

**Who gets to see the Bail Information Report?**

You have a right to see the completed Bail Information Report. A copy will be given to you or your lawyer before your case is heard, to allow comment to the court on the information within the report.

Apart from that, the report will only be seen in court by the Sheriff, the Sheriff Clerk and the Procurator Fiscal.

**What should I do if the court places me on a Bail Supervision Order?**

If a Bail Supervision Order is made (see leaflet 'CJ09 Bail Sup'), you may not leave court before the Bail Information Officer has met with you to explain the conditions of your Bail Order.

**How to contact us:**

Criminal Justice Team  
The Civic Centre, Howden South Road, LIVINGSTON,  
West Lothian EH54 6FF  
**(Open 8.30 - 5 Mon-Thurs, and 8.30 - 4 Fri.)**

**Tel.:** 01506 280999  
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**e-mail:** [criminaljusticeteam@westlothian.gov.uk](mailto:criminaljusticeteam@westlothian.gov.uk)

**Website address:** [http://www.westlothian.gov.uk/social\\_health/CriminalJusticeSocialWork/](http://www.westlothian.gov.uk/social_health/CriminalJusticeSocialWork/)



***Criminal Justice Social Work Service***

# **A guide to the Bail Information Scheme**

### ***What does the Bail Information Scheme do?***

By giving verified information to the Procurator Fiscal (PF) and to courts about cases where bail might otherwise have been opposed or refused, Bail Information allows better-informed bail decisions to be made. We recognise that in some cases this could lead to the Court refusing to grant bail.

### ***Who will be assessed by the Bail Information Scheme ?***

It is not practicable to give the same priority to all persons appearing from custody. In line with the practice of other Bail Schemes, the Bail Information Officer (BIO) would routinely consider the following:

- Young persons (under 21)
- Female
- Single parents/carers

We will also consider persons who are considered vulnerable because of:

- Alcohol/drugs
- Literacy problems
- Learning disabilities
- Physical health
- Mental health
- Being at risk to self or others
- Custody being likely to cause acute distress
- Present address not being viable

### ***When will we NOT carry out an assessment?***

The Bail Scheme will not provide a report where the information from the PF clearly indicates opposition to Bail only on grounds of:

- Criminal Record

- Nature/Seriousness of offence
- On Bail or deferred sentence for good behaviour already
- May intimidate others connected with case
- Previous Bail failures (including special conditions)
- Recent breaches of court orders

### ***What information will the Bail Officer use to help the court?***

The Procurator Fiscal will provide a list of those people for whom release on Bail is being opposed, and of the reasons for such opposition.

- The Social Work database will show if the accused is known to Social Work in West Lothian, and the nature of such contact.
- Information from other workers involved with the accused. This may include staff from other organisations (e.g. Housing)
- Information from interviewing the accused in the Custody Suite at the Sheriff Court.
- Verification of information gained from interview.

Please note that we do not expect to visit proposed Bail addresses, and confirmation by telephone is the only feasible action.

### ***How will the Bail Officer give information to court?***

This will normally be by means of a Written Report, using the Bail Information Report Form. This allows information that has been presented to the court to be considered further in the context of an appeal against refusal of Bail.

If an Oral Report is given, the content of the Oral Report will subsequently be noted on the Bail Information Report Form, and will be passed to the Sheriff Clerk, PF and defence agent for inclusion with the case papers.