

## **PBNI Disclosure Log – Response to Request**

Request Reference: 024.06.04  
Date of Request: 03 June 2024  
Date of Response: 06 June 2024

### **Request and Response**

1. Could you kindly furnish me with any information on the process of compiling a Pre-Sentence Report and how staff are to compile a PSR.
2. Can you also confirm why these meetings are not recorded in a formal manner?
3. Is it procedure to depend on the personal opinion of the interviewer when compiling a report?
4. What qualifications are required for staff members that carry out PSRs?

### **Response 1**

If you have been convicted of an offence at court, a Probation Officer will write information about you in a report for the Court. This report is called a Pre-Sentence Report (PSR) and is used to assist the Court in deciding what the sentence will be in your case. Information about PSRs can be found at:

<https://www.pbni.org.uk/files/pbni/2022-06/Probation%20Pre-sentence%20Report%20Leaflet%20March%202022.pdf>

### **Response 2&3**

PBNI has standards which staff follow when compiling a PSR. Standards state that a Probation Officer should carry out an interview with a service user to complete the PSR. In addition, a home visit may also be undertaken. The handwritten notes of the interview will be saved onto the PBNI case management system as a record of that interview. PBNI practice standards also stipulate that additional information for the pre-sentence report will be obtained from other sources including where appropriate social services, a GP or other services which are involved with the individual. The purpose of obtaining all of the information is to complete an assessment to measure the person's risks and needs relating to their offending behaviour and make a recommendation to the court as to how this might be addressed. Through comprehensive assessment, PBNI practitioners are able to target and tailor interventions to address service user's specific risks and needs. The current PBNI approved assessment tool is the ACE (Assessment, Case Management and Evaluation) incorporating RA1 (Risk of Serious Harm to Others) assessment. ACE is a structured assessment tool which assesses risk and need, which in conjunction with professional judgement, assesses likelihood of general re-offending within a 2 year period. All Probation Officers are trained in undertaking ACE assessments and this ensures that reports are not based on the personal opinion of the report writer but rather on a validated assessment tool.

## Response 4

Probation Officers who write PSRs are qualified social workers trained in the assessment and management of risk. They use their professional judgement and risk management tools when compiling a report and making recommendations for the Judge.

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

If you are unhappy with the way PBNI has handled your request, you may ask for an internal review using our complaints procedure. A copy of our [complaints procedure](#) is available on our website [www.pbni.org.uk](http://www.pbni.org.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

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

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