

**202500449152 – Part 1 – Prisoners (Early Release) (Scotland) Bill –  
correspondence, briefings and notes of meetings – 19 December 2024 to 19  
January 2024**

**Document 1 - Housing and Prisoner Release advice to Cabinet Secretary for  
Social Justice**

**From:** [redacted personal information] **On Behalf Of** Cabinet Secretary for Social Justice 2024

**Sent:** 14 January 2025 12:09

**To:** Cabinet Secretary for Social Justice 2024 <CabSecforSJ@gov.scot>; Cabinet Secretary for Justice and Home Affairs 2024 <CabSecforJHA@gov.scot>; Minister for Housing <MinisterforHousing@gov.scot>

**Subject:** Housing and Prisoner Release - Urgent Advice - Deadline Thursday 16th Jan at 16:00

**Importance:** High

Good afternoon,

The Cabinet Secretary has asked for urgent advice on Housing and Prisoners Release following the recent SG legislation. Grateful for advice on what support is in place to ensure that these individuals don't become homeless, and whether we are content that this is sufficient, by this Thursday at 16:00 please.

Please expand copy list as required.

Many thanks,

[redacted personal information]

**From:** [redacted personal information]

**Sent:** 15 January 2025 14:21

**To:** Cabinet Secretary for Social Justice 2024 <CabSecforSJ@gov.scot>

**Cc:** Director for Housing <DirectorForHousing@gov.scot>; Cabinet Secretary for Justice and Home Affairs 2024 <CabSecforJHA@gov.scot>; Minister for Housing <MinisterforHousing@gov.scot>

**Subject:** FW: Housing and Prisoner Release - Urgent Advice - Deadline Thursday 16th Jan at 16:00

**Importance:** High

Please see below note as requested for the Cabinet Secretary on the Prisoners (Early Release) (Scotland) Bill:

- The [Prisoners \(Early Release\) \(Scotland\) Bill](#) was passed by the Scottish Parliament on 26 November 2024 and is intended to come into force on 11 February 2025. The Act will change the point of automatic early release for some short-term prisoners from following 50% of their sentence to following 40% of their sentence. The implementation of the Act will result in some individuals who have served over 40% of their sentence on commencement becoming immediately eligible for release.

- An estimated 260 - 390 individuals will be released across three tranches over six weeks from 18 February – 20<sup>th</sup> March 2025. This will result in a temporary, one-off increase in service demand and costs to local authorities, to provide housing support and accommodate any individuals assessed as homeless.
- For this reason, the Cabinet Secretary for Justice and Home Affairs will make funding of up to £1.3 million available to support local authorities to implement the changes made by the Bill, with regard to local authority housing services.
- Officials have been in regular contact with representatives from COSLA, ALACHO and other organisations in developing the Prisoners (Early Release) Bill and to understand its impact at a local level. The cost estimate was developed with input from COSLA and ALACHO and is based on the assumption that around 15% of those released within the initial tranches will enter the homelessness system directly at release and that all of those entering the homelessness system will require a homelessness interview and a housing support needs assessment.
- Work is ongoing to determine how best to distribute funding to local authorities in a fair and equitable way, reflecting the differing impact the legislation will have across Scotland, and a formal proposal is likely to be made in February through the Settlement and Distribution Group (attended by SG and COSLA officials) and COSLA leaders.
- In advance of any formal agreement being made, COSLA have indicated to justice colleagues some concern amongst local authorities about the impact of the Bill. Justice officials therefore plan to confirm in writing to LAs that funding will be made available to support housing costs (as has already been noted in Parliament by Cab Sec Justice) and that further details on the distribution approach will be available shortly. Homelessness officials have asked that the letter makes clear that the funding is to support the additional costs arising as a result of the implementation process, rather than being directed at a particular cohort of people, to ensure that all those in housing need get the support they require.
- A delivery group has been established by justice colleagues to implement the changes made by the Bill with representation from organisations with a direct role in operational delivery, including COSLA, ALACHO, SPS and SG.

Please let me know if you require anything further.

Kind regards

[redacted – personal information]

**202500449152 - Document 2 - Prisoners (Early Release) (Scotland) Bill Delivery Group meeting, correspondence, papers and notes**

**Correspondence**

*Please note that any document which was attached within the email correspondence below has been included in the “papers” section of this document. The joint Prisoners (Early Release) (Scotland) Act 2025 implementation plan is document 4 of this release.*

**From:** [redacted- personal info]@prisons.gov.scot

**Sent:** 19 December 2024 09:32

**To:** [redacted- personal info]@phoenixfutures.org.uk; [redacted- personal info]@accesstoindustry.co.uk; [redacted- personal info]@gracechocolates.co.uk; [redacted- personal info]uws.ac.uk; [redacted- personal info]@familiesoutside.org.uk; [redacted- personal info]@familiesoutside.org.uk; [redacted- personal info]@southlanarkshire.gov.uk

**Cc:** [redacted- personal info]@scottishrecoveryconsortium.org; [redacted- personal info]@ccpscotland.org; [redacted- personal info]@ccpscotland.org; [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@nextchapterscotland.org.uk; [redacted- personal info]@familiesoutside.org.uk

**Subject:** STP40 Pre Release from and Local Authority Allocations [SEC=OFFICIAL]

OFFICIAL

Morning everyone,

Thanks again for your time and insights at yesterday’s meeting.

[redacted- personal info] is doing the mammoth task of trying to pull minutes together, and we will circulate them by the end of this week, but due to everyone taking some well-earned time off over the festive break I wanted to share the Pre Release Consideration of Needs form (that shapes the structured interview with the person being released) and the suggested allocation of local authorities to each prison before we all pop our out of office’s on.

Any and all suggestions for developing our processes, forms and allocations are most welcome.

[redacted- personal info] and I will get together with DWP, PSP Partners, Housing officers, Social Security Scotland etc and talk them through the plans for release management groups and will then catch up with our prison teams to get them up to speed.

As mentioned yesterday, SG colleagues are facilitating weekly STP40 meetings for partners operational leads in the new year, and if you haven’t already heard from them please feel free to contact the team for the online invite; [redacted- personal info]

If we don't hear from you beforehand, happy present wrapping and have a very Merry Christmas,  
[redacted- personal info]

**From:** [redacted- personal info]@southlanarkshire.gov.uk  
**Sent:** 19 December 2024 15:40  
**To:** [redacted- personal info]@midlothian.gov.uk; [redacted- personal info]@socialworkscotland.org  
**Subject:** FW: STP40 Pre Release from and Local Authority Allocations [SEC=OFFICIAL]

Hi

Can I check with you if either of you are attending the STP40 meetings for partners operational leads that are run by SG as suggested below? Just wondering if we need a SWS rep on them? If you're not I could see about attending these.

Let me know thanks  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** Thursday, December 19, 2024 4:59 PM  
**To:** [redacted- personal info]@homeoffice.gov.uk  
**Cc:** [redacted – personal info]@prisons.gov.scot  
**Subject:** Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

[redacted- personal info]

Following the recent passage of the Prisoners (Early Release) (Scotland) Bill – which will change the release point for short-term prisoners in Scotland to after 40% of their sentence has been served – we have established a delivery group to oversee and advise on implementation, which is expected to be completed in February/March. Some further details are set out below and in the attached letter, including a list of the various bodies involved in this to date.

Following the first meeting of the group, which was partly intended to identify if any further organisations might need to be involved in this, Scottish Prison Service colleagues highlighted that your input to the process would be helpful.

I'd welcome your thoughts on this - the next (virtual) meeting is scheduled for Thursday 9 January, 1400-1530. I'm on annual leave that week but you're able to attend or if you'd like to discuss your possible involvement further (or just need more information), please get in touch with [redacted- personal info] (copied), who will be returning on 6 January.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 19 December 2024 16:59  
**To:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Subject:** Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

Hi [redacted- personal info]

I hope you're well, and getting some time off soon for the Christmas break?

As you might be aware, we recently established a delivery group to oversee and advise on implementation of the Prisoners (Early Release) (Scotland) Bill (details below and in attached letter). Following the first meeting, which was partly intended to identify if any further organisations might need to be involved in this, SPS colleagues highlighted that your input to the process would be helpful.

I'd welcome your thoughts on this – the next (virtual) meeting is scheduled for Thursday 9 January, 1400-1530. I'm still on leave that week but if you'd like to attend or if you'd like to discuss further, [redacted- personal info] (copied) will be able to assist.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Sent:** 19 December 2024 17:07  
**To:** [redacted- personal info]@gov.scot  
**Subject:** Re: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

Happy to look at this [redacted- personal info] and attend meeting.

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 19 December 2024 17:09  
**To:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

Thanks [redacted- personal info] – will send on the meeting invite.

[redacted- personal info]

**From:** [redacted- personal info]@homeoffice.gov.uk  
**Sent:** Thursday, December 19, 2024 5:13 PM  
**To:** [redacted- personal info]@homeoffice.gov.uk

**Subject:** FW: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

Hi Both,

Just received this from someone in the Scottish Govt in relation to the Scottish SDS. The attachment stipulates that they are after one SPOC to join their weekly delivery group calls from January. Presumably this would fall best with either one of yourselves?

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@homeoffice.gov.uk  
**Sent:** 20 December 2024 10:21  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@homeoffice.gov.uk  
**Subject:** FW: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group

Hi [redacted- personal info]

Further to the below, can I put myself forward as the SPOC for Immigration Enforcement please? Grateful if both [redacted- personal info] and I could be invited to future meetings of the delivery group. It'll be me attending mostly, but good to have [redacted- personal info] invited if I need someone to stand in for me.

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@ccpscotland.org  
**Sent:** 20 December 2024 16:47  
**To:** [redacted- personal info]@gov.scot  
**Cc:** Community Justice Delivery  
**Subject:** Re: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

Saw that [redacted- personal info] is now on leave and not sure if you are both also! If not yet, just wanted to double check that we can share the implementation plan and TOR as well as the minutes with our members? Hoping to send out some comms on Monday.

Cheers,  
[redacted- personal info]

**From:** [redacted- personal info]@socialworkscotland.org  
**Sent:** Thursday, December 19, 2024 4:59 PM  
**To:** [redacted- personal info]@midlothian.gov.uk; [redacted- personal info]@southlanarkshire.gov.uk  
**Subject:** RE: STP40 Pre Release from and Local Authority Allocations  
[SEC=OFFICIAL]

Hi [redacted- personal info]  
Im on the Prisoner (ER)(S) Act delivery but Im pretty sure this is a different group, so I agree would be good to have a rrep on this group

[redacted- personal info]

**From:** [redacted- personal info]@southlanarkshire.gov.uk  
**Sent:** 19 December 2024 16:59  
**To:** [redacted- personal info]@gov.scot; [redacted- personal info]@gov.scot;  
[redacted- personal info]@gov.scot  
**Subject:** FW: STP40 Pre Release from and Local Authority Allocations  
[SEC=OFFICIAL]

Hello [redacted- personal info]

Just following on from [redacted- personal info] email below can I check if the STP40 meetings for partners operational leads has a rep from social work on it and if not if I could be added?

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 06 January 2025 09:30  
**To:** [redacted- personal info]@southlanarkshire.gov.uk; [redacted- personal info]@gov.scot; [redacted- personal info]@gov.scot;  
**Cc:** [redacted- personal info]@socialworkscotland.org  
**Subject:** RE: STP40 Pre Release from and Local Authority Allocations  
[SEC=OFFICIAL]

Morning all,

Confirming that [redacted- personal info] is the rep on the SG facilitated group. The only other group being facilitated by SG is the victims group. Of course happy for additional social work reps to attend. The next meeting is on Thursday at 2 so let me know if you would like me to extend the invite.

Best,  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 06 January 2025 09:38  
**To:** [redacted- personal info]@ccpscotland.org  
**Cc:** Community Justice Delivery  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

Apologies I was on leave so sorry to miss your deadline. Confirming that yes the plan, ToR and minutes can be shared with members.

Hope you had a bit of a break over the holidays.

Best,  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 06 January 2025 11.30  
**To:** [redacted- personal info]@homeoffice.gov.uk  
**Subject:** FW: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

Thank you for volunteering to attend the Prisoner Early release delivery group meetings. [redacted- personal info] is currently on leave but I wanted to forward you the invite in case you can attend on Thursday. Please also see the TOR and minutes from the last meeting attached.

Best,  
[redacted- personal info]

**From:** [redacted- personal info]@communityjustice.scot  
**Sent:** 07 January 2025 09:48  
**To:** [redacted- personal info]  
**Cc:** [redacted- personal info]@communityjustice.scot  
**Subject:** Declined: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill  
**When:** 13 February 2025 14:00-15:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
**Where:** Microsoft Teams Meeting

Hi [redacted- personal info] – I'm on annual leave for this meeting so will ask a colleague to cover. Thanks.

Could you send it onto [redacted- personal info]? Hope that's OK for you [redacted- personal info] – your diary is clear so figured that would be OK. Thanks.



**From:** [redacted- personal info]@gov.scot  
**Sent:** 07 January 2025 10:44  
**To:** [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@prisons.gov.scot  
**Subject:** STP40 - delivery group meeting 09.01.25 - SG / SPS catch-up

Morning both,

I hope you had some restful time off over the holidays and are having a good start to 2025. That's me back in and thinking about the delivery group meeting on Thursday. I was wondering if it would be helpful for us to catch-up ahead of that either later today or sometime tomorrow? Also if you would be willing to provide a detailed update as part of the agenda?

Let me know,  
[redacted- personal info]

**From:** [redacted- personal info]@socialworkscotland.org  
**Sent:** 07 January 2025 10:55  
**To:** [redacted- personal info]@gov.scot  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]  
Just looking at my diary for 2025! I thought I would advise you of a few clashes-The timing of the delivery group for this week is clashing with CJ Board ( meets every second Thursday 2pm usually in person). I should be able to attend this week as [redacted- personal info] will go to the CJB. We are meeting with Cab Sec in morning at parliament so need to get back for Teams meeting. The following week- 16/1- the meeting clashes with our regular meeting with SG and COSLA- we might be able to spread ourselves across the two meetings but I need to catch up with [redacted- personal info].

Happy to discuss  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 07 January 2025 11:11  
**To:** [redacted- personal info]@gov.scot; [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: STP40 - delivery group meeting 09.01.25 - SG / SPS catch-up  
[SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info],

Thanks and yes like you I was tired after all the STP 40 work. It was great to get some quality time with family. Myself and [redacted- personal info] are just off a teams meeting with all our heads of offender outcomes managers where we set out the requirement for release management. We have

also issued a Governors Action Notice (GMA) outlining the process and have developed an generic information sharing protocol that is currently with our information security manager for approval.

I think a quick catch up would be good I am free this afternoon after 3.30 if that helps

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 07 January 2025 11:25  
**To:** [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: STP40 - delivery group meeting 09.01.25 - SG / SPS catch-up

Hi,

Oh I'm glad to hear it. That's great I'll put in some time at 4?

[redacted – personal info]

**From:** Community Justice Delivery  
**Sent:** 07 January 2025 16:30  
**To:** [redacted – personal info]@gov.scot; [redacted – personal info]@alacho.org; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@DWP.GOV.UK; [redacted – personal info]@rma.gov.scot; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotcourts.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@socialworkscotland.org; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]cosla.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@southlanarkshire.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@phs.scot; [redacted – personal info]@scottishrecoveryconsortium.org; [redacted – personal info]@homeoffice.gov.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@homeoffice.gov.uk  
**Cc:** Community Justice Delivery; Deputy Director Community Justice  
**Subject:** Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

Dear Delivery Group Members,

Please see attached agenda and papers for the upcoming meeting of the Prisoners (Early Release) delivery group on Thursday 9<sup>th</sup> January at 14.00. Any questions or issues please let me know.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@communityjustice.scot  
**Sent:** 07 January 2025 16:44  
**To:** Community Justice Delivery  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

Just wanted to flag one bit of feedback that came from a colleague regarding the action plan for this work: whilst the releases will not include people with index offences that are sexual and domestic related, people with previous offences of this nature and/or subject to MAPPA (current or prior) will be being released automatically – is there anything additional we need to be considering in relation to their support and partnership working? Perhaps as part of the SPS 'consideration of needs' form that JSW have been sent?

Thanks,  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 08 January 2025 10:09  
**To:** [redacted- personal info]@phs.scot  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** RE: ADP weekly Meetings

Hi [redacted- personal info]

Thank you for this. Unfortunately we won't be able to send anyone to the MATSIN meeting as we are still a bit thin on the ground here with people returning from leave. I would be grateful though if following [redacted- personal info] presentation it could be discussed if an ADP rep on the group would be beneficial and if so who would be willing to attend? I've also sent the papers and invitation on to yourself and agree it would be useful to have a public health rep on the group if you would be willing to attend or could suggest another suitable rep?

Best,  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 08 January 2025 10:59

**To:** [redacted- personal info]@prisons.gov.scot;[redacted- personal info]@prisons.gov.scot

**Subject:** FW: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Morning both,

Aware we picked up on this very point yesterday and that you are on it. It might be a useful point to pick up at the meeting tomorrow while key partners are around the table.

Best,

[redacted- personal info]

**From:** Community Justice Delivery

**Sent:** 08 January 2025 10:51

**To:** [redacted- personal info]@communityjustice.scot

**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

Thanks for this, we were just catching up with SPS about this very point yesterday actually and they were saying that while expected to be very small numbers they are working on identifying those who will be subject to MAPPA on release as a priority. I'll add a note to the plan and we can pick up this point at the meeting tomorrow.

See you then,

[redacted- personal info]

**From:** Community Justice Delivery

**Sent:** 08 January 2025 11:43

**To:** Community Justice Delivery

**Cc:** [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@phs.scot; [redacted- personal info]@gov.scot

**Bcc:** [redacted- personal info]@south-ayrshire.gov.uk; [redacted- personal info]@borders.scot.nhs.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@fife.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@stirling.gov.uk; [redacted- personal info]@falkirk.gov.uk; [redacted- personal info]@aberdeencity.gov.uk; [redacted- personal info]@aberdeenshire.gov.uk; [redacted- personal info]@moray.gov.uk; [redacted- personal info]@glasgow.gov.uk; [redacted- personal info]@eastdunbarton.gov.uk; [redacted- personal info]@eastrenfrewshire.gov.uk; [redacted- personal info]@inverclyde.gov.uk; [redacted- personal info]@ggc.scot.nhs.uk; [redacted- personal info]@ggc.scot.nhs.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@nhs.scot; [redacted- personal info]@northlan.gov.uk; [redacted- personal info]@southlanarkshire.gov.uk; [redacted- personal info]@edinburgh.gov.uk; nick.clater@midlothian.gov.uk; [redacted- personal info]@westlothian.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@dundeecity.gov.uk; [redacted- personal info]@pkc.gov.uk; [redacted- personal info]@nhs.scot;

[redacted- personal info]; [redacted- personal info]@north-ayrshire.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@east-ayrshire.gov.uk; ADP@north-ayrshire.gov.uk; [redacted- personal info]@north-ayrshire.gov.uk; [redacted- personal info]@south-ayrshire.gov.uk; [redacted- personal info]@borders.scot.nhs.uk; [redacted- personal info]@borders.scot.nhs.uk; bordersadp@borders.scot.nhs.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@fife.gov.uk; Alcohol.DrugInfo@fife.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@falkirk.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@aberdeenshire.gov.uk; [redacted- personal info]@aberdeenshire.gov.uk; [redacted- personal info]@moray.gov.uk; MorayADP@moray.gov.uk; [redacted- personal info]@glasgow.gov.uk; adp@glasgow.gov.uk; [redacted- personal info]@Eastdunbarton.gov.uk; [redacted- personal info]@eastrenfrewshire.gov.uk; [redacted- personal info]@inverclyde.gov.uk; [redacted- personal info]@inverclyde.gov.uk; ADPartnership@inverclyde.gov.uk; [redacted- personal info]@ggc.scot.nhs.uk; [redacted- personal info]@ggc.scot.nhs.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@nhs.scot; [redacted- personal info]@nhs.scot; [redacted- personal info]@lanarkshire.scot.nhs.uk; [redacted- personal info]@lanarkshire.scot.nhs.uk; SouthLanarkshire.ADP@lanarkshire.scot.nhs.uk; [redacted- personal info]@edinburgh.gov.uk; [redacted- personal info]@eastlothian.gov.uk; [redacted- personal info]@nhslothian.scot.nhs.uk; [redacted- personal info]@westlothian.gov.uk; [redacted- personal info]@nhs.scot; [redacted- personal info]@nhs.scot; [redacted- personal info]@angus.gov.uk; AngusADP@angus.gov.uk; [redacted- personal info]@dundeecity.gov.uk; [redacted- personal info]@pkc.gov.uk; [redacted- personal info]@nhs.scot  
**Subject:** Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative

Dear ADP chairs / coordinators,

As you may be aware the Prisoners (Early Release) (Scotland) Bill was passed by the Scottish Parliament on 26 November 2024. The core provisions within this Bill will change the point of automatic early release for most short-term prisoners to following 40% of their sentence. It is intended to commence these provisions early this year to allow for initial releases to begin from around 18<sup>th</sup> February 2025. Initially releases will be managed within three tranches over six weeks with business as usual commencing from around 21<sup>st</sup> March 2025.

In order to ensure a smooth transition to the new process and support for those being released earlier than anticipated Scottish Government is facilitating a short-term national level delivery group consisting of key delivery partners. As a key delivery partner, we would appreciate the ongoing input and expertise of ADPs as we move towards commencement and would ask that one or two representatives are nominated to attend the national level group.

We understand that there are 30 ADPs, with varying structures, and tackling varying local circumstances. With this in mind, the role of the representative/s on the group will be to collate the varied experience and views of the wider ADP cohort, as best you can, in order to be able to represent their collective interests in this forum. The SG ADP Support Team can share our contacts lists for this purpose.

For further information on the role and remit of the delivery group please see attached terms of reference.

We understand that a more detailed update on the transition to STP40 will be provided at the MATSIN Justice meeting tomorrow by SPS and would be grateful if representation on the national delivery group could be discussed following that update.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 08 January 2025 11:57  
**To:** Community Justice Delivery  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative [SEC=OFFICIAL]

OFFICIAL

Thanks [redacted- personal info],

I am going to the MATSIN meeting tomorrow to do a presentation on STP40, and I expect a lot of the ADP leads to be there.

I will reiterate this invite to them then

[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 08 January 2025 13:43  
**To:** [redacted- personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative [SEC=OFFICIAL]

Thanks [redacted- personal info] much appreciated any feedback from the discussion would be really valuable.

[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 08 January 2025 14:14  
**To:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative [SEC=OFFICIAL]

On a different note as just updating the action log for the delivery group meeting do you know if the SPS warrant recalculation guidance has been shared with SG youth justice team yet?

[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 08 January 2025 14:29  
**To:** Community Justice Delivery  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative [SEC=OFFICIAL]

OFFICIAL

Hello

I got an update from our legal team yesterday saying that they are just finalising the guidance doc before they share it with them.

They will do it ASAP,

[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 08 January 2025 14:37  
**To:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative [SEC=OFFICIAL]

Hi,

Thanks I'll add that in.

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 08 January 2025 14:43  
**To:** [redacted – personal info]@gov.scot; [redacted – personal info]@alacho.org; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@DWP.GOV.UK; [redacted – personal info]@rma.gov.scot; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotcourts.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@sacro.org.uk;



[redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@socialworkscotland.org; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]cosla.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@southlanarkshire.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@phs.scot; [redacted – personal info]@scottishrecoveryconsortium.org; [redacted – personal info]@homeoffice.gov.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@homeoffice.gov.uk

**Cc:** [redacted- personal info]@gov.scot

**Subject:** RE: Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

Dear Delivery Group members,

Please see updated implementation plan now with action log and updated ToR ahead of tomorrow's meetings. Additions have been highlighted. Agenda is reattached so that all up to date papers are within this email.

Best,

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot

**Sent:** 08 January 2025 14:45

**To:** [redacted- personal info]@copfs.gov.uk

**Cc:** [redacted- personal info]@copfs.gov.uk

**Subject:** FW: Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

Hi [redacted- personal info]

I am forwarding the attached for your information ahead of the delivery group meeting tomorrow.

[redacted- personal info]

**From:** [redacted- personal info]@copfs.gov.uk

**Sent:** 08 January 2025 15:18

**To:** [redacted- personal info]@gov.scot

**Cc:** [redacted- personal info]@copfs.gov.uk

**Subject:** RE: Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

Hi [redacted- personal info]

Thank you very much. It was nice to meet you today. I think there has been a little bit of confusion at our end about who is attending the meeting tomorrow and who is attending the meeting next week about implementation of changes to the VNS. As



presently advised I don't think I will be there tomorrow, but someone will and I will read the materials with interest regardless!

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 08 January 2025 15:57  
**To:** [redacted- personal info]@copfs.gov.uk  
**Cc:** [redacted- personal info]@copfs.gov.uk  
**Subject:** RE: Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

No worries [redacted- personal info] and apologies for the confusion.

The meetings on 9 Jan (tomorrow) and 16 Jan (next week) are a series of meetings that relate to delivering the implementation of Prisoners (Early Release) Scotland Bill – specifically the release of those prisoners who have already served 40% of their sentence and will be part of the three tranches over Feb and March.

The meeting on 15 Jan relates to what SG and partners (SPS, COPFS, Police Scotland, SCTS) can do to support victims who may be impacted due to the release of these prisoners in Feb and March. VSOs that we had engaged with during the development of the Bill have raised concerns that not enough was being done to support victims and we had committed to explore this further with them once the Bill had passed. This meeting is an opportunity to hear from VSOs what actions can be taken to support victims. As you can appreciate this goes beyond just VNS.

We are not seeking within the implementation of the Bill any changes to VNS as that would be dealt with by the VWJR Bill and is a separate piece of work.

I hope I have not confused further this morning by speaking of the Information Sharing Agreements. [redacted- personal info] may have already told you this but in the summer of 2024 during the emergency early release, SPS put in place an information sharing agreement that would allow SPS to share information with victims (through prescribed VSOs\*) about the liberation date of offenders in their case even when they were not registered on VNS. This was done on a short term time limited basis as there were concerns that it would take too long for a victim to sign up to the VNS and for them to get the information they needed in a timely fashion.

\*This relates to the commencement of Section 14 of the Bail and Release from Custody (Scotland) Act 2023 which is a whole other aspect I won't go to just now.

I appreciate this is a lot to take in but very happy to speak again if helpful.

[redacted- personal info]

**From:** [redacted- personal info]@copfs.gov.uk  
**Sent:** 08 January 2025 16:04

**To:** [redacted- personal info]@gov.scot  
**Subject:** RE: Prisoners (Early Release) - Delivery Group - Agenda 09 Jan 2025

Thanks [redacted- personal info]

That all makes sense. I am on the Victims and Witnesses team so its logical that I am down for the meeting on the 15<sup>th</sup>. I spoke to [redacted- personal info] after our meeting and I'm now reasonably familiar with the process that was followed in the summer ( although I might need to take you up on your offer of a chat re the role of the prescribed VSOs. I hadn't picked up on the fact that the requests for info from non VSN registered victims had to come through an intermediary – Sorry – it probably will take me a little time to get fully up to speed, but I am sure [redacted- personal info] will keep me right I the meantime)

Looking forward to seeing you next week

[redacted- personal info]

**From:** [redacted-personal info]@Eastdunbarton.gov.uk  
**Sent:** 08 January 2025 17:45  
**To:** Community Justice Delivery  
**Subject:** [Official] : RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative

Hi [redacted- personal info]

I would like to out forward myself as a nomination.

**From:** [redacted- personal info]@copfs.gov.uk  
**Sent:** 09 January 2025 11:35  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@copfs.gov.uk  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Thanks for letting me know [redacted- personal info], I've forward the invitation for 13 February on to [redacted- personal info]

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Sent:** 09 January 2025 14:50  
**To:** [redacted- personal info]@gov.scot  
**Subject:** ToR members list

Hi [redacted- personal info],

Really enjoyed today's meeting , [redacted- personal info] has asked if SRC could be added to the members list with both [redacted- personal info] and myself named as we will cover the meetings between us.

See you next week.  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 09 January 2025 15:58  
**To:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Cc:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Subject:** RE: ToR members list

Thanks [redacted- personal info]. We will add you and [redacted- personal info] to the list in the terms of reference.

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@aberdeenshire.gov.uk  
**Sent:** 09 January 2025 15:58  
**To:** Community Justice Delivery  
**Subject:** short-term national level delivery group

Good Afternoon

I was wondering if you could advice on who may be seen as an appropriate ADP delegate at the national level delivery group?

Kind Regards  
[redacted- personal info]

**From:** [redacted- personal info]@scottishrecoveryconsortium.org  
**Sent:** 10 January 2025 15:05  
**To:** [redacted- personal info]@prisons.gov.scot; [redacted – personal info]@gov.scot  
**Cc:** [redacted- personal info]@scottishrecoveryconsortium.org; [redacted – personal info]@southlanarkshire.scot.nhs.uk  
**Subject:** Delivery Group Meeting - Early Release

Hi [redacted- personal info]

I know there has been requests for ADP representation to be involved in the weekly delivery group. On the back for MAT Standards in Justice Meeting yesterday, where [redacted- personal info] presented on the early release process and work [redacted- personal info] ADP indicated she is keen to be involved. Just making the links / connections for you to include [redacted- personal info].

[redacted- personal info] copying you in for information. [redacted- personal info] details included also.

Thanks

[redacted- personal info]

**From:** [redacted – personal info]@southlanarkshire.scot.nhs.uk

**Sent:** 10 January 2025 15:07

**To:** [redacted- personal info]@scottishrecoveryconsortium.org; [redacted- personal info]@prisons.gov.scot; [redacted – personal info]@gov.scot

**Subject:** RE: Delivery Group Meeting - Early Release

Thanks for the introduction [redacted- personal info]

Take care

**From:** [redacted- personal info]@prisons.gov.scot

**Sent:** 10 January 2025 16:47

**To:** [redacted – personal info]@southlanarkshire.scot.nhs.uk; [redacted- personal info]@prisons.gov.scot; [redacted – personal info]@gov.scot

**Cc:** [redacted- personal info]@gov.scot

**Subject:** RE: Delivery Group Meeting - Early Release [SEC=OFFICIAL]

That's great,

Thanks

[redacted- personal info], can you please include [redacted- personal info] in the weekly meeting invitation list.

Many Thanks, and have a lovely weekend

[redacted- personal info]

**From:** [redacted – personal info]@southlanarkshire.scot.nhs.uk

**Sent:** 13 January 2025 09:09

**To:** ; [redacted- personal info]@prisons.gov.scot; [redacted – personal info]@gov.scot

**Cc:** [redacted- personal info]@gov.scot

**Subject:** RE: Delivery Group Meeting - Early Release [SEC=OFFICIAL]

Thanks [redacted- personal info], please can [redacted- personal info] email also be added and one of us will attend.

Take care

[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 13 January 2025 10:43  
**To:**[redacted-personal info]@Eastdunbarton.gov.uk  
**Subject:** RE: [Official] : RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative

Hi [redacted- personal info]

Many thanks for your email.

We have also received nominations for ADP representation from [redacted- personal info]. We will share the invitations with you and your colleagues if your wish to coordinate and share attendance with them.

Many thanks  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 13 January 2025 10:46  
**To:** [redacted- personal info]@aberdeenshire.gov.uk  
**Cc:** Community Justice Delivery  
**Subject:** RE: short-term national level delivery group

Hi [redacted- personal info]

Many thanks for your email.

We're happy for the ADPs to coordinate a representative and to advise that we have now received some volunteers to join the group.

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@aberdeenshire.gov.uk  
**Sent:** 13 January 2025 10:51  
**To:** Community Justice Delivery  
**Subject:** Re: short-term national level delivery group

You have had volunteers from Aberdeenshire?

Thanks

**From:** [redacted- personal info]@gov.scot  
**Sent:** 13 January 2025 10:52  
**To:** [redacted – personal info]@lanarkshire.scot.nhs.uk; [redacted-personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** RE: Delivery Group Meeting - Early Release [SEC=OFFICIAL]

Thanks everyone. I have sent on the weekly series meeting invites to [redacted-personal info] and to advise that [redacted- personal info] had also volunteered to provide ADP representation if you wish to coordinate attendance with them as well.

Many thanks  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 13 January 2025 11:06  
**To:** [redacted- personal info]@aberdeenshire.gov.uk  
**Cc:** Community Justice Delivery  
**Subject:** RE: short-term national level delivery group

Hi [redacted- personal info]

Its your colleagues [redacted- personal info] who have come forward as ADP representatives.

The representative will be able to collate the views and experience of the wider ADP cohort in order to represent their collective interests in this forum.

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@fife.gov.uk  
**Sent:** 13 January 2025 11:06  
**To:** Community Justice Delivery  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative

Dear [redacted- personal info]

I am happy to represent from an ADP perspective. I currently lead the [redacted-personal info] liberation work in the ADP.

Kind regards,  
[redacted- personal info]

**From:** Community Justice Delivery  
**Sent:** 13 January 2025 11:40

**To:** [redacted- personal info]@fife.gov.uk  
**Cc:** Community Justice Delivery  
**Subject:** RE: Prisoners (Early Release) (Scotland) Bill - Implementation delivery group - ADP chair representative

Hi [redacted- personal info],

Many thanks for your email.

We have already received nominations for ADP representation from your colleagues [redacted- personal info] so you may wish to coordinate attendance with them.

The ADP representative(s) will be able to collate the views and experience of the wider ADP cohort in order to represent their collective interests in this forum.

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 13 January 2025 12:45  
**To:** [redacted- personal info]@gov.scot  
**Subject:** STP40 Contacts\_.pdf [SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info] please see the attached contact list for SPOCs

OFFICIAL

**From:** Community Justice Delivery  
**Sent:** 13 January 2025 13:50  
**To:** [redacted – personal info]@gov.scot; [redacted – personal info]@alacho.org; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@DWP.GOV.UK; [redacted – personal info]@rma.gov.scot; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotcourts.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@socialworkscotland.org; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@southlanarkshire.gov.uk; [redacted – personal

info]@prisons.gov.scot; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@phs.scot; [redacted – personal info]@scottishrecoveryconsortium.org; [redacted – personal info]@homeoffice.gov.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@homeoffice.gov.uk  
**Cc:** Community Justice Delivery  
**Subject:** Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Dear members

Please see attached draft minutes of the meeting on 9 January as well as the presentation and contact list (with thanks to SPS colleagues).

The updated implementation plan and terms of reference are also attached and a proposed agenda for 16 January, please let us know if there's anything you'd like to add.

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@ccpscotland.org  
**Sent:** 13 January 2025 14:06  
**To:** [redacted- personal info]@gov.scot  
**Subject:** Re: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

No worries at all. I've only just got back from leave myself today, so Happy New Year! Hope you had a chance for a decent break.

Thanks for that confirmation re. sharing with members.

Cheers,  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 13 January 2025 15:44  
**To:** Community Justice Delivery  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill  
[SEC=OFFICIAL]  
**Importance:** High

OFFICIAL

Hi [redacted- personal info]



I have just come off a call with the community justice coordinator at West Dunbartonshire Council and realised that the Community Justice Coordintaor network does not appear to be represented on the Delivery Group. I think [redacted-personal info] from Inverclyde and [redacted-personal info] from Midlothian attended the meetings in the summer. There has therefore been no info cascaded following the meeting before Christmas or last week.

Kind Regards  
[redacted-personal info]

**From:** [redacted-personal info]@sacro.org.uk  
**Sent:** 13 January 2025 19:35  
**To:** Community Justice Delivery  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted-personal info]

Thanks for sending this on.

Please could [redacted-personal info] be removed as member from TOR? He stood in for the first meeting as [redacted-personal info] had existing commitments, however he finished his role with Sacro this week and will no longer deputise. Between [redacted-personal info] and I, we should have coverage for the meetings.

Many thanks,  
[redacted-personal info]

**From:** Community Justice Delivery  
**Sent:** 14 January 2025 09:21  
**To:** [redacted-personal info]@sacro.org.uk  
**Cc:** communityjusticedelivery@gov.scot  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted-personal info]

Thanks for letting me know, I'll remove [redacted-personal info] from the ToR.

Many thanks  
[redacted-personal info]

**From:** [redacted-personal info]@prisons.gov.scot  
**Sent:** 15 January 2025 16:21  
**To:** [redacted-personal info]@gov.scot  
**Subject:** STP 40 UPDATE PRE PATRTNERS [SEC=OFFICIAL]  
**When:** 16 January 2025 13:00-13:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
**Where:** Microsoft Teams Meeting

Guys I thought we should give you an update pre the partners meeting.

Couple of issues to consider.

[redacted – legal professional privilege].

There is also the potential issue about when we should notify prisoners and Victims,

I will discuss at the meeting briefly

Promise

[redacted- personal info] do you want us to give an overview presentation to the group regarding our progress to date?

**From:** [redacted- personal info]@gov.scot  
**Sent:** 15 January 2025 16:34  
**To:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: STP 40 UPDATE PRE PATRTNERS [SEC=OFFICIAL]

Hi [redacted- personal info]

Happy to catch up before the delivery group meeting tomorrow but I can't meet at 1 and [redacted- personal info] is off sick at the moment. Are you around at any other point? I'm currently free 9-10, 11-12, and 1230-1300.

Also, yes I think an overview of progress to date at the meeting would be really useful.

[redacted- personal info]

**From:** [redacted- personal info]@southlanarkshire.gov.uk  
**Sent:** 16 January 2025 10:11  
**To:** [redacted- personal info]@gov.scot  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Hi [redacted- personal info]

I will be about 20 minutes late due to another meeting. I wanted to raise about the DSA agreement that has been sent out to LA's as an agenda item so if I could note that and will raise when I join thanks.

**From:** [redacted- personal info]@gov.scot  
**Sent:** 16 January 2025 10:57  
**To:** [redacted- personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@gov.scot

**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill  
[SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info]

Thanks. We are happy to reach out to the community Justice coordinator network and [redacted- personal info] if they have been involved previously. It won't be in time for today's meeting but we can send over the previous papers to the representatives.

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 16 January 2025 10:59  
**To:** [redacted- personal info]@southlanarkshire.gov.uk  
**Cc:** Community Justice Delivery  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

No worries, thanks for letting me know.

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 16 January 2025 15:34  
**To:** [redacted- personal info]@gov.scot; [redacted- personal info]@gov.scot; [redacted- personal info]@gov.scot; [redacted- personal info]@alacho.org; [redacted- personal info]@communityjustice.scot; [redacted- personal info]@communityjustice.scot; [redacted- personal info]@copfs.gov.uk; [redacted- personal info]@copfs.gov.uk; [redacted- personal info]@cosla.gov.uk; [redacted- personal info]@cosla.gov.uk; [redacted- personal info]@ccpscotland.org; [redacted- personal info]@ccpscotland.org; [redacted- personal info]@thewisegroup.co.uk; [redacted- personal info]@thewisegroup.co.uk; [redacted- personal info]@DWP.GOV.UK; [redacted- personal info]@rma.gov.scot; [redacted- personal info]@scotland.police.uk; [redacted- personal info]@scotland.police.uk; [redacted- personal info]@scotland.police.uk; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@sacro.org.uk; [redacted- personal info]@sacro.org.uk; [redacted- personal info]@socialsecurity.gov.scot; [redacted- personal info]@socialworkscotland.org; [redacted- personal info]@socialsecurity.gov.scot; [redacted- personal info]@sacro.org.uk; [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@cosla.gov.uk; [redacted- personal info]@copfs.gov.uk  
**Subject:** Updated Pre Release Consideration of Needs [SEC=OFFICIAL]

OFFICIAL

Hello,

Please find attached the Prerelease Consideration of Needs Form.

There were some suggestions we couldn't include for data protection reasons (such as family member names), but we have tried to incorporate the other feedback we are grateful to have received.

Many Thanks,  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 17 January 2025 08:20  
**To:** Community Justice Delivery  
**Cc:** [redacted- personal info]  
**Subject:** RE: Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill [SEC=OFFICIAL]

OFFICIAL

Thanks [redacted- personal info], much appreciated.

[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 17 January 2025 14:26  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** Update following yesterdays meeting [SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info]

Just to keep you guys in the loop, I can update you on the following

**Aggravation Codes:** This has now been resolved as detailed below.

**Victim Notification:** [redacted –section 35(1)(f) security and good order of prisons]

**Information Sharing:** We met with [redacted- personal info] today. I have extended the deadline for local authorities to sign the document. However if they refuse We will assess our actions next week and may exclude them from receiving the Service Now Lists. The Position being taken by some local authorities is disappointing especially as this Protocol only covers the initial STP 40 release and the use of Service Now. I will keep you posted as this develops.

**Meeting between JAS and SPS data:** I raised this with the data team and they will progress this with JAS.

**Warrant Calculations:** We are making good progress with this 773 warrants have been checked and so far the releases are looking like Tranche 1= 84: Tranche 2 =77 and Tranche 3 =126 However we need to do some quality checking

Release planning groups have been established in all prisons

Regards  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 17 January 2025 [time unknown]  
**To:** [redacted- personal info]  
**Cc:** [redacted- personal info]  
**Subject:** Re: Update following yesterdays meeting [SEC=OFFICIAL]

[Redacted - 30(b)(ii) - free and frank exchange of views]

We will aim to have the GMA finalised on Monday.

I am not in the office tomorrow however [redacted- personal info] will be around early morning and then again in the afternoon.

**From:** Community Justice Delivery  
**Sent:** 17 January 2025 16:17  
**To:** [redacted – personal info]@gov.scot; [redacted – personal info]@alacho.org; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@communityjustice.scot; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@ccpscotland.org; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@DWP.GOV.UK; [redacted – personal info]@rma.gov.scot; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@scotcourts.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@socialworkscotland.org; [redacted – personal info]@socialsecurity.gov.scot; [redacted – personal info]@sacro.org.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@cosla.gov.uk; [redacted – personal info]@copfs.gov.uk; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@southlanarkshire.gov.uk; [redacted – personal info]@prisons.gov.scot; [redacted – personal info]@thewisegroup.co.uk; [redacted – personal info]@phs.scot; [redacted – personal info]@scottishrecoveryconsortium.org; [redacted – personal info]@homeoffice.gov.uk; [redacted – personal info]@scotland.police.uk; [redacted – personal info]@homeoffice.gov.uk

**Cc:** Community Justice Delivery

**Subject:** Delivery Group Meeting: Prisoners (Early Release) (Scotland) Bill

Good afternoon

Please find attached a draft note of the meeting on 16 January.

The updated implementation plan and a suggested agenda for 23 January are also attached, please let us know if there's anything you'd like to add or change.

Thanks

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot

**Sent:** 17 January 2025 16:57

**To:** [redacted- personal info]@prisons.gov.scot

**Cc:** [redacted- personal info]@gov.scot

**Subject:** RE: Update following yesterdays meeting [SEC=OFFICIAL]

Thanks [redacted- personal info], that's really helpful. A few quick thoughts on some of those items:

- [Redacted - 30(b)(ii) - free and frank exchange of views]
- Victim notification: do you think we'll be in a position to discuss this with the victim support and information group next Wednesday, or are you likely to need more time to consider internally? Can pick this up early next week.
- Info sharing: just thinking ahead in case we do run into difficulties – and this might be a stupid question – but if the issue is that the service now info is slightly different to that provided by PR2, would there be any way of removing those differences so that the lists are covered by existing info sharing agreements? I'm sure there's a reason why that wouldn't work but I'm just a bit concerned in case some LAs can't get this agreed and am wondering if there's any backup plan possible.

Cheers

[redacted- personal info]

## **Papers**

### **Item: Invitation letter<sup>1</sup>**

6 December 2024

Dear colleagues

The [Prisoners \(Early Release\) \(Scotland\) Bill](#) was passed by the Scottish Parliament on 26 November 2024. As a key delivery partner, we would appreciate your ongoing input and expertise as we move towards commencement.

In order to oversee the delivery of the policy, we are establishing a delivery group of operational leads across justice, public and third sectors. We would like to invite you to nominate one representative from your organisation to join the group and to be the single point of contact throughout the implementation process.

We anticipate that the first meeting of the delivery group will take place on Monday 16 December from 14:00 – 16:00. It is then intended that the group will meet weekly from January 2025 until the end of March 2025.

We would be grateful if you could please confirm your acceptance and nominated representative by 12 December 2024. Should you have any questions, please do not hesitate to contact [redacted- personal info] and [redacted- personal info].

Further information will be provided following your acceptance.

Yours sincerely

**Community Justice Division**

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<sup>1</sup> This was sent within the time period covered by the FOI request and has therefore been treated as within scope.

## **Item: Terms of Reference**

### **Prisoners (Early Release) (Scotland) Bill – Delivery Group Draft Terms of Reference**

#### **Overview**

1. This paper sets out the terms of reference for the Prisoners (Early Release) (Scotland) Bill delivery group and details the purpose and functions of that group.
2. The Prisoners (Early Release) (Scotland) Bill was passed by the Scottish Parliament on 26 November 2024. The Bill changes the automatic release point for most short-term prisoners. The Bill forms part of a range of measures designed to sustainably reduce the prison population so that the prison service can continue to function safely and effectively.

#### **Role and remit**

3. The purpose of the group is to deliver the changes made by the Bill, ensuring a smooth transition to the new process and support for those being released earlier than anticipated. With the overall aim of incorporating release at 40% for eligible short-term prisoners into business as usual processes.
4. In particular, the group will develop and deliver:
  - a timeline of steps towards commencement;
  - detail on the roles and responsibilities of each member organisation;
  - key risks to delivery and planned mitigations for those risks;
  - products required to enable delivery, detailing which organisation will lead on developing those products and the timescales to delivery;
  - resource requirements to support commencement; and
  - proposals for monitoring and evaluation.
5. While the final decision on the date of commencement will sit with the Scottish Government, advice and information from this Group will inform those decisions.

#### **Membership**

6. Membership will involve leads from all organisations with a direct role in operational delivery. The majority of members will have authority to speak on behalf of the organisations they represent. Where a member represents a collective body they may seek views from that body's members and provide the group with a summary of those views.
7. Core membership will comprise the following organisations:

<b>Body</b>	<b>Representative</b>
ALACHO	[redacted- personal info]



Alcohol and Drug Partnership Coordinators	[redacted- personal info], [redacted- personal info], [redacted- personal info]
Community Justice Scotland	[redacted- personal info], [redacted- personal info]
COPFS	[redacted- personal info], [redacted- personal info], [redacted- personal info]
COSLA	[redacted- personal info], [redacted- personal info], [redacted- personal info]
Criminal Justice Voluntary Sector Forum	[redacted- personal info], [redacted- personal info]
Department for Work and Pensions	[redacted- personal info]
Home Office	[redacted- personal info], [redacted- personal info]
New Routes PSP	[redacted- personal info], [redacted- personal info]
Police Scotland	[redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info]
Public Health Scotland	[redacted- personal info]
Risk Management Authority	[redacted- personal info]
Scottish Courts and Tribunal Service	[redacted- personal info]
Scottish Government	Community Justice Criminal Justice Youth Justice Housing
Scottish Prison Service	[redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info]
Scottish Recovery Consortium	[redacted- personal info], [redacted- personal info]
Shine PSP	[redacted- personal info], [redacted- personal info]
Social Security Scotland	[redacted- personal info], [redacted- personal info]
Social Work Scotland	[redacted- personal info], [redacted- personal info]

## Governance

- The Group will have overarching responsibility for implementation of the Bill. The Prisoner Release: Victim Support and Information Group will meet separately to progress actions related to victim notification. Both groups will be kept informed of each other's progress.

9. The Group will be chaired by the Scottish Government, and Scottish Government officials will also act as secretariat. The meeting be minuted and will these minutes be circulated to group members following each meeting.
10. Stakeholders will be responsible for their own internal plans for implementation within their own organisations in line with what has been agreed in the Group.
11. Each member will report on progress towards implementation to their respective organisations. Scottish Government officials will report to the Cabinet Secretary for Justice and Home Affairs, informed by the views of the Group.

### **Frequency of meetings**

12. It is proposed that after the first meeting, the group then meets weekly on Thursday from 9 January 2025 until the end of March 2025.

**Community Justice Division  
December 2024**

## **Item: Agenda**

### **Prisoners (Early Release) (Scotland) Bill – Delivery Group 9 January 2025 14.00 – 16.00**

#### **Agenda**

1. Welcome ([redacted- personal info])  
*Outcome – agree minutes of last meeting*
2. SG update ([redacted- personal info])
3. SPS presentation ([redacted- personal info]/ [redacted- personal info])
4. Review of implementation plan and actions ([redacted- personal info])  
*Outcome –update on actions, responsibilities and timescales*
5. AOB

Date of next meeting 16/01/25

#### **Suggested pre-meeting preparation**

Please review the revised implementation plan and be prepared to speak to actions which your organisation/s are supporting.

**Item: Agenda**

**Prisoners (Early Release) (Scotland) Bill – Delivery Group  
16 January 2025 14.00 – 15.30**

**Agenda**

1. Review of minutes and actions from previous meeting ([redacted- personal info]/All)

*Outcome – agree minutes of last meeting and update on actions*

2. Updates on implementation plan workstreams ([redacted- personal info]/All)

*Outcome –update on actions and timescales*

3. AOB

**Suggested pre-meeting preparation**

Please prepare an update on the workstreams you are responsible for in the implementation plan

## **Item: Agenda**

### **Prisoners (Early Release) (Scotland) Bill – Delivery Group 23 January 2025 14.00 – 15.30**

#### **Agenda**

1. Minutes and actions from last meeting ([redacted- personal info]/All)

*Outcome – agree minutes and update on actions*

2. Implementation plan ([redacted- personal info]/All)

*Outcome –update on actions and timescales*

3. AOB

#### **Suggested pre-meeting preparation**

Please prepare an update on the workstreams you are responsible for in the implementation plan

## **Item: Scottish Prison Service Presentation**

### **Release Management (STP 40)**

#### **An introduction to STP 40 Release Planning**

The purpose of this session is to set out the requirements of GMA 30A/24, within the context of delivering the introduction of the changes resulting from the passing of the Prisoners (Early Release)(Scotland) Bill.

#### **Agenda**

Background

Feedback from Emergency Release

The Release Management Meeting's purpose

The objectives

Three tier approach

- National Partnership Forum (SG Led)
- Local Release Management meetings (Establishment led)
- Individual consideration of Needs form (officer Led).

#### **Background**

•The changes aim to immediately reduce the prison population by between 260 – 390 prisoners. Furthermore, they aim to deliver an overall ongoing reduction in the prison population of 5%.

- The legislation was taken through Parliament as an emergency Bill and has been subject to significant political debate.
- There is no Governors Veto.
- It is purely a change to the point at which a prisoners release is calculated.
- Three tranches with three days each tranche.
- Service Now system has been commissioned. (we can't use PR2 just now).

### **Feedback from Emergency Release**

- Where the system worked well, partners were well engaged at a local level.
- Communications between establishments and partners proved to be an issue throughout ER.
- Providing an extra release day each tranche is hoped to help smooth the workload for partners.
- The Consideration of Needs process worked well during ER.
- Partners need as much notice as possible in order to plan for the release.
- We need all partners to have information sharing agreements.
- During the recent ER NHS central delivered incredible results(95% of all releases having received Naloxone and an awareness session).

### **The Release Management Meeting's purpose**

- To Act as a forum to support good communications and deliver competent release planning.
- To engage with partner agencies to ensure good communications and support planning.
- To provide a framework to enable participating agencies to better assist those individuals being released through this process.

### **The meetings objectives**

- During this process, our aspirations should be to deliver the best prepared individuals back into society.
- Ensure that all local partners are aware of those to be released and when.
- Provide a forum where partners share information to support better sequencing of activity.
- Provide a forum for concerns to be raised.
- Place the person at the centre of the process.

### **Targets**

- Although aspirational we should all aspire to deliver the following:
- 100% of those on prescribed medication should leave prison with a supply/ prescription.
- 100% will have engaged with DWP and where relevant have their benefits arrangements in place.
- 100% should have accommodation arrangements in place.

- 100% of those to be released should have participated in the PRCN process.
- 100% of those released should have all health and social care/ throughcare plans in place.

### **Three Tier approach**

- National Partnership Forum (SG Led)
- Local Release Management meetings (Establishment led)
- Individual consideration of Needs form (officer Led).

### **What needs to happen**

- Establish a local group.
- Identify key local partners.
- Develop a forum where partners feel valued and safe.
- Direct discussions at meeting the needs of the prisoners.
- Respond to local requests.
- Link with local authorities (There were two options).
- Provide assurance to the Director of Operations by 20<sup>th</sup> January.

### **Context**

- Going forward the Bail and Release Act, Section 12 will place a Duty on various parties to engage in Release Planning.
- The recalculation of approximately 2200 warrants does represent a significant challenge.
- During this process we will be releasing people at the following;
  - People who have reached their 50% release date.
  - People who are being released due to recalculations.
  - LTP parole releases.
  - LTP non parole releases.
  - HDC releases
  - High Court Bails
  - Time Served Turnarounds

### **The tranche release**

In the initial phase we will be releasing prisoners who are: in custody; past their new 40% release date (but not their 50%) and not statutory excluded. These individuals will be released in three tranches with each tranche having three days of release.

- Tranche One: 18<sup>th</sup> – 20<sup>th</sup> Feb (Tue, Wed, Thurs)
- Tranche Two: 4<sup>th</sup> – 6<sup>th</sup> March
- Tranche Three: 18<sup>th</sup> - 20<sup>th</sup> March

### **Some examples of frequently asked questions from partners**

## FAQ

**Q)** Are the exclusion criteria only relevant to current sentences?

**A)** Yes, historic offences are not included within the exclusion criteria

**Q)** Are people who are in custody solely for breaching a SOPO or sexual offence notification requirement excluded from the 40% calculation?

**A)** No, if they are serving a sentence solely for section 91 of the Sexual Offences Act 2003 (offences relating to notification) they will be eligible for release at 40%

**Q)** Will partners be informed if people who are subject to MAPPA supervision have their release dates changed?

**A)** Yes, Establishments will inform the relevant MAPPA coordinator and partners, and will arrange prerelease meetings prior to liberation as per the standard process.

**Q)** Is there an option to VETO or postpone a release?

**A)** No, the tranche allocation date is set by the Bill and serves as the legal liberation date. Individuals cannot be held in custody beyond this date, and there is no VETO process in STP40

## FAQ (continued)

**Q)** Will partners be given STP40 tranche release lists earlier than during emergency early release?

**A)** Yes, we are working hard to get through the relevant recalculations and will share the tranche lists with partners as soon as possible

**Q)** Will the current 12 week liberation lists still be shared?

**A)** Yes, the current liberation list is automatically generated by our systems and includes long term prisoner releases. The short term prisoner (STP) release dates on this list will be largely inaccurate in February and March as the system will continue to publish the 50% release dates, but the STP40 tranche release list mentioned above will provide the accurate dates.

**Q)** Will both weekly lists come from the same email domain?

**A)** No, the STP40 tranche release list will come from [sps@servicenow.com](mailto:sps@servicenow.com) and will stop when the final tranche release dates have passed. The existing 12 week liberation list will have accurate STP release dates thereafter

**Q)** Will these changes affect those applying for and currently released on Home Detention Curfew?

**A)** Yes, all STP's will have their liberation dates changed to 40% unless they meet the exclusion criteria. Those on HDC during the STP40 transition period who are eligible for a 40% recalculation will have their license conditions updated to reflect the earlier completion of the curfew.

## Questions

**Its all set out in GMA 30A/ 24**



## **Item: Scottish Prison Service FAQ**

STP40 FAQ's

### **Are the exclusion criteria only relevant to current sentences?**

- Yes, historic offences are not included within the exclusion criteria.

### **Are people in custody solely for breaching a SOPO or sexual offence notification requirement excluded from the 40% calculation?**

- No, they will be eligible for release at 40%.

### **Will partners be informed if people who are subject to MAPPA supervision have their release dates changed?**

- Yes, Establishments will inform the relevant MAPPA coordinators and will arrange prerelease meetings prior to liberation as per the standard process.

### **Is there an option to VETO or postpone a release?**

- No, the tranche allocation date is set by the Bill and serves as the legal liberation date. Individuals cannot be held in custody beyond this date, and there is no VETO process in STP40

### **Will partners be given STP40 tranche release lists earlier than during emergency early release?**

- Yes, we are working hard to get through the relevant recalculations and will share the tranche lists with partners as soon as possible

### **Will the lists be published one tranche at a time or altogether**

- The lists will show everyone who has been recalculated and allocated to any of the three tranches

### **Will the current 12-week liberation lists still be shared?**

- Yes, the current liberation list is automatically generated by our systems and includes long term prisoner releases. The short-term prisoner (STP) release dates on this list will be largely inaccurate in February and March as the system will continue to publish the 50% release dates, but the STP40 tranche release list mentioned above will provide the accurate dates. From the 24<sup>th</sup> March we will revert to the 12-week liberation list only as it will contain accurate data from that date.

### **Will both weekly lists come from the same email domain?**

- No, the STP40 tranche release list will come from [sps@servicenow.com](mailto:sps@servicenow.com) and will stop when the final tranche release dates have passed. We will be testing this domain prior to the first lists being published.

### **Will these changes affect those applying for and currently released on Home Detention Curfew?**

- Yes, all STP's will have their liberation dates changed to 40% unless they are statutorily excluded. Those STPs who are currently released on HDC and are not statutorily excluded will have their licence expiry date recalculated to reflect the change to 40%, and their licence end date updated accordingly.

### **Will people involved in STP40 tranche releases be prohibited from transferring to another Establishment?**

- These individuals should only be transferred if it serves to move them closer to their local establishment for liberation, or due to an operational necessity

**How will the needs of the individuals being released be identified ?**

- Everyone eligible for STP40 tranche release will be encouraged to engage in a Prerelease Consideration of Needs structured interview which will identify all supports required. Pre- release officers will make the relevant referrals, and Pre-release management meetings will be facilitated in all relevant prisons to ensure services are in place.

**Will pre-release appointments with partners be facilitated for those in the STP40 tranche releases?**

- All establishments will make every effort to accommodate requests for prerelease appointments

**When will prisoners be told of the changes?**

- Further communications will be shared with prisoners and staff week commencing 13<sup>th</sup> January, and prisoners will be informed of their amended release dates by letter when tranches are confirmed.

**Will private prisons be included in this prerelease model?**

- Yes, Addiewell are included in the model

**How are families included in this process?**

- The SPS will share information about the STP40 process on their website. Individual's can request support to contact their families. The SPS will continue to engage with family support organisations to support a positive transition to 40% release dates.

**Item: Scottish Prison Service pre-release consideration of needs form**



**STP40 Release  
Consideration of Needs**  
Prisoners (Early Release) (Scotland) Bill 2024

Last Name		First Name(s)	
Prisoner No.		Establishment	
Local Authority to which the individual wants to return			
<b>Accommodation:</b>			
Will the individual have somewhere to stay on release?			Yes / No
If yes please tick type of accommodation and address so partners can make checks:  Council Private Rented Sector Owner Occupier C/O Family or Friends			
Action taken:			
<b>Benefits:</b>			
Does the individual require support in accessing the Scottish Welfare Fund, DWP benefits or Social Security Scotland Payments?			Yes / No
Action taken:			
<b>Support Services:</b>			
Does the individual currently engage with New Routes, Shine, Action for Children, Apex, Social Work Voluntary Throughcare or another throughcare service			Yes / No
Name of throughcare mentor			

If not, do they wish to be referred to any of the above services?	Yes / No/ NA
Would the individual like help to discuss their release with their family	Yes/No/NA

Action taken:

**Travel Arrangements:**

Does the individual have suitable arrangement to travel to their home address?	Yes / No
--	----------

Action taken:

Has the NHS confirmed all necessary health and social care throughcare support is in place?	Yes / No
---	----------

Action taken:

Staff Name		Role	
Staff Signature		Date	
Prisoner Name		Date	
Prisoner Signature			

**Item: Scottish Prison Service contact list**

Prison	STP40 Contact	Deputy Contact	Head of Offender Outcomes
HMP Addiewell	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Barlinnie	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]

HMP Castle Huntly	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Dumfries	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Edinburgh	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Glenochil	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Grampian	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Greenock	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Inverness	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Kilmarnock	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Low Moss	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Perth	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Polmont	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Stirling	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]
HMP Shotts	[redacted- personal info]	[redacted- personal info]	[redacted- personal info]

## **Item: minutes**

### **Prisoners (Early Release) (Scotland) Bill: Delivery Group**

Minutes: 14.00 – 14.50, 9 January 2025

#### **Attendees**

- [redacted- personal info] (Chair), [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Government
- [redacted- personal info], ALACHO
- [redacted- personal info], Community Justice Scotland
- [redacted- personal info], COPFS
- [redacted- personal info], COSLA
- [redacted- personal info], CJVSF
- [redacted- personal info], DWP
- [redacted- personal info], Home Office
- [redacted- personal info], New Routes PSP
- [redacted- personal info], Police Scotland
- [redacted- personal info], Public Health Scotland
- [redacted- personal info], SCTS
- [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Prison Service
- [redacted- personal info], Scottish Recovery Consortium
- [redacted- personal info], SHINE PSP
- [redacted- personal info], [redacted- personal info], Social Work Scotland

#### **Apologies**

- [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Government
- [redacted- personal info], Community Justice Scotland
- [redacted- personal info], [redacted- personal info], COPFS
- [redacted- personal info], [redacted- personal info], COSLA

- [redacted- personal info], CJVSF
- [redacted- personal info], New Routes PSP
- [redacted- personal info], [redacted- personal info], Police Scotland
- [redacted- personal info], RMA
- [redacted- personal info], Scottish Prison Service
- [redacted- personal info], [redacted- personal info], SHINE PSP
- [redacted- personal info], [redacted- personal info], Social Security

## **Introduction**

1. [redacted- personal info] noted that the minutes and updated terms of reference were agreed, subject to the inclusion of new members.

### **[Action 1: SG to add new members to the terms of reference]**

#### **SG update**

2. [redacted- personal info] noted the SSI is on track for laying on the 29 January and coming into force on 11 February.

#### **SPS presentation**

3. [redacted- personal info] delivered a presentation on the release management process. See attached the presentation and contact list.

### **[Action 2: SPS to share presentation and contact list with SG for circulation]**

4. The intention is for local release planning groups to be in place by 20 January. The vast majority of warrant administrators have been trained and some recalculations have already been done. SPS are also going to develop a frequently asked questions for community partners.
5. SPS confirmed that the release lists will be provided one tranche at a time. No one will be removed from the lists but there is scope for more prisoners to be added.
6. [redacted- personal info] asked about the publication of the report on lesson learnt from emergency release. [redacted- personal info] noted this would be more a summary than a full analysis.

**[Action 3: [redacted- personal info] to provide update on the timescales for publication]**

7. [redacted- personal info] confirmed there will be series of communications to prisoners, to community partners and a general communication so prison officers are equipped to handle any questions from prisons about the change to release dates.
8. SPS are identifying the core and secondary members for the local groups. This will largely be a formalisation of existing processes.
9. [redacted- personal info] note the importance of ensuring recovery partners are engaged. [redacted- personal info] agreed and also noted the need for local direction.
10. SPS confirmed that each establishment will be dealing with their own prisoners and engaging with relevant community partners including the various local authorities to which prisoners might be returning.

**Review of implementation plan and actions**

11. [redacted- personal info] noted the only update to the implementation plan was identifying individuals who may be subject to MAPPA on release. SPS modelled there would be around 15 people subject to MAPPA who may be released in the tranches and those individuals will be highlighted as soon as possible.
12. [redacted- personal info] provided an update on the actions from the previous meeting. [redacted- personal info] has contacted Alcohol and Drug Partnership colleagues for a representative. SPS are finalising warrant recalculation guidance and will share with youth justice team and discussions are ongoing regarding housing.
13. [redacted- personal info] asked whether there is scope to reduce transferring individuals to other prisons prior to release. [redacted- personal info] noted prisoners will continue to be moved for operational reasons but expects local groups to be able to manage those decisions.



14. [redacted- personal info] asked about the monitoring and reporting workstream and whether the plan is to conduct a similar exercise to emergency release. [redacted- personal info] noted that there will be one further meeting after the completion of the tranches which could be used for an evaluation exercise.

## **Item: minutes**

### **Prisoners (Early Release) (Scotland) Bill: Delivery Group**

Minutes: 14.00 – 15.00, 16 January 2025

#### **Attendees**

- [redacted- personal info] (Chair), [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Government
- [redacted- personal info], ALACHO
- [redacted- personal info], Alcohol and Drug Partnerships
- [redacted- personal info], Community Justice Scotland
- [redacted- personal info], CJVSF
- [redacted- personal info], [redacted- personal info], COSLA
- [redacted- personal info], COPFS
- [redacted- personal info], DWP
- [redacted- personal info], [redacted- personal info], Home Office
- [redacted- personal info], New Routes PSP
- [redacted- personal info], Police Scotland
- [redacted- personal info], Public Health Scotland
- [redacted- personal info], RMA
- [redacted- personal info], SCTS
- [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Prison Service
- [redacted- personal info], Scottish Recovery Consortium
- [redacted- personal info], SHINE PSP
- [redacted- personal info], [redacted- personal info], Social Work Scotland

#### **Apologies**

- [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Government

- [redacted- personal info], [redacted- personal info], Alcohol and Drug Partnership
- [redacted- personal info], [redacted- personal info], Community Justice Scotland
- [redacted- personal info], CJVSF
- [redacted- personal info], [redacted- personal info], COSLA
- [redacted- personal info], [redacted- personal info], [redacted- personal info], COPFS
- [redacted- personal info], New Routes PSP
- [redacted- personal info], [redacted- personal info], Police Scotland
- [redacted- personal info], [redacted- personal info], [redacted- personal info], Scottish Prison Service
- [redacted- personal info], Scottish Recovery Consortium
- [redacted- personal info], SHINE PSP
- [redacted- personal info], [redacted- personal info], Social Security

### **Minutes and actions**

1. Minutes were agreed by members and actions marked as complete. The emergency early release "lessons learnt" will be shared with colleagues that attended the workshop event in August 2024 next week.

### **Implementation plan**

2. Workstream 1 is on track and no updates on workstream 2.
3. Workstream 3 is generally on track. SPS will now be able to provide a list covering the three tranches at the same time and is aiming to do so early next week. The list will be subject to change.
4. There was a discussion about the data sharing agreements which have been issued to local authorities by SPS, and some concerns raised about whether these can be agreed in time.

**[Action 1:** SPS and SWS to discuss information sharing and security issues and flag any unresolved issues/risks to the SG]

5. SPS also highlighted the need to confirm aggravators on warrants and the timing of communication of new release dates to prisoners and victims.  
[redacted- personal info] noted that the latter point would be useful to discuss with the victim support and information group next week if possible.
6. ALACHO noted that it would be useful to assess whether any victims may consider their current housing to be unsuitable once release dates are known, and it was agreed that this should be considered further once the timing of victim notification is resolved.

**[Action 2:** SPS to update on whether the release list will show which tranche individuals will be released in]

**[Action 3:** SPS to liaise with establishments on home office representation at local groups – delivery group members can also use the contact list to liaise with establishment leads]

7. Workstream 4 is generally on track. [redacted- personal info] flagged that they will advise partners if individuals are added to waiting lists where there is limited capacity in some areas. [redacted- personal info] noted discussions are ongoing about the potential for additional funding.
8. Police Scotland should be able to provide SPS with indicative numbers when the lists are available on outstanding warrants.
9. Workstream 5 – [redacted- personal info] noted the first meeting of the victim support and information group took place yesterday and will meet weekly with cross working between the groups through the shared implementation plan.
10. Workstream 6 – SG, COSLA and ALACHO are meeting next week to develop a distribution model for funding for local authorities. The intention is to take a paper to the Settlement Distribution Group in February.
11. Workstream 7 – SPS note the required updates to PR2 are in a queue with other priorities.
12. No updates on workstream 8.

**[Action 4:** SPS to set up meeting with JAS]

**AOB**

13. SPS confirmed it would highlight MAPPA cases within the release tranches as soon as possible. Numbers are likely to be small and there will be sufficient time to take any required action.

**202500449152 - Document 3 - Prisoners (Early Release) (Scotland) Bill Victims support and information group meeting, correspondence and papers**

**Correspondence**

**From:** [redacted- personal info]@children1st.org.uk  
**Sent:** 19 December 2024 13:02  
**To:** communityjusticedelivery@gov.scot  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Dear , [redacted- personal info]

I'm afraid , [redacted- personal info] can't attend the first meeting of the group, however, would be grateful if you could continue to send invites for the further meetings.

Best wishes

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 16 December 2024 14:01  
**To:** [redacted- personal info]@womensaid.scot>; [redacted- personal info]@rapecrisisScotland.org.uk; [redacted- personal info]@glasgow.gov.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@copfs.gov.uk; [redacted- personal info]@copfs.gov.uk>; [redacted- personal info]@childrenfirst.org.uk; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@scotland.police.uk>; [redacted- personal info]@gov.scot>  
**Subject:** Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Dear colleagues

Please see attached letter in relation to the implementation of the [Prisoners \(Early Release\) \(Scotland\) Bill](#). We would appreciate your ongoing input and expertise as we move towards commencement of the Bill and progress the wider prison population related work, as such we would like to invite you to join the Prisoner Release: Victim Support and Information Group. The first meeting is planned **for Wednesday January 15th from 14:00 – 16:00**.

Kind regards,

[redacted- personal info]

**From:** [redacted- personal info]@scotcourts.gov.uk  
**Sent:** 08 January 2025 09:24  
**To:** communityjusticedelivery@gov.scot  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hi [redacted- personal info]

Thanks for the invitation to join this group. [redacted- personal info] who is part of our Information Governance and Correspondence Team will represent the SCTS at these meetings. Can I check will the initial meeting be held virtually?

Many thanks,

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 08 January 2025 09:50  
**To:** [redacted- personal info]@scotcourts.gov.uk  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hi [redacted- personal info]

Thank you for confirming and thanks to [redacted- personal info] for agreeing to attend the meetings. The first meeting will be virtual and the format of future meetings will be agreed at the first one working on the basis for now that the majority will be virtual.

Best, [redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 08 January 2025 10:04  
**To:** [redacted- personal info]@children1st.org.uk  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hi,

Thanks [redacted- personal info]. Would you wish to send anyone else as a deputy to represent at the first meeting?

Best,

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 08 January 2025 15:00  
**To:** : [redacted- personal info]@womensaid.scot>; [redacted- personal info]@rapecrisisScotland.org.uk; [redacted- personal info]@glasgow.gov.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@gov.scot>; [redacted- personal

info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@copfs.gov.uk; [redacted- personal info]@copfs.gov.uk>; [redacted- personal info]@childrenfirst.org.uk; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@scotland.police.uk>; [redacted- personal info]@gov.scot>  
**Subject:** Prisoner Release: Victim Support and Information Group - First meeting

Good afternoon all,

Please accept this invitation to the first meeting of the Prisoner Release: Victim Support and Information Group as discussed in the attached email. For those organisations who have not yet provided a response as to whether they wish to attend the group and advise of the nominated representative please do so as soon as possible. We recognise this may not be possible for all invited members ahead of the first meeting due to leave over the festive period.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@victimsupportsco.org.uk  
**Sent:** Thursday, January 9, 2025 11:27 AM  
**To:** [redacted- personal info]@gov.scot  
**Subject:** Fw: [EXTERNAL]Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hello [redacted- personal info]

I will be attending on behalf of VSS. If you can please forward the link to attend, that would be great. See you Wednesday.

[redacted- personal info]

**From:** [redacted- personal info]@victimsupportsco.org.uk  
**Sent:** 09 January 2025 11:34  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** Re: [EXTERNAL]Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hello [redacted- personal info]



[redacted- personal info] out of office indicated to let you know about Prisoner Release info. I know he will be back by then, but just to let you know it will be me attending for VSS.

[redacted- personal info]

**From:** [redacted- personal info]@children1st.org.uk  
**Sent:** 13 January 2025 10:45  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@children1st.org.uk; [redacted- personal info]@children1st.org.uk  
**Subject:** Declined: Prisoner Release: Victim Support and Information Group - First meeting  
**When:** 15 January 2025 14:00-16:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.  
**Where:** Microsoft Teams Meeting

Hi [redacted- personal info]  
Thanks for this and sorry I think we are struggling with diaries for anyone to make this date. It seems to be an exceptionally busy week!  
Feel free to go ahead and keep us in the loop / or can make future dates.  
Thanks  
[redacted- personal info]

**From:** communitujusticedelivery@gov.scot  
**Sent:** 13 January 2025 14:53  
**To:** [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>;  
**Cc:** [redacted- personal info]@womensaid.scot>; [redacted- personal info]@rapecrisisscotland.org.uk; [redacted- personal info]@glasgow.gov.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@children1st.org.uk; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; <[redacted- personal info]@gov.scot>; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@copfs.gov.uk; [redacted- personal info]@copfs.gov.uk>; [redacted- personal info]@childrenfirst.org.uk; [redacted- personal info]@scotcourts.gov.uk; [redacted- personal info]@scotland.police.uk>; [redacted- personal info]@gov.scot>; [redacted- personal info]@copfs.gov.uk>; [redacted- personal info]@glasgow.gov.uk>; [redacted- personal info]@glasgow.gov.uk>; [redacted- personal info]@copfs.gov.uk>  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - First meeting

Good afternoon all,

Please see agenda and papers for first meeting of the Prisoner Release: Victim Support and Information Group attached.

For those organisations who have not yet provided a response as to whether they wish to attend the group and advise of the nominated representative please do so as soon as possible. We recognise this may not be possible for all invited members ahead of the first meeting due to leave over the festive period.

Please note that all papers are confidential and should not be circulated more widely than group members without agreement of the group.

Kind regards,  
[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 13 January 2025 15:06  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - First meeting [SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info] it was my intention not to attend this meeting (or [redacted- personal info]) as VNS always falls to our legal Policy and I know [redacted- personal info] is attending. Are you ok with that?

**From:** [redacted- personal info]@gov.scot  
**Sent:** 13 January 2025 15:46  
**To:** [redacted- personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - First meeting [SEC=OFFICIAL]

Hi,

Yes apologies your just in copy for information only. [redacted- personal info] is the rep from SPS. Happy to remove you from the DL if you would rather

[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 14 January 2025 15:44  
**To:** [redacted- personal info]@gov.scot

**Cc:** [redacted- personal info]@gov.scot; [redacted- personal info]@prisons.gov.scot  
**Subject:** VNS media piece [SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info]

As discussed, we've had an initial exploratory conversation with [redacted- personal info] from Victim Support Scotland, about a joint media piece promoting the Victim Notification Scheme.

I've previously discussed the possibility with [redacted- personal info], who is keen. VSS are also open to the idea and are going to see if there is a victim or family, who is registered with VNS, who would be willing to take part and talk about the benefits of the scheme.

The aims would be:

- To promote VNS, its benefits, and inform people on how to register.
- To provide a clear understanding about what the scheme does and doesn't do.
- To work with VSS to be clear that we are thinking about the impact on victims throughout.

[redacted- personal info] mentioned in our chat that she had a meeting with [redacted- personal info] tomorrow, so wanted to make sure you were sighted on what we are seeking to achieve, even if it is early days at this stage.

Thanks

[redacted- personal info]

**From:** [redacted- personal info]@scotland.police.uk

**Sent:** 15 January 2025 11:43

**To:** communityjusticedelivery@gov.scot

**Subject:** RE: Prisoner Release: Victim Support and Information Group - First meeting [OFFICIAL]

OFFICIAL

Hi [redacted- personal info]

Hope you are good.

I'm just reviewing the papers for the meeting this afternoon and just checking whether anyone from Victim Support Scotland is coming along?

Kind regards

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 15 January 2025 12:33  
**To:** [redacted- personal info]@scotland.police.uk  
**Subject:** RE: Prisoner Release: Victim Support and Information Group - First meeting [OFFICIAL]

Hi [redacted- personal info]

I believe [redacted- personal info] said they'd be attending.

Thanks  
[redacted- personal info]

**From:** [redacted- personal info]@womensaid.scot  
**Sent:** 15 January 2025 12:57  
**To:** communityjusticedelivery@gov.scot; [redacted- personal info] @gov.scot; [redacted- personal info] @gov.scot;  
**Subject:** FW: Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Dear Colleagues,

Just to confirm my conversation with [redacted- personal info] that [redacted- personal info] asked me to be the SWA representative on this Group but I am not sure that she got back to you to confirm this .

[redacted- personal info] has now sent over the link – thank you- and could you please add me to the membership and mailing list for future meetings?

Best wishes,  
[redacted- personal info]

**From:** [redacted- personal info]@victimssupportsco.org.uk  
**Sent:** 15 January 2025 14:02  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@gov.scot  
**Subject:** Re: [EXTERNAL]Prisoner Release: Victim Support and Information Group - Invitation and draft ToR

Hello

Is there a link to join this meeting?

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 17 January 2025 16:21

**To:** [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>;  
[redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>;  
[redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>;  
[redacted- personal info]@gov.scot>; [redacted- personal info]@glasgow.gov.uk;  
[redacted- personal info]@glasgow.gov.uk>; [redacted- personal  
info]@glasgow.gov.uk>; [redacted- personal info]@glasgow.gov.uk; [redacted-  
personal info]children1st.org.uk>; [redacted- personal info]@children1st.org.uk>;  
[redacted- personal info]@childrenfirst.org.uk; [redacted- personal  
info]@copfs.gov.uk; [redacted- personal info]@copfs.gov.uk>; [redacted- personal  
info]@copfs.gov.uk>; [redacted- personal info]@copfs.gov.uk>; [redacted- personal  
info]@scotland.police.uk>; [redacted- personal info]@scotcourts.gov.uk; [redacted-  
personal info]@scotcourts.gov.uk; [redacted- personal info]@scotcourts.gov.uk;  
[redacted- personal info]@prisons.gov.scot>; [redacted- personal  
info]@prisons.gov.scot; [redacted- personal info]@prisons.gov.scot>; [redacted-  
personal info]@prisons.gov.scot>; [redacted- personal info]@prisons.gov.scot>;  
[redacted- personal info]@womensaid.scot; [redacted- personal  
info]@victimssupportsco.org.uk>; [redacted- personal  
info]@rapecrisisScotland.org.uk>  
**Cc:** communityjusticedelivery@gov.scot  
**Subject:** Victim Support and Information Group Meeting: Prisoner Release

Good afternoon

Please find attached an action note from the meeting on 15 January as well as the  
FAQ document shared last month and further information on electronic monitoring by  
GPS [Criminal justice - electronic monitoring by GPS: information note - gov.scot](#).

The updated implementation plan and terms of reference are also attached and a  
suggested agenda for 22 January, please let us know if there's anything you'd like to  
add or change.

Thanks

[redacted- personal info]

## **Papers**

**Paper 1: Prisoner Release: Victim Support and Information Group – Invitation letter**  
**Sent: 16.12.24**

16.12.24

Dear colleagues

The Prisoners (Early Release) (Scotland) Bill was passed by the Scottish Parliament on 26 November 2024.

This Bill forms part of Scottish Government's wider plans to both ease immediate pressures on the prison estate and reduce Scotland's prison population in the longer term. This wider prison population work also includes plans to change the eligibility criteria for HDC to allow more time to be spent on HDC once the Bill is enacted and implemented and to enable the use of GPS monitoring devices for eligible individuals who have been deemed suitable for release on HDC where it is assessed as appropriate and proportionate.

As a key delivery partner, with a role in the support and rights of victims who may be impacted by these changes, we would appreciate your ongoing input and expertise as we move towards commencement of the Bill and progress the wider prison population related work.

We are establishing a group that focusses on support and information for victims around release arrangements and would like to invite you to nominate a representative from your organisation to join.

The role and remit of the group will be discussed and agreed at the first meeting however a draft terms of reference is attached. It is anticipated that the group will have an initial focus on preparations for commencement of the Prisoners (Early Release) (Scotland) Bill and consider the wider prisoner release work, in particular in relation to HDC and provision of release information under section 14 of the Bail and Release from Custody Act 2023.

We anticipate that the first meeting of the delivery group will take place on Wednesday January 15th from 14:00 – 16:00. It is then intended that the group will meet fortnightly until the end of March 2025 with further frequency of meetings to be agreed at a later date.

We would be grateful if you could please confirm your acceptance and nominated representative by 10th January 2025. Should you have any questions, please do not hesitate to contact [communityjusticedelivery@gov.scot](mailto:communityjusticedelivery@gov.scot)

Yours sincerely Community Justice Division

**Paper 2: Prisoner Release: Victim Support and Information Group – membership and contacts Jan 2025**

Internal document

**Prisoner Release: Victim Support and Information Group Membership**

Membership will involve leads from organisations with a direct role supporting victims and ensuring relevant information is available. All members will have authority to speak on behalf of the organisations they represent.

Core membership will comprise the following organisations:

ASSIST	[redacted- personal info]
Crown Office and Prosecutor Fiscal Service	[redacted- personal info]
Children First	[redacted- personal info]
Scottish Courts and Tribunals Service	[redacted- personal info]
Scottish Prison Service	[redacted- personal info]
Scottish Women’s Aid	[redacted- personal info]
Police Scotland	[redacted- personal info]
Rape Crisis Scotland	[redacted- personal info]
Victim Support Scotland	[redacted- personal info]

Scottish Government (chair)

**Paper 3: Prisoner Release: Victim Support and Information Group – Agenda –**  
15.01.25  
**Sent: 13.01.25**

**Prisoners (Early Release) (Scotland) Bill – Delivery Group**  
**15 January 2025 14.00 – 16.00**

**Agenda**

6. Welcome ([redacted- personal info])
7. Overview of the Bill ([redacted- personal info])  
*Outcome – understand background and changes being made by the Bill*
8. Terms of reference ([redacted- personal info])  
*Outcome – agree terms of reference*
9. Implementation plan ([redacted- personal info])  
*Outcome – agree actions, responsibilities and timescales for workstream 5*
10. VNS update ([redacted- personal info])  
*Outcome - agree the information sharing agreement work being progressed and timescales*
11. Update on HDC and GPS regulations ([redacted- personal info])
12. AOB
13. Date of next meeting (proposed 29/01/25)  
*Outcome – agree date and time for ongoing meetings*

**Suggested pre-meeting preparation**

Please familiarise yourself with the content of the Bill, review the draft terms of reference, and implementation plan.

[Prisoners \(Early Release\) \(Scotland\) Bill | Scottish Parliament Website](#)



**Paper 4:** Prisoner Release: Victim Support and Information Group – Agenda –  
22.01.25  
**Sent:** 17.01.25

**Prisoners (Early Release) (Scotland) Bill – Victim Support and Information  
Group  
22 January 2025 14.00 – 15.00**

**Agenda**

1. Actions from last meeting ([redacted – personal info] /All)

*Outcome – update on actions*

2. Implementation plan ([redacted – personal info] /All)

*Outcome – review updates from both groups to the plan*

3. Release management (SPS)

*Outcome – update on progress on the release changes and victim notification*

4. Media/comms (SPS/All)

*Outcome – discuss and agree approach to potential media engagement, and discuss what information can be jointly communicated to raise awareness of victim notification*

5. AOB

**Suggested pre-meeting preparation**

Please review the papers and prepare an update on progress for your actions.

**Paper 5:** Prisoner Release: Victim Support and Information Group – draft terms of reference

**Sent:** 17.01.25

## **Prisoner Release: Victim Support and Information Group**

### **Draft Terms of Reference**

#### **Overview**

This paper sets out the terms of reference for the Prisoner Release: Victim Support and Information group and details the purpose and functions of that group.

#### **Role and remit**

The purpose of the group is to consider the specific needs of victims in relation to the various workstreams which are being progressed in response to the prison population.

This group will have a particular focus on preparation for commencement of the Prisoners (Early Release) (Scotland) Bill, which will change the automatic release point for most short-term prisoners. It will also consider and provide input into a wider range of measures designed to sustainably reduce the prison population, including in relation to specific commitments relating to use of HDC.

In particular the group will provide a forum to:

- develop and deliver a process to communicate the change of prisoner release dates to victims in a supported way;
- identify key risks and planned mitigations for those risks;
- develop proposals for monitoring and evaluation;
- support ongoing developments in VSO support for victims accessing information from SPS regarding the release of prisoners;
- engage around changes in the operation of Home Detention Curfew (such as incorporation of GPS EM technology into appropriate HDC cases, and the proposed adjustment of the HDC eligibility period).

While the final decision on the date of commencement of the Bill will sit with the Scottish Government, advice and information from this group will inform that.

This group will be kept informed and have the opportunity to feed into the wider implementation planning for the Prisoners (Early Release) (Scotland) Bill via the delivery plan and shared risk register.

#### **Membership**

Membership will involve leads from organisations with a direct role supporting victims and ensuring relevant information is available. All members will have authority to speak on behalf of the organisations they represent.

Core membership will comprise the following organisations:

- Scottish Government (chair)
- ASSIST
- Crown Office and Prosecutor Fiscal Service
- Children First
- Scottish Courts and Tribunals Service
- Scottish Prison Service
- Scottish Women's Aid
- Police Scotland
- Rape Crisis Scotland
- Victim Support Scotland

Scottish Government attendees will include:

- Community Justice, Prisoners (Early Release) (Scotland) Bill team
- Community Justice, Parole, Release and Reintegration Unit
- Criminal Justice, Victims and Witnesses team

## **Governance**

The Prisoner Release: Victim Support and Information Group will have responsibility for ensuring the interests of victims are considered and addressed in relation to various workstreams which are being progressed in response to the prison population. Initially this group will focus on plans for implementation of the Prisoners (Early Release) Scotland Bill.

The Group will be chaired by the Scottish Government, and Scottish Government officials will also act as secretariat.

Overarching responsibility for implementation of the Bill will sit with the Prisoners Early Release: Delivery Group, which will include a focus on the technical aspects of implementation (e.g. recalculation of release dates, changes to release management systems, any IT updates required, and development of commencement regulations). There will be a shared delivery plan and risk register, with interaction between the two groups where required.

## **Frequency of meetings**

The first meeting of the group will take place on 15 January 2025. The group will then meet weekly on Wednesday from 22 January 2025 until the end of March 2025.

Community Justice Division  
December 2024

**Paper 6:** Prisoner Release: Victim Support and Information Group – draft action note  
**Sent:** 17.01.25

## **Prisoners (Early Release) (Scotland) Bill: Victim Support and Information Group**

Action note: 14.00 – 15.30, 15 January 2025

### **Attendees**

- [redacted – personal info] Scottish Government
- [redacted – personal info] ASSIST
- [redacted – personal info] COPFS
- [redacted – personal info] Police Scotland
- [redacted – personal info] SCTS
- [redacted – personal info] Scottish Prison Service
- [redacted – personal info] Scottish Women's Aid
- [redacted – personal info] Victim Support Scotland

### **Apologies**

- [redacted – personal info] Scottish Government
- [redacted – personal info] ASSIST
- [redacted – personal info] Children 1<sup>st</sup>
- [redacted – personal info] COPFS
- [redacted – personal info] SCTS
- [redacted – personal info] Rape Crisis Scotland
- [redacted – personal info] Scottish Prison Service

### **Actions**

**Action 1:** SG to update frequency of meetings in the terms of reference to weekly. All members to review terms of reference and provide any further comments so they can be agreed at the next meeting.

**Action 2:** SG to update the implementation plan workstream 5 to reflect discussion. All members to review for further discussion at the next meeting.

**Action 3:** SPS to provide update on the information available to SPS and any action taken about any previous offences and ongoing non-harassment orders.

**Action 4:** SG to provide members with the draft updates to mygov.scot on victim information and notification for any comments.

**Action 5:** SPS to provide further updates when available on the number of people to be released with a VNS marker.

**Action 6:** SWA to pick up discussion with SG ([redacted – personal info]) on prescribing local women's aid organisations.

**Action 7:** SPS to provide update on potential joint media and communication exercise with Victim Support Scotland and SG to recirculate the FAQ document. All members to consider for discussion at the next meeting.

**Action 8:** SG to circulate information on the GPS and HDC regulations.

**Action 9:** Victim Support Scotland to consider adding Bill implementation and GPS and HDC regulations to agenda for next VOCFS meeting.

**Action 10:** VSS/All to consider potential options to develop shareable graphics (or similar) raising awareness of the VNS for discussion at the next meeting.

**Paper 7:** Prisoner Release: Victim Support and Information Group – Updated FAQ for Victim Support Organisations: December 2024

**Sent:** 17.01.25

### **Why does action need to be taken to address the high prison population?**

Over the last decade the average length of prison sentences has increased by 32%. This is despite recorded crime being down 40% since 2006-2007. The prison population is also increasingly complex, with many groups requiring to be accommodated separately from others.

### **What change in the law is being made?**

The Prisoners (Early Release) (Scotland) Bill was passed at the end of November by Parliament. It changes the point of automatic early release for prisoners who are serving a short sentence of less than four years. It is estimated that this will reduce the sentenced population by approximately 5% compared to what it otherwise would have been.

At the moment, people serving sentences of less than four years are released following half (50%) of their sentence. This Bill will change the point of release to two-fifths (40%) of their sentence.

This change to the release point will not apply to all prisoners, those who are serving all or part of their sentence for sexual offences or domestic abuse, or an offence with a domestic abuse aggravator, are excluded from the change.

Here are some examples of the release point currently, and how this Bill will impact the release point:

- Person A was sentenced to 1 year in prison. Currently person A would be released after they had served 6 months in prison. Once the legislation commences, person A will be released after they have served around 4 months and 24 days – around 1 month and a week earlier.
- Person B was sentenced to 2 years in prison. Currently person B would be released after they had served 1 year in prison. Once the legislation

commences person B will be released after they have served around 9 months and 18 days – around 2 months and 2 weeks earlier.

- Person C was sentenced to 2 years in prison under section 1(1) of the Domestic Abuse (Scotland) Act 2018. Currently person C would be released after they have served 1 year in prison. As this type of offence is excluded from the changes made by this Bill, person C will still be released after 1 year in prison.

### **Why are domestic abuse and sexual offences excluded from the new release point?**

The change to the release point does not apply to people serving part or all of their sentence for domestic abuse or sexual offences. This is because it is known that people who are victims of these crimes often do not feel able to report them, meaning they are specifically under-reported, compared to other types of crimes.

In recent years progress has been made in increasing the proportion of people who come forward to report these types of offences. The Scottish Government has excluded these offences to avoid discouraging people who suffer from domestic abuse and sexual offences from coming forward to report these crimes.

### **When will prisoners be released?**

The Bill changes the release point for prisoners serving short-term sentences when the legislation comes into force, as well as for people who receive sentences of less than four years in future. This means that some people currently in prison will be released before their previously planned release date, soon after the change is made. It is likely that the change will take effect from around February 2025. When the legislation commences, some prisoners (estimated to be between 260-390 people) will become immediately eligible for release. These prisoners will be released in three tranches over six weeks.

Those who are currently serving all or part of their sentence for domestic abuse or sexual offences, or an offence with a domestic abuse aggravator, will continue to be released following 50% of their sentence, as they are now. Having a previous conviction for domestic abuse or a sexual offence does not mean a prisoner will be exempt from earlier release if they are now serving a sentence for something else.

### **Will this change apply to children in secure accommodation?**

Yes. The Bill brings forward the point of automatic early release for adults in prisons and Youth Offender Institutions and for children (under the age of 18) who are detained in secure accommodation. The same exemptions apply to both adults and children, meaning that children who are serving sentences for sexual offences or domestic abuse, or an offence with a domestic abuse aggravator will not be affected by the change.

### **How and when will prisoners be released?**

In order to avoid too many prisoners being released on the same day, those who are initially eligible for release will be released in tranches. It is likely this will happen from February 2025 and this will be confirmed as soon as possible. The Bill sets out that those eligible are to be released in three tranches across six weeks, starting one week after the Act is commenced.

The reason for this is to ensure that services are able to manage a higher than usual number of people being released, for example housing services, and services that support families of those being released and who support victims of crime.

Generally, people are released on weekdays, and usually avoiding Fridays and bank holidays, so that those services are available. The Bill sets out that those released within a tranche should be released on Tuesday, Wednesday or Thursday.

### **Why short-term prisoners specifically?**

Earlier this year the Scottish Government ran a public consultation on changing the release point for some long-term prisoners, (those who are in prison for 4 years or more). There were a wide range of views received including from organisations that support long-term prisoners on release from prison, and organisations that support victims. Some concerns were raised about the proposal, including that more consideration was needed around the potential risks posed by such prisoners, and that services that support long-term prisoners on release may need more time and resources to prepare to manage more people in the community.

As a result, the Scottish Government decided to focus on people serving short-term sentences instead. The Bill will result in relatively small changes to release dates reducing some of the impacts highlighted in the consultation around the impact on community services.

### **How will victims be informed of the release of a prisoner involved in their case?**

The bill does not change how victims are currently notified about the release of a prisoner in their case.

As is currently the case, victims will only be automatically told that a prisoner involved in their case is being released if they have previously indicated that they want that type of information. This is because not all victims want to know about the release of a prisoner. There are two systems in place in cases for victims who do want this information, and you can join at any time.

Victims of offenders sentenced to between 18 months and 4 years imprisonment can register with the Victim Notification Scheme to obtain certain information about a prisoner involved in their case, including their release date. Through the Victim Notification Scheme victims over 12 years old are able to nominate a prescribed Victim Support Organisation to receive information at the same time as them, or on their behalf, regarding the release of the linked individual in their case. These prescribed organisations are currently Victim Support Scotland, Rape Crisis Scotland, ASSIST, and Children First. If a victim wishes to join the scheme they can

do so at any time by contacting the Victim Information and Advice Service at the Crown Office and Procurator Fiscal Service on [EnquiryPoint@copfs.gov.uk](mailto:EnquiryPoint@copfs.gov.uk) or call on 0300 020 3000.

Victims of offenders sentenced to less than 18 months in custody can receive information through the Victim Information Scheme about the release date of a prisoner involved in their case by contacting the Scottish Prison Service directly. Victims can phone the Scottish Prison Service on 0131 330 3664.

### **Are prisoners informed when someone signs up for the Victim Notification Scheme, or contacts SPS for information about release date?**

No. The Scottish Prison Service will not inform a prisoner that a victim has asked for information about their release or any other information they are entitled to.

### **Do victims have a say in the decision to release a short-term prisoner?**

This Bill only changes the release point for people serving short-term sentences, it does not change the way prisoners are released.

Unlike those serving long-term sentences of over four years, there is no decision making process around the point at which a prisoner is released. All prisoners serving short-term sentences (less than four years) are currently released automatically at the 50% point, and this Bill changes that release point to 40%.

Adult prisoners serving short-term sentences are not considered for release at different stages of their sentence by the Parole Board. That process only applies to adult prisoners serving long-term sentences of over four years.

All short-term prisoners must be released once they have reached the point of automatic early release. In all cases, the Scottish Prison Service can only legally imprison people until their point of automatic release, and no longer. They cannot consider other factors such as previous convictions, or offences for which a prisoner has not received a sentence.

### **Will released prisoners be subject to any supervision or other conditions, such as curfews or tags?**

Most people being released from short-term sentences are released unconditionally, which means they are not supervised or subject to any specific conditions.

In some cases, the court directs supervision on release as part of a prisoner's sentence, for example through a Supervised Release Order.

Supervised Release Orders can be imposed on some people serving short-term sentences and these come into force when a person leaves prison and can last up to 12 months, placing them under the supervision of a justice social worker and subject to conditions.

### **What if the prisoner is homeless? Will they still be released?**



People will not be kept in prison because they did not have housing prior to release or because they don't have accommodation arranged for their release.

People being released from prison are entitled to request support called voluntary throughcare support. Throughcare can help prisoners access housing, healthcare, benefits and employment on release from prison.

In Scotland, local authorities must provide support to people who are homeless or at risk of becoming homeless. This includes people who are being released from prison. Sometimes this might mean staying in temporary accommodation until permanent accommodation becomes available. Local authorities will always try to make sure no one is sleeping outside, or rough sleeping.

People being released from prison must ask a local authority for support. The local authority will then carry out an assessment. Voluntary throughcare services can help those leaving prison with these arrangements.

### **How will the impact of this change be measured?**

The Bill requires Scottish Ministers to provide a report to the Scottish Parliament as soon as possible following two years of the change to release point being in force. This report must include information about the prison population and specific information about prisoners released in the initial tranches when the Bill first comes into effect.

In addition, information will also be published within two months following the initial release of prisoners in three tranches, including how many victims were notified of release

## **Prisoners (Early Release) (Scotland) Bill: Delivery Group: Implementation plan**

The attached plan and timeline are intended to support discussion at the delivery group meeting on 09 January 2025 to monitor actions, responsibilities and timescales.

This is a working document which will be updated following each meeting.

### **Version control**

Version 1: 16.12.24

Version 2: 17.12.24

Version 3: 08.01.25

Version 4: 10.01.25

Version 5: 16.01.25

Work plan

1.	2. WORKSTREAMS	3. RESPONSIBILITY	4. ACTIONS	5. MILESTONES
1	<p>Commencement regulations</p> <p><b>GOAL</b> – ensure Act comes into force on 11 February so that releases can begin as soon as possible in order relieve immediate pressure on the prison estate</p>	Scottish Government	<p>1.1 SSI bid template</p> <p>1.2 Draft instructions</p> <p>1.3 Draft regulations</p> <p>1.4 Clear</p> <p>1.5 Sign</p> <p>1.6 Lay</p>	<p>SSI made - 27 January</p> <p>SSI laid - 29 January</p> <p>SSI in force - 11 February</p>
2	<p>International transfers process</p> <p><b>GOAL</b> – agree process for determining whether cases are to be treated as domestic abuse and sexual offences cases for any prisoner repatriated to Scotland under section 3A Persons transferred to Scotland from outwith the United Kingdom</p>	Scottish Government	To be updated	
3	<p>Calculation of new release dates</p> <p><b>GOAL</b> – ensure all eligible individuals are released at their appropriate release point and mitigate risks of error</p>	Scottish Prison Service / SG Youth Justice team	<p>3.1 All staff to complete training in the calculation of warrants, exclusion criteria and impact on HDC.</p> <p>3.2 SPS to share guidance with SG youth justice</p> <p>3.3 Service Now system to be commenced.</p> <p>3.4 New release dates to be calculated including where a new sentence is imposed following remand</p> <p>3.5 Individuals who will be subject to MAPPA on release</p>	<p>Recalculations completed for all children – 11 Feb</p> <p>Tranche 1 calculations complete and those impacted to be informed of new release date – 11 Feb</p> <p>Tranche 2 calculations complete and those impacted to be informed of new release date – 25 Feb</p> <p>Tranche 3 calculations complete and those impacted to be informed of new release date – 11 March</p> <p>All eligible prisoners to be released at 40% point as business as usual – 21 March</p>

			to be identified as a priority and all partners informed 3.6 Youth Justice to ensure new release dates are calculated for all children detained in custody.	
4	<p>Release planning for tranches</p> <p><b>GOAL</b> – ensure those leaving prison and community partners are prepared for the release and ensure those leaving prison have an opportunity to access throughcare support</p>	<p>Scottish Prison Service Scottish Government / COSLA / PSPs / JSW</p>	<p>4.1 SPOCs to be identified in each establishment 4.2 List of release tranches to be shared with all partners where there is an information sharing agreement in place 4.3 Police Scotland to review list for outstanding warrants and inform SCTS / COPFS 4.4 Each establishment to set up a local release planning group to review lists and plan for necessary support 4.5 SG / PSPs to plan for voluntary third sector throughcare provision to transition to new national service 4.6 On receipt of tranche release information LA's to offer voluntary throughcare where appropriate</p>	<p>SPOCs identified in each establishment – 9 Jan All establishments to have established local release planning group -20 Jan Pre-release planning meetings start – 27 Jan</p>
5	<p>Victim notification and information</p> <p><b>GOAL</b> – ensure those registered on the Victim Notification Scheme are informed if there is a change to the offender's release date due to the legislation, and create an</p>	<p>Prisoner Release: Victim Support and Information Group</p>	<p>5.1 Set up victim support and information group 5.2 Agree information sharing process between named VSOs and SPS' VNS team.</p>	<p>Victim Support and Information Group – first meeting 15 Jan with ongoing weekly meetings. Those registered with VNS and impacted by the change to be notified by SPS VNS team by phone or letter – 28 Jan</p>

	<p>expedited process to enable victims who are not registered on the VNS, to be provided with the release date, if they request it from SPS' VNS team or through a named VSO.</p>		<p>5.3 VSOs to feedback on planned communications to victims. 5.4 Review all tranche releases for VNS markers. 5.5 Group members to develop joint media and comms for victim notification</p>	<p>Prisoners with VNS marker impacted by new release date to be informed – 30 Jan MyGOV.Scot webpages to be updated – w/c 3 Feb Joint VSS, SPS and SG social media campaign to encourage VNS registrations – w/c 3<sup>rd</sup> Feb</p>
6	<p>Housing support</p> <p><b>GOAL</b> – manage the additional pressure on housing (including agreeing approach to additional costs incurred) and ensure those leaving prison have their housing needs assessed</p>	<p>Scottish Government / COSLA / ALACHO</p>	<p>6.1 SG, COSLA and ALACHO to develop distribution funding model and submit to formal process 6.2 Housing needs assessments to be completed for all those who will be released within the tranches 6.3 Local Authorities to plan for the provision of housing support where needs have been identified.</p>	<p>Settlement Distribution Group meeting 5 February</p>
7	<p>Move to business as usual</p> <p><b>GOAL</b> – STP40 to be fully incorporated into all business as usual processes</p>	<p>Scottish Prison Service / all group members</p>	<p>7.1 SPS IT changes to be completed</p>	<p>Realisation date 21 March</p>
8	<p>Monitoring and reporting</p> <p><b>GOAL</b> – agree process for data collection and monitoring to support publication and report on operation of the Act under section 4A Report on operation of Act</p>	<p>Scottish Prison Service / Scottish Government</p>	<p>8.1 SPS data team to set up initial meeting to discuss approach with Justice Analytical Services in January.</p>	<p>Publish information on tranche releases by 13 May</p>

Timeline

Date	Item	Status
16.12.2024	Delivery group meeting	Complete
21.12. 2024 – 05.01.2025	Recess	Complete
09.01.2025	Delivery group meeting	Complete
15.01.2025	Victim Support and Information Group meeting	Complete
16.01.2025	Delivery group meeting	Complete
22.01.2025	Victim Support and Information Group meeting	
23.01.2025	Delivery group meeting	
27.01.2025	SSI made	
27.01.2025	Letters issued to key partners on laying of the SSI to confirm coming into force and tranche dates	
28.01.2025	Letters issued to local authority directors of finance confirming funding will be made available to support housing pressures as a direct result of the implementation of the Act	
29.01.2025	SSI laid	
29.01.2025	Victim Support and Information Group meeting	
30.01.2025	Delivery group meeting	
05.01.2025	Victim Support and Information Group meeting	
06.02.2025	Delivery group meeting	
08.02.2025 – 16.02.2025	Recess	

11.02.2025	Act comes into force.	
12.02.2025	Victim Support and Information Group meeting	
13.02.2025	Delivery group meeting	
18.02.2025	Tranche 1	
19.02.2025	Victim Support and Information Group meeting	
20.02.2025	Delivery group meeting	
26.07.2025	Victim Support and Information Group meeting	
27.02.2025	Delivery group meeting	
04.03.2025	Tranche 2	
05.03.2025	Victim Support and Information Group meeting	
06.03.2025	Delivery group meeting	
12.03.2025	Victim Support and Information Group meeting	
13.03.2025	Delivery group meeting	
18.03.2025	Tranche 3	
19.03.2025	Victim Support and Information Group meeting	
20.03.2025	Delivery group meeting	

Meeting Action Log

<b>Action</b>	<b>Date open</b>	<b>Date due</b>	<b>Action owner</b>	<b>Status</b>
Identified health / ADP representatives	16.12.24		<b>SG</b>	<b>Complete</b>
All group members to review updated ToR	16.12.24	09.01.25	<b>All</b>	<b>Complete</b>
SPS to share warrant calculation guidance with SG youth justice team	16.12.24		<b>SPS</b>	<b>Complete</b>
SG/COSLA/ALACHO to meet to discuss housing	16.12.24	09.01.25	<b>SG/ COSLA / ALACHO</b>	<b>Complete</b>
SPS to share presentation and contact list with SG	09.01.25	16.01.25	<b>SPS</b>	<b>Complete</b>
SG to provide update on the publication of emergency early release lessons learnt documents	09.01.25	16.01.25	<b>SG</b>	<b>Complete</b>
SG to update terms of reference and implementation plan following first meeting of victim support and information group	15.01.25	22.05.25	<b>All</b>	<b>Complete</b>
SPS to provide update on the information available about any previous offences and non-harassment orders and when available	15.01.25	22.01.25	<b>SPS</b>	<b>Complete</b>



on the number of people to be released with a VNS marker.				
SG to share draft updates to mygov.scot on victim information and notification for input.	15.01.25	22.01.25	<b>SG</b>	<b>Complete</b>
SPS and Victim Support Scotland to develop joint media and communication for victims.	15.01.25	22.01.25	<b>SPS, SG and VSS</b>	<b>In progress</b>
SG to attend next VOCFS meeting	15.01.25	29.01.25	<b>SG and VOCFS</b>	<b>Complete</b>
SPS and all partners to discuss data sharing agreements and flag any issues to SG	16.01.25	23.01.25	<b>All</b>	<b>In progress</b>
SPS to update members on the release lists and membership of local groups	16.01.25	23.01.25	<b>SPS</b>	<b>Complete</b>
SPS to meet with JAS to discuss workstream 8	16.01.25	23.01.25	<b>SPS and JAS</b>	<b>In progress</b>
SG to link in with health colleagues on GP registrations and how to ensure GPs are notified of the upcoming releases	23.01.25	06.02.15	<b>SG</b>	<b>In progress</b>

SPS to link in with COPFS and SCTS and share updated warrant calculation guidance with them. Assurance to be provided by COPFS and SCTS that they are content with the process for interpreting aggravation codes and markings in the application of STP40 exclusions	23.01.25	30.01.25	<b>SPS, COPFS, SCTS and SG</b>	<b>In progress</b> – SPS, COPFS and SCTS to review offline. SG to describe risk and solution for audit purposes and secure sign off from all partners
Add pre-release meeting feedback to the agenda as a standing item	23.01.25	30.01.25	<b>SG</b>	<b>Complete</b>
Updated pre-release consideration of needs form to be shared with group	23.01.25	30.01.25	<b>SG / SPS</b>	<b>Complete</b>
SPS to share the letter being issued to those registered with the victim notification scheme with victim support and information group	29.01.25	05.02.25	<b>SPS</b>	<b>In progress</b>
SG to circulate updated FAQ to all delivery group members	29.01.25	05.02.25	<b>SG</b>	<b>In progress</b>

SG to confirm what platforms will be used for social media campaign.	30.01.25	06.02.25	<b>SG</b>	
SG to discuss with CJS possibility of sharing social media through their channels	30.01.25	06.02.25	<b>SG / CJS</b>	

**202500449152 - Document 5 - Prisoners (Early Release) (Scotland) Bill – correspondence between Scottish Government and external partners 19.12.24 – 19.01.25**

**From:** [redacted – personal info]@gov.scot>  
**Sent:** 19 December 2024 11:44  
**To:** [redacted – personal info]@womensaid.scot  
**Cc:** [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>; Vallath [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>

**Subject:** Intro and meeting request between SG/SWA

Hi [redacted – personal info],

Firstly, I wanted to introduce myself, I've just moved into [redacted – personal info] old post leading the parole, release and reintegration unit in community justice.

I also wanted to get in touch about the work that you had been doing with [redacted – personal info] and colleagues in the victims and witness team on working towards prescribing SWA as a VSO as part of the changes to early release as implemented via section 14 of the Bail and Release Act in the summer, and now in the Prisoners (Early Release) (Scotland) Bill. It would be helpful to know if there has been any progress on the work on your side around how SWAs governance arrangements could be operationalised in this way.

I'd like to get some time in the diary for early in the New Year to discuss this in more detail. Due to the timing of the short term prisoners release in Feb/March, it may not be possible to have SWA prescribed in time for this, but it would be useful to discuss with you, understand where you have got to and work out a plan to progress.

If you let me know what dates work from your side w/c 6th Jan and who should be invited (who is the policy lead on your side?), I can set something up. Aware there is a wider discussion on the Prisoners (Early Release) (Scotland) Bill on the 15th and it would be helpful to have our catch up before then if possible.

Thanks again and look forward to meeting you in the New Year.

[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** 20 December 2024 12:50  
**To:** Director of Justice, Deputy Director Community Justice  
**Cc:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>

**Subject:** Risk concern STP 40 [SEC=OFFICIAL]

OFFICIAL

Good afternoon [redacted – personal info]

I hope you are both well and looking forward to the festive period!

I am emailing to highlight the STP40 process which, due to the software build and planning, will encounter problems should any of the dates noted below change. I am hoping for some assurances around these particularly in relation to the SSI being laid on 26<sup>th</sup> January and enactment date of 11<sup>th</sup> February. Is there any concern or consideration that these will change?

Kind regards  
[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** 20 December 2024 10:31  
**To:** [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>  
**Cc:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>  
**Subject:** STP 40 Risk Concerns [SEC=OFFICIAL]

OFFICIAL

Good Morning [redacted – personal info]

During the course of this week members of our project team have expressed concerns regarding the absolute need for certainty regarding the date for commencement of the Prisoners (Early Release) (Scotland) Bill. Significant work is underway to facilitate the recalculation of warrants, training staff and developing our processes with the goal of delivering the tranche releases as set out in the Bill. Partners are starting to be engaged to support those in our care make a smooth transition back to the community in support of our approach. We have also commissioned a dedicated software system (Service Now) which calculates and allocates individual tranche release dates and is anchored in the dates below.

Therefore, if there is any slippage or change to the dates below this would have a significant and detrimental impact on our and partners ability to deliver this initiative on time. It would also significantly increase the work associated with the project as much of the warrant calculations and tranche assignments would have to be reviewed and revised.

As the Project lead it is my duty to set out in clear detail the potential impact of slippage in relation to these dates and the consequential impact this would have on the entire SPS project's ability to quickly change and adapt.

We appreciate there is, at this stage, no suggestion that these dates will change, however it is of vital importance that all parties understand the consequences of any change to the timetable set out below.

- Commencement SSI laid: 28<sup>th</sup> January
- Parliamentary recess: 8<sup>th</sup> – 16<sup>th</sup> February
- Commencement Date: 11<sup>th</sup> February
- Tranche 1: 18<sup>th</sup> February
- Tranche 2: 4<sup>th</sup> March
- Tranche 3: 18<sup>th</sup> March
- Realisation date: 21<sup>st</sup> March

Regards

[redacted – personal info]

**From:** Deputy Director Community Justice

**Sent:** 30 December 2024 15:25

**To:** [redacted – personal info]@prisons.gov.scot

**Cc:** Deputy Director Community Justice; Director of Justice; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@gov.scot>

**Subject:** RE: Risk concern STP 40 [SEC=OFFICIAL]

[redacted – personal info]

I said I'd come back to you on this once I'd spoken [redacted – LPP]

The main point to confirm is that there are no concerns at this stage re slippage. The SSI is a set of commencement regulations and are not subject to Parliamentary procedure so will come into force on the day that we choose. Parliament and Government have agreed a convention that commencement SSIs are ordinarily laid before Parliament 10-14 days prior to commencing the relevant provisions of the Act.

Further details on the timelines below with one point of clarification. Apols this is a bit lengthy and happy to chat through if easier.

Work on drafting the SSI is progressing as planned. The date SGLD have for laying is 29 January. This is not material to the proposed coming into force date and just reflects that [Legislation.gov.uk](https://legislation.gov.uk) need 24 hours to put the SSI on their website after it is made to ensure it is available on-line at the same time when it is laid.

The other dates outlined below are the same though worth noting that each tranche runs for three days like so:

- 1st tranche: from 18 to 21 February;
- 2nd tranche: from 4 to 6 March;
- 3rd tranche: from 18 to 20 March.

The only point to clarify is what is meant by the “realisation date” set out below of 21 March.

The Bill provides that for prisoners who would be due to be released under the new 40% rule between the date of commencement (11 February) and the day *before* the final release tranche begins (17 March) that their release is held back to take place during tranche 3: (18 to 20 March).

The Bill also provides that for any prisoner due to be released under the new 40% rule from 18 March onwards, that they are released at their 40% mark. So if they are due to be released under the 40% rule on 18 March they are released on that date, if they are due to be released on 19 March they are released on that date. Accordingly, where a prisoner’s 40% release date occurs during tranche 3 then that prisoners is released at their 40% mark even if that date falls within the tranche 3 period.

To check that that you are working on this basis and not that you plan to release those who are, under the 40% rule, due to be released from 18-20 March on 21 March instead?

[redacted – personal info]

**From:** [redacted – personal info]@gov.scot  
**Sent:** 06 January 2025 14:21  
**To:** [redacted – personal info]@prisons.gov.scot  
**Cc:** [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>  
**Subject:** FW: Risk concern STP 40 [SEC=OFFICIAL]

[redacted – personal info]

To see for awareness.

[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** Friday, January 10, 2025 8:25 AM  
**To:** [redacted – personal info]@gov.scot  
**Subject:** Another Question [SEC=OFFICIAL]

OFFICIAL

Good morning [redacted – personal info]

Are you online just now, a question has come up about SPt40.

[redacted – personal info]

**From:** [redacted – personal info] @gov.scot  
**Sent:** 10 January 2025 09:22  
**To:** [redacted – personal info]@prisons.gov.scot  
**Subject:** RE: Another Question [SEC=OFFICIAL]

Hi [redacted – personal info]

Sorry I wasn't on at that time but can arrange a call for half past?

**From:** [redacted- personal info]@gov.scot  
**Sent:** 14 January 2025 13:28  
**To:** [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@alacho.org>  
**Cc:** communityjusticedelivery@gov.scot  
**Subject:** SG/COSLA/ALACHO Catch-up - Prisoners (Early Release) Bill

Hi all

It would be useful to have a further meeting this week or early next week to continue the discussion on costs and the Prisoners (Early Release) Bill.

I have suggested some times below and would be grateful if you could let me know your availability.

Friday 17 January 14.00 – 15.00  
Tuesday 21 January between 10.00 and 12.00 or 15.30 to 17.00

Many thanks  
[redacted- personal info]

**From:** [redacted- personal info]@cosla.gov.uk>  
**Sent:** 14 January 2025 14:19  
**To:** [redacted- personal info]@gov.scot>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>  
**Cc:** communityjusticedelivery@gov.scot  
**Subject:** RE: SG/COSLA/ALACHO Catch-up - Prisoners (Early Release) Bill

Hi [redacted- personal info]

Thanks for your email – I was going to drop you a line to request the same so good timing.

I'm not here on the 17<sup>th</sup> but can do the 21<sup>st</sup> at 10am or 12pm.

Kind Regards  
[redacted- personal info]



**From:** [redacted- personal info]@alacho.org  
**Sent:** 14 January 2025 14:24  
**To:** [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@gov.scot>; [redacted- personal info]cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>  
**Subject:** RE: SG/COSLA/ALACHO Catch-up - Prisoners (Early Release) Bill

21<sup>st</sup> would suite me better too

[redacted- personal info]

**From:** communityjusticedelivery@gov.scot  
**Sent:** 14 January 2025 15:55  
**To:** [redacted- personal info]@alacho.org>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@gov.scot>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>; [redacted- personal info]@cosla.gov.uk>  
**Subject:** RE: SG/COSLA/ALACHO Catch-up - Prisoners (Early Release) Bill

Thanks both. I have put some time in for next Tuesday at 10 which hopefully works for most.

Thanks  
[redacted- personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** 15 January 2025 09:58  
**To:** [redacted – personal info]@scotcourts.gov.uk>  
**Cc:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@gov.scot>  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

Hi [redacted – personal info]

Thank you for getting back to me.

[redacted –30(b)(ii) free and frank exchange of views]

[redacted – LPP]

I am delivering training this morning however given the urgency of these matters and the imminent coming into force date of this legislations we would appreciate a response by close of play today. Sorry for the tight timescales.

Kind regards  
[redacted – personal info]

**From:** [redacted – personal info]@scotcourts.gov.uk  
**Sent:** Wednesday, January 15, 2025 10:13 AM  
**To:** [redacted – personal info]@prisons.gov.scot  
**Cc:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@gov.scot  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

Thanks [redacted – personal info]

Responses below.

[redacted –30(b)(ii) free and frank exchange of views]

[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** 15 January 2025 11:42  
**To:** [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@prisons.gov.scot>  
**Cc:** [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@gov.scot  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

OFFICIAL

Hi [redacted – personal info],

Thanks for this, it's really helpful and thanks for your continuing help and assistance.

[redacted – LPP]

[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** 15 January 2025 11:42  
**To:** [redacted – personal info]@gov.scot>; [redacted – personal info]@prisons.gov.scot>  
**Cc:** [redacted – personal info]@prisons.gov.scot  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

OFFICIAL

Good morning,

[redacted – personal info] is out delivering training this morning, I'll pick this up in her absence.

[redacted – 35(1)(f) - security and good order in prisons]

I have asked [redacted – personal info] [redacted –30(b)(ii) free and frank exchange of views].

[redacted – personal info]

**From:** [redacted – personal info]@scotcourts.gov.uk  
**Sent:** 15 January 2025 11:50  
**To:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>  
**Cc:** [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@gov.scot  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

Hi [redacted – personal info]

Not recorded in any way that is easily retrievable and would likely involve manual interrogation of court papers which would be a significant project/resource intensive for potentially the SCTS and the judiciary.

[redacted – LPP]

[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** Wednesday, January 15, 2025 12:00 PM  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

OFFICIAL

Thanks [redacted – personal info]  
[redacted – personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 16 January 2025 09:37  
**To:** [redacted- personal info]@prisons.gov.scot; [redacted- personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** FW: Early release [SEC=OFFICIAL]

OFFICIAL

Morning,

Can I check please, is this date correct? And is the date in the public domain/should it be?

Thanks

[redacted- personal info]

**From:** [redacted- personal info]@prisons.gov.scot  
**Sent:** 16 January 2025 09:45  
**To:** [redacted- personal info]@gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot  
**Subject:** FW: Early release [SEC=OFFICIAL]

OFFICIAL

Hi [redacted- personal info]

We have received this query below from the sun – Are we OK to let them know the expected implementation date is 11<sup>th</sup> February?

Many Thanks,

[redacted- personal info]

**From:** [redacted- personal info]@gov.scot  
**Sent:** 16 January 2025 11:43  
**To:** [redacted- personal info]@prisons.gov.scot  
**Cc:** [redacted- personal info]@prisons.gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>; [redacted- personal info]@gov.scot>  
**Subject:** RE: Early release [SEC=OFFICIAL]

Hi [redacted- personal info]

We've shared the expected commencement date pretty widely so it's not exactly a secret, but my preference would be to avoid confirming the exact date right now – we might have to if pushed, but [redacted –30(b)(ii) free and frank exchange of views].

I've copied our comms colleagues for awareness –[redacted- personal info], we might need to consider whether there's a case for proactively confirming the expected commencement date at some point soon, we could perhaps pick up separately.

[redacted- personal info]

**From:** [redacted – personal info]@gov.scot  
**Sent:** 16 January 2025 [time unknown]  
**To:** [redacted – personal info]@gov.scot>  
**Cc:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal

info]@gov.scot>; [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>

**Subject:** RE: Early release [SEC=OFFICIAL]

[redacted- personal info]

Following his approach on 6 January, here is the background guidance I provided to [redacted- personal info]

*'For info. Timescales on Royal Assent are for the Palace, but as we outlined during passage of the Bill we said February was planned timing.'*

Would welcome a Teams chat with you and colleagues next week to start discussing comms handling.

[redacted- personal info]

**From:** [redacted – personal info]@scotcourts.gov.uk

**Sent:** Thursday, January 16, 2025 5:24 PM

**To:** [redacted – personal info]@gov.scot

**Cc:** [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>

**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

**Importance:** High

Hi [redacted – personal info],

I wonder if you have had a chance to consider my points below. Given the likely dates for the coming into force of this Act it would be good to understand how the changes are anticipated to work in practice.

Thanks

[redacted – personal info]

**From:** [redacted – personal info]@scotcourts.gov.uk>

**Sent:** 17 January 2025 09:57

**To:** [redacted – personal info]@gov.scot

**Cc:** [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@scotcourts.gov.uk>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot

**Subject:** RE: Prisoners (Early Release)(Scotland) Bill 2024 [SEC=OFFICIAL]

Thanks [redacted – personal info]

I think [redacted – personal info] has now confirmed there is an agreed process. I think our email crossed last night!

[redacted – personal info]

**From:** [redacted – personal info]@prisons.gov.scot  
**Sent:** Friday, January 17, 2025 3:02 PM  
**To:** [redacted – personal info]@gov.scot>; [redacted – personal info]@gov.scot>  
**Cc:** [redacted – personal info]@gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>  
**Subject:** Proposed VNS letter - 'Prisoners (Early Release)(Scotland) Act 2025'  
[SEC=OFFICIAL]

OFFICIAL

[redacted – personal info]

Please see attached the proposed VNS letter which we intend sending to registered victims, where the offender's release date is changed as a result of the 'Prisoners (Early Release)(Scotland) Act 2025'.

Could you please advise if you have any comments on the attached letter by **midday Monday**. Apologies for the tight turnaround requested, we are working at speed on finalising our communications with victims.

Kind regards,  
[redacted – personal info]

**From:** [redacted – personal info]@gov.scot  
**Sent:** 17 January 2025 17:28  
**To:** [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@gov.scot>  
**Cc:** [redacted – personal info]@gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>; [redacted – personal info]@prisons.gov.scot>  
**Subject:** RE: Proposed VNS letter - 'Prisoners (Early Release)(Scotland) Act 2025'  
[SEC=OFFICIAL]

Hi [redacted – personal info]

[redacted – personal info] and I are both content with the letter.

Thanks  
[redacted – personal info]

**202500449152 - Document 6 - Prisoners (Early Release) (Scotland) Bill Victims support and information - Information Sharing Agreement between SPS and VSO**

**From:** [redacted – personal info]

**Sent:** 11 December 2024 14:46

**To:** [redacted – personal info]

**Cc:** [redacted – personal info]

**Subject:** Information Sharing Agreement between SPS and VSO

Hi [redacted – personal info]

As you will be aware, the Prisoners (Early Release) (Scotland) Bill was passed on 26 November 2024. The Prisoners (Early Release) (Scotland) Bill will change the release point for offenders serving sentences of less than four years from 50% of their sentence to 40%. There will be no change to the release point for prisoners serving sentences for domestic abuse or sexual offences.

Victim notification is an important part of that process and SPS have been considering processes to ensure that victims who are not registered with the VNS or VIS schemes are able to receive information about the release of the prisoner in their case. As you know the Section 14 of the Bail and Release from Custody (Scotland) Act 2023 allows prescribed organisations to request information on behalf of victims. However SPS have not fully operationalised Sec. 14 and are therefore putting in place information sharing agreements as was done during the Emergency Early Release scheme.

In order to be able to provide that information, SPS need to confirm that the victim seeking this information is the registered victim in the case. In order to do that, they will need to confirm with either COPFS or SCTS.

I know that [redacted – personal info] had previously liaised with you on this and I am supporting the Bill team on the implementation this time. As I am new to this, I had a couple of questions for clarification:

- 1) When an individual is registering for VNS for the first time, how long does it normally take for COPFS and SCTS to confirm that the individual signing up is the registered victim in the case.
- 2) In the context of a time-limited information sharing agreement, would you need to have an alternate process for confirming the identity of the victim seeking the information?

Please note that SPS has not formally contacted VSOs yet to set up the information sharing agreement, so we would be grateful for your discretion until we have ironed out some more details.

Thanks,

**From:** [redacted – personal info]  
**Sent:** 16 December 2024 11:17  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

Morning [redacted – personal info]

Apologies for chasing this email – just wanted to ensure you're the right people to contact for this and if not, please let us know so we may speak to them and progress this work.

Thanks,  
[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 16 December 2024 11:41  
**To:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

Hi [redacted – personal info],  
Apologies for the delayed response.

It might assist if I explain the process we have in place. Requests come into a central mail box from SPS, the team then have to make contact with the individual courts who have to check the papers to see if the individual is named in any of the charges. We do not hold this information on our electronic systems, hence the check required by the actual courts. The courts then have to come back to the central team who will respond to SPS. As this involves interaction between teams, and manual checking of papers – which can sometimes be offsite, we don't have a time period in place as such – the time this takes is also be impacted by volumes. Whilst the central team adds an extra couple of layers into the process, I think this is preferable and keeps requests monitored rather than SPS having to send requests to individual courts. We will issue guidance to court staff emphasising the need to respond promptly to requests.

What I should also clarify is that we cannot confirm for definite if an individual is a victim in the case, all we can do is confirm if they are named in any of the charges. This is part of the reason why the recommendation in the review of the VNS suggested that the SCTS be removed from the process.

I am not entirely clear what is envisaged regarding an alternative process, however we don't have any other way of checking the information – and as noted, we may not hold the complete picture – of someone is not named in the charge.

Happy to discuss if easier,  
Thanks,  
[redacted – personal info]



**From:** [redacted – personal info]  
**Sent:** 19 December 2024 11:17  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** Contacts for festive period

Hi [redacted – personal info]  
Good to chat yesterday – would you be able to send your email on the work needed to operationalise S.14 and the other matters we discussed to the people below as [redacted – personal info] and I will be off for the next two weeks:

[redacted – personal info]  
Thanks again,

**From:** [redacted – personal info]  
**Sent:** 19 December 2024 16:14  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Contacts for festive period [SEC=OFFICIAL]

OFFICIAL

Good afternoon [redacted – personal info]

Please see attached a copy of the ISA with ASSIST from July 2024, the others were the same, just contact details were different.

Kind Regards

[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 07:54  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** Information Sharing Agreements

OFFICIAL

Good morning [redacted – personal info] and a happy new year!  
Thank you for sending this ISA template – I was wondering if you have already reached out to the four prescribed organisations to develop new ISAs?

I have already been in touch with COPFS and SCTS to give them heads up about the ISAs (and they haven't raised any objections). I will be speaking to COPFS again today – if there is something specific you're seeking our support on, please let me know.

Thanks and hope to speak soon,  
[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:19  
**To:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

Hi [redacted – personal info]

I was writing to check if SPS have been in touch over the last few weeks to discuss the new information sharing agreements. They will need to be put in place before the first tranche of releases take place during the week commencing 17 February. We don't expect the process to be different from what you had in place during the summer.

Let me know if you have any concerns or if you wish to discuss further.

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:25  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

OFFICIAL

Good Morning

I will be reaching out to the VSO this week regarding the ISAs.

Regarding COPFS, for us it will be replicating the expediated processes used for emergency early release.

For STP 40 releases SPS' VNS Team plan to make direct contact with SCTS to determine VIS eligibility or COPFS to determine VNS eligibility. This is in cases where an expediated request is made to know if a prisoner's release date has changed and the person is not registered on the schemes.

Kind Regards

[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:29  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

Many thanks [redacted – personal info]. Can I also confirm that in section 4.3 Review, the date of termination will be 30 April 2025 as we had discussed in December?

[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:36  
**To:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

Hi [redacted – personal info]

I don't think we've had any direct contact from SPS over the last few weeks, however we have a data sharing agreement in place with SPS, it is one which we are currently looking to review and I believe [redacted – personal info] in my team has recently been able to establish a contact in SPS to enable that work to progress. We didn't update anything in terms of DSA during the summer, only asked our staff to ensure that they responded to requests promptly.

[redacted – personal info] will be representing SCTS on the Prisoner Release: Victim Support and Information Group so that should tie in well with our wider work to review our general DSA with SPS.

Thanks,  
[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:41  
**To:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

That's fantastic, thanks so much [redacted – personal info]. [redacted – personal info]

is also welcome to contact me if she's requiring support. I am working on a short term basis to help SG colleagues with the implementation of this Bill – and of course still very much leading on the Criminal Justice Modernisation Bill too.

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:42  
**To:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreement between SPS and VSO

Perfect, thanks [redacted – personal info]  
[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 09:47  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

OFFICIAL

[redacted – personal info]

I will make the termination date the 30 April 2025. I will keep you updated on our progression with the ISAs.

Kind Regards

[redacted – personal info]

**From:** [redacted – personal info]  
**Sent:** 08 January 2025 10:24  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

No problem. Just wanted to confirm that I have spoken to COPFS and they're very happy to reactivate the process followed in the summer. Please reach out to [redacted – personal info]

Let me know if we can help further.

**From:** [redacted – personal info]  
**Sent:** 09 January 2025 14:46  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

Hi [redacted – personal info]

Quick question – during the summer, I know that you had shared the attached document in December and said this process would be replicated this time too. Just wanted to check whether the phone line that had been set up during EER would also be active this time? And if so when would it be activated?

**From:** [redacted – personal info]  
**Sent:** 09 January 2025 15:17  
**To:** [redacted – personal info]  
**Cc:** [redacted – personal info]  
**Subject:** RE: Information Sharing Agreements [SEC=OFFICIAL]

OFFICIAL

Good afternoon [redacted – personal info]

The phone number detailed in the attached document is the normal phone number used to contact SPS' VNS Team – 0131 330 3664. This phone number was not specifically set-up for Emergency Early Release but signposted to victims for how they could contact SPS' VNS Team. Therefore, this phone number remains live and will be used/publicised in the upcoming communications on SPS' external website of how contact can be made with us.

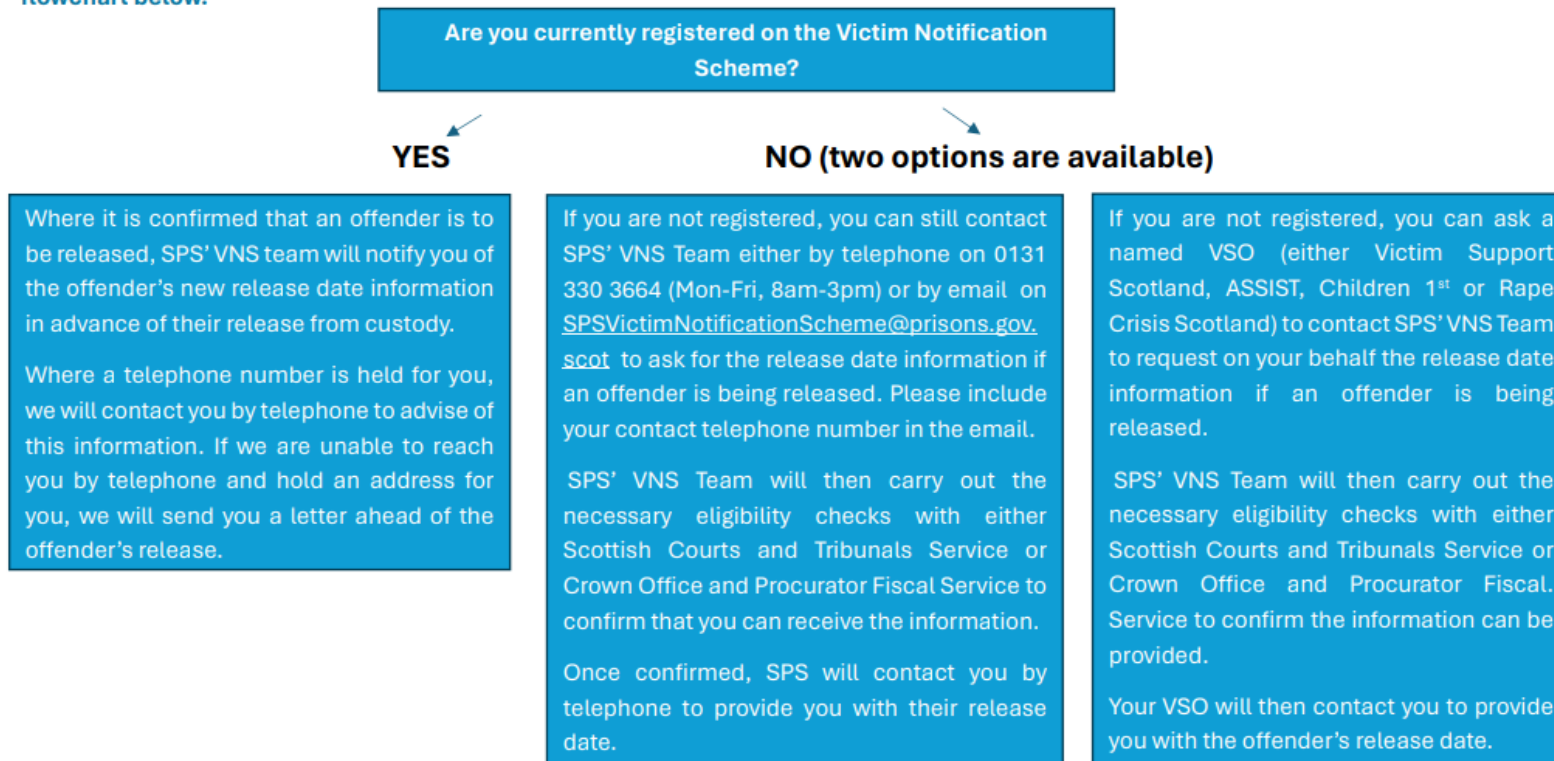
Kind regards,  
[redacted – personal info]

**Attachment 1 - Emergency Release – Victim Notification Scheme**

## **Emergency Release – Victim Notification Scheme**

**What information is a victim able to find out from the Scottish Prison Service (SPS) VNS Team about whether an offender currently serving a custodial sentence is going to be released early under Emergency Release. And how do I get that information?**

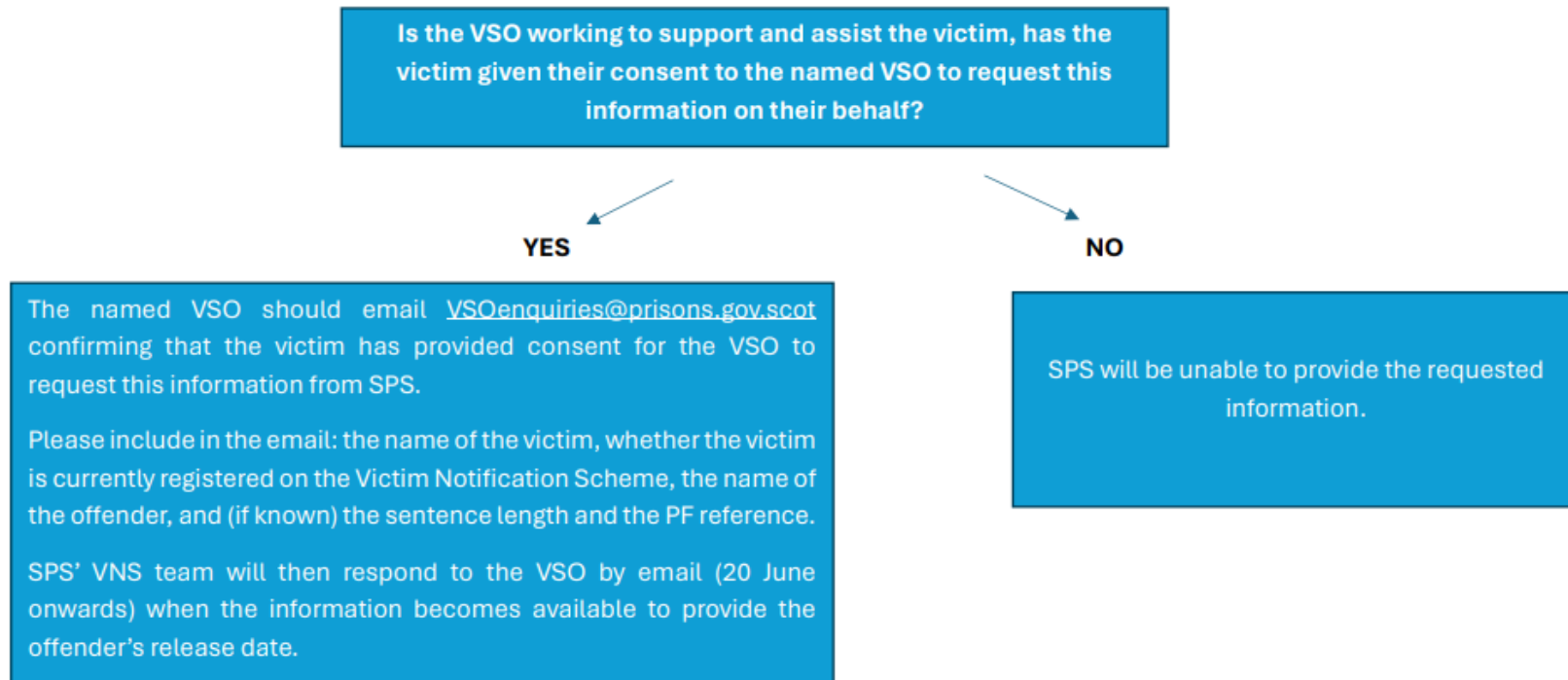
SPS can only confirm the date an offender will be released from custody. We will know if an offender is going to be released early from 20 June 2024. On or after that date you can get up to date information on an offender's date of release as set out in the flowchart below.



**There are many organisations in Scotland that can offer you help and support. Contact details for many of those organisations can be found on the SPS website at the following link <https://www.sps.gov.uk/victims-crime/victim-support>**

**What information is a named victim support organisation (Victim Support Scotland, ASSIST, Children 1st and Rape Crisis Scotland) able to find out from SPS about whether an offender currently serving a custodial sentence is going to be released early under Emergency Release. And how do they get that information?**

SPS can only confirm the date an offender will be released from custody. We will only know if an offender is going to be released early from 20 June 2024. On or after that date a VSO can get up to date information on an offender's date of release as set out in the flowchart below.





## **Attachment 2 - INFORMATION SHARING AGREEMENT between Scottish Prison Service and Glasgow City Council (GCC) (ASSIST)**

### **1. INTRODUCTION**

This document describes the Data Sharing Agreement for the sharing of Personal Data between the following organisations only:

- Scottish Prison Service (SPS) acting on behalf of Scottish Ministers, One Lochside, 1 Lochside Avenue, Edinburgh, EH12 9DJ; and
- Glasgow City Council (GCC), a local authority incorporated under the Local Government etc. (Scotland) Act 1994 and having its head office at City Chambers, George Square, Glasgow G2 1 DU

Each is a “Party” to this Agreement and together “the Parties”.

As a consequence of the requirement for information sharing to enable the Parties to perform their legal duties and exercise their lawful powers for the purposes set out in this Agreement, the Parties hereby commit to a partnership approach and recognise the invaluable contribution of collaborative working in the public interest including sharing Personal Data.

The Parties intend that this Agreement will form the basis of the data sharing arrangements between the Parties. The intentions of the Parties are that they shall each be independent Data Controllers in respect of the Personal Data that they process, or that is processed on their behalf, under this Agreement.

### **IT IS THEREFORE AGREED AS FOLLOWS**

### **2. DEFINITIONS**

In construing this Agreement, capitalised words and expressions are defined terms, having the meaning set out below:

“Agreement” means this Data Sharing Agreement, as amended from time to time in accordance with its terms, including any Schedules to this agreement.

“Data” means the information which contains Personal Data.

“Data Controller” has the meaning set out in Data Protection Law.

“Data Protection Law” means the Law relating to data protection, the processing of Personal Data and privacy of individuals, as amended from time to time, including the:

- (I) Data Protection Act 2018,
- (II) UK General Data Protection Regulation (UK GDPR)
- (III) (Privacy and Electronic Communications Regulations 2003,

and any other law relating to the processing of Personal Data including any law which amends or replaces the above laws.

“Data Subject” means an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

“Information Commissioner” means the UK Information Commissioner and any successor thereof.

“Law” means any statute, directive, other legislation, law or regulation in whatever form, any delegated act (under any of the foregoing), rule, order of any court having valid jurisdiction or any other binding restriction, decision or guidance in force, from time to time.

“Legal Basis” means the lawful basis under Data Protection Law that is relied on for processing Personal Data by either Party.

“Personal Data” means any information relating to a Data Subject and includes Sensitive Personal Data.

“Purposes” means the purposes referred to in Section 3 of this Agreement.

“Sensitive Personal Data” in this Agreement means Personal Data falling into the following categories as a subset of Personal Data:

- a) personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership;
- b) genetic data, or biometric data, processed for the purpose of uniquely identifying an individual;
- c) data concerning health;
- d) data concerning an individual’s sex life or sexual orientation.

“Subject Access Request” means a written request of either party as Data Controller by or on behalf of a Data Subject, to exercise any rights conferred upon them by Data Protection Law in relation to the Data or the activities of the Parties that are anticipated in this Agreement.

“the 2003 Act” means the Criminal Justice (Scotland) Act 2003

“the 2014 Act” means the Victims and Witnesses (Scotland) Act 2014

“the 2023 Act” means the Bail and Release from Custody (Scotland) Act 2023

“the 2024 Regulations” means the Early Release of Prisoners and Prescribed Victim Supporters (Scotland) Regulations 2024

In this Agreement, unless the context requires otherwise:

- (i) words and expressions defined in Data Protection Law have the same meanings in this Agreement
- (ii) references to statutory provisions include those statutory provisions as amended, replaced or re-enacted for the time being in force and include any secondary legislation, rules, regulations, orders, notices, codes of practice, directions, consents, permissions and guidelines made thereunder.

### **3. BASIS OF THE AGREEMENT**

#### **3.1 Purposes of this Agreement**

This Agreement outlines the terms and conditions agreed between the Parties under which specific Personal Data (including Sensitive Personal Data) will be shared between the Parties. It

also outlines the safeguards that have been put in place by the Parties to ensure that the sharing of Data is lawful.

The Agreement exists to ensure that Personal Data can be shared in a way that satisfies the legal and professional obligations of the Parties, their respective staff and the rights, freedoms and legitimate expectations of the Data Subjects in respect of whom the Personal Data is being shared.

This Agreement has been prepared to support a temporary data sharing process for specific Personal Data between the Parties. This process has been established following the commencement of section 14 of the 2023 Act and the coming into force of the 2024 Regulations

This Agreement details the specific purposes for sharing Personal Data, as well as the Data being shared, the required operational procedures for that sharing to take place, the Legal Basis for sharing and what is to be done with the Data that is shared after the legitimate need for processing has ceased.

### **3.2 Purposes for sharing Personal Data**

SPS recognise that both victims and the other Parties to this Agreement, have concerns about the implications of emergency release. The temporary data sharing process has been established to mitigate those concerns. This process will enable SPS (acting as the Scottish Ministers) to share information with victims who have intimated to them under section 16(1) of the 2003 Act that they wish to receive information or who have requested information under section 27A(1) of the 2014 Act and who have nominated one of the other Parties to this Agreement under section 16ZA(1) of the 2003 Act or section 27B(1) of the 2014 Act, and to provide the information the victim is entitled to about an offender to the relevant Party at the same time as, or instead of, the victim. They will be entitled to receive information about the offender's release date where the victim is the victim of the offence for which the Data Subject is detained.

SPS is required to share the information listed in section 16(3) of the 2003 Act unless there are exceptional circumstances which make it inappropriate to do so and section 27A(1) of the 2014 Act unless they consider that there is an identified risk of harm to the Data Subject if notification occurs. Sharing Personal Data under this Agreement is to allow SPS to meet its legal obligations. The other Parties will use the Personal Data shared with them by SPS to provide support services (as defined in sections 16ZA(5) of the 2003 Act) to victims. They will share Personal Data of victims with SPS to enable SPS to ensure that it can satisfy itself that the relevant Party has the victim's consent, that the victim is entitled to the information on the offender and that the relevant Party is entitled to that information.

Parties may only use the Personal Data disclosed to them under this Agreement for the specific purposes set out in this Agreement.

### **3.3 Relationship between the Parties**

The Parties agree that the relationship between them is such that the sharing of Personal Data by them is on a Data Controller to Data Controller basis.

Each Party agrees that it is a separate and independent Data Controller in respect of the Personal Data that is processed under this Agreement and that the Parties are not Joint Data Controllers or Data Controllers in common.

Each Party is responsible for ensuring that its own processing of Personal Data is compliant with Data Protection Law (including responding to any Subject Access Request).

### **3.4 Benefits**

This Agreement:

- Clarifies the scope of what Personal Data is to be shared and the arrangements for sharing

In addition to the benefits listed above, by operating within the parameters of this Agreement, the Parties will be able to demonstrate they are processing information lawfully and are complying with Data Protection Law. It will also enable the Parties to ensure, and be able to demonstrate, that the sharing of Personal Data is on the basis of specific and agreed categories of Personal Data.

### **3.5 Legal Basis for data sharing**

The Legal Basis for sharing information under this Agreement is article 6(1)(e) of the UK GDPR (public task). The bases (and the authorisation under article 10(1) of the UK GDPR) for the processing are sections 16(3) and 16ZA(1) of the 2003 Act, sections 27A(1) and 27B(1) of the 2014 Act, and regulation 4 of the 2024 Regulations.

### **3.6 Regulatory compliance**

Disclosure of Personal Data under this Agreement will be undertaken, by both Parties, within the legal framework of Data Protection Law and the Human Rights Act 1998 (HRA), and in compliance with the common law duty of confidence. Details of compliance with each of these are set out below.

### **Data Protection Act 2018 (DPA) and the UK GDPR**

The Data Protection Act 2018 (DPA), together with the UK GDPR, requires that Data Controllers have certain duties, which include compliance with the six data protection principles set out in the DPA sections 35 to 42 and Article 5(1) of UK GDPR.

The signatories to this agreement confirm that their processing of Personal Data (including Sensitive Personal Data) complies with the requirements of the Data Protection Act 2018 and the UK GDPR by meeting at least one of the following relevant conditions:

- UK GDPR Article 6.1(c): Processing is necessary for compliance with a legal obligation to which the controller is subject
- UK GDPR Article 6.1(e): Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- UK GDPR Article 9.2(g) and DPA 2018 Schedule 1, Part 1 Paragraph 6: Processing is necessary:
  - for reasons of substantial public interest; and
  - for the purpose of exercising a function conferred on a person by an enactment or rule of law.
- UK GDPR Article 9.2(g) and DPA 2018 Schedule 1, Part 2 Paragraph 7(a): Processing is necessary for the administration of justice.
- DPA Schedule 8 Section 1: Statutory etc. purposes: The processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law and is necessary for reasons of substantial public interest.
- DPA Schedule 8 Section 2: Administration of justice: The processing is necessary for the administration of justice.

The SPS is not responsible for any loss or damages arising from the use of the Personal Data by any of the other parties to this agreement except where this loss or damage arises as a direct result of negligence on the part of the SPS.

## **Human Rights Act 1998**

Disclosure of Personal Data will be conducted within the legal framework of the HRA1 998 and any law which amends or replaces this Act. The HRA gives further effect in domestic law to Articles of the European Convention on Human Rights (ECHR). The Act requires all domestic law to be compatible with the Convention Articles and places a legal obligation on all public authorities to act in a manner compatible with the Convention.

Article 8 of the ECHR, set out in Schedule 1 to the HRA, states that:

- (1) Everyone has the right to respect for his private and family life, his home and his correspondence.
- (2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

The Parties confirm that their processing of this information complies with the requirements of the HRA in that sharing of Personal Data is proportionate and in accordance with one or more of the circumstances set out Article 8(2) above.

Common law duty of confidence Disclosure of information containing Personal Data will be conducted in compliance with the common law duty of confidence. The duty of confidence falls within common law as opposed to statutory law and derives from cases considered by the courts. There are generally three categories of exception to the duty of confidence, where:

- there is a legal duty to disclose;
- there is an overriding duty to the public; and/or
- the individual to whom the Personal Data relates consented

The Parties to this Agreement confirm that their processing of Personal Data complies with the requirements of the common law duty of confidence in that there is a legal duty to disclose the Personal Data falling within the scope of the Agreement.

### **3.7 Retention of Personal Data**

Data Protection Law does not set out any specific minimum or maximum periods for retaining Personal Data. However, it requires that Personal Data shall not be kept for longer than is necessary for the purposes for which the Personal Data is processed. For the purposes of sharing Personal Data under this Agreement, and in line with each Party's records management policies, the Parties will:

- consider the purposes they hold the Personal Data for in deciding how long to retain it;
- securely delete Personal Data that is no longer needed for these purposes; and
- update, archive or securely delete Personal Data, if it goes out of date.

### **3.8 Fairness and Transparency**

basic requirement of Data Protection Law is that individuals should be told who is holding their information, what the Data Controller intends to do with the information and who else they may share it with. For the purposes of this agreement all Parties are Data Controllers of the Personal Data they hold, including Data that they receive from each other. Each Party must ensure that they have appropriate policies and procedures in place to facilitate both the protection and the exercising of rights of individuals under Data Protection Law. Each Party will comply with the rights of the individuals in a fair and consistent manner and in accordance with any specific legislative requirements, regulations or guidance.

### **3.9 Privacy Notice**

Each Party will have in place a Privacy Notice which explains how they will collect, use and disclose Personal Data and it should be in a form that complies with Data Protection Law.

## **4. MANAGING THE AGREEMENT**

### **4.1 Management Structure**

This Agreement will be managed through a process of engagement and negotiation between Single Points of Contact from each Party:

[redacted – personal info]

It is the responsibility of each Party to advise the other Party if their Single Point of Contact changes.

### **4.2 Dispute Resolution**

If circumstances arise in which either Party has concerns in relation to the operation of this Agreement, every effort should be made to resolve this so that information exchange is not disrupted. If Single Points of Contact are not available, then concerns may be escalated to:

[redacted- personal info]

### **4.3 Review**

This Agreement will continue until it terminates on 25 July 2024

### **4.4 Breaches**

Each Party should consider whether it is necessary to inform the other Party of any potential security breach. If appropriate, notification should be provided within 24 hours from becoming aware of any potential security breach or significant security risk, affecting shared Personal Data. If a breach of Personal Data is found to have occurred, any notification made to the UK Information Commissioner and any relevant Data Subjects, will be made in accordance with Data Protection Law by the relevant Data Controller.

## **5. DATA SHARING PROCEDURES**

### **5.1 Overview**

Personal Data will be shared under this Agreement only when it supports the delivery of the purposes and functions set out in this Agreement. Each Party must follow their own organisation's procedures relating to the handling of Personal Data.

## **5.2 Departments and Business Areas sharing Personal Data**

The following departments or business areas of each Party's organisation will share Personal Data under this Agreement: Organisation Department or Business Area

- Scottish Prison Service
- GCC

## **5.3 Categories of Personal Data to be shared**

The only Personal Data that will be shared under the terms of this Agreement is as follows:

- the date on which the offender is released;
- the name of the offender;
- the name of the victim;
- the sentence length of the offender (if known);
- the PF reference (if known); and
- whether the victim is currently registered on the Victim Notification Scheme.

Only the Personal Data consistent with the purposes set out in this Agreement, and specified above, will be shared.

## **6. INFORMATION SECURITY**

### **6.1 Email**

All emails used to share Personal Data under the terms of this Agreement will be sent between the email addresses detailed below. Electronic communications and shared information must be securely disposed of when no longer required.

[redacted – personal info]

Breaches of security, confidentiality and other violations of this agreement will be reported in line with each Party's incident reporting procedures.

### **6.2 Electronic Storage**

The most effective method of storing documents (in respect of this Agreement) will be digital. The use of removable or portable storage devices is to be discouraged but where this is unavoidable this must be on encrypted devices or media which must be securely disposed of when no longer required.

### **6.3 Retention and Destruction**

Each Party will have a policy document which outlines their approach to retention, storage and disposal of records including the minimum retention schedules. Once physical documents and electronic data containing Personal Data are no longer required, they must be disposed of in accordance with the internal procedures of the Parties.

## **7. PUBLIC INFORMATION REQUEST**

### **7.1 Data Protection Act — Subject Access Requests**



Under the Data Protection Act 2018 and the UK GDPR, a Data Subject (or authorised individuals acting on their behalf) has the right to make a Subject Access Request and (subject to certain exemptions) to receive a copy of the Personal Data relating to them which is processed by an organisation. Dealing with such requests is the responsibility of each individual Data Controller.

If a Party receives a Subject Access Request, it will be the responsibility of that Party to follow its organisational guidelines and to deal with the request in line with the Data Protection Act 2018 and the UK GDPR.

## **7.2 Freedom of Information — Information Requests**

In the event that either Party receives a request under FOI(S)A, FOIA, EISRs or EIRs and information which is in scope for that request originated from another Party, the Party receiving the request shall seek the views of the originating Party as to whether the originating Party considers any of the information to be exempt from the request, and if so, the reason why they consider it exempt. It shall remain the responsibility of the Party receiving the request to determine whether it considers any information to be exempt and to respond to the request accordingly.

## **7.3 Complaints**

Any concerns or complaints received from individuals relating to the processing or sharing of their Personal Data will be dealt with promptly and in accordance with the internal complaints procedures of the Parties.

## **8. SIGNATORIES TO THIS AGREEMENT**

On behalf of our respective organisations as Data Controllers, we accept and endorse this Agreement.

[redacted – personal info]



**202500449152 - Document 7 - Prisoners (Early Release) (Scotland) Bill – personal notes of meetings with external and internal partners 19 Dec 24 – 19 Jan 25**

Meeting 1

SG official and RMA

19.12.24

- Unexpected that warrants are only being checked as a result of the lists being produced by SPS, rather than in advance as matter of course.
- Why is there no daily/weekly report going out for short sentences, in order to allow warrants to be checked.
- Seems like that could be checked ahead of time - just compare full STP pop against warrants now, and on repeating basis.

ACTION – [redacted personal info] to check with SPS.

Meeting 2

SG Bill team policy officials with SG housing policy team, community justice finance and local government finance

14.01.25

[redacted – personal info]

- Any issues on letter?
- Any concerns in principle about unit cost/two tier approach?
- Proposal for SDG

[redacted – personal info]

- SDG meeting is on 5 Feb. So paper by 29 January.
- So need proposal asap.
- Concerned about overlap with other funding.

[redacted – personal info]

[redacted – policy development]

[redacted – personal info]

- funding for bill implications, rather than for specific groups of people.
- LAs need to do everything possible to reclaim through housing benefit.
- Ensure tenants are supported to claim UC/HB where appropriate so that costs are recovered where possible

Meeting 3

SG Bill team policy officials with SG housing policy team, community justice finance and local government finance

15.01.25

- [redacted – policy development]