENTIAL INFORMATION

RESTRICTED <small>(once completed)</small>		PPANI 4
PPANI Disclosure Form		
Multi-Agency Offender Risk Assessment and Management Process for the Disclosure of Personal and Confidential Information		
Subject Details:		
Surname		First name(s)
Date of birth		
Address		
LAPPP Making Application:		
Members:		
Chairperson		
Police		
Prison Service		
Social Services		
Other		
Specific details of the information to be disclosed:		
To whom will the information be disclosed, and why is the person the most appropriate individual to receive the information?		
What is the likelihood of sexual assault or serious harm if no disclosure is made?		
RESTRICTED <small>(once completed)</small> <small>Page 1 of 5</small>		

RESTRICTED
(once completed)

**What specific risks exist (to the subject, another individual, the community or to PPANI)?
(Include HRA/DPA)**

How will those risks be managed?

How will disclosure assist management of risk?

What alternatives have been considered/discounted?

RESTRICTED
(once completed)
Page 2 of 5

RESTRICTED
(once completed)

Has the subject been consulted about the disclosure?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Where legal advice has been sought, outline details of advice obtained
<div></div>

Additional grounds for application/additional information
<div></div>

What guidance is to be given to the individual to whom disclosure is to be made in respect of utilising the information, and what subsequent support will he/she receive from the LAPPP?
<div></div>

RESTRICTED
(once completed)
Page 3 of 5

RESTRICTED
(once completed)

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Signature		Date	
------------------	--	-------------	--

Application made following:	LAPPP meeting	<input type="checkbox"/>	Outside LAPPP Meeting	<input type="checkbox"/>
------------------------------------	----------------------	--------------------------	------------------------------	--------------------------

Explanation:

How will the disclosure be made (by whom, where, when)?
--

Decision			
Has the disclosure been authorised?	YES	<input type="checkbox"/>	NO
Exact information to be disclosed:			

RESTRICTED
(once completed)
Page 4 of 5

RESTRICTED
(once completed)

Decision	
Date of decision	
Time	
Signature	
Position	

RESTRICTED
(once completed)
Page 5 of 5

PPANI LETTER AND INITIAL REVIEW LETTER

PPANI Letter - Notification of Initial LAPPP (Pre-release/Community)

Format for letter to sexual/violent offender from lead agency informing him /her of date of their Initial LAPPP meeting and offering opportunity for discussion.

Name of Responsible Agency – PSNI, PBNI, NIPS or Social Services Headed Paper

Designated Risk Manager:

Surname		First name(s)	
Address			
Other Contact Details			

Dear,

A meeting of a Local Area Public Protection Panel has been arranged for _____ (*DRM please insert date/location*) to discuss your risk assessment, to agree a level of risk and to produce a risk management plan. The outcome of this meeting will be explained to you by your Designated Risk Manager (DRM) or his/her representative.

The panel invites you to provide any information you feel is relevant or important. You can do this in writing or request that your allocated DRM (Police/Prison/Probation Officer or Social Worker) give a verbal input to the panel on your behalf.

Address for written correspondence to the DRM named on this letter:

--

Signature		Date	
-----------	--	------	--

PPANI LETTER RE OUTCOME OF LAPPP REVIEW

PPANI Letter re Outcome of LAPPP Review

Format for letter to sexual/violent offender informing him /her of outcome of LAPPP meeting and offering opportunity for discussion.

(Name of Responsible Agency – PSNI, PBNI, NIPS or Social Services Headed Paper)

Designated Risk Manager:			
Surname		First name(s)	
Address			
Other Contact Details			

Dear,

The Local Area Public Protection Panel met on to discuss/review your risk assessment, to agree a level of risk and to produce a risk management plan.

Following consideration the Local Area Public Protection Panel agreed that your case met the criteria in respect of Category ____ *(DRM to insert Category and definition)*.

This assessment is based upon the following factors *(DRM to insert rationale/risk factors contributing to category of risk)*:

The outcome of this meeting will be explained to you by your designated risk manager (DRM) or his/her representative.

The DRM will contact you to discuss the identified level of risk and the implementation of the risk management plan. He/she will also want to discuss with you any actions you can take to reduce the identified risk.

Your risk will be reviewed again in 16 weeks and the committee invites you to provide any information you feel is relevant or important. You can do this in writing or request the DRM to give a verbal input on your behalf.

The planned date of your next review is:	
Address written correspondence to the DRM named on this letter:	

Signature		Date	
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APPENDIX 2

Stable & Acute 2007 - Guidance for usage in respect of Individuals Managed within the Public Protection Arrangements Northern Ireland (PPANI)

Statement of Purpose

These Guidelines are intended to compliment the PPANI Manual of Practice and the SA07 Training Materials which trained practitioners from all PPANI agencies receive at their Initial and annual SA07 Refresher Training.

These Guidelines will be reviewed as and when relevant changes are necessary such as legislative or research developments.

These Guidelines were revised in 2022 and replace the previous version dated 2014.

Contents

Section 1	Introduction to PPANI
Section 2	Summary of the Research Base & ongoing Developments re SA07
Section 2.1	Review of relevant Research
Section 2.2	Risk Assessment
Section 2.3	Impact of Research on practice in Risk Assessments
Section 2.4	Research background of Stable and Acute 2007
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SECTION 1

Introduction to PPANI

Since 2001, there have been Multi Agency Arrangements in place in N.Ireland for assessing and managing the risk posed by individuals who have been convicted of sexual offences. The first generation of arrangements were known as Multiagency Sex Offender Risk Assessment and Management (MASRAM). These arrangements were implemented by the Police Service, Probation Board, Prison Service, Health and Social Services Trusts and the Housing Executive, but were not on a statutory basis. In October 2008, the arrangements were placed on a statutory footing (Article 50 Criminal Justice Order 2008) and became known as the Public Protection Arrangements N. Ireland [PPANI]. PPANI is not a statutory body in itself but it is a structure which enables agencies to undertake their statutory duties and coordinate their functions to enhance public protection.

The Minister of Justice's Guidance and the PPANI Manual of Practice provides guidance in respect of the criteria for inclusion within the arrangements.

SECTION 2

Summary of Research base and ongoing developments

2.1 Review of relevant Research

It has been well established by international research that adults convicted of sexual offences against adults or children are not a homogeneous group, either in terms of their recidivism rates or their potential to seriously harm others.

Research also indicates that many individuals convicted of sexual offences do not re-offend sexually. Those with no previous convictions for sexual offences are significantly less likely to re-offend and the longer offenders released into communities remain offence free the less likely they are to re-offend sexually. The observed sexual recidivism rate among typical groups of sexual offenders is in the range of 10%-15% after 5 years (Hanson & Bussière, 1998). The observed recidivism rates in a more recent meta-analysis in a study by Karl Hanson & Kelly Morton-Bourgon (2004) were very similar (13.7% after approximately 5 years). In both studies, individuals convicted of sexual offences were more likely to reoffend through the commission of a non-sexual offence than a sexual offence.

The observed rates in both studies are likely to be an underestimate because many offences and many offenders remain unreported and undetected. Nevertheless, the results are consistent with other studies indicating that the overall recidivism rate of individuals convicted of sexual offences is lower than that observed in other samples of offenders.

Some types of offence however indicate a higher recidivism rate (Harris et al., 2003) for example those who target male child victims and those who commit exhibitionist type offences. Thus within the overall population of convicted offenders are those who do present significant risk of re offence and serious harm to others.

This underwrites the importance of accurate risk assessment to identify which offenders pose the most serious risk of re-offence and harm to others so that scarce risk management resources of supervision, monitoring and treatment provision

can be effectively targeted in the interests of victim and public safety.

Risk management in relation to managing offenders is the process of addressing the identified risk of serious harm and formulating a Risk Management Plan which targets each identified risk factor through lawful, necessary, adequate and proportionate actions.

Effective risk management is founded on a Risk Assessment process (Stable/Acute) which is dynamic and in which the changing features of an offender's circumstances, and new or, updated information, are constantly appraised to evaluate whether they indicate that the offender is more or less of a threat to others.

It is not possible to predict or eliminate risk completely. It is, however, critically important that all reasonable steps are taken to complete the initial and subsequent assessments, including risk assessments, as fully and accurately as possible so as to manage and minimise the likelihood of reoffending and, where required, the risk of serious harm to others.

It is essential for the assessment/risk assessment to be accurate and defensible. Defensible assessments shall always be based on principles of legality, necessity, accountability, proportionality and ethical practice requiring a solid evidence base (as far as is possible and practical) to support necessary restrictions on liberty to protect the public.

The strategies used within Risk Management Plans will likely combine both external strategies, such as Sexual Offences Prevention Orders (SOPO), curfew, electronic tagging and resident in DRM approved accommodation.

2.2 Risk Assessment.

Prior to the 1990s, evaluators had little empirical guidance concerning the factors that were, or were not, related to recidivism risk. There is now a general consensus that sexual recidivism is associated with at least two broad factors. These are deviant sexual interests, and antisocial orientation/lifestyle instability (Hanson & Bussière, 1998; Quinsey, Lalumière, Rice & Harris, 1995; Roberts, Doren & Thornton, 2002).

Those individuals with identifiable interests in deviant sexual activities are among those most likely to continue sexual offending. The evidence is strongest for sexual interest in children and for general paraphilias (e.g., exhibitionism, voyeurism, and cross-dressing). Sexual interest in rape would have been included in the general category of "deviant sexual interests" (which was related to sexual recidivism), but the 2004 meta analysis did not find enough studies that specifically examined paraphilic rape to justify separate analyses. The study concluded that it may be that deviant sexual motivation is more important for child abusers than for rapists, but further research is required before any strong conclusion can be made about the validity of paraphilic rape as a predictor of sexual recidivism.

The study also recognised that individuals with deviant sexual interests will not commit sexual crimes "unless they are willing to hurt others to obtain their goals, can convince themselves that they are not harming their victims, or feel unable to stop themselves." This provides the link with anti social orientation which also applies to general criminality. The study noted that "such individuals tend to engage in a range of impulsive, reckless behaviour, such as excessive drinking, frequent moves, fights, and unsafe work practices (Caspi et al., 1995; Gottfredson & Hirsch, 1990)." It also noted that "another element of the crime-prone personality is a hostile, resentful attitude (Andrews & Bonta, 2003; Caspi et al., 1995)."

The study also concluded that rapists are more likely to have an anti social orientation than are child abusers (Firestone, Bradford, Greenberg & Serran, 2000; see review by West, 1983), but indicators of hostility and lifestyle instability are associated with sexual recidivism in both groups (Prentky, Knight, Lee & Cerce, 1995; Rice, Quinsey & Harris, 1991).

There was further evidence that sexual preoccupations (high rates of sexual interests and activities), significantly predict sexual, violent, and general recidivism. There are several possible connections between sexual preoccupations and sexual offending, including a general lack of self-control (common among young people and general criminals), specific problems controlling sexual impulses, and a tendency to overvalue sex in the pursuit of happiness.

The 2004 review identified some new predictor variables that may be of interest to practitioners. Previous research had established that lack of an intimate partner was associated with increased risk for sexual recidivism (Hanson & Bussière, 1998). In the updated review, the importance of intimate relationships was further reinforced by the finding that sexual recidivism was also associated with conflicts in intimate relationships. Another intimacy variable associated with sexual recidivism was emotional identification with children. This pattern, most commonly found among extra familial child molesters, describes individuals who feel emotionally closer to children than adults, and who have children as friends. They may also have child oriented lifestyles, and feel like children themselves (Wilson, 1999).

The study noted that the association between intimacy deficits and persistent sexual offending is consistent with several current explanations for sexual offending (Malamuth, 2003; Ward, Hudson, Marshall & Siegert, 1995) but how intimacy deficits influence offending, remains an important research question. One hypothesis is that child abusers turn to child sexual partners because they lack the skills to relate to adults and, consequently, feel lonely. Although low social skills and loneliness are common among sex offenders (Seidman, Marshall, Hudson & Robertson, 1994), neither of these factors were associated with increased risk for sexual recidivism in the 2004 review. It is possible that social inadequacy and rejection are less important to offending than are the strategies used to address such problems (e.g., turning to children or sexual preoccupations).

The 2004 study noted that a similar explanation could apply to the issue of general psychological problems (e.g., depression, anxiety). These are known to be common among sexual offenders (Raymond, Coleman, Ohlerking, Christensen & Miner, 1999), but do not have a clear relationship to recidivism. "Many individuals suffer with psychological distress, but sexual offenders are more likely than other groups to respond to stress through sexual acts and fantasies (deviant or otherwise) (Cortoni & Marshall, 2001). Thus although chronic negative mood is unrelated to recidivism, acute deterioration of mood is associated with increases in deviant fantasies among sexual offenders (McKibben, Proulx, &

Lusignan, 1994) and may signal the time period when offending is most likely (Hanson & Harris, 2000). Again, it is not the distress itself, but the attempted solution that is the problem.”

Research also indicates that an important distinction needs to be drawn between factors associated with becoming a sexual offender and the factors associated with persistence. “The personal histories of sexual offenders are frequently marked by physical, sexual and emotional abuse (Lee, Jackson, Pattison & Ward, 2002; Smallbone & Dadds, 1998). Indices of an aversive childhood environment, however, had minimal relationships with sexual or non-sexual recidivism in the 2004 review. The most promising developmental predictor was separation from parents, but this factor can also be considered as consequence of early behaviour problems (e.g., placement in juvenile detention).”

The study reiterated that denial, low victim empathy, low motivation for treatment had little or no relationship with sexual or non-sexual recidivism. “Psychotherapists and practitioners in the field generally consider full disclosure desirable, and courts are lenient towards those who show remorse; few of us, however, are inclined to completely reveal our faults and transgressions. Consequently, resistance to being labelled a sexual offender may not be associated with increased recidivism risk, even though it does create barriers to engagement in treatment. Offenders who minimize their crimes are at least indicating that sexual offending is wrong.”

In the 2004 study attitudes tolerant of sexual assault showed a small, but statistically significant, relationship with sexual recidivism. “Although consistent with theory, the utility of attitudes as a risk predictor in applied settings needs to be considered with caution. There was significant variability across studies and the four studies that specifically examined attitudes tolerant of adult-child sex did not find a significant relationship to sexual recidivism (95% confidence interval of -.16 to .33). The typical attitude measures (self-report or interviews) are highly influenced by the context of the assessment. It may be that attitudes expressed within relationships of trust (e.g., in treatment) are more reliable risk indicators than those expressed in adversarial contexts.”

An important warning for all practitioners is that none of the individual risk factors were sufficiently prognostic to be used in isolation; consequently, assessors need to consider a variety of factors.

Since Hanson and Bussière’s (1998) previous review, researchers have increasingly focussed on risk factors that are, in theory, changeable. The 2004 review found that a number of these potentially dynamic risk factors were significantly related to sexual recidivism (e.g., sexual preoccupations, conflicts in intimate relationships, hostility, emotional identification with children, attitudes tolerant of sexual assault.).

Whether changes on such factors are associated with reductions in recidivism, remains at an early stage of knowledge. There have been some recent studies in which ratings of progress in treatment were significantly related to recidivism (Beech, Erikson, Friendship & Ditchfield, 2001; Marques, Day, Wiederanders & Nelson, 2002, Both of these studies used highly structured approaches to evaluating treatment gains, and were informed by empirical research concerning relevant risk factors.

2.3 Impact of Research on Practice in Risk Assessment.

As might be expected there have been significant developments in risk assessment protocols/models in Europe and North America over the last 20 years. The previous reliance on individual clinical judgement has been overtaken by the development of structured Static and Dynamic Risk Assessment models based upon empirical studies.

Andrews [1996] noted the three generations of Risk Assessment.

The first generation “clinical judgement” was unstructured and unable to be replicated as it relied largely upon the experience and level of knowledge of the individual clinician. Its predictive quality was little better than chance.

The second generation “actuarial assessment” was structured, static, less open to individual interpretation and standardised. Static assessment therefore represented a moderate improvement in terms of predictive validity of the likelihood of re offence. However Static assessment

had limitations in relation to predicting which individuals present the greater risk and it is not able to measure change over time. Examples of current Static assessment instruments are Static 99 [used in Canada and N. America and Risk Matrix 2000 [widely used in UK].

The third generation "Dynamic Assessment" represented an attempt at structured clinical judgement, based on risk factors empirically related to recidivism. Dynamic assessment tools have become more standardised and represent an improvement on Static risk assessment in that they identified risk factors that are subject to change over time and are also potentially amenable to treatment and supervision interventions.

2.4 Research background of Stable and Acute 2007

The Stable and Acute 2007 Dynamic Supervision Model was developed in Canada from the 1990's by Karl Hanson and Andrew Harris and is a Dynamic assessment tool that combines a number of well-established risk factors into structured risk scales. Three linked research projects supported the development of the Stable and Acute 2007.

- Meta analytic studies 1996, 1998, 2004

Karl Hanson and colleagues conducted an extensive literature review of factors related to recidivism. These studies identified both 'Static' factors, 'Stable' factors and 'Acute' factors that influenced recidivism.

Static factors are usually non changeable life factors that are generally historical in nature. Examples include prior sexual convictions, prior non sexual convictions, and conviction for non contact offences, age of the offender at conviction or release from custody, the gender of the victim and whether the offender was a stranger to the victim.

Stable factors are personality characteristics, skills deficits and learned behaviours that may be changed over time through intervention, including treatment and supervision or through improved life circumstances or general maturity.

Acute factors are of short or unstable duration and can change rapidly generally as a result of immediate environmental or personal conditions.

- Dynamic Predictors 1998

In this Canada wide study of Federal parole and Provincial Probation a retrospective file review and interviews with supervising officers were conducted. Staff were asked to identify which Stable factors had deteriorated from six months prior to the re offence and which Acute risk factors had deteriorated immediately prior to the offence.

A sample of 208 recidivists in the community was compared with a sample of 201 non recidivists. From this study the SONAR Risk assessment tool was developed. The SONAR identified specific Stable and Acute factors.

Stable factors that emerged as the risk factors related to recidivism were intimacy deficits, social Influences, attitudes supportive of sexual assault, sexual self regulation and general self regulation. Within these five areas fifteen separate risk factors were identified.

Acute factors identified were Substance Abuse, Negative mood, Anger/Hostility and Victim access.

It was evident from this study that the supervising officers were able to identify in practice those risk factors that previous research studies had clearly linked to recidivism.

- Dynamic Supervision Study 2001.

This was a follow up study of 1000+ offenders in the community over a 43 month period in Canada, Alaska and Iowa. It was a prospective study where trained officers (Probation and Parole) were asked to submit data about the Static, Stable and Acute risk factors they assessed.

In this study the Static factors were assessed once, using Static 99. The Stable factors were assessed at six month intervals using the Stable 2000 assessment tool (15 risk factors) and an additional factor of Co operation with Supervision.

The Acute factors were assessed at every supervision contact (though not more than once per week) using the Acute 2000, 8 item assessment tool that included the 4 factors identified in Dynamic Predictors 1998 and the additional factors of Sexual Preoccupations, Collapse of Social Supports and Rejection of Supervision.

Also included was the concept of a unique factor that may have been relevant to the particular individual's circumstances prior to re offence.

- Outcomes of Dynamic Supervision Study.

The results of this prospective study led to some modifications in both the Stable and Acute assessment tools and these were eventually incorporated into the current Stable and Acute 2007 model.

The cluster on Attitudes Supportive of Sexual Assault was excluded because it was not possible to train staff to objectively distinguish between attitudes and behaviours [the fact that individuals were convicted of sexual assaults led some staff to assume that attitudes supportive of sexual assault must be present]. It may be that attitudes are important in the recidivism process, but the best method of assessing these attitudes has yet to be established.

The Stable 2007 also made some changes within the Intimacy Deficits cluster. Capacity for relationship stability was in future to be assessed using a new two part scoring to cover both historical and current information about relationships.

Emotional identification with children was only to be scored for those who committed sexual offences against children less than 14 years.

Deviant Sexual Interests was to include a systematic assessment of the individual's offence history.

The Acute 2007 dropped the unique factor as it had not contributed anything meaningful to the predictive quality of the assessment.

The Acute assessment was now to be scored in two sections to predict sexual /violent recidivism and general offending recidivism.

- Predictive quality of the Dynamic Supervision Study.

For prediction of sexual recidivism, (all types of sexual offending). The combined Static 99 and Stable 2007 were moderately predictive. The ROC for Static 99 0.74 and for Static 99 combined with Stable 2007 the ROC = 0.7

The low overall recidivism rate of offenders within the study, (7.2%) was also attributed to the practical risk management benefits of the assessment tool, particularly the Acute assessment in assisting officers to intervene quickly and appropriately to prevent re offence.

The Stable assessment was viewed more useful if carried out annually rather than at 6 months as this was a more realistic time frame to assess changes

The Acute assessment was viewed more effective in predictive terms on an average rating over time [three to four months] than on any one off assessment.

The study noted that the acute assessment should probably be considered current expressions of life problems, which may or may not be chronic.

Overall, this study provided a rare demonstration of the value of combining static, stable and acute assessments. Inter- rater reliability was tested within a small sample of assessors and the assessment tools stood up well in this respect.

The impact of "Conscientious Officers" was significant. "Conscientious officers" were identified as those who provided all the requested data during the project. The recidivism rate of their offenders was 6.8% as opposed to 7.2% overall and the ROC for Static 99 improved from 0.74 to 0.81 and for Static 99 combined with Stable 2007 from 0.76 to 0.81.

Summary of Messages from Stable and Acute Research projects

- The assessment of offence history, enduring psychological characteristics and current behaviour is the most effective way to evaluate risk.
- The use of an explicit list of empirically validated risk factors determined in advance leads to more accurate and consistent assessment.
- The Static/Stable and Acute risk factors need to be combined into an overall evaluation.
- There should be built in methods for quality control and ensuring interrater reliability.
- Management support and good staff training are essential.
- Stable assessments need to be re-evaluated annually
- Acute assessments must be carried out regularly and often for best prediction.

2.5 Further Developments since 2007

STABLE-2007/ACUTE-2007 (including earlier versions) have become the most widely used measures of dynamic risk for sexual offenders in Canada and the United States (McGrath et al., 2009). Trainings have been provided in the UK, the Republic of Ireland, Austria, Belgium, Sweden, Finland, Hong Kong, Japan, Australia, New Zealand, and it is a required risk assessment tool in many of these jurisdictions. Most of the current users are associated with police, probation, mental health, and learning disability and child protection services. In Scotland and N. Ireland the assessment tools are used within the public protection arrangements for risk management purposes.

It has been noted by researchers and practitioners that the rate of reported sexual offences has varied over time (Finkelhor & Jones, 2006) and the changing nature of sexual offending (example internet sexual crimes) means that risk assessment procedures also need to evolve with the times.

Gillespie and Anderson (2008) have developed a Sex Offender Risk Assessment Framework (SORAF) that includes the LSI-R, the STATIC-99, STABLE-2007, and the ACUTE-2007. This computerised data management system is designed to assist probation and parole officers in North America to allocate resources and to decide what factors to target in the formulation of case management plans.

There is strong evidence that the factors contained in STABLE-2007 are related to sexual recidivism. For 9 of the 13 factors, the association with recidivism has been replicated in at least 2 other studies (Mann et al., 2010).

To date, however, there has been no independent cross-validation of STABLE-2007. Preliminary analyses of the Dynamic Supervision project data suggested moderate to strong correlations between the factors identified in the initial Stable assessment and the 'Acute' risk factors reported during the course of supervision. For example, offenders who had problems with sexual self-regulation (STABLE-2007) were those most likely to display sexual pre-occupations (ACUTE-2007) in the subsequent 12 - 18 months. Anticipating such recurrent problems is important because community supervision officers who focus on their clients' criminogenic needs are able to reduce the recidivism of the offenders on their caseload (Bonta, Rugge, Scott, Bourgon & Yessine, 2008).

Whether targeting STABLE-2007 factors in treatment reduces recidivism has yet to be directly tested, but there is evidence that the most effective interventions for reducing sexual recidivism target factors similar to those included in STABLE-2007 (Hanson, Bourgon, Helmus, & Hodgson, 2009). Hanson et al.'s (2009) meta-analysis found that treatments targeting criminogenic needs reduced sexual and general recidivism, while treatments targeting other needs did not.

It has also been evidenced that built-in methods of quality control are needed to maintain motivation and limit rater drift (e.g., peer review, conference calls, refresher training). Assessors need regular opportunities to work with the assessment tools, and to be alert to new findings and methods.

2.6 Purpose of Static, Stable and Acute Assessment within PPANI

Multi-agencies work to help prevent reoffending by assessing offenders, challenging their behaviour, seeking to change their attitudes and behaviour and thereby protecting the public. The impact of crime on the victims and the prevention of further victimisation is central to our engagement with offenders and is essential to all effective interventions with offenders. It also provides the basis for defensible decision making at all stages of contact with offenders by actively verifying, evaluating, analysing information and determining:

- The likelihood that an offender will reoffend through analysis of information
- Risk factors which contribute to the offending behaviour
- Strengths, protective factors and opportunities which could support, encourage, motivate and maintain positive change; and
- Targeted interventions matched to level of assessed risk.

Effective assessment requires constant vigilance as well as a pro-active and investigative approach including review and updated feedback which is captured within the acute assessment tool.

The continuous and dynamic nature of assessment and review is the means of providing indicators for identifying the need to adjust supervision and/or risk management plans and making proper enforcement decisions. Assessments including Stable/Acute help to target the most intensive use of resources at those offenders who pose the highest risks.

The combination of static stable & acute risk assessments provides a basis for the risk management of those individuals who have committed a sexual offence.

Static Assessment

The Static-99R is a ten item actuarial assessment instrument created by R. Karl Hanson, Ph.D. and David Thornton, Ph.D. for use with adult males with a history of sexual offending who are at least 18 year of age at time of release to the community. In 2012, the age item for the original scale (Static-99) was updated, creating Static-99R. Static-99R is the

most widely used sexual recidivism risk assessment instrument in the world, and is extensively used in the United States, Canada, the United Kingdom, Australia, and many European nations.

Static-99R is intended to position offenders in terms of their relative degree of risk for sexual recidivism based on commonly available demographic and criminal history information that has been found to correlate with sexual recidivism in adult male sex offenders. When combined with an appropriate table of norms, Static-99R characterises the individual's relative risk for sexual recidivism in terms of how unusual it is (using percentiles) and in terms of how it compares to the risk presented by the typical sex offender (using risk ratios). Available norms also describe estimates of absolute recidivism rates over fixed follow up periods. The information provided by Static-99R can be thought of as a baseline estimate of risk for new sexual charges and convictions. This baseline assessment can be used to guide treatment and supervision strategies designed to reduce the risk of sexual recidivism (Static-99R Coding Rules Revised - 2016).

Purpose of Stable 2007 assessment

The Stable 2007 was developed to assess change in medium term risk, assess treatment needs and help predict reoffending in individual sexual offenders.

The Stable assessment provides a full evaluation of all the stable risk factors (13 factors to be assessed) that focus on the offence history, enduring psychological characteristics and current behavior of the individual. The factors identified become key "treatment and supervision targets" within the overall risk management plan.

They are not the only targets within the management plan as there are likely to be situational risk factors to address and external controls to be put in place. The Stable assessment however identifies what changes in the individual offender's social, sexual and emotional functioning are required in order to achieve longer term changes in those factors which predict the risk of re offence.

This operational Risk Assessment is further enhanced by the application of the Acute 2007 to identify and manage short term risk.

Purpose of Acute 2007 Assessments

The Acute 2007 risk assessment tool identifies any increase in short term risk of re offending, either in respect of sexual or violent offending or more general criminality.

The seven acute risk factors need to be assessed on a regular basis [preferably weekly] in order that immediate actions can be put in place to reduce an identified risk but reviewed at longer intervals (3 to 4 months) in order to identify if there is a deteriorating pattern which may also indicate an increased risk of shorter term offending.

Overall summary

Within PPANI the Static-99R and SA07 provide the Designated Risk Manager with a base line to assess and monitor the risk the sex offender presents. It also identifies for the DRM and the LAPPP processes what the personality and lifestyle factors which need to be addressed with the offender in order to reduce the likelihood of reoffending. The tools assist in individualizing the offender, the risk they pose, to whom and in what circumstances as well as targeting resources and interventions at the specific areas in the offender's life.

The use of Static-99R and SA07 assist the LAPPP in focusing the multiagency discussion in focusing on the key aspects which need addressing either by external controls, treatment interventions or a combination of both.

Defensible Decisions

It is not possible to predict or eliminate risk completely. It is however critically important that all reasonable steps are taken to complete the initial and subsequent assessments, including risk assessments, fully and accurately as possible so as to manage and minimise the likelihood of reoffending and, where required, the risk of serious harm to others.

Assessment is best achieved by linking into all known and relevant sources of information about, and knowledge of the offender. In the context of human rights, equality and data protection legislation, there is a need to be aware of the important legal and ethical implications of communicating risk assessments to courts, prisons

and other organisations in reports, such as PSRs, that in turn inform sentencing and release decisions.

It is essential for the assessment/risk assessment to be accurate and defensible. Defensible assessments shall always be based on principles of legality, necessity, accountability, proportionality and ethical practice requiring a solid evidence base (as far as is possible and practical) to support necessary restrictions on liberty to protect others.

- All reasonable steps have been taken;
- Reliable assessment methods have been used;
- Information has been collected and thoroughly evaluated;
- Decisions are recorded (and subsequently carried out);
- Policies and procedures have been followed; and
- Practitioners and managers adopt an investigative approach and are proactive

SECTION 3

Practice Standards

Challenging and Changing Offending Behaviour

Working with people who have committed sexual offences is challenging however there is an acceptance that people have the capacity to change for the better. Multi-agency work through PPANI will engage purposely with offenders, with always prioritising public protection and victim's interest.

Services are delivered to offenders based on individually assessed risks, needs and capability

PPANI Practice Guidelines

- The knowledge, skills and commitment that the staff demonstrates is fundamental to success.
- Multi-agency practice is more effective when working in partnership with other departments, agencies, service providers and local communities.
- Respect for one another and the recognition and acknowledgement of the contribution of colleagues is essential.
- Multi-agency values diversity, difference, and treating people with respect.
- PPANI practice will be underpinned by equality, openness, fairness, honesty and integrity.
- Multi-agency staff shall demonstrate their commitment to adhering to these values including fulfilling requirements under Section 75 Northern Ireland Act 1998 and the Human Rights Act 1998.
- The work of all multi-agency staff, and all others shall be free from discrimination in terms of all groups set out in Section 75: age; marital status; gender; dependents; disability; racial group; religious belief; sexual orientation; and political opinion.
- PPANI recommend effective interventions targeted to reduce and manage the risks posed by offenders, including the use of approved programmes.
- The risk management of offenders requires all multi-agency organisations to work together.

Effective Practice Principles: PPANI

- Research has highlighted three important principles which underpins effective practice with offenders: Risk, Need and Responsivity.

Risk Principle:

- The Risk Principle states that the level of intensity and duration of intervention should be matched to the level of 'Risk' with more intensive and extensive interventions targeted at those offenders who have been assessed as posing the most 'Risk'. Assessing 'Risk' in the context of multi-agency practice refers both the likelihood of reoffending and to the Risk of Serious Harm to Others that an offender may pose.

Need Principle:

- The Need Principle requires the distinguishing between those needs which are related to offending (criminogenic) and those which are not linked to offending (non-criminogenic). Interventions that target criminogenic needs are likely to be more effective in reducing reoffending.

Responsivity Principle:

- The 'Risk' and 'Needs' Principles, when properly assessed, will determine the level, intensity and duration of intervention, the targets and objectives for change and the content of a supervision and, where required, a risk management plan. The Responsivity Principle introduces the need to take into account individual characteristics including:
 - Preferred learning style
 - Gender, age, culture, maturity and development
 - Motivation and readiness to change
 - Offender's views and perspectives
- Assessments and plans need to be individualised whilst interventions should be delivered in ways that are appropriate to the offender's preferred approach to learning and which maximises the opportunity for the offender to engage and actively participate.

- The Best Practice Framework extends the Responsivity Principle to incorporate other findings and key messages from desistance and other research regarding effective practice. Responsivity links more directly, but not solely to reducing the likelihood of reoffending. Multi-agency's approach includes positively and purposefully engaging with the offender to reduce the likelihood of reoffending while at the same time ensuring that where appropriate, risks relating to serious harm are minimised.

Developing Positive Working Relationship

- A positive working relationship with an offender needs to be developed with supervision contacts not just focusing on the co-ordination of interventions and services. The following are important elements in the development of a positive working relationship with offenders:
 - Adequate preparation for contacts with offenders
 - Developing mutual trust
 - Demonstrating genuine interest, support and commitment and;
 - Active and reflective listening

Procedural Fairness

- How offenders view and experience the legitimacy and fairness of actions and expectations placed upon them can have a significant impact on how they respond. It is important for staff to be aware of the need to operate with legitimacy and fairness especially when actions and expectations are not in accordance with what the offender wishes or desires, as may be the case when breach or recall actions are initiated. In addition to the legitimate use of authority 'Procedural Fairness' has two elements:
 - Information Fairness - Offenders need to be given appropriate information about the expectations relating to their engagement with multi-agencies and information concerning key decision making in their case (unless exceptions apply as for example concerns about serious risk of harm); and
 - Interpersonal Fairness - Offenders need to be treated with dignity, respect, courtesy and consideration

Performance Standards	Best Practice Guidance
<p>1. On recommendation of the LAPPP the DRM shall complete within 4 weeks a Stable Assessment on all Category 2 and Category 3 sexual offenders.</p> <p>Prior to completing a Stable Assessment practitioners should thoroughly prepare for the interview (case depositions, victim statements, criminal record, agency records, etc).</p> <p>Prior to completing Stable Assessment practitioners should ensure offenders are fully aware of the assessment process and purpose.</p>	<p>A quality risk assessment will include:</p> <ul style="list-style-type: none"> • Offender engagement, active participation and contribution • Information from a range of sources not just interview with the offender. • A pro-active approach to seeking out required information. • Verification of information • Offender self-assessment • Social, personal and offending factors. • Strengths and opportunities which may promote change. • Feedback to the offender as to what risk factors have been identified. • Where practical, assessments should be completed jointly by agencies involved.
<p>2. The DRM shall forward the complete Stable Assessment to their line manager for validation.</p>	<ul style="list-style-type: none"> • In validating the Stable Assessment the line manager should discuss the assessment with the DRM and record any additional comments.
<p>3. Stable Assessments shall be reviewed on a 12 monthly basis.</p>	<ul style="list-style-type: none"> • Line manager should meet practitioner for individual supervision at least once a month. • Line managers should complete live observations of practitioners completing Stable Assessments.
<p>4. On completion of a Stable Risk Assessment the DRM shall complete an Acute Risk Assessment (on each contact they have with the offender)</p>	<ul style="list-style-type: none"> • A minimum of 1 every 4 weeks and a maximum of 1 per week.
<p>5. The DRM shall forward the completed Acute Assessments to their line manager for validation.</p>	
<p>6. The DRM shall include in their DRM report to the LAPPP an analysis of the Stable and Acute assessments.</p>	<p>A quality analysis will:</p> <ul style="list-style-type: none"> • Be based on up to date risk assessments • Provide information about each of the factors (including those factors where there is a score of O). • Identify risk factors, actions and interventions.
<p>7. The DRM shall forward the completed Stable and Acute Assessments (in the DRM report) to the PPANI Admin Unit at least 2 working days in advance of the LAPPP. The PPANI Admin Unit will forward the report to the Chair of the LAPPP.</p>	
<p>8. The Stable and Acute Assessment will directly inform the Risk Management Plan agreed at a LAPPP.</p>	<ul style="list-style-type: none"> • Actions to address areas of identified risks • Who will take each action and a timescale for each action to be completed. • Involvement of the offender. • Supports and controls needed to manage risks. • External and internal measures.
<p>9. Practitioners must attend the relevant training (initial and 'refresher training' every 12 months) to be accredited to complete Stable and Acute Assessments.</p>	<ul style="list-style-type: none"> • Supervision and monitoring systems will ensure practitioners have the opportunity to identify learning needs and to develop their practice.

APPENDIX 3

Framework Assessment For Domestic Abuse (FADA)

The Framework Assessment for Domestic Abuse (FADA) should be completed by the DRM in relation to those individuals convicted of PPANI eligible domestic violence offences. Where possible the FADA should be prepared in advance of the initial LAPPP meeting (whether held in custody or within the community). In advance of each LAPPP review the DRM should consider updating the FADA to take account of any new relevant information

Please refer to the risk indicators below as a guide to identifying relevant information when completing the FADA checklist. These notes are not exhaustive and are intended only to help guide you in collecting relevant information. Please also use your professional judgement and if necessary consult with colleagues in order that as much relevant information can be gathered to help inform your final assessment. (N.B. indicators in bold are correlated with the DASH - victim risk assessment tool)

Domains	Vulnerability Indicators	Domains	Vulnerability Indicators
Personal & Social Background	<ul style="list-style-type: none"> Exposed to domestic abuse Victim of domestic abuse perpetrated by a family member Exposed to traumatic event/ experience(s) and consider if and why relevant Attachment style deficits Poor educational attainment and literacy difficulties and consider if and why relevant Involvement in paid employment Exposure to stressors (e.g. debt and other financial problems, family disputes etc.) Pro-criminal and collusive peers and consider if and why relevant 	Domestic Abuse (adjudicated and un-adjudicated)	<ul style="list-style-type: none"> Controlling behaviour/extreme jealousy/ domination Isolating victim from social networks (e.g. family & friends) Previous history of domestic violence incidents/charges/ convictions Escalation in physical aggression (Inc. forced sex/rape) Increase in frequency and severity of violence Attempted strangulation/choking/ suffocation/drowning Use of weapons (Inc. firearms) Harassment and/or stalking Violence or threats of violence toward children/dependents Sexually explicit/inappropriate language/behaviour Initiating threats toward victim from associates
Relationship Issues	<ul style="list-style-type: none"> Current relationship status (married, co-habiting?) Separation/or attempted separation by partner Partner currently pregnant or child under 18 months Harassment towards partner(s) and/or unreasonable jealousy Involvement in casual relationships and tendency to meet and move in with partner relatively quickly Evidence of Controlling behaviours (initially presented as for partner's safety and well-being) Expectation that partner will/should meet all his needs Efforts to isolate partner from others (friends and family) Tendency to blame others for all problems Rigid gender roles Victim fearful (and confirmed DV call outs?) 	Response to Supervision & Capacity for Self-Management	<ul style="list-style-type: none"> Attitude to supervision? Poor engagement with supervision requirements/bail or NMO breaches Drop out or poor compliance with programmes/intervention

Domains	Vulnerability Indicators	Domains	Vulnerability Indicators
Mental Health & Substance Use	<ul style="list-style-type: none"> • Drug abuse (Inc. non-prescription medication) • Alcohol abuse • Diagnosis of major mental illness (e.g. schizophrenia) confirmed by whom? • Diagnosis of Personality Disorder • Threats of self-harm/suicide • Involvement with psychiatric/addiction services • Impulsivity and mood instability • Presence of signs/ symptoms associated with MH/PD 	Child Protection Issues	<ul style="list-style-type: none"> • Domestic violence perpetrated in front of or against children • Threats/ actual harm to children • Subject to social services involvement • Conflict over child contact
Violent/ Abusive Behaviour	<ul style="list-style-type: none"> • History of (domestic)violence toward others (Inc. family members/ non-biological children) • Escalation in physical aggression (Inc. forced sex/rape) and/or other aggressive/violent behaviour e.g. smashing objects belonging to partner • Use of force during arguments with partner • Use of weapons • Violent attitudes/beliefs (e.g. tendency to justify and condone violence?) • History of anti-social behaviour • Recent conviction or release from custody • Non physical abuse, e.g. intimidation, coercion, threats, humiliation, degrading victim, emotional blackmail, verbal assault, isolation etc. 	Vulnerable Adult Protection Issues	<ul style="list-style-type: none"> • Association with/ involvement with vulnerable individuals and/or groups • Adopting a carer role for a vulnerable adult
Relative Strengths & Protective Factors	<ul style="list-style-type: none"> • Engagement with supervision • Motivation to change • Attendance at programmes/ intervention • Supportive/ non- collusive family/ friends • Abstinence from substances • Self-risk management strategies • Insight and acceptance of need for change • Willingness to accept professional help and support? • External controls in place and compliance with same? 	Any other relevant information	<ul style="list-style-type: none"> • Cruelty to animals • Socially isolated and other difficulties accessing and availing of help and support – e.g. if foreign national and English not first language

APPENDIX 4

Best Practice Guidelines for PPANI Agencies when Assessing the Suitability of Accommodation for Offenders in the Community

1. Introduction

- 1.1 The purpose of these guidelines is to assist Designated Risk Manager (DRM's) from all the Public Protection Arrangements Northern Ireland (PPANI) agencies in developing consistency in the identification of the risk and protective factors being applied by PPANI agencies when assessing the suitability of independent accommodation for offenders in the community who are subject to PPANI.
- 1.2 The securing of stable accommodation is a recognised protective factor in assisting offenders from reoffending however the placement of an offender in independent accommodation in the community should also minimise as far as possible the risk to others. Likewise when assessing any address regarding suitability, consideration must be given to the right of the offender to have access to suitable accommodation and basic amenities.
- 1.3 This guidance does not replace each agency's normal line management accountability or individual agency policy/procedures. However it should be viewed as part of the range of wider guidance that informs joint and inter-agency working in respect of child protection and vulnerable adult provision. It is essential that the implementation of this guidance is underpinned by effective and timely communication between and across agencies.
- 1.4 The guidelines are developed in response to a range of specific offender types:
 - Individuals who have committed sexual offences against children and adults
 - Individuals who have committed violent offences within a domestic setting
 - Individuals who have committed a violent offence against a child or vulnerable adult

2. Factors which should be considered when Assessing Accommodation Suitability

- 2.1 A range of factors has been identified that need to be considered when assessing accommodation suitability. (See Section 2.2) It is essential; however, that the assessment of accommodation suitability is specific to the offender and specific to the risk they pose. In addition to the specific risk of the individual offender, PPANI agencies will base assessments of the appropriateness of the relevant accommodation on the evidence available to them, taking into account the factors listed at 2.2 below, and whether they have defensible grounds at that time to object to a proposed address.
- 2.2 The range of factors to be considered when assessing the proposed address are:
 - Are there children living at the address
 - Are there Children/vulnerable adults frequently visiting the address
 - Accommodation is in immediate proximity to victim/s, children and child centred locations i and/or breaches existing legal requirements, e.g. licence, SOPO requirement.

i Child Centred locations are deemed to be school, Play Park, crèche, nursery school, and children's home.

 - The proposed address would present evidence based concerns about the offender's likely association with other convicted sex offenders in the immediate area.
 - Accommodation is in an area where there is a specific risk to the safety of the offender.

The above factors will not, in themselves, preclude the address being approved before a final decision is made. Discussion with relevant agencies will be required by way of risk mitigation.

3. General good practice recommendations

- 3.1 PPANI DRM should make an initial assessment of suitability of address prior to forwarding requests to the relevant Public Protection Units (PPT in the case of category 3 offenders) and other PPANI agencies for consideration. The request should include the DRMs initial recommendation regarding appropriateness.
- 3.2 Where a PPANI agency has statutory responsibility for the approval of an offender's accommodation, e.g. PBNI in respect of offenders released on supervised Licence, they will liaise with partner agencies in respect of address suitability. However, the final decision regarding address approval will remain with the agency that has statutory responsibility for the offender.
- 3.3 Where necessary, the DRM or a suitably qualified colleague should arrange to visit the potentially suitable address / accommodation as soon as possible, prior to any final decision. If the PPANI DRM is from an agency other than PSNI the visit should be completed in conjunction with the PPU/PPT officers where practicable.
- 3.4 In respect of Accommodation issues the Principal Officer, PPANI, will be the key liaison point for getting a Trust response from the relevant Trust team, as per the operational guidance for Trust Principal Officers (PPANI). (Section 13 h, page 5).
- 3.5 Agencies should forward their views regarding the suitability of the address to the PPANI DRM within 5 working days.
- 3.6 Issues and factors considered in determining the suitability of accommodation should be fully documented and information shared appropriately with all relevant agencies.

APPENDIX 5

PPANI Strategic Management Board - Serious Case Review Guidance

Key Messages from Learning Together to Safeguard Children: developing a multiagency systems approach to case reviews (Oct 2008: Fish, Munro and Bairstow)

Key messages from the report

The report contains the following key messages and recommendations:

- Developments in engineering and health indicate the potential benefits of using a 'systems approach' to understanding frontline practice in order to improve the quality and safety of service provision.
 - This report and the accompanying guide presents an adapted systems model for multi-agency safeguarding and child protection work.
 - It is an innovative approach that requires a respectful approach towards the practice experience of street-level workers and their managers.
 - It involves moving beyond the basic facts of a case chronology and appreciating the differing views that different workers had at the time.
 - The aim is to identify underlying patterns of factors in the work environment that support good practice or create unsafe conditions in which poor practice is more likely.
 - This kind of organisational learning is vital to improving the quality of services provision and needs to be applied to ordinary work, not just to tragedies.
- (i) PPANI SMB will establish a list of approved Case Reviewers
 - (ii) ICO Decision Reference Number FS50415044 dated 12.

APPENDIX 6

Court Orders and other measures which assist in managing risk

Probation Order

A Probation Order is a sentence of the court. It involves restriction of the offender's liberty and is a punishment. Offender consent is required. An order may be made for any length of time between six months and three years. It may have extra requirements, for example, anger management or treatment for alcohol. Breach will result if there is failure to carry out the Order.

Community Service Order

A Community Service Order can be made for someone convicted of an imprisonable offence and requires the offender to do unpaid work in the community. It can be given to someone aged 16 or over. Individuals must be deemed suitable by the Probation Board and consent of the individual is required. An order can last for any length of time between 40 hours and 240 hours and must be completed within a year. Breach action will be taken if the offender does not comply with the Order.

Combination Order

A combination Order is a sentence that combines probation supervision and community service. The period of supervision can last from 12 months to 3 years. The community service part of the Order can range from 40-100 hours. Breach action will be taken if there is a default on either component by the offender.

Enhanced Combination Order

An existing community option in a more intensive package with a focus on rehabilitation, reparation, restorative practice and desistance, Enhanced Combination Orders offer sentencer's an alternative to short prison sentences.

Custody Probation Order

A Custody Probation Order is a sentence of the Court which consists of a period in prison custody followed by a period under supervision in the community. This is available where a period in custody of over 12 months would otherwise be justified. The period under supervision must be more than 12 months and less than 3 years but there is no limit on the period of time that must be spent in custody. The custodial part of the

sentence qualifies for remission. Offender consent is required. This order has been superseded by the sentencing options made available under the Criminal Justice (Northern Ireland) Order 2008. However Custody Probation Orders may still be made in respect of historical offences committed prior to April 2009.

Sex Offender Licence

A Sex Offender Licence is legislated for in Article 26 of the Criminal Justice (Northern Ireland) Order 1996 makes provision for offenders convicted of a sexual offence to be released on licence under the supervision of a Probation Officer.

Life Sentence

Life sentences are mandatory for murder and discretionary for a number of other offences such as manslaughter and rape, where they represent the maximum sentence available. A minimum period of imprisonment-a tariff-is set by the court. Release on licence is approved by the Life Sentence Review Commissioners. Any person released on licence must comply with the conditions of his licence in order to remain in the community and not be returned to custody, and life licence prisoners are subject to recall to prison for life. On release conditions of a licence will include in the main, being placed under the supervision of a Probation Officer, not changing a place of residence or employment without the consent of a probation Officer, and keeping in contact with a Probation Officer in accordance with instructions.

Juvenile Justice Centre Order

A Juvenile Justice Centre Order replaces the Training School Order. It can last between 6 months and 2 years. Half of the sentence is served in detention in a Juvenile Justice Centre and half in the community under probation supervision. It applies to offenders under the age of 17.

Youth Conference Order

A Youth Conference Order or Diversionary Conference Plan, Justice (NI) Order 2002, is the result of a meeting involving the young person who offends, their family, legal advisor, victim of the offence, community representative where appropriate and Youth Diversion Police Officer. The Public Prosecution Service or Youth Court can impose a youth conference plan containing one or

any of the following; apology, restitution, service hours, restrictions, education & training and drug & mental health services and the supervision element can last for up to 12 months.

Criminal Justice (Northern Ireland) Order 2008

The Criminal Justice (Northern Ireland) Order 2008 has brought forward new sentencing powers. These include sentences for Public Protection and also measures to strengthen community supervision.

Indeterminate Custodial Sentence (ICS)

The Indeterminate Custodial Sentence (ICS) can be used for the most serious sexual and violent offences, those which carry a penalty of 10 years or more, and can mean that the prisoner can, potentially, be imprisoned for life. This sentence applies to specified offences committed after 15 May 2008.

The defendant would only receive an ICS if the court considers that an Extended Custodial Sentence (ECS) would not be adequate to protect the public from serious harm. Remission will not be granted to a prisoner receiving an ICS.

The Court must decide on whether the defendant poses a significant risk of serious harm to the public. The Court will take into account all information that is made available to them about the nature and circumstances of the offence. It may also take into consideration any information that is presented to them in regard to the offender's pattern of behaviour and any reports that are provided by the probation service, psychiatrists or psychologists.

When the judge passes a sentence he must state the minimum period of time that a defendant must serve in prison before they can be considered for release. This is known as the tariff and must be for 2 years or more.

Approximately 6 months before the tariff date, the matter will be referred to the Parole Commissioners who will assess the prisoner's suitability to be released into the community. Prisoners who are released from an ICS will be subject to a licence which they may be subject to for the rest of their lives.

Extended Custodial Sentence (ECS)

The Extended Custodial Sentence (ECS) will be used in respect of specified sexual or violent offences for which the maximum penalty is no more than 10 years. The sentence will be a determinate sentence of at least one year in prison (the custodial period) and prisoners will become eligible for consideration for release by the Parole Commissioners at the half way point of this custodial term. This sentence applies to specified offences committed after 15 May 2008.

In addition to custody, courts will set extended supervision periods of up to 5 years for violent offenders and 8 years for sexual offenders.

Determinate Custodial Sentence (12 months or more)

For every offence committed after 1 April 2009 which results in a sentence of 12 months or more, the offender in question will be subject to licence conditions on their release. This type of sentence will affect a substantial number of offenders and replaces unconditional releases at the half way point of a sentence.

The judge will define how much of the sentence is to be spent in prison (the custodial period). This cannot be more than half of the overall sentence. The matter will not be referred to the Parole Commissioners prior to release but the prisoner will be subject to licence conditions until he has completed the full sentence. This part of the sentence is known as the licence period. Should a prisoner breach his licence conditions he will be subject to recall to prison.

Recall Arrangements

The 2008 Criminal Justice (Northern Ireland) Order also introduces a new power for the Minister of Justice to revoke a licence and recall an individual to custody for a breach of conditions. The recall provisions apply to all Public Protection sentences and the new determinate custodial sentence. Recall is the ultimate sanction against a failure to comply with licence conditions and can be deployed to protect the public and prevent further crime. If recalled, an offender is liable to serve the remainder of their sentence in prison.

The powers require the Minister of Justice to obtain a recall recommendation from the Parole Commissioners before deciding to recall an individual, in all but exceptional circumstances. Recall decisions will be taken on behalf of the Minister of Justice by the Offender Recall Unit which is part of the Department of Justice's Criminal Justice Directorate.

Curfews and Electronic Monitoring

The Criminal Justice (Northern Ireland) Order 2008 has provided new powers for the increased use of curfews, supported by the use of electronic monitoring. Electronic monitoring has been available in Northern Ireland from 1 April 2009 and can be used to monitor curfews as:

A condition of bail granted by a court;
A condition of a licence on release from prison (including Article 26 sex offender licences);
A requirement of a probation or combination order;
A requirement of a Youth Conference Order; or,
A non-custodial element of custody probation or juvenile justice order.

Curfew conditions cannot be less than two hours or more than twelve hours in any one day and electronic monitoring requirements must apply for at least 14 days. An EM requirement requires consent from the householder of the premises where the offender is to reside or other individuals within the household. The system is operated by G4S to government guidelines.

Amendments as a result of the new sentencing framework Custody Probation Orders and the straight prison sentence with 50% remission will no longer exist, except for offences which were committed prior to the new legislation being commenced.

Sexual Offences Prevention Order

Sexual Offences Prevention Orders (SOPOs) and Interim SOPOs are intended to protect the public from the risks posed by sex offenders by placing restrictions on their behaviour. An interim SOPO is one which can be put in place where an application has been made for a full SOPO but has not yet been determined.

A SOPO, whether full or interim can only contain restrictions on the behaviour of the offender. It cannot require the offender to comply with conditions requiring positive action other than the requirement to register under the Sexual Offences Act 2003 while the order is in effect.

The minimum length for a full SOPO is five years and there is no upper limit. Applications for SOPOs are made by the Police through the Chief Constable or his subordinates.

To obtain a SOPO it is necessary to demonstrate:

1. That the person is a qualifying offender (someone who has been convicted, or found not guilty by reason of insanity, or found to be under a disability and to have done the act charged, or cautioned in respect of an offence listed in Schedule 3 or Schedule 5 to the Sexual Offences Act 2003)
2. That since the 'appropriate date' he has acted in such a way as to give reasonable cause to believe that an order is necessary to protect the public, or any member of the public, from serious sexual harm from him.

The court in making the decision in relation to a SOPO application will subject the proposed conditions to a test of 'necessity' i.e. not possible to achieve in another reasonable way.

Breach of a SOPO or an interim SOPO is a criminal offence and renders the offender liable to immediate arrest. The maximum penalty for breach of a SOPO is five years imprisonment.

Notification Order

A Notification Order can be granted to make a person from outside the UK subject to the notification requirements as if they have been convicted, cautioned etc. in the UK of a relevant offence.

Foreign Travel Order

A Foreign Travel Order can stop the person named in it from travelling outside the UK except to a named country or countries, or stop the person named in it from travelling to a named country.

Risk of Sexual Harm Order

A Risk of Sexual Harm Order (RSHO) is used specifically to protect children under the age of 17 years from sexual exploitation.

It is not necessary for the defendant to have a prior conviction for a sexual offence. Orders can be applied for against persons aged 18 years and over who have on at least two occasions:

- Engaged in sexual activity involving a child or in the presence of a child
- Caused or incited a child to watch a person engaging in sexual activity or to look at a moving or still image that is sexual
- Given a child anything that relates to sexual activity or contains a reference to such activity
- Communicated with a child where any part of the communication is sexual.

The order entitles the Court to place conditions on the defendant prohibiting the defendant from doing anything described in it and such conditions must be justified by the assessment of risk.

The minimum duration of an order is 2 years.

Breach of a RSHO is a criminal offence that is triable either summarily or on indictment with a maximum penalty on indictment of five years imprisonment.

Violent Offence Prevention Order (VOPO)

Violent Offences Prevention Orders (VOPOs), introduced 1st December 2016 are civil preventative orders aimed at helping to mitigate the risk of violent re-offending from certain offenders living in Northern Ireland. It allows the court to place relevant prohibitions or requirements on the activities and behaviour of a violent offender, and those subject to the order would also be automatically subject to notification requirements. This involves the requirement to notify specified personal details to police (similar to those notified by sex offenders under the terms of Part 2 of the Sexual Offences Act 2003).

A VOPO does not form part of an offender's sentence, nor is it automatically applied to all violent offenders. It is designed as a targeted risk management tool with any application based on an assessment of the risk of serious violent harm

that the offender poses to the public. An order can only be made following a determination by the court on the basis of the information and evidence presented to it, and where the court is satisfied that it is necessary for the purpose of protecting the public from the risk of serious violent harm caused by the offender.

It is possible to apply for and make interim orders. The purpose of an interim order is to protect the public, or any particular individuals, during any period between the application for a full order and its determination.

A VOPO can be made by the court in two ways:

- By a court when it deals with the defendant following a conviction for a specified offence, or a finding that the offender is not guilty of such an offence by reason of insanity or that the offender is unfit to plead and has done the act charged in respect of such an offence; or
- On application made to the magistrates' court by the Chief Constable in respect of a qualifying offender at a later stage.

The VOPO has been developed very similar in its legislative framework to the Sexual Offences Prevention Order (SOPO) and is intended to complement existing Public Protection measures, such as Public Protection sentences.

A VOPO can place certain restrictions, prohibitions or requirements on an offender such as limiting their access to people; places or premises; and events.

A VOPO has effect for a period of no less than two years and no more than five years, as specified in the VOPO, unless renewed or discharged. All qualifying offenders can be considered for a VOPO for as long as the risk of serious violent harm persists. The police should review the risk posed by those subject to a VOPO periodically, to ensure that the order remains appropriate.

Breach of a VOPO is a criminal offence, which may result in a fine or imprisonment of up to five years.

Additional Court Orders

Child Abduction Warning Notice

Child Abduction Warning Notices (CAWNs) are used to disrupt an adult's association with a child or young person. Previously called 'Harbourer's Notices', a CAWN warns the adult that they have no permission to associate, contact or communicate with the young person, and that if they continue to do so then they may be arrested and prosecuted.

Guardianship Order

A Guardianship Order may be made in respect of a patient on the grounds that he/she is suffering from mental illness or severe mental handicap of a nature or degree which warrants his/her reception into guardianship, and it is in the interest of the welfare of the patient that he/she should be received.

A patient who is sixteen years or more can be subject to a Guardianship Order which may;

- Require him/her to reside at a place specified by the Board, the Trust or person named as guardian
- Require him/her to attend at specified places and times for the purpose of medical treatment, occupation, education or training;
- Require access to the patient to be given to any medical practitioner approved social worker or other person specified.

Hospital Order

A hospital Order is an order to detain a patient in hospital for treatment. Medical evidence must show that the patient is suffering from mental illness or severe mental impairment of a nature or degree which warrants his detention in hospital for medical treatment and that failure to do so would create a substantial likelihood of serious physical harm to himself/herself or to others.

The patient may be detained for a period not exceeding 6 months beginning from the date of admission unless the authority for his detention is renewed under Article 13.

Hospital Detention & Direction Orders

Facilitates the removal to hospital of persons serving sentences of imprisonment if;

- a) that the person is suffering from mental illness or severe mental impairment; and
- b) that the mental disorder from which the person is suffering is of a nature or degree which warrants his detention in hospital for medical treatment;

The Secretary of State may, if he is of opinion, having regard to the public interest and all the circumstances, that it is expedient to do so, by warrant direct that that person be admitted to hospital.

Occupation Order

This order regulates occupation, but not ownership of the family home. When combined with a Non-molestation order, it can provide additional protection.

Non-Molestation Order

Non-molestation orders are civil court orders which aim to protect people experiencing domestic violence/abuse. They can forbid the abuser from molesting the person applying for the order and sometimes the applicant's children as well.

Supervision and Treatment Order

A Supervision and Treatment order is an order of the court. It requires a person to be under the supervision of a social worker or a probation officer and submit to treatment as directed by a medical practitioner with a view to improving his/her mental condition. The order may specify that the supervised person receive inpatient or outpatient treatment in a hospital or nursing home. It may also require the supervised person to reside in a particular place.

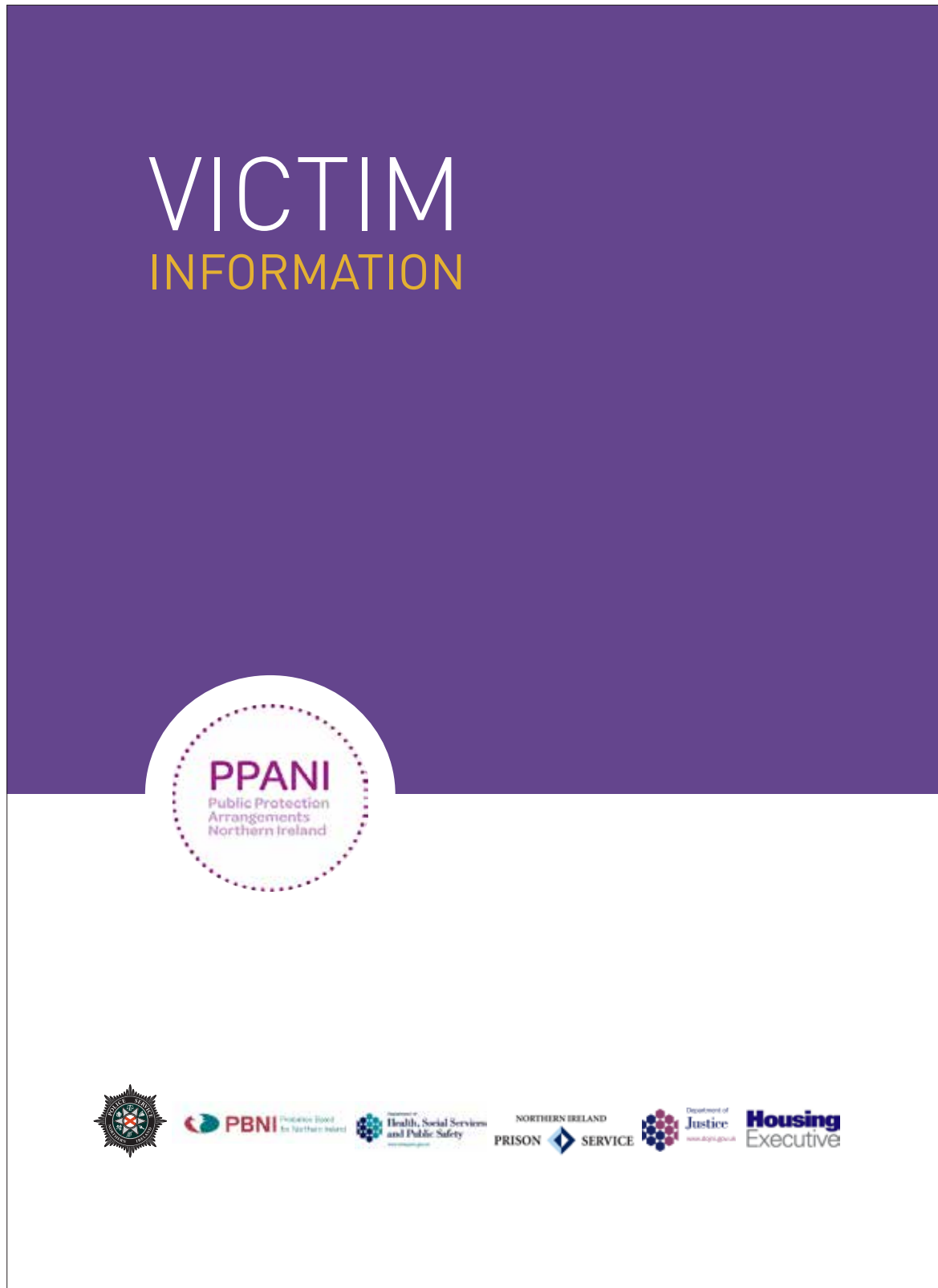
RIPA

The Regulation of Investigatory Powers Act 2000 (RIPA) legislates for using methods of surveillance and information gathering to help in the prevention of crime.

APPENDIX 7

PPANI Information Leaflets

PPANI Victim Information Leaflet



This booklet has been produced for victims by the agencies involved in the Public Protection Arrangements Northern Ireland (PPANI). The priority of all the agencies is keeping the public safe.

The purpose of the booklet is to:

- Provide you with information about how the agencies work to protect the public.
- Explain how you can engage with the agencies involved to share your concerns or receive information.
- Signpost you to organisations that may provide further support and assistance.

How The Agencies Work To Protect The Public

Through the Public Protection Arrangements, the Police, Probation and Prison Services work together with other agencies to manage the risks posed by certain violent and sexual offenders in order to protect the public.

All PPANI offenders are assessed at Local Area Public Protection Panels (LAPPPs) to establish the level of risk of harm they pose to the public. This results in the offender being placed in one of three risk categories (Categories 1 to 3, with Category 1 being the lowest and Category 3 being the highest risk).

Risk management plans are then worked out for each offender to manage those risks.

Risk management plans may include restrictions on offenders such as:

- Only living in accommodation approved by their Designated Risk Manager (DRM)
- Not entering a specific area

- Completing a treatment programme regarding their offending
- Not having contact with their victim
- Advising their Designated Risk Manager (DRM) if they enter a new relationship
- Not having contact with children without the approval of their DRM/Social Services
- Not consuming alcohol
- Electronic monitoring

There are also a number of special orders which the court can grant to assist the PSNI in managing the risk posed by sexual or violent offenders. These orders include:

- Sexual Offence(s) Prevention Orders (SOP0)
- Risk of Sexual Harm Orders (RHSO)
- Notification Orders
- Foreign Travel Orders
- Non Molestation Order (NMO)
- Violent Offences Prevention Order (VOP0)

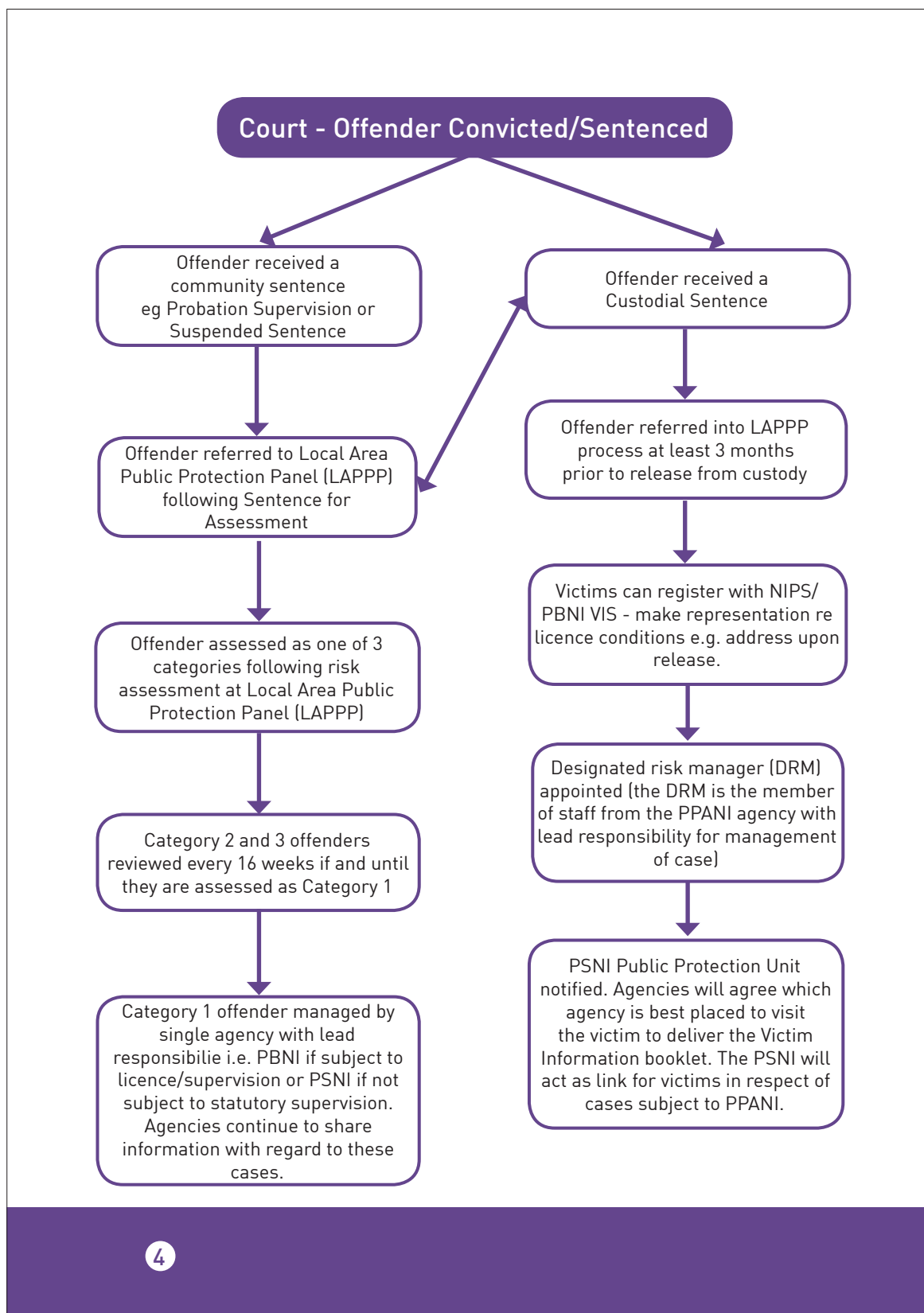
These orders give police additional powers to protect the public especially children and vulnerable adults, from serious sexual harm, by placing specific restrictions on individuals.

Offenders who fail to comply with supervision requirements may be returned to court or recalled to custody.

Engaging With The Agencies

We want to ensure that victims receive the support and assistance they need. We know that many victims want to engage with the agencies and this section outlines how best to do that. Victims issues are also on the agenda when cases are discussed at LAPPPs.

If you have concerns in relation to the person who committed the offence against you, such as seeing the offender in your street, we would encourage you to speak to the police about your concerns.



There are also a number of schemes/organisations that can provide assistance and information. They include:

The Prisoner Release Victim Information Scheme

The Prisoner Release Victim Information Scheme is a scheme which provides for victims of crime or where the victim is deceased, the family of the victim, to register to receive information about a prisoner's sentence, about any periods of temporary release from prison for which a prisoner is being considered and about their release from prison at the end of their period in custody. The scheme also provides for the written submission to the Prison Service of any concerns victim's/victim's families have about a prisoner's release.

The scheme only provides for information to be given about the month and year in which a prisoner is to be released whether temporarily or at the end of their time in custody.

An application form for the Prisoner Release Victim Information Scheme can be obtained via victiminfo@pbni.gsi.gov.uk or via Tel. 0300 1233269.

PBNI Victim Information Unit

The Victim Information Unit provides post sentence information to victims when their case has resulted in:

- Any prison sentence of 6 months or more received by an adult of 18 years or over;
- Any sentence supervised by the Probation Board for Northern Ireland; or
- A Hospital Order with a Restriction Order.

Through the PBNI Victim Information Scheme the following information will be provided to victims:

- Information about the specific sentence in their case and general information about PBNI's supervision of offenders.
- The opportunity to discuss concerns which may inform the management of the offender.
- Information can be provided in writing, by phone or in a face-to-face meeting with a PBNI Victim Liaison Officer.

- Information can be provided, if appropriate, about any organisation which may be able to offer specific support in relation to the victim's experiences /needs as a victim of crime.
- The opportunity to be involved, on a voluntary basis, in direct or indirect restorative contact with the offender if this would help address issues resulting from the offence.

Information about the PBNI Victim Information Scheme can be obtained via victiminfo@pbni.gsi.gov.uk or via Tel. 0300 1233269.

Mentally Disordered Offender Victim Information Scheme (DoJ)

The Mentally Disordered Offender Victim Information Scheme (DoJ) is a statutory scheme which offers victims the opportunity to submit their views when consideration is being given to applications for leave of absence or for the discharge of mentally disordered offenders.

The Prisoner Release Victim Information Scheme, the Probation Board for Northern Ireland Victim Information Scheme and the Mentally Disordered Offender Victim Information Schemes are co-located and are managed under the PBNI Victim Information Unit. These schemes are voluntary and it is necessary to register with them.

Victim Support NI

Victim Support NI is the charity supporting people affected by crime.

They offer a free and confidential service, whether or not a crime has been reported and regardless of how long ago the event took place. They are an independent organisation - not part of the police, courts or any other criminal justice agency.

Information can be found on their website www.victimsupportni.co.uk

Support Services

PPANI agencies recognise the importance of providing support for individuals who have been affected by sexual or violent offending. There are a number of services providing support for individuals who have been affected by sexual or violent offending.

Useful Contact Numbers

Cruse Bereavement Care NI

Tel: 0808 808 1677

Web: www.cruse.org.uk

Domestic & Sexual Violence Helpline

Tel: 0808 8021414

Web: www.dsahelpline.org

Women's Aid

Tel: 028 9024 9041

Email: info@womensaidni.org

Web: www.womensaid.ni.org

Men's Advisory Project (MAP)

Tel: Belfast: 028 9024 1929 / Foyle: 028 7116 0001

Email: info@mapni.co.uk

Web: www.mapni.co.uk

Nexus (Survivors of Sexual Abuse)

Tel: Belfast: 028 9032 6803 / Enniskillen: 028 6632 0046 /
Foyle 028 7126 0566

Web: www.nexusni.org

NSPCC

Tel: 028 9035 1135

Web: www.nspcc.org.uk

Support after Murder and Manslaughter

Tel: 028 9442 9009

Email: pam.surplis_samm.ni@live.co.uk

Web: www.samm.org.uk

Victim Support Northern Ireland

Tel: Central Office: 028 9024 3133 / Belfast Hub: 028 902 3133

Foyle Hub: 028 713 70086

Web: www.victimssupportni.co.uk



Local Public Protection Unit or PSNI Public Protection Team



PPANI Offender Information Leaflet

Information for those Convicted of, or Cautioned for Sexual Offences and those Convicted of Relevant Violent Offences



Foreword

This leaflet has been produced by the agencies which, under the law, have been tasked to jointly assess and manage risk posed by certain offenders in the community. The agencies which do this—mainly Police, Probation and Social Services, work together through a framework called the Public Protection Arrangements Northern Ireland (PPANI). This leaflet provides information to persons who have been convicted /cautioned for a sexual offence or relevant violent offences, which, under the provisions of the Criminal Justice (NI) Order 2008, attracts multi-agency assessment and management of risk.

This is not a comprehensive publication, nor a legal document, and its intention is to give a brief overview of the Public Protection Arrangements in so far as they relate to persons who have been convicted of a relevant sexual or violent offence or cautioned for a relevant sexual offence. It is for advice and guidance only.

Further information can be obtained online at:
www.publicprotectionni.com.

PLEASE NOTE:

The Public Protection Arrangements only seek to best manage and deliver actions which the agencies already have power to take. There are no additional powers contained within these arrangements.

Introduction

If you have been convicted or cautioned for a sexual offence on or after 6th October 2008 your case will have automatically been made subject to multi-agency assessment and, where considered necessary, multi-agency risk management.

If you were convicted of such an offence prior to 6th October 2008 your case will be considered under the Public Protection Arrangements if any of the following apply:

- Your case was already subject to risk assessment and management under the Multi-Agency Sex Offender Risk Assessment and Management (MASRAM) arrangements, or
- Your case has been referred by one of the agencies on the basis of serious concern about your behaviour

If you have been convicted of a relevant violent offence your case will also be referred for multi-agency risk assessment under the Public Protection Arrangements. Relevant violent offences include;

- Violent offences against a child or vulnerable adult committed on or after 6th October 2008, or where your case has been referred by one of the agencies on the basis of serious concerns about your behaviour
- Violent offences within domestic or family circumstances committed on or after 1st April 2010, or where your case has been referred by one of the agencies on the basis of serious concerns about your behaviour.
- Violent offences aggravated by hostility (hate crime) committed on or after 1st September 2011 and where you have received an enhanced sentence.

Assessment and Management of Risk

Once you have been convicted/cautioned for a sexual offence or a relevant violent offence, the level of risk that you pose to the community will be assessed. A number of agencies share the responsibility for this process which is carried out through a network of Local Area Public Protection Panels (LAPPPs) which sit throughout Northern Ireland and jointly assess risk and agree management of risk plans.

The agencies which can be represented on the LAPPPs include:

- Police Service of Northern Ireland
- Probation Board for Northern Ireland
- Northern Ireland Prison Service
- Health and Social Care Trusts
- Northern Ireland Housing Executive
- Other relevant Government Departments
- Agencies with child protection expertise

How Does the Process of Risk Assessment Work?

An initial assessment of risk will be carried out by the police using a standardised assessment model called Risk Matrix 2000 to help determine your likelihood of re-offending in a similar way. These assessments are based on fact and do not involve value judgements by the persons making the assessment. There will then be a further detailed risk assessment. This assessment, carried out by your local LAPPP, will consider all the available information and factors which may indicate current dangers of re-offending. These include your attitude to and co-operation with, the agencies involved, your current behaviour, employment and housing. Also included are any positive factors that might impact on your risk. This full assessment will result in the risk you pose being classified in one of three categories as follows:

Category 1

'Someone whose previous offending and/or current behaviour and/or current circumstances present little evidence that they will cause serious harm through carrying out a contact sexual or violent offence'

Category 2

'Someone whose previous offending and/or current behaviour and/or current circumstances present clear and identifiable evidence that they could cause serious harm through carrying out a contact sexual or violent offence'

Category 3

'Someone whose previous offending and/or current behaviour and/or current circumstances present compelling evidence that they are highly likely to cause serious harm through carrying out a contact sexual or violent offence'

How this will affect you

If the level of risk you pose is classified as Category 1, your case will not be subject to Multi-agency risk management. Any risk management actions taken will be by a single agency who has existing responsibilities, for example the Police will still undertake their duty in relation to notifiable sex offenders and Probation will still supervise an offender where there is a court order.

If the level of risk you pose is classified as Category 2 or Category 3, your case will require Multi-agency risk management within the Public Protection Arrangements. This will necessitate information regarding your case being shared with the key partner agencies where relevant (as per page 2).

How will Multi-Agency Risk Management Work?

All offenders assessed as Category 2 or Category 3 will be subject to multi agency risk management whilst they are in the community. You will be allocated a Designated Risk Manager (DRM) from one of the agencies represented on the LAPPP. This person will maintain contact with you. This person will be your liaison officer. If you are currently supervised by Probation e.g. on a Probation Order or Licence, your DRM will be your Probation Officer. If you have contact with an H&SCT Mental Health Team your DRM may be your Social Worker or Key worker. In most cases your DRM is likely to be a PSNI Officer.

The purpose of risk management is to protect the public though reducing your opportunity and inclination to reoffend. Risk management plans will normally include both enforcement actions to restrict behaviour and positive encouragement actions which will be designed to help you avoid causing serious harm through re-offending. The plans are regularly reviewed to take account of any changes in your personal circumstances such as attitude, behaviour, housing and employment.

Your DRM will inform you of the dates of the LAPPP meetings at which your risk will be discussed and you can make representation to the DRM, so that they can present any information to the LAPPP on your behalf. A set of minutes are taken at LAPPP meetings and each of the agencies in attendance will retain a copy. Each agency will ensure that LAPPP minutes are stored securely.

You will be kept fully informed of the decisions made at LAPPP meetings and your DRM will also keep you informed of any change in your category of risk and how you can work with the LAPPP agencies to reduce it. These procedures will work best with your full cooperation and the agencies concerned will ensure that you are treated fairly and that your human rights are respected.

How long with my Case continue to be reviewed by a LAPPP?

Assessment and ongoing review will be dependent upon the level of your assessed risk. If your level of risk is reduced to category 1 your situation will no longer be discussed by a LAPPP, and your case will not be subject to multi agency management within the Public Protection Arrangements.

However, you will still be visited by police if you are a sex offender subject to notification, or probation personnel if you are under statutory supervision. If your circumstances or situation change in any way which would increase the risk that you pose, your case may be referred back to the LAPPP and, depending on the panel's assessment, your category of risk could be increased from Category 1 to either Category 2 or 3.

While your risk is assessed as being Category 2 or Category 3 you will continue to be risk managed under the multi-agency arrangements (Public Protection Arrangements)

Will Information about My Offences be shared outside the PPANI Agencies?

Effective risk management requires that the risk assessment process identifies those persons who may be at risk of serious harm from the offender. As part of this process, consideration must be given in each case as to whether disclosure of information about an offender to others should take place to protect victims, potential victims, and other persons in the community.

Unless in exceptional circumstances, where agencies are considering the need to disclose information regarding your offences to other individuals, they will normally advise you of this decision in advance, explain the rationale behind the need to disclose this information and involve you in the information sharing process.

Child Protection Disclosure Arrangements

New arrangements were introduced on 14th March 2016 to make it easier for anyone who has concerns about someone who may pose a risk to children to find out if that individual has a criminal record for a sexual or violent offence. Members of the public can make an application at a Police station for disclosure of relevant conviction information relating to an individual who has access to a particular child or children.

Information about relevant sexual and violent criminal convictions will only be provided to the person with the main caring responsibilities for the specific child, e.g. parent and only if assessed as necessary to protect that child.

Unless there are exceptional circumstances you will be advised that an application to disclose information has been made in respect of your case, however you will not be advised of who has made the application.

You can obtain additional information regarding the Child Protection Disclosure Arrangements from your DRM or via **www.publicprotectionni.com**.

Domestic Violence Abuse Disclosure Scheme (DVADS)

The Domestic Violence and Abuse Disclosure Scheme Northern Ireland (DVADS) were introduced on 26th March 2018, and allows Police and partner agencies to manage risk by sharing relevant information about one person's history of domestic abuse with another, or to a third party deemed best placed to safeguard that person.

The principal aim of DVADS is to keep people safe, by helping protect potential victims, and allowing them to make an informed choice on whether they would wish to continue in their relationship. It focuses on identifying the level of risk and managing the risk through disclosure of information.

The Domestic Violence Abuse Disclosure Scheme provides two ways to disclose information: 'Right to Ask' and 'Power to Tell'.

The 'Right to Ask' is triggered when an individual makes a direct application to PSNI for information about an individual whom they suspect may have a history of violent or abusive behaviour towards a previous partner and where there are concerns about that individual's current behaviour.

The 'Power to Tell' is triggered when PSNI receive indirect information or intelligence about a person thought to be at risk from a partner, and where, after appropriate checks are made, PSNI judge that a disclosure should be made to safeguard that person.

The DVADS may overlap with and complement other disclosure processes, such as the Public Protection Arrangements Northern Ireland (PPANI) and the Child Protection Disclosure Arrangements Northern Ireland (CPDA).

You can obtain additional information regarding the DVADS on the NI Direct website (www.nidirect.gov.uk/see-the-signs).

The Benefits for you if you co-operate with the Agencies

- You will be kept informed as much as possible through your DRM.
- You will be involved in decisions that affect you.
- It may help to prevent you re-offending.
- It may assist you in gaining access to services to enable you to manage and change your behaviour.

The Consequences if you do not co-operate

You may be subject to closer monitoring in the community by the Police and other appropriate agencies. In exceptional circumstances, where there is a lack of co-operation or the risk cannot be managed and you are thought to pose a serious risk, this information may need to be made available to sections of the wider community. There are also other sanctions, such as a Sexual Offences Prevention Order (SOP) or Violent Offences Prevention Orders (VOP), which the Police can apply to the courts for, in certain circumstances which may impose further restrictions on you.

Breach of Statutory Orders of Other Requirements

As part of the conditions attached to your Probation/Custody Probation Order or Supervised Licence, for example, you may be subject to one or more of the following:

1. Required to keep appointments with your supervising Probation Officer.
2. Required to live in accommodation approved by the Probation Board for Northern Ireland.
3. Required to comply with a curfew.
4. Required to complete an offending behaviour programme e.g. Community Offenders, Treatment Programme or Building Better Relationships Programme.
5. Required to attend alcohol and/or drug counselling.

Failure to comply with these requirements may result in PBNi initiating breach or recall proceedings. These proceedings may result in you being returned to the court where you were originally sentenced or you being recalled to custody.

How you get more Information on the Risk Assessment and Management Process

You will receive information from the relevant agencies in the course of the risk assessment and management process. If you have any questions or queries you should contact your Designated Risk Manager.

Notification Requirements

You may also be subject to what are called 'notification requirements' as set out in Part 2 of the Sexual Offences Act 2003. . You will have been provided with a written copy of your Notification Requirements by the Court and/or by the NI Prison Service on your release, or for those cautioned for qualifying sexual offences by the cautioning PSNI Officer.

This legislation makes the following requirements:

Initial Notification

You are required to notify the Police, within the **next 3 days** of the following. You must do this in person at a designated Police Station. (List below)

If you have been released from custody or otherwise detained you must notify **within 3 days** of your release.

- Your name, including any other names you use , or have used
- Your date of birth
- Your home address/es (i.e. your sole or main residence in the UK)
- Your National Insurance number
- Your name as it appears on your passport, or other identification documentation, and your passport number or issue number of the identity document.

- Details of any bank accounts, credit and debit cards held by you (includes accounts held other solely by you, or jointly with another person & any business accounts). You must provide the name and address of bank accounts/financial institutions, names on those accounts or cards.
- Details of whether you have resided or stayed for a period of at least 12 hours at a household or private place, where a child under the age of 18 resides or stays.

Notifying Change

You are required to notify Police of any changes to the information provided at initial notification. This **MUST** be done within 3 days of change e.g.

- letting police known you are released from detention or custody
- providing address of any premises where you have stayed within UK (besides your home address) for a period of 7 days , or for two or more periods , in any 12months, which taken together amount to 7 days.

You can notify the Police of any planned change in advance, at which point you must provide the date when the change is expected to occur.

Periodic Notification

You are required to re-notify the Police of the details provided at initial notification on an annual basis, even if there is no change to those details. This means one year from the date of your initial notification, or if you have notified any change to the information, one year from the date the change was notified.

If you do not have a sole or main residence, you must notify the information on **a weekly basis**.

Travel Notification

You are required to provide information on when you intend to travel elsewhere within the United Kingdom, or when you intend to travel outside the UK.

Specifically, you must notify police:

- If you intend to leave your registered home address for more than 3 days to travel elsewhere in the UK, but where you do not intend to reside at another address which has already been, or must be, registered under existing notification requirements.
- Of ALL intended travel outside the UK, except to the Republic of Ireland. If you intend to travel to the Republic of Ireland you are only required to notify police where travel is for a period of 3 days or more.
- Details of your travel must be provided **at least 12 hours before departure**. This includes your date of departure from, and return to, the UK; all intended destination countries and your point of arrival in those countries, including your point of arrival on return to the UK; the dates which you intend to stay in each destination; accommodation arrangements in each of the countries; the identity of transport carriers used to reach each of the destinations, including those used for your return to the UK.

Failure to comply with these requirements, without reasonable excuse, or the provision of information to the Police which you know to be false, could result in a criminal offence with up to five years imprisonment.

If you have any queries relating to your notification requirement, you should contact your Designated Risk Manager (DRM).

Applications for Review of Indefinite Notification

If you are subject to indefinite notification requirements, you may wish to note that the law has changed under the Criminal Justice Act (Northern Ireland) 2013, to allow offenders who have been subject to indefinite notification requirements for a period of 15 years since leaving prison (or eight, if under the age of 18 at the time of conviction), to apply to the Chief Constable for review and potential discharge of these requirements.

However, if you are currently subject to a Sexual Offences Prevention Order (SOPo), the SOPo must first be discharged, prior to any application for a review of your indefinite notification requirements.

It should be noted that the review process is not automatic; therefore you must apply to the Chief Constable in writing, should you wish for a review of your notification requirements.

Violent Offences Prevention Orders (VOPOs)

With the introduction of Violent Offences Prevention Orders (VOPOs) certain violent offenders may also be subject to a similar system of notification, with similar penalties for non-compliance. If you are subject to a VOPO you are required to comply with Notification Requirements as previously mentioned above.

Any queries regarding notification requirements should be discussed with your legal representative and/or your PPANI Visiting Officer.

Penalty for Non-Compliance with Notification Requirements

Under Section 91 (1) of the Sexual Offences Act 2003, failure to comply with Notification requirements including a request for a photograph or fingerprints without reasonable excuse is an offence liable:

- On conviction on indictment-to imprisonment for a term not exceeding five years.
- On summary conviction- to imprisonment for a term not exceeding six months, or a fine not exceeding the statutory maximum, or both.

Prescribed Police Stations Names and Addresses

BELFAST	
Musgrave Street Police Station 60 Victoria Street Belfast BT1 3GL	
SOUTH AREA	
Bangor Police Station 1 Castle Park Avenue Bangor BT20 4BS	Newtownards Police Station 40 John Street Newtownards BT23 4LX
Downpatrick Police Station 3 Ballyhornan Road Downpatrick BT30 6RB	Lisburn Police Station 15 Barrack Street Lisburn BT28 1TJ
Armagh Police Station 1-2 City View Armagh BT60 1EP	Banbridge Police Station 14 Castlewellan Road Banbridge BT32 4AX
Lurgan Police Station 62 Church Place Lurgan BT66 6HD	Dungannon Police Station 1 Quarry Lane Dungannon BT70 1HX
Enniskillen Police Station 48 Queen Street Enniskillen BT74 7JR	Magherafelt Police Station 47 Meeting Street Magherafelt BT45 6BW
Omagh Police Station 1 Derry Road Omagh BT78 5DR	Ardmore Police Station 3 Belfast Road Newry BT34 1EF

NORTH AREA	
Strand Road Police Station 81a Strand Road Londonderry BT48 7AA	Antrim Police Station 24 Castle Street Antrim BT41 4AU
Limavady Police Station 11 Connell Street Limavady BT49 0EA	Strabane Police Station 23-25 Bowling Green Strabane BT82 8BW
Ballymena Police Station 26 Galgorm Road Ballymena BT43 5EX	Coleraine Police Station 17-19 Lodge Road Coleraine BT52 1LY
Larne Police Station 2 Hope Street Larne BT40 1UR	Newtownabbey Police Station 418 Shore Road Newtownabbey BT37 9RT

**Public Protection Arrangements
in Northern Ireland**

151 Belfast Road
Seapark Complex
Carrickfergus
BT38 8PL

T 028 9025 9612

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PPANI Offender Information Leaflet - Easy Read Version

Easy Read information for sexual / violent offenders



Version 3 13/05/2020



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Who is this information for



This information is for people who have been convicted of a sexual or violent offence.



Convicted means that a court has found you guilty. You may have been found unfit to take part in the court process.



This information is also for people who have been cautioned for a sexual or violent offence.



Cautioned means that you've done something wrong or the police have evidence that you've done something wrong.



When you get a caution, you could go to court if you break the rules.

What agencies work together

The following agencies work together to keep you and the public safe. All agencies may not be needed.



Police Service of Northern Ireland



Probation Board for Northern Ireland



Northern Ireland Prison Service



Health and Social Care Trusts



Northern Ireland Housing Executive



Child protection agencies



Other relevant Government Departments

The risk assessment process



Your risk of re-offending will be assessed.



A Category 1 is classed as a low risk.



A Category 2 is classed as a medium risk.



A Category 3 is classed as a high risk.

What the risk assessment means



If you are category 1 low risk, you will see the police at least once a year. You can contact in the mean time if needed.



If you are a category 2 medium or category 3 high risk, you will be reviewed by the agencies every 16 weeks.



The agencies will decide if a person's risk has changed.

Designated Risk Managers



Offenders who are category 2 or category 3 will have a Designated Risk Manager.



A Designated Risk Manager is your main contact person.



A Designated Risk Manager is usually from the police or probation.



A Designated Risk Manager is sometimes from a Healthcare Trust.

Working with the agencies



It is very important for you to work with the agencies.



You will be able to be involved in decisions.



Working with the agencies may help reduce the risk of re-offending.



It is serious if you do not work with the agencies.



If you do not work with the agencies, the police will monitor you more closely.

Things you have to tell the police



A notification requirement is a set of rules you have to follow from the law.



If you have been convicted or cautioned of a sexual offence, you have to tell the police information.



You have to tell the police within 3 days of release from prison, after court, or if anything changes.



You have to go to a police station to talk to the police.

Your first registration with the police



The first time you register with the police you need to tell them your:



Name



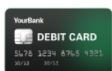
Date of birth



Home address



Passport or drivers licence information



Bank details

What changes the police need to know

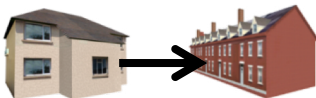


The police need to know of any changes to your information.



3

This must be done within 3 days.



You must tell the police of a change of address, if staying for more than 7 days.



You must tell the police if you want to travel or go on holiday.

Indefinite notifications



An indefinite notification is when you have to register with the police for at least 15 years.



Some people convicted of sexual offences have indefinite notifications.



After 15 years you have to apply to have this stopped.



Your designated risk manager can help you with this.

Further information



For more information you can look up:

www.publicprotectionni.com



Your key person to contact is:



Northern Health
and Social Care Trust

Created in collaboration with the
Northern HSC Trust Promote (Learning
Disability) Team.

APPENDIX 8

Government Security Classification (GSC) & Government Protective Marking Scheme (GPMS)

Government Security Classification (GSC)

The new classifications and markings introduced under the new scheme, effective from 2nd April 2014 are; top Secret, secret and official –sensitive. Official on its own as a classification does not require a marking.

All routine public sector business, operations and services should be treated as OFFICIAL. There is no requirement to explicitly mark routine Official information.

The caveat 'Sensitive' should only be added to the classification Official in cases of higher risk and where a visible marking is needed - it is not a separate classification.

To support specific business requirements an optional DESCRIPTOR, alongside the OFFICIAL - SENSITIVE marking, to distinguish particular types of information and indicate the need for additional COMMON SENSE PRECAUTIONS TO LIMIT ACCESS CAN BE APPLIED e.g. Commercial, Personal, Locally Sensitive, etc.

PSNI use of GPMS

Given the difference in timescales for adoption of the new GSC, PSNI officers and staff need to ensure that information received from any of our public sector partners continues to be managed appropriately.

The following guidance should be followed from 2nd April 2014 when information is received from or sent to another government body that has adopted the new classification scheme:

Sending Information to Departments and public bodies on the new Classification Scheme

If you send a document to another party, even if they are working with the new classifications, you should use the existing protective markings and handling instructions and make any specific handling instructions clear to the recipient before sending it.

Receiving information from Departments and public bodies on the new classification scheme

Classification of info received	Guidance
SECRET or TOP SECRET	Continue to handle in accordance with the SECRET and TOP SECRET markings as defined within the existing guidelines. Please refer to PSNI IA Standard 1.08 on Protective Marking.
OFFICIAL-SENSITIVE	<ul style="list-style-type: none"> If the document contains reference to Serious Organised Crime or Foreign Intelligence it should be considered to be marked as SECRET and you should follow the existing GPMS handling guidelines for SECRET; If the document contains reference to a vulnerable individual or individuals, then you should treat the document as if it were marked as CONFIDENTIAL and follow the existing GPMS handling instructions for CONFIDENTIAL; and If none of the above applies, then you should treat the document as if it were marked RESTRICTED and follow existing handling instructions for RESTRICTED.
OFFICIAL	Treat the document as RESTRICTED and follow existing handling instructions.
Unmarked Documents	Treat the document as RESTRICTED and follow existing handling instructions for RESTRICTED unless otherwise advised by the originator of the information.

APPENDIX 9 Internal PPANI Case Reviews

Official Sensitive



Internal PSNI/PBNI/NIPS/HSCT/NIHE PPANI Case Review

Section 1: Subject Details

Name:

Address:

DOB:

Section 2: Current Alleged Offence/Offences

Section 3: Context of Review

The Chair of the Strategic Management Board for the Public Protection Arrangements (PPANI) has directed that a Serious Case /Internal Agency Review to be prepared on -----



Official Sensitive

Section 4: Terms of Reference of Review

Specific Terms of Reference to be inserted e.g.

- To establish whether there are lessons to be learned from this case, including evidence of good practice, in how your agency managed the risk posed by the offender.
- To identify clearly any learning, how it should be acted upon and what improvements should flow from it by way of improved inter-agency working to safeguard the public and promote public confidence

Section 5: Methodology/ Review Process

In order to complete this review I have had access to the following reports:

All LAPPP Minutes etc

I met with.....



Official Sensitive

Section 6: Case Background/Relevant Offending History

(E.g. Index PPANI eligible offence and previous relevant convictions prior to index offence)

Section 7: Agency Involvement/contact with the Subject & Relevant Others



Official Sensitive

Section 8: Public Protection Arrangements NI

(E.g. LAPPP Reviews and agency response to specific allocated actions)

Section 9: Findings



Official Sensitive

Section 10: Recommendations

In terms of learning from this case it is recommended:

Official Sensitive

Section 11: Action Planning

Issue	Recommendation	Person (S) Responsible	Timescales





**PUBLIC PROTECTION ARRANGEMENTS
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