

## Obtain, analyse and provide information required for courts and formal hearings

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### Overview

This standard is about obtaining and analysing information, and providing information required for courts and formal hearings. You may be doing this in preparation for presenting in courts and formal hearings, or be doing it on behalf of other colleagues or organisations. It includes providing accurate and timely information in the required format, and respecting the needs and rights of individuals, their parents or carers and the victims of crime.

‘Courts and formal hearings’ includes criminal courts, civil courts, prison establishments, parole boards, mental health and other tribunals, youth courts, children's hearings, multi-agency public protection panels, multi-agency risk assessment conferences, appeals or other formal hearings.

#### **There are two elements**

1. Obtain and analyse information for use at courts and formal hearings
2. Provide information for courts and formal hearings

#### **Target group**

This standard is aimed at justice sector staff who obtain, analyse and provide information required for courts and formal hearings. This may be the individual's preparation for presenting in courts and formal hearings themselves, or be preparation on behalf of other colleagues or organisations.

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## Performance criteria

You must be able to:

### **Obtain and analyse information for use at courts and formal hearings**

1. establish the reports required by courts and hearings, confirming when they are required by and their purpose
2. source the information required for the reports and work with colleagues and other organisations to obtain the information within the required timescales
3. gather additional detail from relevant people where more information is required
4. corroborate the information in line with organisational requirements
5. analyse the information collected, identify any problems with it and address them in line with organisational requirements
6. identify any tensions and areas of conflict with others and take action to address these
7. prepare written reports for the required audience, in line with organisational requirements

### **Provide information for courts and formal hearings**

8. provide reports to the required authority, in line with the requested format and organisational requirements
9. provide information which is consistent with requests, your work role, your organisation's policy and statutory requirements
10. explain where further information is required, including:
  - 10.1 why it is still required
  - 10.2 its purpose
  - 10.3 when it is due by
11. maintain records, in line with your organisation's requirements

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## Knowledge and understanding

You need to know and understand:

### **Legislative, regulatory and organisational requirements**

1. legal and organisational requirements which relate to the provision of information at courts and formal hearings, and their impact for your area of operations
2. legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
3. the role of your organisation and its services relating to obtaining, analysing and providing information required for courts and formal hearings
4. your organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made
5. the limits of your authority and responsibility, and the actions to take if these are exceeded
6. organisational requirements for the verification and analysis of information required for courts and formal hearings

### **Working within the community justice sector**

7. the functions, procedures and resources of the different courts, formal hearings and meetings relevant to your work, including the appropriate administration and etiquette
8. the different forms of report which are required for the different courts and formal hearings relevant to your work, and the reasons for these
9. the ways in which it is necessary to alter communication when working with different individuals and representatives of different organisations
10. ways of identifying and addressing problems with the information
11. the nature of the sector in which you work, and the nature, roles and functions of the principal organisations within it
12. your organisation's structures, functions, methods of communication and decision making processes

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