**Guidance on allocating and prioritising time slots for video hearings and Probation, Legal and Parole Board meetings**

**Action:** Prisons with PCVL might like to work with their courts to consider the current allocation of time to court hearings and to the associated pre- and post-hearings.

Introducing remote links to hearings will increase the duration of a hearing. Generally, a PCVL slot is a 15-minute block, with bookings made by combining slots to give the required duration. To accommodate the additional steps to join the call remotely for a court hearing, and to authenticate all participants, extra time will have to be allowed. This may possibly reduce the overall number of hearings that can be accommodated.

For formal Legal and Probation visits, we recommend that 75 minutes are allocated for each booking:

* 10 minutes to set up the call (including authentication)
* 60 minutes for the interview
* 5 minutes to end the call and ensure the video room is empty.

**Action:** Ahead of go-live, governors and staff might find it helpful to redefine the current use of their PCVL/VCC rooms to free up video capacity and enable high-priority work to proceed:

* Serving the courts – court hearings across Magistrates’ and Crown Courts are moving towards using video rooms. These are called Cloud Video Platform (CVP) rooms in HMCTS. The CVP room for the hearing will be managed by the court. The prison will manage the CVP room for the pre- and post-hearing (if required) between the prisoner and their legal representative.
* Probation report interviews – these are critical to progressing a sentencing hearing. We are working with Probation to allow reports to be prepared by remote report authors.
* Formal legal visits – visits other than pre- and post-hearings (as these will be managed in conjunction with the court hearing, just as they are now).
* Parole hearings – the Parole Board wants to use video for hearings. Video capability available in PCVL/VCC could be used for this purpose when not servicing the courts.

Please contact ReconfigurationPMO@justice.gov.uk if you have any questions.