

SCHEDULE 1

Rule 14(1)

Information and reports for submission to the Commissioners by the Secretary of State on a reference to the Commissioners under Article 6(5) of the Order

Part A

Information Relating to the Prisoner

1. The full name of the prisoner.
2. The date of birth of the prisoner.
3. The prison or place of detention in which the prisoner is detained and details of other prisons or places of detention in which the prisoner has been detained, including the date and reasons for any transfer.
4. The date the prisoner was sentenced and the details of the offence(s) in question, including information as to whether a certificate was issued by the Attorney General for Northern Ireland to deschedule any offence(s) in question.
5. Where applicable, the previous convictions, sentences, licences, periods of temporary release from prison, release and recall history of the prisoner.
6. The comments, if available, of the trial judge in passing sentence on the prisoner.
7. Where applicable, the conclusions of the Court of Appeal in respect of any appeal by the prisoner or the Attorney General for Northern Ireland against conviction or sentence.

Part B

Reports Relating to the Prisoner

1. Any pre-trial and pre-sentence reports examined by the sentencing court and any police report on the circumstances of the offence(s).
2. Any report on a prisoner while he was subject to a transfer direction under Article 53 of the Mental Health (Northern Ireland) Order 1986.
3. Any current reports on the prisoner's performance and behaviour in prison, where relevant, (reports previously examined by the Commissioners need only be summarised), including any:—
 - (a) prison reports;
 - (b) record of offences against discipline;
 - (c) reports on any temporary release;
 - (d) details of, and reports on compliance with, any sentence management plan;
 - (e) reports on the prisoner's health including mental health;
 - (f) psychology reports;
 - (g) assessment of the risk of re-offending and the likelihood of the prisoner being a danger to the public if released immediately; or
 - (h) assessment of suitability for release on licence and licence conditions.
4. An up-to-date report prepared for the Commissioners by a Probation Officer, including any reports on the following:—

- (a) details of the home address, family circumstances, and family attitudes towards the prisoner;
 - (b) alternative options if the offender cannot return home;
 - (c) the opportunity for employment on release;
 - (d) the local community's attitude towards the prisoner (if known), including the attitudes and concerns of the victim(s) of the offence(s);
 - (e) the prisoner's response to previous periods of supervision;
 - (f) the prisoner's behaviour during any temporary leave during the current sentence;
 - (g) the prisoner's response to discussions of the objectives of supervision where applicable;
 - (h) an assessment of the risk of re-offending;
 - (i) a programme of supervision;
 - (j) a recommendation for release; and
 - (k) recommendations regarding any special licence conditions.
5. Any other information which the Secretary of State considers relevant to the case and wishes to draw to the attention of the Commissioners.

Part C

Prisoner's Information and Documentation

1. Any papers, including attached supporting information or documents, submitted by the prisoner or his representative in respect of the case.
2. Where applicable, particulars of and documents relating to any previous applications by the prisoner in respect of the case.

SCHEDULE 2

Rules 14(1) and 24

Information and reports for submission to the Commissioners by the Secretary of State on a reference to the Commissioners under Article 9(4) of the Order

Part A

Information relating to the prisoner

1. The full name of the prisoner.
2. The age of the prisoner.
3. The prison in which the prisoner is detained and details of other prisons in which the prisoner has been detained, the date and reasons for any transfer.
4. The date the prisoner was sentenced and the details of the offence(s).
5. The previous convictions, licences and periods of temporary release of the prisoner.
6. The details of, and reports on compliance with, any sentence management plan.

7. The details of any previous recalls of the prisoner including the reasons for such recalls and subsequent re-release on licence.

8. The statement of reasons for the most recent recall which was given to the prisoner under Article 9(4) of the Order.

9. The details of any memorandum which the Commissioners considered prior to making its recommendation for recall under Article 9(1) of the Order or confirming the Secretary of State's decision to recall under Article 9(2) of the Order, including the reasons why the Secretary of State considered it expedient in the public interest to recall that person before it was practicable to obtain a recommendation from the Commissioners.

Part B

Reports relating to the prisoner

1. Any reports considered by the Commissioners prior to making its recommendation for recall under Article 9(1) of the Order or its confirmation of the Secretary of State's decision to recall under Article 9(2) of the Order.

2. Any other relevant reports.