

# **Criminal casework – considering cases for section 4 bail accommodation**

This guidance is based on agreed working practices across different agencies

## Considering cases for section 4 bail accommodation

### About this guidance

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>These instructions tell criminal casework (CC) case owners about dealing with cases where section 4 accommodation may be appropriate.</p> <p>Section 4(1)(c) of the Immigration and Asylum Act 1999 gives the Secretary of State the power to provide accommodation to a person, released on bail, under any provision of the immigration acts. In CC, section 4 accommodation is likely to be used for foreign national offenders (FNO) who successfully apply for bail but have no suitable bail address to live at. The provision of section 4(1)(c) accommodation is not restricted to asylum seekers or failed asylum seekers.</p> <p>These instructions set out the process for assessing the suitability of CC cases for section 4 accommodation. There are two types of accommodation – initial and dispersal. Both types house a wide range of individuals, including families.</p> <p>When you are considering the suitability of CC cases for section 4 accommodation you must take into account the risk that the FNO may pose to the accommodation provider, other accommodation users and the general public. High risk cases and FNOs subject to Multi Agency Public Protection Arrangements (MAPPA) may be more difficult to accommodate, as the range of suitable accommodation for these individuals is more restricted and therefore provision of accommodation for these subjects may take longer to arrange.</p> <p>This guidance must be used in conjunction with the section 4 bail accommodation asylum instructions in the related link: Section 4 bail accommodation.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a> <a href="#">Contact</a> <a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
--	--	--

	Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.	
--	---	--

## Considering cases for section 4 bail accommodation

### Changes to this guidance

[Section 4 applications](#)  
[Consideration for accommodation](#)  
[The accommodation information form](#)  
[Assessing whether section 4 accommodation is necessary](#)  
[Assessing the risk](#)  
[Completing the form](#)  
[Releasing to section 4\(1\)\(c\) accommodation](#)  
[Cases dealt with by criminal casework section 4 team in Liverpool](#)  
[Travelling expenses to reporting centres](#)  
[Information about the current accommodation provider](#)  
[Releasing time served offenders on bail who require section 4 support](#)  
[Ending section 4 accommodation](#)

This page lists the changes to the considering cases for section 4 bail accommodation guidance, with the most recent at the top.

Date of the change	Details of the change
12 June 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none"><li>• Information about the current accommodation provider:<ul style="list-style-type: none"><li>○ third paragraph, first sentence has been amended</li></ul></li><li>• Minor housekeeping changes.</li></ul>
19 December 2012	Revised and modernised by the criminal casework process team (CCPT) and the modernised guidance team.

#### Related links

[Information about the current accommodation provider](#)

#### See also

[Contact Information owner](#)

## Considering cases for section 4 bail accommodation

### Section 4 applications

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework (CC) case owners about applications for section 4 bail accommodation.</p> <p>In order to apply for bail a foreign national offender (FNO) must provide an address to be granted bail to live at. Not all FNOs applying for bail will require section 4 accommodation addresses, but where a bail application is made and there is no bail address given on the prison licence, the FNO must be invited to complete a section 4 application form. To download the form, see related link: Application for bail address and support.</p> <p>The FNO must send the form to the CC section 4 bail accommodation team. The FNO must fax the form to the section 4 bail team on 0208 196 0106.</p> <p>The section 4(1)(c) team in Croydon:</p> <ul style="list-style-type: none"><li>• receive applications for section 4 bail support under section 4(1)(c), and</li><li>• make decisions on these applications.</li></ul>	Links to staff intranet removed
--	--	---------------------------------

## Considering cases for section 4 bail accommodation

### Consideration for accommodation

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework case owners about the consideration process for applications for section 4 accommodation.</p> <p>The NAM+ section 4 bail team in Croydon consider all applications for section 4 bail accommodation. There are three types of accommodation:</p> <ul style="list-style-type: none"><li>• initial accommodation</li><li>• dispersal accommodation</li><li>• complex bail accommodation.</li></ul> <p><b>Initial accommodation</b></p> <p>Initial accommodation (IA) is used to provide a temporary bail address, in most cases, until dispersal to standard dispersal accommodation is arranged.</p> <p>IA is provided by third party contracted accommodation providers who place offenders in housing in multiple occupancy (HMO) type accommodation. This houses a wide range of individuals, including families with children. IA is usually sited in large scale blocks which house between 80 and 150 applicants. The accommodation has shared common spaces for occupants. In this type of accommodation, opportunities to separate individuals and family groups are extremely limited and applicants may be given shared bedrooms. Single rooms or self contained units can only be provided in exceptional circumstances.</p> <p>IA needs to be located near to Home Office regional offices and because of this the sites are often located in high density, urban residential areas. Offenders released on bail to this accommodation will have been deemed suitable to mix with other applicants of all ages and gender. Applicants are expected to move from IA to standard dispersal accommodation within three weeks.</p> <p>The use of IA is not appropriate for some offenders, specifically:</p> <ul style="list-style-type: none"><li>• where the offender is subject to Multi-Agency Public Protection Arrangements</li></ul>	Links to staff intranet removed
--	--	---------------------------------

	<p>(MAPPA), and/or</p> <ul style="list-style-type: none"> <li>• where the offender has a conviction for violent, sexual or serious drug offences (excluding minor possession).</li> </ul> <p>This list is not exhaustive and suitability must be considered on a case by case basis.</p> <p>Where IA is assessed as unsuitable, consideration must be given to accommodation in standard dispersal accommodation.</p> <p><b>Standard dispersal accommodation</b></p> <p>An offender in IA will be moved to standard dispersal accommodation (SDA) under target contracts. Where IA is judged to be unsuitable for an offender SDA may be offered to the offender as a provisional bail address to allow a bail application to be considered.</p> <p>SDA is primarily located in high density, urban residential areas close to all amenities. It is mostly provided in the form of housing of multiple occupation (HMO) accommodation which consists of a mixture of bed-sits, self contained accommodation and maisonettes which house single people, couples and single parents with one child. Family accommodation can be provided and consists of larger maisonettes and houses. Single adult males released on bail to SDA do not share accommodation with families or women.</p> <p>Single adult females released on bail to SDA do not share accommodation with men, but they may be housed in the same accommodation as single mothers with children unless this is prohibited in the accommodation request made to the accommodation provider. Where you identify an adult female who may pose a risk to children, this type of accommodation is not suitable.</p> <p>Where an offender is in SDA they may come into contact with families in shared access areas such as hallways or landings. Where this is not an acceptable arrangement due to risk single occupancy accommodation can be identified, as an exception, however the number of readily available properties of this type is very limited.</p> <p>SDA has not been specifically designed for offenders with serious criminal convictions who are granted bail. Although there is some flexibility in the type of accommodation offered,</p>	
--	--	--

	<p>accommodation providers source the accommodation from their existing available stock.</p> <p>Where both IA and SDA accommodation is considered to be unsuitable as bail accommodation for an offender, complex bail accommodation may be available.</p> <p><b>Complex bail accommodation</b></p> <p>When an offender is assessed as unsuitable for IA and SDA they may be considered for complex bail accommodation (CBA). These offenders are often MAPPA cases or high harm offenders.</p> <p>The differences between SDA and CBA are that in CBA:</p> <ul style="list-style-type: none"> <li>• There is increased liaison with local authorities to source appropriate accommodation for the offender's individual circumstances.</li> <li>• The accommodation provider has staff who have received specialist training in risk awareness who will have contact with offenders in this type of accommodation.</li> <li>• All visits undertaken by the staff of the accommodation provider will be undertaken by a minimum of two staff.</li> </ul> <p>You must note that there is a very limited supply of CBA and that this type of accommodation is more expensive than IA and SDA. They must provide full reasons why this accommodation is necessary when it is requested.</p>	
--	--	--



## Considering cases for section 4 bail accommodation

### The accommodation information form

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework (CC) case owners about completing the section 4 bail form.</p> <p>Due to the nature of section 4 bail accommodation it is essential that CC cases are assessed for suitability in initial, dispersal or complex bail accommodation. The purpose of the form is to make sure that:</p> <ul style="list-style-type: none"><li>• an appropriate section 4 bail address is arranged, taking into account any risks that the offender may pose to other accommodation occupants, and</li><li>• any other licence or bail conditions which may restrict the location or amenities they may live in proximity to.</li></ul> <p>Further information about bail and licence can be found in the CC bail instructions. See related link: Criminal casework: Bail.</p> <p><b>Requests for the form to be completed</b></p> <p>When the section 4 bail team receives an application for accommodation they will contact the CC case owner, named on CID, by email and ask them to complete the information form. The email will explain to the case owner what they require and should have a copy of the completed application form attached for reference.</p> <p>The request for the form will normally have a two day deadline for completion where a risk assessment is already available and a ten day deadline for completion where you need to contact the offender manager for an up to date risk assessment.</p> <p>Examples of these documents can be found in the related link: Section 4 bail accommodation information form.</p> <p>To make sure that the bail accommodation offered is appropriate it is essential that the form is completed fully and accurately before being returned to the section 4 bail team. When the form is returned it must be accompanied with a copy of the latest NOMS1 form where this</p>	Links to staff intranet removed
--	---	---------------------------------

	<p>has been provided by the National Offender Management Service (NOMS). The type of accommodation provided will be based on the information in the form. Any incomplete forms sent to the section 4 bail team will be returned to you unactioned.</p> <p>Where a form has been completed for an offender within the last six months, in response to a previous bail application, a new form will not normally be required and an update can be obtained by telephone from the offender manager. Details of the update must be recorded in CID notes. When no changes are notified by the offender manager, the previously completed form and NOMS1 must be returned to the section 4 bail team confirming there is no change in circumstances. Where circumstances have changed the new form must be completed and an updated NOMS1 will need to be obtained and sent to the section 4 bail team.</p>	
--	--	--

## Considering cases for section 4 bail accommodation

### Assessing whether section 4 accommodation is necessary

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework (CC) case owners about how to assess whether section 4 accommodation is necessary for an offender applying for bail.</p> <p>For a flowchart to help you follow the process in this section, see related link: Section 4 bail accommodation form flowchart.</p> <p><b>Checking for an address</b></p> <p>Section 4 bail accommodation cannot be provided where a suitable release address has been identified. You must check the licence for any details of a release address:</p> <ul style="list-style-type: none"><li>• Where an address has been recorded on the licence and approved by the offender manager this should be recorded on the form, which must then be returned to the section 4 bail team to consider the application. The section 4 bail team will contact the offender and ask them why they will not use this address if bail is granted. The offender's response will determine whether the accommodation request is granted or refused.</li><li>• Where accommodation in National Offender Management Service's (NOMS) approved premises has been identified as a licence condition this must be recorded on the form. Where the offender has a NOMS approved premises place available they have access to adequate alternative accommodation and their living expenses will be met. Therefore the application for section 4 bail accommodation will be refused.</li><li>• Where no address is recorded on the licence you must request a new NOMS risk assessment (or refer to the previous one if there has been no change of circumstances as above) making clear to the offender manager that their advice is needed to assess the suitability of bail accommodation. You must provide the offender manager with the descriptions of both initial accommodation and standard dispersal accommodation. Where NOMS need to check an address before it is offered they will normally be given two weeks to confirm whether or not it is suitable. In these cases the section 4 bail team case owner will ask the CC case owner to confirm whether the property is suitable after NOMS have checked it. If the property is not suitable, valid reasons must be provided, together with an indication of what area and type of accommodation</li></ul>	Links to staff intranet removed
--	---	---------------------------------

	would be considered to be suitable. Where a property cannot be checked out within two weeks the request will be cancelled.	
--	--	--

## Considering cases for section 4 bail accommodation

### Assessing the risk

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework (CC) case owners about assessing the risk of an offender who has applied for section 4 bail accommodation.</p> <p>The National Offender Management Service (NOMS) is responsible for assessing the risk to the public from a detained offender. CC has an agreement with NOMS which covers risk assessments provided by offender managers. The form to use for these requests is the NOMS1. A copy of the NOMS1 can found in the related link: Request for offender management information on a foreign national prisoner.</p> <p>You must check the prison licence, which should be held on the Home Office file, to find out the name of the community based offender management unit and contact the offender manager. If a licence has not been generated, the prison based offender management unit must be contacted to identify the responsible community based offender manager.</p> <p>Once the offender manager has been identified, and contact has been made, the NOMS1 must be sent to them to complete, with a clear indication of the date and time that the reply is needed by.</p> <p>The offender manager must be asked to comment on the suitability of the offender for accommodation in both initial and dispersal accommodation. This is because it may be possible to accommodate an offender in dispersal accommodation where initial accommodation is not deemed to be suitable. Where an offender is assessed by the offender manager as unsuitable for both initial and dispersal accommodation, and is not eligible for a place in NOMS approved premises they may be suitable for complex bail accommodation (CBA).</p> <p>Places in CBA are extremely limited and if the offender manager advises that this accommodation is necessary, the full reasons for this decision must be provided on the form. A stock letter is available on CID for this purpose - the ICD.4452.</p> <p>The offender manager must be asked to respond to the request for the NOMS1 within three</p>	Links to staff intranet removed
--	--	---------------------------------

	<p>working days.</p> <p>In cases where a risk assessment has been obtained from NOMS within the last six months you must contact the offender manager by telephone for an update and record the details of the update in CID notes. It is only necessary to request a new NOMS1 within the last six months where there has been a significant change of circumstances. You must ask the offender manager if a visit to the offender or the property is to be conducted as part of their assessment. This must be recorded on CID and noted on the form.</p> <p><b>Cases where there is incomplete or insufficient information on the NOMS1</b> It is essential that the NOMS1 is fully and accurately completed so suitability of accommodation applications can be fully assessed.</p> <p>Where the NOMS1 has not been fully completed by the offender manager you must contact the offender manager by telephone to request further information. Where information still cannot be obtained you must contact the offender manager's line manager, who is usually a senior probation officer. If this does not resolve the situation you must contact the NOMS single point of contact (SPOC) for the relevant probation trust. Details of this can be found in the related link: Probation trusts single point of contact (SPOC) list</p> <p><b>Cases where there is no licence on file</b> Where there is no copy of the licence held on the Home Office file you must contact the relevant prison to find out if a licence was produced, and if so, request a copy. Licences should be generated by prisons and young offender institutions where a sentence of 12 months or more has been given. Offenders aged over 18 and under 22 are required to be supervised on licence regardless of the length of the prison sentence, and these cases must be checked individually.</p> <p><b>Cases where the offender is no longer on licence</b> Occasionally CC may request a NOMS1 for an offender whose licence has expired. In these cases NOMS will provide an assessment based on information available to them.</p> <p><b>Cases where an offender has not been on licence</b> Where an offender is aged 22 and over, and has received a sentence of less than 12</p>	
--	---	--

	<p>months, the probation service have no duty to supervise the offender following their release from custody. As a result of this, no licence will be issued and no offender manager will be appointed. NOMS are only able to carry out a meaningful risk assessment in these cases where a pre-sentence report exists. In these cases either the prison based offender management unit or the NOMS SPOC for the relevant probation trust will be able to confirm if a pre-sentence report was prepared or if there has been a previous conviction resulting in a community order.</p> <p><b>Cases where a pre-sentence report was prepared</b></p> <p>Where a pre-sentence report was prepared previously, the offender manager who prepared the report should be able to provide risk information. A NOMS1 should be requested although the information available may be limited due to the type of report completed. An OASys report should have been prepared with the pre-sentence report, but the depth of any information that the offender manager could take from that would depend on whether it was a full standard report, a fast delivery same-day report or a verbal report.</p> <p>Where the NOMS report cannot be based on their OASys report, offender managers will try to provide other information on risk of harm and the likelihood of re-conviction, stating their sources.</p> <p>Where the offender manager is unable to assist, you must approach the prison based offender management unit for information gained from any work undertaken in prison and from records of the offender's behaviour whilst serving their custodial sentence. There is no formal mechanism for sentence management of this group.</p> <p><b>Cases where no risk information is available</b></p> <p>Where offender managers advise they are unable to provide any risk information you must still complete the form in as much detail as possible, based on the information available. Offender supervisors based in prison offender management units can still be contacted for any useful information they may have.</p> <p>Factors that are relevant to considering accommodation will be the nature of the original offence, details of any other offences and records of behaviour in prison or detention. Unless the offender is a Multi-Agency Public Protection Arrangements (MAPPA) case and/or</p>	
--	--	--

	<p>has a history of sexual, violent or serious drug offences, it is likely that the individual will be suitable for section 4 accommodation.</p> <p><b>Cases where there is difficulty getting other information</b>  If you have difficulty getting a licence, the NOMS Offender Safety Rights and Responsibilities Group must be contacted. In cases where the responsible offender manager and the offender management unit have been identified, but you have difficulties identifying a specific offender manager to obtain a risk assessment from, you must contact the relevant NOMS single point of contact (see related link: Probation trusts single point of contact (SPOC) list).</p> <p>Any problems that cannot be resolved as above must be referred to a team leader or the assistant director.</p> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Restricted – do not disclose – start of section</p> <p>The information in this page has been removed as it is restricted for internal Home Office use only.</p> <p>Restricted – do not disclose – end of section</p> </div> <p>You must keep the section 4 caseworker informed of progress at each stage of the process.</p>	
--	--	--



## Considering cases for section 4 bail accommodation

### Completing the form

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells you about the action criminal casework case owners must take to complete the form for section 4 bail accommodation.</p> <p><b>Cases where there is no history of violent, sexual or serious drug offences and no Multi-Agency Public Protection Arrangements (MAPPA)</b></p> <p>In these cases, after obtaining information from the offender manager, you must:</p> <ul style="list-style-type: none"><li>• Look at the licence and any conditions attached to it.</li><li>• Check the Home Office file for any conditions which may affect where the offender is accommodated.</li><li>• Check CID for detention services and look for:<ul style="list-style-type: none"><li>○ serious criminal activity</li><li>○ known violent behaviour</li><li>○ mental illness</li><li>○ risk to women and/or children.</li></ul></li></ul> <p>Where the offender manager raises no concerns and case owner checks reveal no licence or detention services conditions, you can confirm the type of accommodation is suitable. In these cases it is likely that the offender will be accommodated.</p> <p><b>Cases where an offender has committed a violent, sexual or serious drug offence and/or is managed under MAPPA and/or has licence arrangements which affect their accommodation</b></p> <p>In all cases of this type, it is imperative that you obtain advice and the completed form from the offender manager.</p> <p>Further guidance on dealing with MAPPA cases can be found in the related link: Multi agency public protection arrangements (MAPPA).</p>	Links to staff intranet removed
--	---	---------------------------------

## Considering cases for section 4 bail accommodation

### Releasing to section 4(1)(c) accommodation

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework case owners what action to take when an offender is granted bail to live in section 4 accommodation.</p> <p>You must note that where an offender is granted bail to live in accommodation provided under section 4(1)(c) arrangements need to be put in place for their arrival at their new address.</p> <div><div>Restricted – do not disclose – start of section</div><div>The information in this page has been removed as it is restricted for internal Home Office use only.</div><div>Restricted – do not disclose – end of section</div></div> <p>You must provide an expected time of release and, where possible, any contact details of the offender. The section 4 bail team will then notify the accommodation provider.</p>	Links to staff intranet removed
--	--	---------------------------------

## Considering cases for section 4 bail accommodation

### Cases dealt with by criminal casework section 4 team in Liverpool

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells you about work undertaken by the criminal casework team (CC) based in Liverpool on section 4 cases.</p> <p>The section 4 team in Liverpool was set up in November 2010 to manage CC's section 4 supported cases, to undertake reviews on those cases, and to deal with any appeals. The team also manages the discontinuation of CC section 4 and section 95 cases and reviews section 4(1)(c) cases where support is granted by the section 4 team based in Croydon. The caseload of the team is approximately 540 cases.</p> <p>The main work that the team carry out is:</p> <ul style="list-style-type: none"><li>• receiving applications for section 4 asylum accommodation under section 4(2)</li><li>• making decisions on these applications</li><li>• processing appeal bundles</li><li>• ending section 4 or section 95 support</li><li>• reviewing section 4 cases (asylum and bail)</li><li>• dealing with relocation requests</li><li>• dealing with additional payment requests</li><li>• adding dependants</li><li>• considering discontinuation of support or issuing warning letters where property providers have reported incidents</li><li>• dealing with the COMPASS transition project.</li></ul> <p><b>Dealing with applications</b></p> <p>On receiving an application for section 4(2) and 4(1)(c) accommodation the application is scanned in through the ASYS system and allocated to CC. All applications are logged on a spreadsheet. The team decide whether or not the applicant can be granted or refused section 4 accommodation. A CC assistant director must approve the decision. When accommodation is granted the team notify the relevant regional team who book the necessary accommodation. Cases where support is granted should have a three month</p>	Links to staff intranet removed
--	---	---------------------------------

	<p>review entered on ASYS using tab 9.</p> <p>When an accommodation request is refused the team notify the applicant, their representative and the property provider.</p> <p><b>Processing appeal bundles</b> Where the Immigration and Asylum Chamber (IAC) inform CC that an appeal has been lodged against a refusal, the team prepare the appeal bundle, and address any directions sent from the judge. The bundle is uploaded to the collaborative business portal and uploaded on ASYS and sent to the appellant and their representatives. The team then wait for details of the final outcome from the IAC.</p> <p><b>Ending section 4 and section 95 support</b> In refusal cases where there is no appeal, and cases where an appeal fails, the team arrange for section 4 and section 95 support to end. The team arrange for the property to be withdrawn and for the Azure cash card to be cancelled. This is also arranged in cases where there is a:</p> <ul style="list-style-type: none"> <li>• voluntary departure</li> <li>• deportation or removal</li> <li>• a grant of discretionary leave or humanitarian protection (support is withdrawn in these cases, as the applicant can access full mainstream benefits).</li> </ul> <p>In cases of non-compliance the team can consider withdrawal of section 4 accommodation.</p> <p><b>Reviewing section 4 cases</b> The team review section 4 asylum and bail cases around every three months. They make sure the offender is still on bail, still lives at the appropriate address and still meets the criteria for the support.</p> <p><b>The commercial and operational managers procuring asylum support services (COMPASS) transition project</b> The team have been assisting with the COMPASS project and a revised form has been devised for use over the transition period where offenders may be moved from one premises</p>	
--	--	--

	to another.	
--	-------------	--

## Considering cases for section 4 bail accommodation

### Travelling expenses to reporting centres

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework case owners about how to deal with cases where travel expenses are required for a foreign national offender (FNO) under section 4 or section 95 support to attend an immigration-related reporting event.</p> <p>Asylum seekers who live more than three miles from their reporting centre and who receive support under section 4 or section 95 are eligible to receive travel tickets to attend reporting events. Those not meeting these criteria can apply for help if they can demonstrate that they have exceptional needs.</p> <p>A ticket is not normally given for the first reporting event. However section 22a.3.2 of the travel expenses policy includes a note that you can request that the reporting centre posts a ticket to the individual's home address to enable them to attend the first event.</p> <p>Decisions on whether to issue tickets to a first event or under exceptional circumstances are made on a case by case basis. If a FNO requests support to travel to the first reporting event, you should liaise directly with the reporting centre to arrange for a ticket to be posted.</p>	Links to staff intranet removed
--	--	---------------------------------

## Considering cases for section 4 bail accommodation

### Information about the current accommodation provider

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework (CC) case owners about the current section 4 accommodation providers.</p> <p>In 2012, commercial and operational managers procuring asylum support services (COMPASS) took over management of the contract for Home Office section 4 accommodation.</p> <p>The new suppliers are:</p> <ul style="list-style-type: none"><li>• Clearel – Wales, London and South of England</li><li>• Serco – North West England, Scotland and Northern Ireland</li><li>• G4S – North East England Yorkshire and Humberside, Midlands and East of England.</li></ul> <p>These providers have been given a full permit to operate accommodation for section 4 purposes for the Home Office.</p> <p>This will mean new service users (those who require accommodation) will be routed to the new supplier's accommodation estate, in line with the asylum support process.</p> <p>Existing service users will be moved to their new accommodation supplier. This may require a physical change of address or may simply be an administrative change with no move required.</p> <p>Where service users are physically moved, ASYS and CID databases will be updated within 24 hours of the move taking place. You must be aware of the upcoming changes and assist in keeping service user data as accurate as possible.</p> <p>Within CC, the section 4 team based in Liverpool is managing the moves of all foreign national offenders (FNOs) required to move by the transition to COMPASS.</p> <p>The regional transition teams will complete a form and refer it to the section 4 team. The</p>	Links to staff intranet removed
--	---	---------------------------------

	<p>section 4 team will then consider if the proposed accommodation is suitable for the FNO, and if so, authorise the move. The team will also arrange for electronic monitoring equipment to be moved and for reporting restrictions to be changed, as appropriate.</p> <p>For further information, to flag up any issues that may affect the physical move of a service user or if a request for information is received direct from a regional COMPASS transition team, you must contact section 4 team in Liverpool (see related link).</p> <p><b>Changes being dealt with by the Croydon section 4 bail team</b></p> <p>Until recently the Croydon section 4 bail team were only requesting properties in London for applicants to apply for bail as the contract with the property provider was in London.</p> <p>As a result of COMPASS providers signing the contracts the team are now able to request properties from providers across the regions. This means that an applicant detained in IRC Harmondsworth may be provided a potential address in Scotland, and if released, the detention centre will be required to provide the travel warrant from Harmondsworth to Scotland.</p> <p>The Croydon section 4 team will try to keep the split as equal as possible across the regions, however it is likely that the London region will receive the least amount of requests to source accommodation. Where possible the team will try to keep applicants in the region where they are currently detained (for example, if the applicant is detained in Dungavel they will arrange accommodation with Serco in Scotland). This will not apply to London cases.</p>	
--	---	--



## Considering cases for section 4 bail accommodation

### Releasing time-served offenders on bail who require section 4 support

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<div>Restricted – do not disclose – start of section</div> <div>The information in this page has been removed as it is restricted for internal Home Office use only.</div>	Links to staff intranet removed
--	--	---------------------------------

The information in this page has been removed as it is restricted for internal Home Office use only.

The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted – do not disclose – end of section

## Considering cases for section 4 bail accommodation

### Ending section 4 accommodation

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page tells criminal casework case owners about ending section 4 accommodation support.</p> <p>Section 4 accommodation may no longer be required for a variety of reasons including where:</p> <ul style="list-style-type: none"><li>• bail ends – for more details of when bail ends see related link: Criminal casework: Bail</li><li>• an appeal against refusal to grant accommodation fails</li><li>• the offender absconds</li><li>• the offender is redetained</li><li>• the offender behaves unacceptably or antisocially</li><li>• the offender fails to adhere to the conditions of the section 4 support</li><li>• the offender leaves the UK</li><li>• the offender wins an immigration appeal</li><li>• leave is granted and the offender can access mainstream benefits.</li></ul> <p>The section 4 team in Liverpool deal with any cases where accommodation provision is no longer necessary. All cases where it appears that accommodation should no longer be granted must be referred to them for further action.</p>	Links to staff intranet removed
--	---	---------------------------------

## Considering cases for section 4 bail accommodation

### Contact

<a href="#">Section 4 applications</a> <a href="#">Consideration for accommodation</a> <a href="#">The accommodation information form</a> <a href="#">Assessing whether section 4 accommodation is necessary</a> <a href="#">Assessing the risk</a> <a href="#">Completing the form</a> <a href="#">Releasing to section 4(1)(c) accommodation</a> <a href="#">Cases dealt with by criminal casework section 4 team in Liverpool</a> <a href="#">Travelling expenses to reporting centres</a> <a href="#">Information about the current accommodation provider</a> <a href="#">Releasing time served offenders on bail who require section 4 support</a> <a href="#">Ending section 4 accommodation</a>	<p>This page explains who to contact for more help with a specific case on section 4 bail accommodation.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If the question cannot be answered at that level, you may email the criminal casework operational policy and process team (CCOPPT), see related link: Email: CCD process team.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the CCOPPT, who will ask the MGT to update the guidance, if appropriate.</p> <p>The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p><b>Related links</b></p> <p><a href="#">Changes to this guidance</a> <a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
--	---	--

## Considering cases for section 4 bail accommodation

### Information owner

[Section 4 applications](#)  
[Consideration for accommodation](#)  
[The accommodation information form](#)  
[Assessing whether section 4 accommodation is necessary](#)  
[Assessing the risk](#)  
[Completing the form](#)  
[Releasing to section 4\(1\)\(c\) accommodation](#)  
[Cases dealt with by criminal casework section 4 team in Liverpool](#)  
[Travelling expenses to reporting centres](#)  
[Information about the current accommodation provider](#)  
[Releasing time served offenders on bail who require section 4 support](#)  
[Ending section 4 accommodation](#)

This page tells you about the considering cases for section 4 bail accommodation guidance and who owns it.

Version	2.0
Valid from date	12 June 2013
Policy owner	Criminal casework operational process and policy team (CCOPPT)
Cleared by director	Sonia Dower
Director's role	Director, operational policy and rules unit
Clearance date	19 December 2012
This version approved for publication by	Richard Short
Approver's role	Assistant director, modernised guidance team
Approval date	11 June 2013

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the CCOPPT, see related link: Email: CCD process team, who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

### Related links

#### See also

[Changes to this guidance](#)  
[Contact](#)

Links to staff intranet removed