

# Chair of the Parole Board

Candidate Information Pack  
2024

# A MESSAGE FROM THE SECRETARY OF STATE FOR JUSTICE.

Thank you for your interest in becoming Chair of the Parole Board for England and Wales.

The Parole Board is an independent body that works with other criminal justice agencies to protect the public by carrying out risk assessments of prisoners to determine whether they can be safely released into the community, or whether it is necessary for the protection of the public that they remain detained. Public protection is, and always will be, its top priority. Its work is of critical importance to public safety, victims and their families and individual prisoners. The Board also has a wider role to play in maintaining public confidence in the justice system.

As Chair of the Parole Board, you will play a key role in leading and directing the work of the Parole Board, its Management Committee and its membership.

The Board has begun a period of modernisation to help it deliver significant improvements following the Root and Branch Review of the Parole System 2022, and further transformation may be needed in response to the Victims and Prisoners Bill. Alongside this, the workload and membership has grown as the prison population is now greater than it has ever been. The successful candidate will, therefore, need to be a strong and inclusive leader who can work across a range of challenges and provide fresh insight.

A priority for the new Chair will be formulating and delivering a strategy that brings innovation, delivers value for money, and maintains public confidence. The successful candidate should build upon the incumbent's commitment to promote the work of the Parole Board, and to build the diversity of its membership so it reflects the diversity of the society which it serves.

If you have questions about the post or appointment process, please contact Inclusive Boards who can arrange, at request a conversation with the Parole Board.

If you believe you have the experience and qualities we are seeking, I hope you consider applying for this important position.



The Rt Hon Alex Chalk KC MP, Lord Chancellor and Secretary of State for Justice

# 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 was established under the Criminal Justice Act 1967, and is classified as a Non Departmental Public Body, that makes independent and impartial decisions.

It sits as a court-like body 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’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 its 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.

# THE ROLE OF CHAIR

The Parole Board plays a vital part in the criminal justice system by ensuring public protection and in supporting the rehabilitation of prisoners.

If appointed, you will lead a high profile and complex organisation to successfully deal with current and future challenges. You will be supported by the Vice-Chair to ensure that the Board's legal and policy framework is up to date for members.

The chair will have the following responsibilities/duties:

- Being a strong, visible and inspiring leader. Draw out the skills and experience of other Non-Executive Directors and build the diversity and inclusiveness of the Parole Board membership so it reflects the society in which they serve.
- Taking a leading role in the relationship with the Parole Board's key stakeholders including, MoJ's Ministerial team and Permanent Secretary, the media and the public to raise awareness of the Board's functions and purpose and to promote its independence.
- Promoting the highest standards of integrity, probity, and corporate governance, ensuring that Parole Board complies with all governance requirements.
- Maintaining the optimal balance between support and challenge, ensuring that the executive team is held to account in delivering their goals and strategic vision for the organisation.
- Ensuring the organisation is aligned to and is performing against agreed commitments and key performance indicators.
- Taking such steps as considered appropriate to adapt to forthcoming changes as set out in Legislation currently before parliament and any future legislation or policy changes.



# PERSON SPECIFICATION

The position of Chair is challenging, demanding and rewarding and requires an exceptional individual to provide first class leadership. Applications are sought from candidates who can command the confidence of stakeholders and can ensure the effective and efficient running of the organisation.

You will need to demonstrate in your written application examples where your experience matches the essential criteria listed below.

## Essential criteria:

- Outstanding leadership skills, with the ability to drive forward change management in a complex organisation.
- Ability to provide innovative and inclusive direction, whilst working collaboratively.
- Excellent communication and relationship management skills. The ability to represent the Parole Board to a wide range of stakeholder groups, including parliamentarians, the media and the public.
- The ability to challenge and vigorously scrutinise in the public interest, the operations of the Parole Board and where necessary defending decisions against internal and external challenge.
- Experience of being a non-executive and exercising financial management to secure value for money.
- The ability to analyse complex information and make difficult and reasoned decisions under pressure.
- An understanding of the key challenges and opportunities facing the Parole Board and criminal justice system more widely.

## Desirable criteria:

- An understanding of the policy, operational, political and media landscape in which the Parole Board works.
- A demonstrable commitment to fairness, justice and valuing the protection of the public.



# IMPORTANT ADDITIONAL INFORMATION

## TENURE

This appointment is made by the Lord Chancellor and Secretary of State for Justice for a tenure of 5 years.

## TIME COMMITMENT

The anticipated time commitment for this role is up to 2 days per week.

## REMUNERATION

£500 per day, subject to approval - the role is non-pensionable.

## 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.

## 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 Ministry of Justice. If you wish to apply, please provide the following by **09.00** on **Wednesday 21 February 2024**.

- 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](http://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](mailto:paroleboard@inclusiveboards.co.uk).





# APPOINTMENT PROCESS AND TIMELINE


The advisory assessment panel is as follows:

- Ross Gribbin, Director General Policy, MoJ, Panel Chair.
- Mark Beaton, Non-Executive Director for the Ministry of Justice.
- HHJ Jeffrey Pegden KC, Retired Judicial member.
- Independent panel member.

Indicative Timeline:

- Advert launch – January 2024
- Close – February
- Sift - March
- Interviews – End May
- Meetings with appointable candidates - June
- Appointment – July
- In post – October 2024

If you wish to make a complaint, please contact Inclusive Boards in the first instance by emailing [complaints@inclusiveboards.co.uk](mailto: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](mailto: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](http://www.inclusiveboards.co.uk)



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