



Disclosure Team  
Ministry of Justice  
102 Petty France  
London  
SW1H 9AJ

Harry Kennacott  
[request-694751-35e75d53@whatdotheyknow.com](mailto:request-694751-35e75d53@whatdotheyknow.com)  
Harry Shaw  
[request-691710-2deccfb7@whatdotheyknow.com](mailto:request-691710-2deccfb7@whatdotheyknow.com)  
Henry Smith  
[request-691917-46217c99@whatdotheyknow.com](mailto:request-691917-46217c99@whatdotheyknow.com)

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

13 October 2020

Dear Mr Kennacott/Mr Shaw/Mr Smith

**Freedom of Information Act (FOIA) Requests – 200928016, 200916010, 200917017**

Thank you for your requests dated 14th, 17th and 28th September 2020, in which you asked for the following information from the Ministry of Justice (MoJ):

**“...the ethnic and gender composition of Youth Custody Service England and Wales Board/Committee: a) At present; and b) Please provide the ethnic and gender composition of Youth Custody Service England and Wales Board/Committee in May 2018**

**...the ethnic composition of the Boards/Committee which are responsible for the 8 Secure Children’s Homes which are commissioned by the Ministry of Justice: a) At present; and b) Please provide the ethnic composition of the Boards/Committee which are responsible for the 8 Secure Children’s Homes which are commissioned by the Ministry of Justice in May 2018**

**...the ethnic composition of Board/Committee responsible for each of the four Youth Offender Institutes run by the Ministry of Justice: a) At present; and b) Please provide the ethnic composition of Board/Committee responsible for each of the four Youth Offender Institutes run by the Ministry of Justice at May 2018**

**...the ethnic and gender composition of Board/Committee responsible for Medway Secure Training Centre run by the Ministry of Justice: a) At present; and Please provide the ethnic and gender composition of Board/Committee responsible for Medway Secure Training Centre run by the Ministry of Justice at May 2018**

**...the ethnic split of the HM Prison & Probation Executive Management Committee. b. The ethnic split of the HM Prison & Probation Executive Management Committee in May 2018.**

**...the ethnic and gender split of the Management Board of the Youth Custody Service. b. The ethnic split of the Management Board of the Youth Custody Service in May 2018.”**

Your requests have been handled under the FOIA.

Section 12(4)(b) of FOIA and s5(2)(b) of the Fees Regulations allow us to aggregate requests from different people, that ask for the same or similar information, (received within sixty working days), who appear to us to be acting in concert or in pursuance of a campaign. We believe the above requests together meet these criteria.

I am unable to confirm if the MoJ holds the information you have requested within the cost limit. Section 12(2) of the FOIA means public authorities are not obliged to comply with an aggregated request for information if it estimates the cost of complying would exceed the appropriate limit. The appropriate limit for central government it is set at £600. This represents the estimated cost of one person spending 3.5 working days determining whether the department holds the information.

In this instance to determine if all of the information requested is held we would be required to obtain the membership lists of the management committees and boards included in the request and then attempt to locate the staff records on our HR system to identify gender and ethnicity. This process may take longer if we did not have all staff numbers available and if there were staff with similar names on the HR system.

Although we cannot answer your request at the moment, we may be able to answer a refined request within the cost limit. You may wish to consider, for example, reducing the scope to a much smaller number of HMPPS groups of staff. Please note that individual young offender institutions and secure training centres do not have executive 'Boards' or 'Committees'; they are run by Governors or Managers. Please also be aware that we cannot guarantee at this stage that a refined request will fall within the FOIA cost limit, or that other exemptions will not apply. Please note that any refined enquiry may still engage s40(2) of the Act, which relates to the personal data of individuals.

For guidance on how to structure successful requests please refer to the ICO website on the following link: [http://ico.org.uk/for\\_the\\_public/official\\_information](http://ico.org.uk/for_the_public/official_information)

[http://www.legislation.gov.uk/ukxi/2004/3244/pdfs/ukxi\\_20043244\\_en.pdf](http://www.legislation.gov.uk/ukxi/2004/3244/pdfs/ukxi_20043244_en.pdf)

## **Appeal Rights**

If you are not satisfied with this response you have the right to request an internal review by responding in writing to one of the addresses below within two months of the date of this response.

[data.access@justice.gov.uk](mailto:data.access@justice.gov.uk)

Disclosure Team, Ministry of Justice

You do have the right to ask the Information Commissioner's Office (ICO) to investigate any aspect of your complaint. However, please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning their investigation.

Yours sincerely

**W J Coonerty**  
**HM Prison & Probation Service**