

FTR56 and Part A changes in Consider a recall

Team name

The Consider a recall service is changing

This is because of changes to:

- Legislative changed to fixed term recalls
- who is eligible for a fixed term recall or a standard recall
- the Part A document

This document outlines the changes you will see in the Consider a recall service. Please refer to the [Recall Policy Framework](#) and the [OFF-SEN Probation Fixed Term Recall guidance.docx](#) for more detail on the policy changes and the reasons for them.



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Consider a recall task list



Justice Digital



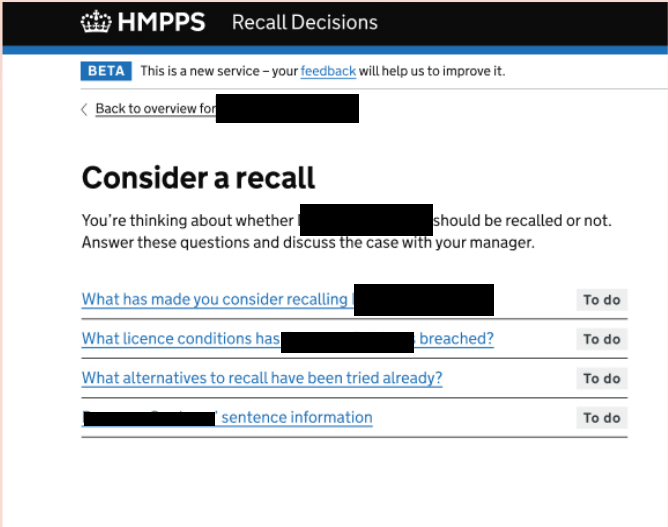
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Consider a recall task list

The task list you complete when considering whether or not to recall a person on probation has changed. You will notice there are fewer tasks to complete.

The screen will also automatically take you through each of the tasks, without having to return to the task list itself in between each step.

You will not be able to move past this step without completing all the tasks on the list.



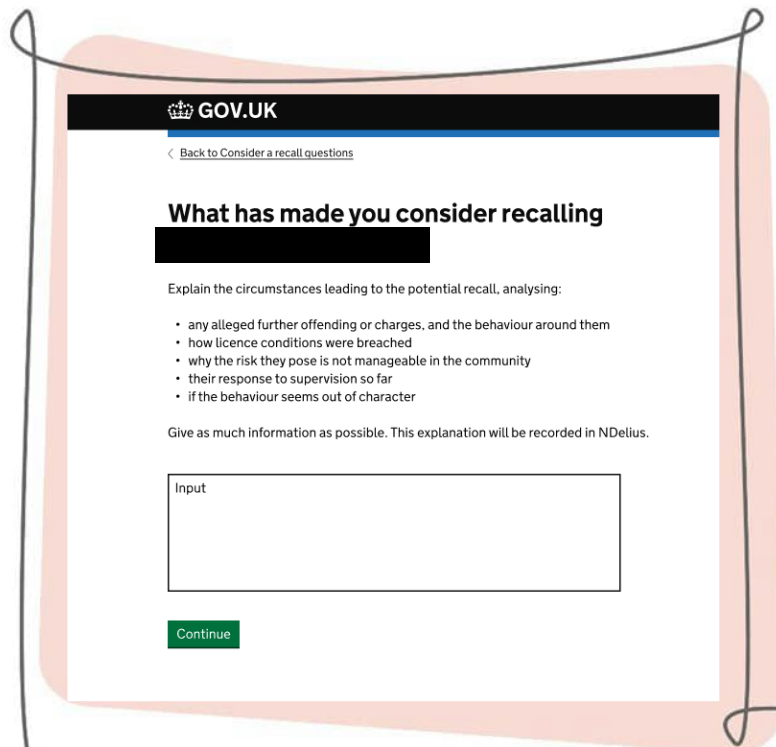
The screenshot shows a web interface for HMPPS Recall Decisions. At the top, there's a header with the HMPPS logo and the title 'Recall Decisions'. Below the header, a blue banner indicates it's a 'BETA' service with a feedback link. A navigation link 'Back to overview for [redacted]' is visible. The main heading is 'Consider a recall', followed by instructions: 'You're thinking about whether [redacted] should be recalled or not. Answer these questions and discuss the case with your manager.' Below this, there are four task items, each with a blue link and a 'To do' status:

- [What has made you consider recalling \[redacted\]](#) To do
- [What licence conditions has \[redacted\] breached?](#) To do
- [What alternatives to recall have been tried already?](#) To do
- [\[redacted\] sentence information](#) To do

What has made you consider recalling [Name]?

This task has changed. The question now covers why you're considering recalling the individual and how they have responded to probation and supervision in general. This element used to be a separate task, but it has been amalgamated with this consideration question, in line with changes to the Part A document.

The guidance on the screen outlines what you should consider and the information that's needed when answering this question.

A screenshot of a GOV.UK web form titled 'What has made you consider recalling'. The form is enclosed in a hand-drawn black border. At the top is the GOV.UK logo and a blue header bar. Below the header is a link: '< Back to Consider a recall questions'. The main heading is 'What has made you consider recalling', followed by a black redaction box. The instruction reads: 'Explain the circumstances leading to the potential recall, analysing:'. A bulleted list follows: 'any alleged further offending or charges, and the behaviour around them', 'how licence conditions were breached', 'why the risk they pose is not manageable in the community', 'their response to supervision so far', and 'if the behaviour seems out of character'. Below the list is the text: 'Give as much information as possible. This explanation will be recorded in NDelius.' There is a large text input field with the placeholder 'Input'. At the bottom is a green 'Continue' button.

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[< Back to Consider a recall questions](#)

What has made you consider recalling

Explain the circumstances leading to the potential recall, analysing:

- any alleged further offending or charges, and the behaviour around them
- how licence conditions were breached
- why the risk they pose is not manageable in the community
- their response to supervision so far
- if the behaviour seems out of character

Give as much information as possible. This explanation will be recorded in NDelius.

Input

Continue

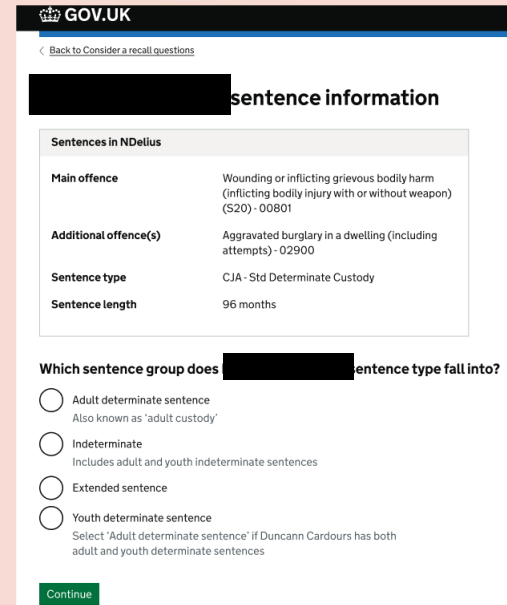
[Name here]'s sentence information

Legislative changes introduced with FTR56 means we need to know if the sentence the person has is:

- an adult determinate sentence
- an indeterminate
- an extended sentence, or
- a youth determinate sentence

The consideration task list now includes a question on sentence grouping, alongside sentencing information from NDelius to help you answer.

Your answer here will affect what questions you see in the next step of the service.



The screenshot shows a GOV.UK web page titled 'Consider a recall questions'. The main heading is '[Name here]'s sentence information. Below this, a section titled 'Sentences in NDelius' contains a table with the following information:

Main offence	Wounding or inflicting grievous bodily harm (inflicting bodily injury with or without weapon) (S20) - 00801
Additional offence(s)	Aggravated burglary in a dwelling (including attempts) - 02900
Sentence type	CJA - Std Determinate Custody
Sentence length	96 months

Below the table, a question asks: 'Which sentence group does [Name here]'s sentence type fall into?'. There are four radio button options:

- ☐ Adult determinate sentence
Also known as 'adult custody'
- ☐ Indeterminate
Includes adult and youth indeterminate sentences
- ☐ Extended sentence
- ☐ Youth determinate sentence
Select 'Adult determinate sentence' if Duncan Cardours has both adult and youth determinate sentences

A green 'Continue' button is at the bottom of the form.

Sentence types explained

- **An adult determinate sentence** - A determinate prison sentence is for a fixed length of time.
- **An indeterminate sentence** - this does not have a fixed length of time. This means that no date is set for release, and the person has to spend a minimum amount of time in prison (called a 'tariff') before being considered for release. The Parole Board is responsible for deciding when the prisoner can be released from prison.
- **An Extended Sentence** - is imposed in certain types of cases where the court has found that the offender is dangerous, and an extended licence period is required to protect the public from risk of serious harm. The judge decides how long the offender should stay in prison (the custodial term) and fixes the extended licence period up to a maximum of eight years.
- **A Youth Determinate Sentence** - Section 250/ 91 are the only youth standard determinate sentences; they should appear on NDelius as 'Detained S53(2) or S250 (s.91)'. To qualify for a Section 250/91 the case must have been under 18 at the point of conviction.

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[Back to Consider a recall questions](#)

sentence information

Sentences in NDelius

Main offence	Wounding or inflicting grievous bodily harm (inflicting bodily injury with or without weapon) (S20) - 00801
Additional offence(s)	Aggravated burglary in a dwelling (including attempts) - 02900
Sentence type	CJA - Std Determinate Custody
Sentence length	96 months

Which sentence group does [redacted] sentence type fall into?

☐ Adult determinate sentence
Also known as 'adult custody'

☐ Indeterminate
Includes adult and youth indeterminate sentences

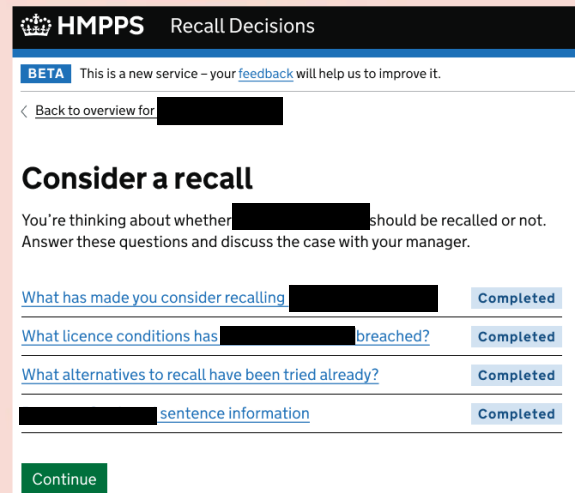
☐ Extended sentence

☐ Youth determinate sentence
Select 'Adult determinate sentence' if Duncann Cardours has both adult and youth determinate sentences

[Continue](#)

Consideration task list complete

Once all the tasks have been completed, you will return to the initial task list view where you will be able to review your answers again or select 'continue' to move on to the next step in the service.



The screenshot shows the HMPPS Recall Decisions interface. At the top, there's a header with the HMPPS logo and 'Recall Decisions'. Below this is a blue bar with 'BETA' and a message: 'This is a new service – your [feedback](#) will help us to improve it.' A link '< Back to overview for [redacted]' is visible. The main heading is 'Consider a recall'. Below it, a paragraph states: 'You're thinking about whether [redacted] should be recalled or not. Answer these questions and discuss the case with your manager.' There are four task items, each with a blue link and a 'Completed' status in a blue box: 'What has made you consider recalling [redacted]', 'What licence conditions has [redacted] breached?', 'What alternatives to recall have been tried already?', and '[redacted] sentence information'. At the bottom is a green 'Continue' button.

HMPPS Recall Decisions

BETA This is a new service – your [feedback](#) will help us to improve it.

< Back to overview for [redacted]

Consider a recall

You're thinking about whether [redacted] should be recalled or not. Answer these questions and discuss the case with your manager.

[What has made you consider recalling \[redacted\]](#) Completed

[What licence conditions has \[redacted\] breached?](#) Completed

[What alternatives to recall have been tried already?](#) Completed

[\[redacted\] sentence information](#) Completed

Continue



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Adult determinate sentence



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Adult determinate sentence

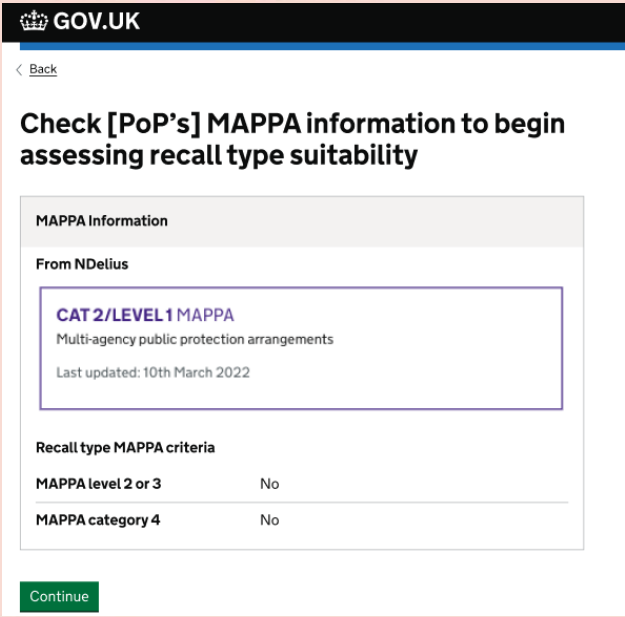
If in the sentence grouping screen, you select the person on probation is being recalled against an adult determinate sentence, you will be presented with screens relating to this sentence group type.

These questions will find out if the person can have a fixed term or standard recall.

Check [Name]'s MAPPA information to begin assessing recall type suitability

This is a new screen in the Consider a recall service. It presents MAPPA information found in NDelius back to you to check. If the person on probation is MAPPA level 2 or 3 or in category 4 they will be excluded from having a fixed term recall, so it's important this information is right.

You will need to go to NDelius to update the MAPPA information if you think it's wrong.



The screenshot shows a GOV.UK web page titled "Check [PoP's] MAPPA information to begin assessing recall type suitability". It features a "Back" link, a "MAPPA Information" section, and a table for "Recall type MAPPA criteria".

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[Back](#)

Check [PoP's] MAPPA information to begin assessing recall type suitability

MAPPA Information

From NDelius

CAT 2/LEVEL 1 MAPPA

Multi-agency public protection arrangements

Last updated: 10th March 2022

Recall type MAPPA criteria

MAPPA level 2 or 3	No
MAPPA category 4	No

[Continue](#)

MAPPA – further information

- The definition of being managed at MAPPA L2/3 requires a formal decision in line with local referral processes (a referral has been accepted), that an individual requires Level 2/3 management.
- MAPPA guidance states Level 2/3 management can be determined when The MAPPA Co-ordination Unit, on behalf of the Responsible Authority will determine whether the offender meets the criteria.
- Whilst referral processes will vary between MAPPA areas, there should be a process in place to make a formal decision about management levels.
- A person falls within MAPPA Category 4 if:- they may be at risk of involvement in terrorism-related activity (known as a terrorist risk case) or have been convicted of a relevant terrorist offence and received a qualifying sentence or disposal for that offence.

Consider a recall – FTR56 and Part A changes in Consider a recall

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[Back](#)

Check [PoP's] MAPPA information to begin assessing recall type suitability

MAPPA Information

From NDelius

CAT 2/LEVEL 1 MAPPA

Multi-agency public protection arrangements

Last updated: 10th March 2022

Recall type MAPPA criteria

MAPPA level 2 or 3 No

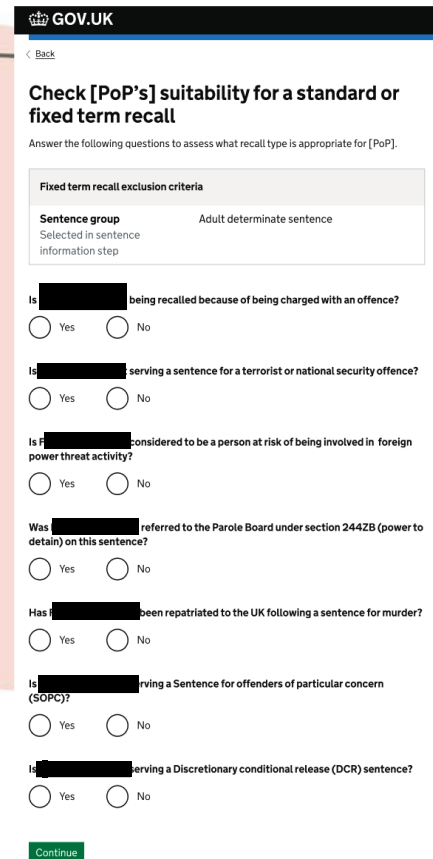
MAPPA category 4 No

Continue

Check [Name]'s suitability for a standard or fixed term recall

This is an updated screen in the Consider a recall service. It asks you to answer a series of questions to assess if the person being recalled should be excluded from getting a fixed term recall.

The answers here, together with the MAPPA information from the previous step, will decide what outcome screen you see next.



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< Back

Check [PoP's] suitability for a standard or fixed term recall

Answer the following questions to assess what recall type is appropriate for [PoP].

Fixed term recall exclusion criteria

Sentence group	Adult determinate sentence
Selected in sentence information step	

Is [redacted] being recalled because of being charged with an offence?

☐ Yes ☐ No

Is [redacted] serving a sentence for a terrorist or national security offence?

☐ Yes ☐ No

Is [redacted] considered to be a person at risk of being involved in foreign power threat activity?

☐ Yes ☐ No

Was [redacted] referred to the Parole Board under section 244ZB (power to detain) on this sentence?

☐ Yes ☐ No

Has [redacted] been repatriated to the UK following a sentence for murder?

☐ Yes ☐ No

Is [redacted] serving a Sentence for offenders of particular concern (SOPC)?

☐ Yes ☐ No

Is [redacted] serving a Discretionary conditional release (DCR) sentence?

☐ Yes ☐ No

Continue

Exclusion criteria explained

- **Recalled due to being charged with an offence** – this applies if the person is being recalled because they have been charged with a further offence. If selecting this exclusion, you will need to have confirmation of the charge/s.
- **Currently serving a sentence for a terrorism or national security offence** – this would be determined by offence type and offence related information.
- **At risk of involvement in foreign power threat activity, i.e., posing a national security risk.** This risk would be communicated to the PP by the specialist team.
- **Referred to the parole board under section 244ZB ([Power To Detain](#)) on this sentence-** this applies if the case has been referred for Power to Detain during the current sentence.
- **Repatriated to the UK following a murder sentence** – these are individuals who have received an adult determinate sentence for murder in another jurisdiction and have been repatriated to the United Kingdom to serve that sentence.
- **Serving Sentences of Particular Concern (SOPC)** – sentences imposed under section 236A of the Criminal Justice Act 2003 or under sections 265 or 278 of the Sentencing Code. This will usually appear as in NDelius “Special Cust Sentence (S236aCJA)’
- **Serving a Discretionary Conditional Release (DCR) sentence-** Serving a sentence subject to the release provisions of the Criminal Justice Act 1991 or 1967. These sentences should appear on NDelius as ‘Disc Release(parole) Adult/Youth’.

What do you recommend?

Fixed term recall

If:

- the person on probation is not in MAPPA level 2 or 3
- the person on probation is not MAPPA category 4
- all of the answers to the previous questions were 'no'

then they must receive a fixed term recall. This recall type is mandated, although you can decide not to recall and issue a Decision not to recall letter instead.

Because the fixed term recall is mandated, you do not need to provide an explanation to justify the selection.

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[< Back](#)

What do you recommend?

[Redacted] must be given a fixed term recall, if recalled

This is based on their MAPPA information and the answers you've provided in the previous step. If this does not look right, you can go back to amend your answers.

Select your recommendation

☐ Fixed term recall

☐ No recall - create a decision not to recall letter

[Continue](#)

What do you recommend?

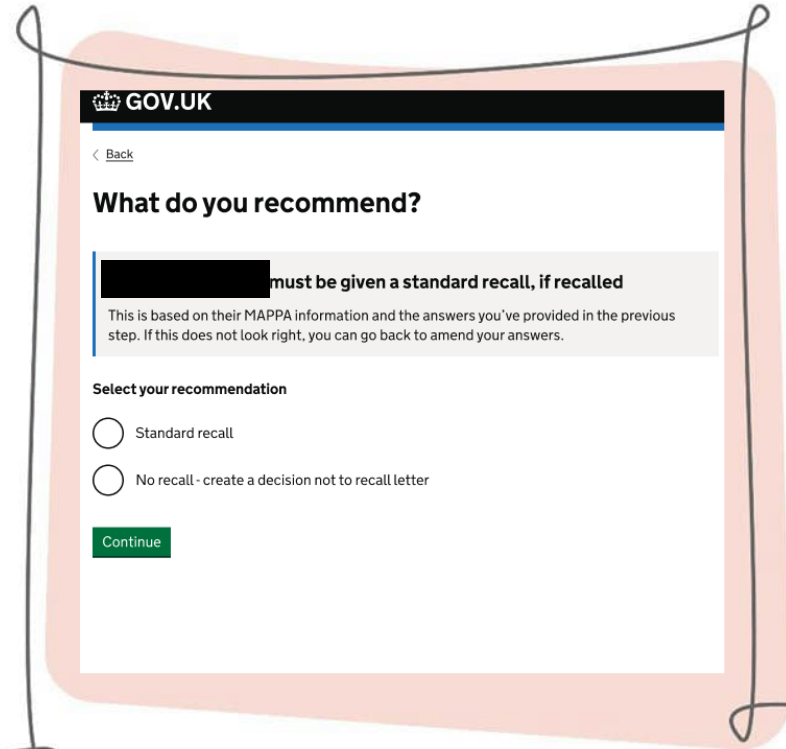
Standard recall

If:

- the person on probation is in MAPPA level 2 or 3, and/or
- the person on probation is MAPPA category 4, and/or
- any of the answers to the previous questions were 'yes'

Then they must receive a standard recall. This recall type is mandated, although you can decide not to recall and issue a Decision not to recall letter instead.

Because the standard recall is mandated, you do not need to provide an explanation to justify the selection.



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< Back

What do you recommend?

[Redacted] must be given a standard recall, if recalled

This is based on their MAPPA information and the answers you've provided in the previous step. If this does not look right, you can go back to amend your answers.

Select your recommendation

☐ Standard recall

☐ No recall - create a decision not to recall letter

Continue



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Extended or indeterminate sentences



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Extended or indeterminate sentences

If, in the sentence grouping screen, you selected the person on probation (PoP) is being recalled against on an extended or an indeterminate sentence, you will be presented with screens relating to this sentence group type.

People with these sentence types will automatically receive a standard recall type, but there are other questions that need answering to process the recall.

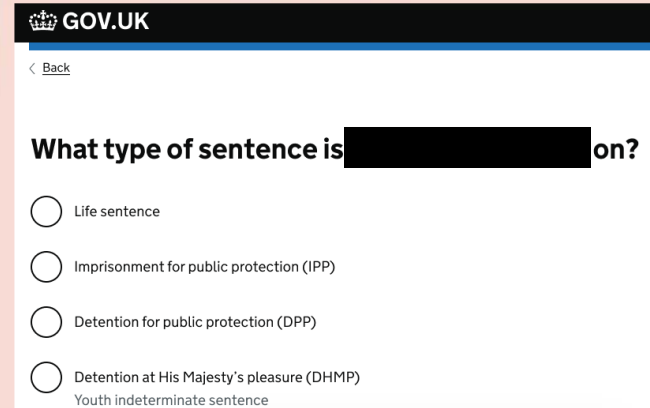
Consider a recall – FTR56 and Part A changes in Consider a recall

What type of sentence is [Name] on?

During the consideration task list phase, if you select 'indeterminate' as the sentence group for the person being recalled, you will be asked a follow-up question on what type of indeterminate sentence they have.

This question now includes an option to select a Detention at His Majesty's pleasure (DHMP) sentence. This is a youth indeterminate sentence.

This question will then be shown in the completed task list.



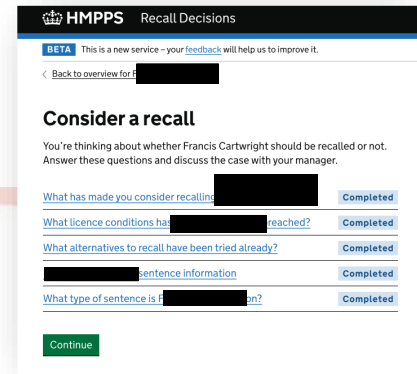
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[Back](#)

What type of sentence is [Name] on?

- ☐ Life sentence
- ☐ Imprisonment for public protection (IPP)
- ☐ Detention for public protection (DPP)
- ☐ Detention at His Majesty's pleasure (DHMP)
Youth indeterminate sentence

[Continue](#)



HMPPS Recall Decisions

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[Back to overview for \[Name\]](#)

Consider a recall

You're thinking about whether Francis Cartwright should be recalled or not. Answer these questions and discuss the case with your manager.

What has made you consider recalling [Name]?	Completed
What licence conditions has [Name] breached?	Completed
What alternatives to recall have been tried already?	Completed
[Name] sentence information	Completed
What type of sentence is [Name] on?	Completed

[Continue](#)

Consider a recall – FTR56 and Part A changes in Consider a recall

Indeterminate and extended sentences

The indeterminate and extended sentence screen, where you need to provide evidence to legally justify the recall of someone on one of these sentences, has changed. This aligns CaR with the published policy.

You'll need to provide evidence that one or more of these criteria has been met for the recall to go ahead – this is the 'causal link'.

HMPPS Recall Decisions

BETA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Indeterminate and extended sentences

At least one of the following criteria must be met by law. Select all that apply and provide evidence in the 'give details' section that there's:

- a link between the behaviour or circumstances that led to the recall and the index offence
- an increased risk of serious harm to the public

☐ [REDACTED] has shown behaviour similar to the circumstances surrounding the **index offence**

Give details:

☐ [REDACTED] has shown behaviour that **has caused, or will cause, a sexual or violent offence**

Give details:

☐ [REDACTED] has shown behaviour **likely to result in a sexual or violent offence**, or that could be associated with committing one

Give details:

☐ [REDACTED] is either **out of touch** with probation, or their current location is not known

Explain why you think [PoP] will meet any of the above criteria while they're out of touch or their location is not known:

[Continue](#)

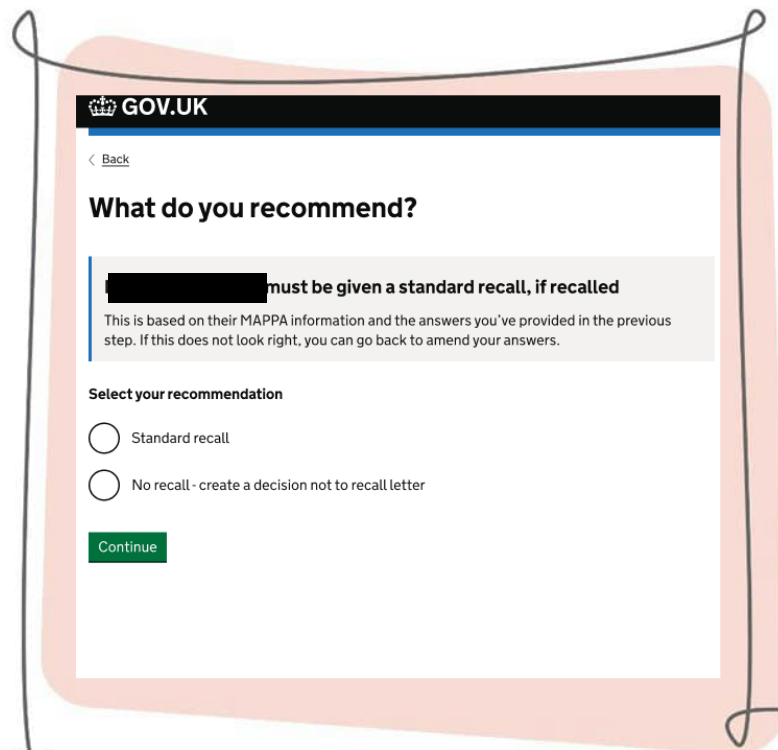
Consider a recall – FTR56 and Part A changes in Consider a recall

What do you recommend?

Extended sentence recall

If the person has an extended sentence, standard recall is mandated, if you decide to recall. You do not need to provide an explanation to justify the selection.

In the next step, you can indicate if the recall meets the criteria for an emergency.



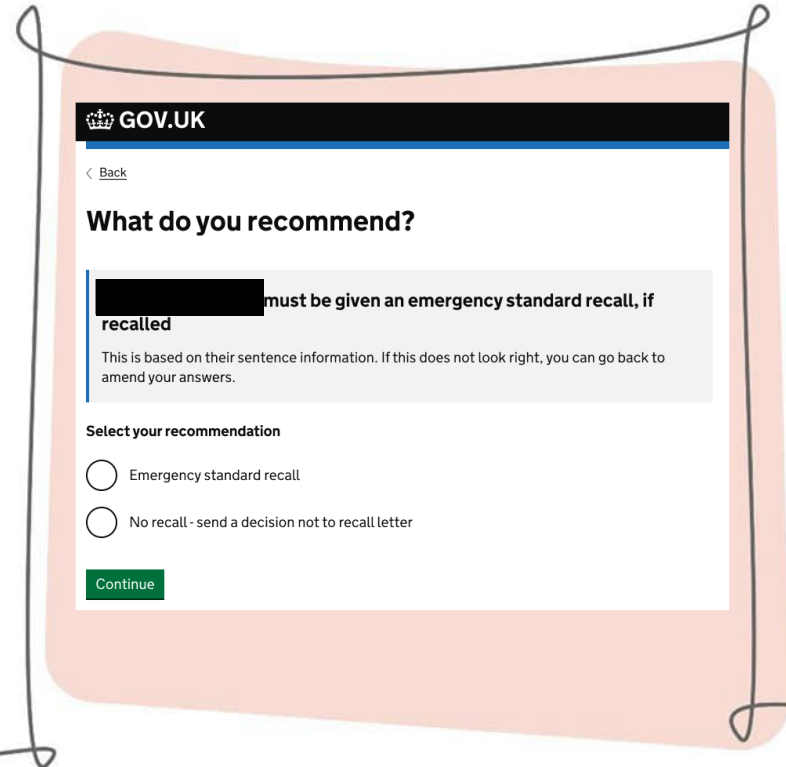
The screenshot shows a GOV.UK form titled 'What do you recommend?'. At the top is the GOV.UK logo and a 'Back' link. The main heading is 'What do you recommend?'. Below this is a grey box containing the text: '[Redacted] must be given a standard recall, if recalled'. A note below states: 'This is based on their MAPPA information and the answers you've provided in the previous step. If this does not look right, you can go back to amend your answers.' Under the heading 'Select your recommendation', there are two radio button options: 'Standard recall' and 'No recall - create a decision not to recall letter'. At the bottom is a green 'Continue' button.

What do you recommend?

Indeterminate sentence recall

If the person has an indeterminate sentence, standard recall is mandated and must be handled as an emergency, if you decide to recall. You do not need to provide an explanation to justify the selection.

Remember that you must telephone PPCS before submitting the paperwork to discuss the recall with them.



The screenshot shows a GOV.UK form titled "What do you recommend?". At the top left is the GOV.UK logo and a "< Back" link. The main heading is "What do you recommend?". Below this is a grey box containing the text: "[Redacted] must be given an emergency standard recall, if recalled". Underneath this box is a note: "This is based on their sentence information. If this does not look right, you can go back to amend your answers." Below the note is the section "Select your recommendation" with two radio button options: "Emergency standard recall" and "No recall - send a decision not to recall letter". At the bottom of the form is a green "Continue" button. The entire form is enclosed in a hand-drawn black border.



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Youth determinate sentences



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Youth determinate sentence

If, in the sentence grouping screen, if you selected that the person on probation is serving only a youth determinate sentence, you will be presented with screens relating to this sentence group type.

There are different criteria that could affect the recall type and the length of fixed term recall that an adult could get, if they're being recalled against a determinate sentence they received as a youth.

Check [Name] suitability for a standard or fixed term recall

This screen asks you to check the MAPPA information (you'll need to update this in NDelius if you think it's wrong) and answer questions to assess if the person being recalled should be excluded from getting a fixed term recall.

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< Back

Check [Name] suitability for a standard or fixed term recall

Check the following information to assess what recall type is appropriate for [Name]

MAPPA Information

From NDelius

CAT 2/LEVEL 1 MAPPA
Multi-agency public protection arrangements
Last updated: 10th March 2022

Recall type MAPPA criteria

MAPPA level 2 or 3	No
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Fixed term recall exclusion criteria

Sentence group Youth determinate sentence
Selected in sentence information step

Is [Name] sentence 12 months or over?

☐ Yes ☐ No

Is [Name] being recalled because of being charged with a serious offence?

☐ Yes ☐ No

Continue

Consider a recall – FTR56 and Part A changes in Consider a recall

What do you recommend?

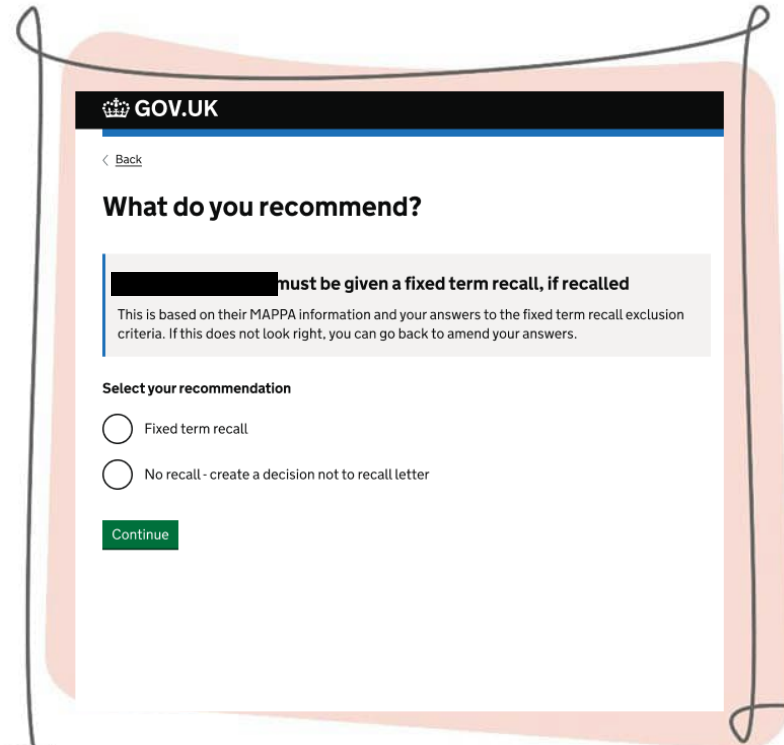
Fixed term recall

If:

- the person on probation is not in MAPPA level 2 or 3
- all of the answers to the previous questions were 'no'

Then they should receive a fixed term recall. This recall type is mandated, although you can decide not to recall and issue a Decision not to recall letter instead.

Because the fixed term recall is mandated, you do not need to provide an explanation to justify the selection.



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< Back

What do you recommend?

██████████ must be given a fixed term recall, if recalled

This is based on their MAPPA information and your answers to the fixed term recall exclusion criteria. If this does not look right, you can go back to amend your answers.

Select your recommendation

☐ Fixed term recall

☐ No recall - create a decision not to recall letter

Continue

What do you recommend?

Discretionary standard or fixed term recall

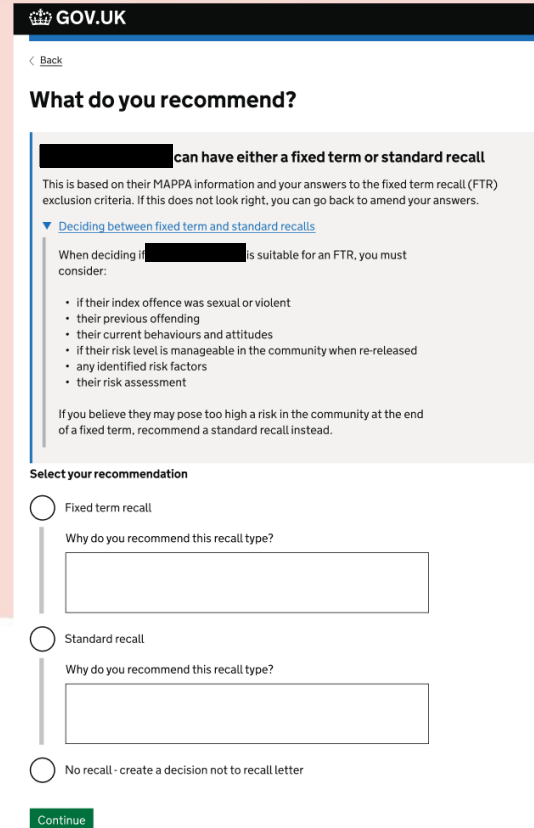
If:

- the person on probation is in MAPPA level 2 or 3, or
- any of the answers to the previous questions were 'yes'

Then they can have either a standard or fixed term recall, if you decide to recall.

As you have discretion to choose a recall type to recommend, you will be asked to justify your decision, if you decide to recall.

Consider a recall – FTR56 and Part A changes in Consider a recall



The screenshot shows a GOV.UK form titled 'What do you recommend?'. It states that the individual can have either a fixed term or standard recall based on their MAPPA information and answers to fixed term recall (FTR) exclusion criteria. A link for 'Deciding between fixed term and standard recalls' is provided. The form asks the user to consider factors when deciding if the individual is suitable for an FTR, including index offence, previous offending, current behaviours, risk level, identified risk factors, and risk assessment. It also includes a warning about high risk in the community. The user is then asked to select a recommendation: Fixed term recall, Standard recall, or No recall. Each selection is followed by a text box to justify the decision. A 'Continue' button is at the bottom.

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< Back

What do you recommend?

██████████ can have either a fixed term or standard recall

This is based on their MAPPA information and your answers to the fixed term recall (FTR) exclusion criteria. If this does not look right, you can go back to amend your answers.

▼ [Deciding between fixed term and standard recalls](#)

When deciding if ██████████ is suitable for an FTR, you must consider:

- if their index offence was sexual or violent
- their previous offending
- their current behaviours and attitudes
- if their risk level is manageable in the community when re-released
- any identified risk factors
- their risk assessment

If you believe they may pose too high a risk in the community at the end of a fixed term, recommend a standard recall instead.

Select your recommendation

☐ Fixed term recall

Why do you recommend this recall type?

☐ Standard recall

Why do you recommend this recall type?

☐ No recall - create a decision not to recall letter

Continue



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Part A task list



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Part A task list

Because of changes to the Part A document, some tasks to fill in the form have either been changed or removed. These include:

- what you recommend – the playback of information from the response to probation question has been removed
- previous releases – title changed to 'Release details' and removal of need to add previous releases
- police contact details – phone and fax number fields removed
- is [Name] in custody now – you no longer need to add police address details
- practitioner for [name] – region and LDU fields removed
- the removal of the 'Is [Name] under Integrated Offender Management (IOM)' task
- the removal of the 'Previous recalls' task

Any additions to the service because of FTR56 will also be added to the task list.

Consider a recall – FTR56 and Part A changes in Consider a recall

Probation Digital Services

Part A for [redacted]

You're recommending a recall for [redacted]. Complete the following sections of the Part A form. You can do this in any order.

Make your recommendation

MAPP information to assess recall type [Completed](#)

Suitability for standard or fixed term recall [Completed](#)

What you recommend [Completed](#)

When did the SPO agree this recall? [To do](#)

Provide information about the circumstances

What licence conditions has [redacted] reached? [Completed](#)

What alternatives to recall have been tried already? [Completed](#)

What has led to this recall? [To do](#)

Is this an emergency recall? [Completed](#)

[redacted] reference information [Completed](#)

Add any additional licence conditions - fixed term recall [Completed](#)

Confirm details for [redacted]

Personal details [For review](#)

Release details [For review](#)

Offence details [For review](#)

Offence analysis [To do](#)

Address [To do](#)

Provide information on vulnerabilities or needs

Consider if recall could affect vulnerabilities or needs [To do](#)

Confirm victim liaison information

Are there any victims in the victim contact scheme? [To do](#)

Provide information about custody

[redacted] custody now? [Reviewed](#)

Local police contact details [To do](#)

Is there anything the police should know before they arrest [redacted] [To do](#)

Do you think [redacted] is using recall to bring contraband into prison? [To do](#)

Review risk profile

Indicative risk assessment pending OASys review [To do](#)

MAPPAL [redacted] [Completed](#)

Contact information

Who completed this Part A? [Completed](#)

Where should the revocation order be sent? [Completed](#)

Where should PPCS respond with questions? [Completed](#)

Get the Part A countersigned

Request line manager's countersignature [Cannot start yet](#)

Request senior manager's countersignature [Cannot start yet](#)

Share this Part A

Share this page with the case admin so they can check the details.

Copy link to share: [button]

Preview the Part A

You cannot send the preview to PPCS

[Preview Part A](#)



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Decision not to recall task list and countersignature process



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Decision not recall task list and countersignature process

Because of the changes in Consider a recall, there will be slight amends to what information is presented, or how it's presented, in the Decision not to recall task list and countersignature stages of the process.

These changes do not affect the functionality, or the process followed in the service.

HMPPS

BETA This is a new service – your [feedback](#) will help us to improve it.

< Back

Create a decision not to recall letter

You do not need to get this letter countersigned. If this is not the first decision not to recall letter for [REDACTED] you must get endorsement from your senior manager.

Make your recommendation

[MAPPA information to assess recall type](#) Completed

[Suitability for standard or fixed term recall](#) Completed

[What you recommend](#) Completed

[When did the SPO agree this recall ?](#) To do

Provide information about the circumstances

[What has made you consider recall?](#) Completed

[Conditions breached?](#) Completed

[Ready?](#) Completed

[Called](#) To do

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< Back

Review practitioner's concerns

Review these details and discuss the case with the practitioner.

What has made you consider recalling [REDACTED]?

[View answer](#)

What licence conditions has [REDACTED] breached?

[View answer](#)

What alternatives to recall have been tried already?

[View answer](#)

Which sentence group does [REDACTED] sentence type fall into?

Adult determinate sentence

[Continue](#)

Consider a recall – FTR56 and Part A changes in Consider a recall



Ministry
of Justice

New-look Part A document



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The new-look Part A document

Your answers in Consider a recall will be added to the new Part A document template.

To see what's changed in the Part A document see the 'Updated Part A Recall Report and New Good Practice Guidance Overview'.

For user guidance on the Part A document see the 'Good Practice Guidance for Recall Part A Report Authors'.

Recall Report

OFFICIAL WHEN COMPLETED

PART A: Recall Report

IF AN EMERGENCY, IPP, LIFER AND EDS RECALL:
before sending the request

This report will be shared with the offender.

Sensitive/non-disclosure information must be:

- Submitted in a separate document
- Marked clearly as non-disclosure
- Scanned and emailed separately to PPCS

Recommendation on Recall

1. Is this an Emergency recall? Please Select

2. Is the offender serving a life or IPP/DPP sentence? Please to Section 6)