



Non-Executive Management Committee Member & Audit and Risk Committee Chair

Candidate Information Pack

2023

INTRODUCTION FROM THE CHAIR AND CEO OF THE PAROLE BOARD

Dear Candidate,

Thank you for your interest in joining the Parole Board as a Non-Executive Management Committee Member and Chair of our our Audit and Risk Committee. This appointment is made by the Parole Board with the approval of MoJ Ministers.

The Parole Board is an independent body which sits as a court to protect the public by risk assessing prisoners to decide whether they can be safely released back into the community. Our work is of critical importance to victims and public safety, as well as prisoners and their families, but it also has a wider role in maintaining public confidence in the justice system.

We are looking for an experienced Board Member who will both serve as a Non-Executive Management Committee Member and Chair our Audit & Risk committee. This individual will provide support to the Accounting Officer and Board on financial reporting, risk, internal control and governance.

The Parole Board's Management Committee is responsible for setting the Parole Board's strategic objectives and business plans; reviewing key management information relating to the performance and operations of the Parole Board, and approving the Parole Board's budget and annual accounts. The Audit and Risk Committee is responsible for reporting the results of the internal and external audits to the chief executive and advising the Parole Board on corporate governance and risk control.

We are very keen to increase the diversity of our membership. A significant proportion of the prison population are from a black, Asian or other minority ethnic groups and a lack of representation can impact on trust and confidence. We are an inclusive organisation and recognise that diversity is one of our greatest strengths. We welcome applications from people from all backgrounds.

INTRODUCTION FROM THE CHAIR AND CEO OF THE PAROLE BOARD (CONTINUED)

This is a very exciting time to join the Parole Board. We have modernised our way of working, we are updating our rules and we are becoming more transparent. If you believe that you have the experience and qualities that we are seeking, we hope you will consider applying for this important position.



Caroline Corby, Chair
of the Parole Board

Caroline Corby



Martin Jones CBE, CEO
of The Parole Board

Martin Jones

ABOUT THE PAROLE BOARD

The Parole Board works to protect the public by risk assessing prisoners to decide whether they can safely be released into the community. It sits as a court and makes risk assessments which are rigorous, fair and timely, based on information supplied by the prisoner, the prison and probation service and other expert witnesses.

Parole Board decisions are solely focused on whether a prisoner would represent a significant risk to the public after release. The risk assessment is based on detailed evidence found in the dossier (a collection of documents relating to the prisoner) and evidence provided at the oral hearing.

The Parole Board is responsible for considering parole reviews for prisoners serving indeterminate sentences – sometimes called ‘life’ sentences – where the sentence has no end date. It also considers certain types of determinate sentence cases - where there is an end to the sentence – and some prisoners who have been sent back, or ‘recalled’, to prison.

To be eligible for parole, a prisoner will have served the minimum ‘tariff’, or punishment part of their sentence, set by the courts. Prisoners eligible for parole are only released into the community if the Parole Board decides it is safe to do so.

An offender released on a parole licence continues to serve the rest of their sentence in the community while being supervised by the Probation Service. This is known as ‘release on licence’ or parole.

The Parole Board is an independent executive non-departmental public body, sponsored by the Ministry of Justice.

The Parole Board’s work is of critical importance to public safety, as well as prisoners and their families but the Parole Board also has a wider role in maintaining public confidence in the justice system.

To read more about the Parole Board and its work click [here](#).

OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

The Parole Board recognises that the Justice System has historically been over-representative of minority ethnic people in its application and under-representative of them in their administration.

It is a core tenet of our mission to set this right through a targeted and energetic programme of action and outreach, including the focused and meaningful recruitment of diverse peoples to this role in partnership with Inclusive Boards.

The current diversity of the Parole Board Management Committee is 62.5% identify as male (5), 37.5% identify as female (4), 12.5% identify as an ethnic minority (1) and 12.5% are disabled (1). 37.5% reside outside London and the South East.

As a Non-Departmental Public Body (NDPB) of the Ministry of Justice, we embrace the principles and objectives set out in the [MoJ Diversity and Inclusion Strategy 2018 -2025](#).

We encourage applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. During the application process we commit to:

- Making any reasonable adjustments – for example, ensuring closed captions are available during interview.
- Providing this document in alternative formats, including a Word document format and Welsh Language version readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

Arrangements for disabled candidates:

- An offer of an interview will be made to disabled candidates who meet the minimum selection criteria for the role (this is the essential criteria outlined in the Person Specification section of this pack).
- The Parole Board is a Disability Confident employer; further information can found here: <https://www.gov.uk/government/collections/disability-confident-campaign>

If you would like to discuss your application before submitting, please contact Inclusive Boards.

ABOUT THE ROLE

We are looking for an experienced Board Member who will both serve as a Non-Executive Committee Member on our Management Committee and Chair our Audit & Risk committee. This role contributes to the joint corporate responsibility of Non-Executive Committee Members to ensure the Parole Board complies with any statutory or administrative requirements for the use of public funds and ensure high standards of corporate governance are observed at all times. In the role Non-Executive Committee Members:

- Support the Parole Board in the provision of clear, strong and visible leadership;
- Support the Parole Board to fulfil its statutory functions effectively whilst maintaining its independence and its status as a court-like body;
- Support the Management Committee in ensuring that it takes appropriate account of guidance provided by the Minister responsible or sponsor department;
- Work with the Management Committee to develop and produce a forward business agenda;
- Constructively challenge and contribute to the strategy and business planning of the Parole Board including the setting of key objectives and targets;
- Help promote high standards of propriety and advise on the efficient and effective use of resources;
- Ensure that the Parole Board operates in accordance with conditions relating to the use of public funds.

The core responsibilities of the Management Committee are:

- Formulating the Parole Board's overall strategy.
- Monitoring, supporting and, where appropriate, challenging the Parole Board's operation and performance.
- Approving Casework policy.
- Formally approving the Parole Board's budget, its annual report and annual accounts.
- Establishing Sub-Committees to support its performance.
- Supporting the operation of a Members' representative body to represent the views of the membership and ensuring that it has appropriate access to the Parole Board Executive and Chair.

ABOUT THE ROLE (CONTINUED)

The Audit & Risk Committee's role is to Advise the Chief Executive (as Accounting Officer) and the Management Committee on:

- The strategic processes for risk, control and governance and the Governance Statement.
- The accounting policies, the accounts, and the annual report of the organisation, including the process for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors.
- The planned activity and results of both internal and external audit.
- Adequacy of management response to issues identified by audit activity, including external audit's management letter.
- Assurances relating to the corporate governance requirements for the Parole Board.
- Any proposals for tendering for either Internal or External Audit services or for purchase of non-audit services from contractors who provide services.
- Anti-fraud policies, whistle-blowing processes, and arrangements for special investigations.

To find our more about the Parole Board's Governance click [here](#).



PERSON SPECIFICATION

Essential Criteria

- A recognised management or chartered accountancy qualification or equivalent or relevant comparable experience
- A good knowledge and experience of working in a senior finance role, in particular management accounting.
- An excellent understanding of the role of internal and external audit.
- Experience as a member or chair of an Audit and Risk Committee or a good understanding of the role and operation of an Audit and Risk Committee.
- Board level leadership experience with the ability to provide constructive advice and challenge in a manner which inspires confidence with the Management Committee, sponsors and key stakeholders.
- The ability to think strategically, analyse information and debate complex issues at the highest levels.
- The ability to work effectively as part of a team, to motivate and empower others to achieve desired outcomes.
- A track record of facilitating and supporting change.
- A commitment to and understanding of diversity, equality and inclusion.

Desirable Criteria

- A recognised CCAB qualification, or equivalent.
- An understanding of the criminal justice system and the work of the Parole Board.
- Knowledge of the workings of Government and Whitehall.
- An understanding of Arms-Length Bodies and sponsorship arrangements.

IMPORTANT ADDITIONAL INFORMATION

TENURE

This appointment is made by the Parole Board with the approval of MoJ Ministers for a 3 year term with the possibility of re-appointment at the discretion of the Parole Board and Ministers. Any re-appointment is subject to recommendation by the Board based on satisfactory performance.

TIME COMMITMENT

Approximately 10 Management Committee meetings per-annum and approximately 5 Audit and Risk Committee meetings per-annum plus ad-hoc responsibilities and meeting preparation totalling an estimated 20 days per-annum up to a maximum of 25 days.

REMUNERATION

£6,000 to a maximum of £7,500 for the time commitment articulated above.

TRAVEL AND SUBSISTENCE

Members are entitled to claim for those travel costs necessarily and actually incurred on Parole Board business at the normal public service rates. Where no extra expense is incurred, no reimbursement is due. Members are also entitled to claim subsistence payments to reimburse them for any additional expenditure incurred while away from home on Parole Board business.

CONFLICTS OF INTEREST

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

IMPORTANT ADDITIONAL INFORMATION (CONTINUED)

LOCATION

Management Committee meetings and Audit and Risk Committee Meetings typically take place at 10 South Colonnade, Canary Wharf, London in person attendance is encouraged but remote joining options are available.

ELIGIBILITY

There must be no employment restrictions, or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for at least three years prior to your application. You should not be employed by the UK civil service.

STANDARDS IN PUBLIC LIFE

Non-Executive Committee Members are required to uphold the Committee on Standards: [Seven Principles of Public Life](#). You are also expected to adhere to the [Code of Conduct for Board Members of Public Bodies](#).

HOW TO APPLY

This recruitment process is being undertaken by Inclusive Boards on behalf of the Parole Board and the Ministry of Justice. If you wish to apply, please provide the following by **23.59** on **Sunday 03 December 2023**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you who are available to be contacted before interview.

To apply please visit www.inclusiveboards.co.uk/opportunities.

As part of the process you will also be asked to complete a:

- diversity monitoring form
- conflicts of interest / political activity form

To find out more, request support when applying, or have an informal confidential discussion before applying, please get in touch with one of our consultants by emailing paroleboard@inclusiveboards.co.uk.



APPOINTMENT PROCESS AND TIMELINE


The selection panel is as follows:

- Caroline Corby, Chair of the Board
- David West, Deputy Director, ALB Centre of Expertise
- Paul Smith, MoJ Finance
- Nicolina Andal, Independent

Timeline:

- Applications open: 06/11/2023
- Application deadline: 03/12/2023
- Final Interviews: from w/c 05/02/2024

If you wish to make a complaint, please contact Inclusive Boards in the first instance by emailing complaints@inclusiveboards.co.uk. In the second instance complaints can be made to the [Office of the Commissioner for Public Appointments](#). Please contact the Commissioner's office on 020 7271 6729, or 0207 271 3305 for a printed copy of the complaints process.



Our number one
priority is protecting
the public

INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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<https://linkedin.com/company/inclusive-boards>

