

**From:** [redacted]@homeoffice.gsi.gov.uk  
**Sent:** 14 March 2006 2:45 PM  
**To:** ACPO  
**Cc:**

(5)

**Subject:** RE: Unisys visit and funding

Thanks - we can meet the £5k for the current year, I will ask [redacted] here to get an order number to you, we will then need an invoice for the expenditure.

Funding for next year is in hand pending a decision from Ministers on the location of the central authority. Thanks,

-----Original Message-----

**From:** [redacted]@police.uk]  
**Sent:** 10 March 2006 3:17 PM  
**To:** HO  
**Cc:** I  
**Subject:** RE: Unisys visit and funding

I have spoken to [redacted] on the telephone and he has advised that the 2006/07 annual cost included in the business case still stands, the total is £104,189.

In respect of this financial year [redacted] has advised that £5,000 would adequately cover the costs that the DNA & Fingerprint Retention Project will have incurred by the end of this month.

This figure includes:

- Cost associated with the preparation of the ACPO Business Case.
- Attendance at relevant business meetings in London
- 3 x Travel and accommodation in Brussels

• Receiving the European contingent during the period of 29-31 March 2006.  
Should you need anything further, please do not hesitate contacting us.

Kind Regards

---

**From:** [redacted]@homeoffice.gsi.gov.uk]  
**Sent:** 10 March 2006 13:44  
**To:**  
**Subject:** FW: Unisys visit and funding  
**Importance:** High

Forgot [redacted] was away: grateful if someone could get back to me on the funding issue.

-----Original Message-----

**From:**

**Sent:** 10 March 2006 12:56 PM

**To:**

n.police.uk';

**Subject:** Unisys visit and funding

**Importance:** High

: Thanks for your call earlier. I will be happy to attend part or all of the first day of the Unisys visit on 29 March, and it is likely that will also attend part or all of the programme. Grateful for a fuller programme idc.

Could you let me know fairly urgently whether you require any funding in the current financial year (ie the next three weeks!) to assist in setting up the Central Authority - and how much - and what funding will be needed next year, should the decision be that ACPO will provide the CA. Thanks,

\*\*\*\*\*

This email and any files transmitted with it are private and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please return it to the address it came from telling them it is not for you and then delete it from your system.

This email message has been swept for computer viruses.

\*\*\*\*\*

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to postmaster@hampshire.pnn.police.uk immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

\*\*\*\*\*

\*\*\*\*\*

6

-----Original Message-----

**From:** HC

**Sent:** 08 June 2006 3:19 PM

**To:** (CRB)

**Cc:** ACPO

**Subject:** EU issues

**Importance:** High

At the DSWG meeting this morning I asked whether any IT requirements arising from either the current Council Decision on the central authority, or the new FD under negotiation, could be fed into the IMPACT programme. This is to ensure that both IMPACT and PNC modernisation can accommodate any necessary changes.

Grateful if you could take this forward and keep me informed please. Thanks,

①

-----Original Message-----

**From:** UK CENTRAL AUTHORITY Mailbox ;

e.uk]

**Sent:** 13 June 2006 11:21 AM

**To:** Ho

**Cc:**

**Subject:** Proposed visit to your office - 14 June 2006

Hello

Confirming our recent telephone conversation.

I am calling from the ACPO Central Authority for the Exchange of Criminal Convictions between the EU Member States. Part of the work will require the review of the files which you hold in your office. So that we can gain a view on the extent of numbers and content of the files I would like to arrange a visit to your office.

We agreed that 13:30 hrs tomorrow, Wednesday 14 June would be convenient.

My colleague will be your visitors.

Thank you and we both look forward to meeting tomorrow.

Regards,

**UK Central Authority  
(Exchange of Criminal Convictions)**

.....  
This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to [postmaster@hampshire.pnn.police.uk](mailto:postmaster@hampshire.pnn.police.uk) immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

.....

(8)

**From:** UKCA <[redacted]@pnn.police.uk>  
**Sent:** 22 June 2006 8:22 AM  
**To:** HC <[redacted]@homeoffice.gsi.gov.uk>  
**Cc:** <[redacted]@homeoffice.gsi.gov.uk>  
**Subject:** RE: Collection of Boxes

Many thanks for packing up the paperwork into boxes. All arrived safely at the office.

Not sure if I sent you our postal address, in order that you can forward on to me any further notifications that you receive?

UKCA - ECR

Thanks again

---

**From:** Ho <[redacted]@homeoffice.gsi.gov.uk]  
**Sent:** 20 June 2006 12:26  
**To:** UKCA  
**Cc:** [redacted]  
**Subject:** RE: Collection of Boxes

The goods entrance he should go to is at 2 Monck Street. We have already sent the boxes there and they are ready for collection tomorrow. When he arrives should give his name and say he is here to collect 6 boxes which are going to the UK Central Authority I  
The goods entrance have all this information already and when they know who he is they will hand over the boxes.

I am not in the office tomorrow, but should there be any problems please ring :

Thanks very much,

Specialist Crime 3 (Judicial Co-operation)  
5th Floor, Fry Building  
2 Marsham Street  
LONDON  
SW1P 4DF

-----Original Message-----

**From:** UKCA ACPO [mailto:ukca.acpo@homeoffice.gsi.gov.uk]  
**Sent:** 20 June 2006 11:05 AM  
**To:** HO  
**Subject:** RE: Collection of Boxes

should be arriving 1130 -1230 to collect the boxes

Regards

---

**From:** UKCA ACPO  
**Sent:** 20 June 2006 09:27  
**To:**  
**Subject:** RE: Collection of Boxes

Many thanks for this. Will the boxes be downstairs ready or does he need to call anyone?

Drivers name is

many thanks for your help

Regards

---

**From:** HO [mailto:ho@homeoffice.gsi.gov.uk]  
**Sent:** 20 June 2006 09:11  
**To:** UKCA ACPO  
**Cc:** E  
**Subject:** RE: Collection of Boxes

.....

MAIL TO's or Scripts that may be harmful have been removed from this mail automatically -Any Issues regarding this policy, should be logged as a fault with the IT helpdesk

\*\*\*\*\*  
Tomorrow is fine I won't actually be here but I can arrange it all today ready for collection tomorrow. I will ask our Admin staff to box the papers up ready. Your drivers will need to collect the boxes from our entrance in Monck Street, at the back of the building. I've attached a map.

In the future, if we receive any more of these what is the full address of where we should forward them on to and I'll let our team know.

Thanks,

United Kingdom Central Authority  
Specialist Crime 3 (Judicial Co-operation)  
5th Floor, Fry Building  
2 Marsham Street  
LONDON  
SW1P 4DF

-----Original Message-----

**From:** UKCA ACPO  
**Sent:** 20 June 2006 9:00 AM  
**To:** HO  
**Subject:** Collection of Boxes  
**Importance:** High

Good morning,

I am hoping that our civilian drivers will be able to call at Marsham Street tomorrow (Wednesday 21st) to collect the foreign conviction papers.

Is tomorrow convenient?

Would you be able to box the papers up for me?

Can you please tell me what street the back entrance is in?

Soooo many questions

Will England win?

Regards



(9)

---

**From:** HO official  
**Sent:** 03 July 2006 12:20 PM  
**To:** HO officials  
**Subject:** RE: UKCA - for the exchange of criminal records - 2006/07 costs

I cannot see this level of "overspend" being a major problem. We have still not received our final budgets for 2006/07.

-----Original Message-----

**From:** HO official  
**Sent:** 03 July 2006 11:11 AM  
**To:** HO officials  
**Subject:** FW: UKCA - for the exchange of criminal records - 2006/07 costs

Please see the email below. ACPO are asking for an additional £8K this FY to cover T & S costs. Presume this may be a problem given the warning over this year's finances. N.B. I am chasing NIS to give me a best estimate for BRC expenditure this FY in case we can find the extra money from any potential underspend

On your return, grateful if you would raise the Purchase Order please. This falls within my approval limit so. Please let me know if you need any more info.

Thanks.

-----Original Message-----

**From:** ACPO  
**Sent:** 03 July 2006 9:55 AM  
**To:** HO official  
**Subject:** UKCA - for the exchange of criminal records - 2006/07 costs

Please find below details of expenditure for the 1st quarter of the UKCA - I would be grateful if you could please provide me with a purchase order number so that I can ask Hampshire Constabulary to raise an invoice.

Should you need anything further, please do not hesitate to contact me.

Kind Regards

DNA & Fingerprint Retention Project

**UK Central Authority for the Exchange of Criminal Records**

**Expenditure detail for Q1 – 2006/07   £**

Office rent   6,000  
Furniture & IT   2,500  
Staff   11,000  
**Total   19,500**

Note – At the time of the original estimate of costs for the first year 2006/07, the requirement to attend both EC Committee and EC Experts meetings was not evident. The estimated cost for travel and accommodation, for the year 06/07, is in the region of £8,000. Could this cost please be added to the original costs of £104,189 to make the total budget for the year 2006/07 £112,189?

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to [postmaster@hampshire.pnn.police.uk](mailto:postmaster@hampshire.pnn.police.uk) immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

\*\*\*\*\*

10

**From:** HO official  
**Sent:** 20 July 2006 11:16 AM  
**To:** ACPO, HO official  
**Subject:** RE: UKCA - ECR visit

Thanks that's fine,

-----Original Message-----

**From:** ACPO  
**Sent:** 20 July 2006 11:13 AM  
**To:** HO official  
**Subject:** UKCA - ECR visit

Further to my telephone conversation with \_\_\_\_\_, I am writing to confirm a visit to the UK Central Authority for the Exchange of Criminal Records offices in Winchester on Tuesday 15th August 2006, 11:00-14:30. A lunch will be provided. This will provide an opportunity for you to meet \_\_\_\_\_ and to discuss progress to date.

I look forward to welcoming you both on the 15th.

Kind Regards

DNA & Fingerprint Retention Project  
Tel: 02380 744637

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to postmaster@hampshire.pnn.police.uk immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

24

-----Original Message-----

**From:** *PCPO official*  
**Sent:** 31 March 2006 12:22 PM  
**To:** *HO official*  
**Cc:** Adrian McAllister ; Readhead, Ian; *SCRD OFFICIALS, PSNI OFFICIAL,  
HO + CRB OFFICIALS*  
**Subject:** EU Exchange of Convictions

Please find attached letter from *[redacted]* regarding the above.  
<<310306 - Letter re EU Exchange of Convictions.doc>>  
Kind Regards

On behalf of  
DNA & Fingerprint Retention Project

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to [postmaster@hampshire.pnn.police.uk](mailto:postmaster@hampshire.pnn.police.uk) immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

\*\*\*\*\*

24

-----Original Message-----

**From:** HPO official  
**Sent:** 31 March 2006 12:22 PM  
**To:** HO official  
**Cc:** Adrian McAllister ; Readhead, Ian; SCRO officials, PSM official,  
 HO + CRB officials  
**Subject:** EU Exchange of Convictions

Please find attached letter from [redacted] regarding the above.  
<<310306 - Letter re EU Exchange of Convictions.doc>>  
Kind Regards

On behalf of  
DNA & Fingerprint Retention Project

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and confidential. Any opinions expressed may be those of the individual and not necessarily the Hampshire Constabulary.

The information is intended to be for the use of the individual(s) or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of the information is prohibited. If you have received this electronic message in error, please notify us by telephone

+44 (0) 845 045 45 45 or email to postmaster@hampshire.pnn.police.uk immediately. Please then delete this email and destroy any copies of it.

All communications, including telephone calls and electronic messages

to and from the Hampshire Constabulary may be subject to monitoring. Replies to this email may be seen by employees other than the intended recipient.

\*\*\*\*\*

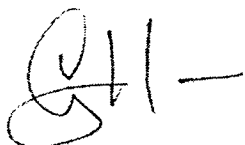
Records Office will be speaking to [redacted] of the Scottish Executive today about our discussions. They will recommend the course of action I have described above, where ACPO become the Central Authority and forward Scottish records to their office.

I trust the developments I refer to will now enable us to progress this matter.

Once I receive confirmation from you that ACPO will be the designated Central Authority, I will ensure that the necessary paperwork is submitted to the EU Commission. You are probably aware that completion of the Manual and responding to the various questionnaires has been difficult whilst the UK position has remained unresolved. Despite the tight deadlines which exist I remain confident that we will be able to make sufficient progress to meet the needs of the early framework decisions against the project timetable.

I look forward to an early reply.

Yours sincerely,



**DNA and Fingerprint Retention Project**

cc  
DCC Adrian McAllister  
DCC Ian Readhead

(SCRO)  
(SCRO)  
(PSNI)  
Home Office  
Home Office

**From:** ACPO official  
**Sent:** 18 April 2006 9:13 AM  
**To:** CRB officials  
**Cc:** SCRB + HO officials, ACPO officials  
**Subject:** RE: Manual of Procedure

25

This is how I see it and in relation to your first bullet point; it may well be how the Scottish side of the business operates but we await clarification on this area.

Regards

---

**From:** DNA & FINGERPRINT PROJECT Mailbox  
**Sent:** 12 April 2006 16:00  
**To:** ACPO official  
**Cc:** ACPO officials  
**Subject:** FW: Manual of Procedure

---

**From:** CRB official  
**Sent:** 12 April 2006 15:32  
**To:** CRB official 1 (CRB); DNA & FINGERPRINT PROJECT Mailbox  
**Cc:** HO official  
**Subject:** RE: Manual of Procedure

Sorry for not coming back sooner on your earlier questions. I haven't had sight of the Manual (it would have 'dropped off' when you replied to as it were). Without having seen the document, I can only make the following observations: -

- Disclosure Scotland - will they be making their own requests to Central Authorities? Even if they do, the information will have to be returned to ACPO as I understand it, who would then forward it to Disc Scotland
- Registered Bodies - I can't see what role RBs will have to play in the process, save for their existing duties in respect of verifying the Disclosure applicants ID, ensuring that the form is accurate etc.

-----Original Message-----

**From:** CRB official  
**Sent:** 12 April 2006 8:37 AM  
**To:** 'DNA & FINGERPRINT PROJECT Mailbox'  
**Cc:** HO official, CRB official  
**Subject:** RE: Manual of Procedure

Thanks for sight of this.

I tend to agree with that the SE acceptance of the decision on CA should be in place before submission. I understand that this may happen next week once the relevant person has returned from

leave.

With regard to the manual and in particular the final section. You give details in points 5 + 6 of how to obtain a disclosure from England and Scotland, which raises two points.

- 1) Why is Disclosure Scotland included? As the Business Case for the Central Authority was a joint ACPO/CRB I think that would expect all checks for employment vetting to be sent to CRB.
- 2) I don't think that we need to mention registered bodies, as I thought that the route for these type of requests from Europe was through the CA. We need to devise a mechanism through which you route these requests to CRB for response.

I am wondering whether the words relating to employment vetting should look something like -

Checks in relation to employment vetting will be subject to a standard check by the Criminal Records Bureau. The consent of the person concerned will be required. Details of the post applied for must be supplied. The fee for this service is £31, and payment in sterling should accompany such requests with cheques payable to xxxxxxxxxxxx.

Do you know whether the manual can be amended after initial submission, as I suspect that there will be some changes as we develop the processes?

I would be grateful for some comment, as you were involved in the early stages of this. Also with regard to Registered Bodies, would they be allowed to play any role with overseas employers?

Many Thanks

-----Original Message-----

**From:** DNA & FINGERPRINT PROJECT Mailbox

**Sent:** 07 April 2006 4:32 PM

**To:** PSNI officials, SCRO official

**Cc:** CRB officials, HO officials, FRO official, Scotland official

**i**

**Subject:** Manual of Procedure

You will appreciate from our continuing discussions that there is a pressing need to complete the fiche.

Please find attached fiche completed on the assumption that the UK Central Authority will sit with ACPO England & Wales.

We have included observations made by the SCRO, PSNI, CRB and Disclosure Scotland. You will appreciate that some points have been condensed and summarised for granularity.

We intend to formally submit the completed fiche by Wednesday of next week.  
<<060406 Manual of procedure - UK contribution - v0.2 .DOC>>

DNA & Fingerprint Retention Project

\*\*\*\*\*

This electronic message contains information from Hampshire Constabulary which may be legally privileged and