

2022/23

the
Parole
Board

working with others
to protect the public

The Parole Board for England and Wales Annual Report & Accounts 2022/23



Working with others
to protect the public

The Parole Board for England and Wales

Annual report and accounts 2022-2023

For the period 1 April 2022 to 31 March 2023

Presented to the House of Parliament pursuant to paragraph 11 of Schedule 19 of the Criminal Justice Act 2003
Accounts. Presented to Parliament pursuant to paragraph 10 of Schedule 19 of the Criminal Justice Act

Ordered by the House of Commons to be printed on 18 July 2023



© Crown copyright 2023

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at www.gov.uk/official-documents.

Any enquiries regarding this publication should be sent to us at info@paroleboard.gov.uk

ISBN: 978-1-5286-3923-1

E-Number: E02864329 07/23

Printed on paper containing 40% recycled fibre content minimum

Printed in the UK by HH Associates Ltd. on behalf of the Controller of His Majesty's Stationery Office

The Rt Hon Alex Chalk KC MP
Lord Chancellor and Secretary of State
Ministry of Justice
102 Petty France
London
SW1H 9AJ

18 July 2023

Dear Lord Chancellor

I have pleasure in presenting to you the Parole Board's Annual Report and Accounts for 2022/23.

The Parole Board is an independent body that works with other criminal justice agencies to protect the public by risk assessing prisoners to decide whether they can be safely released into the community. Public protection is and always will be our top priority.

During 2022/23, the Parole Board focused on progressing our growing caseload, while prioritising our commitments to transparency. For the first time we held two parole board hearings in public. We have also worked with our partners in HMPPS to test victims observing private hearings in the South West region.

We received a record number of 22,082 referrals in 2022/23 and conducted 8,085 oral hearings. We directed the release of 3,637 prisoners, but, we also decided that 11,466 prisoners needed to stay in prison for the protection of the public.

We have remained committed to improving our transparency, and welcomed the BBC2 documentary that helped explain how Parole Board members undertake their decisions. We also continued to work with the Department to implement the outcomes of the Root & Branch review and any future reforms.

I am pleased to say that the Parole Board's Accounts have received an unqualified certificate from the Comptroller and Auditor General.

Yours sincerely

Caroline Corby
Parole Board Chair



Spirit of Autumn
© Image courtesy of Prodigal Arts

With thanks - Artwork featured within the report



Koestler Arts

Koestler Arts is the UK's best-known prison arts charity. They encourage people in the criminal justice system to change their lives by participating in the arts. They share their artworks with the public, so people can witness this diverse range of voices, stories and talent.

<https://koestlerarts.org.uk/>



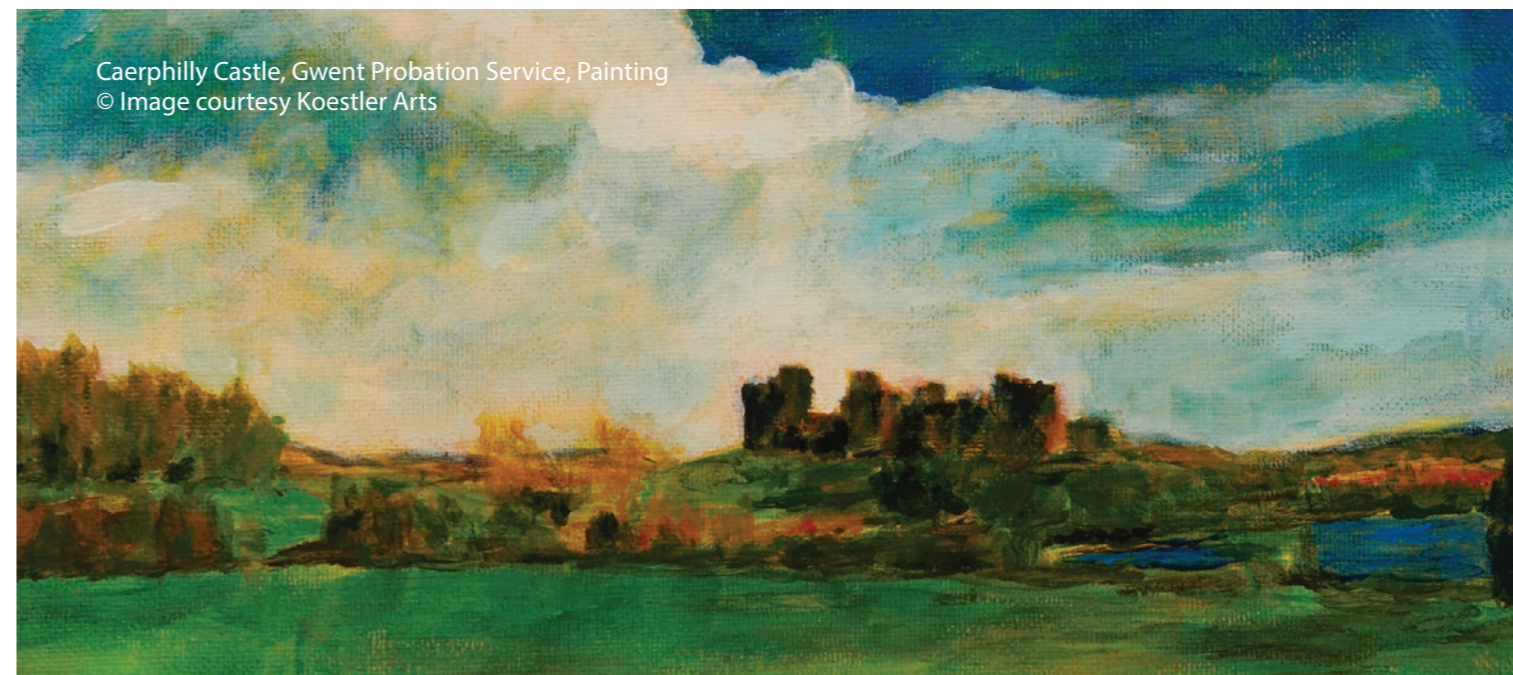
Prodigal Arts

Prodigal Arts is a registered charity that helps people in prison and post-release 'unlock' their creative potential. Based in Bristol, and working across the region, the charity seeks to nurture and develop artists' creative abilities through meaningful art related activity and workshops.

<https://www.prodigalarts.org/>

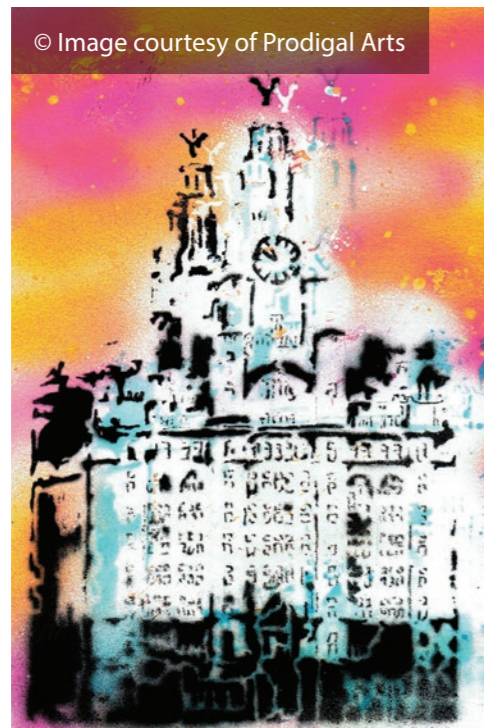
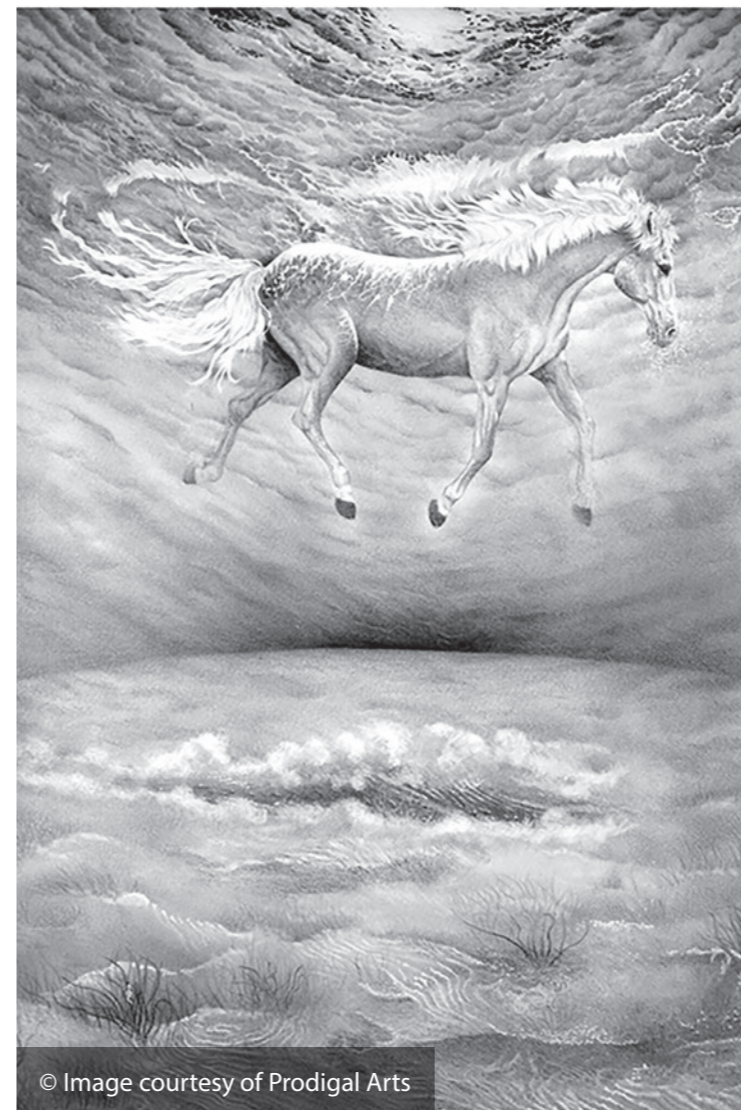
CONTENTS

1. Performance Report	10
a. Chair & Chief Executive's joint Foreword	10
b. Overview	13
i. About the Parole Board	13
ii. Strategic Risk Management	14
c. Performance Analysis	15
i. Going Concern	15
ii. Financial Review	15
iii. How we Performed	16
iv. Root & Branch Review	21
v. Parole Process and Performance	22
vi. Chief Executive's Report	28
1. Background and Statutory Framework	28
2. Mission Statement	28
3. Principal Activities	28
4. Funding	29
d. Sustainability Report	30
2. Accountability Report	33
a. Corporate Governance Report	34
i. Statement of Accounting Officer's Responsibilities	34
ii. Governance Statement	35
iii. Governance Structure	36
b. Remuneration and Staff Report	50
i. Remuneration Policy	50
ii. Staff Report	56
c. Parliamentary Accountability and Audit Report	60
d. The Certificate and Report of the Comptroller and Auditor General to the House of Parliament	61
3. Financial Statements	66
4. Membership	80



Caerphilly Castle, Gwent Probation Service, Painting
© Image courtesy Koestler Arts

Annual Report and Accounts - Artwork





Survivor
© Image courtesy of Prodigal Arts

The Parole Board's overall priority is protecting the public, and it plays a vital role in doing so, by assessing whether prisoners are safe to be released. In 2022/23, we decided that 11,466 people (75% of the people we reviewed), needed to be detained in custody for the protection of the public, and 3,637 were released.

During the reporting year, the Parole Board continued to conduct the majority of its oral hearings remotely, based on an assessment of the case. In 2023/24, there is expected to be an increase in the number of hearings held face to face, as the pandemic is receding.

Key statistics at the end of the reporting year:

- 8,085 oral hearings were conducted (8,834 in 2021/22)
- 5,890 oral hearings were concluded (6,336 in 2021/22)
- 11,050 prisoners were refused release at paper and oral hearing (11,407 in 2021/22)
- 3,637 prisoners were directed for release at paper and oral hearing (4,139 in 2021/22)
- 416 prisoners were recommended for open at paper and oral hearing (568 in 2021/22)
- In total, 11,466 prisoners were refused release (11,975 in 2021/22) and 3,637 prisoners were released (4,139 in 2021/22)

Victims

The Parole Board is deeply conscious of how much its decisions have a significant impact on victims. That is why the Parole Board has committed to ensuring that victims are treated with humanity and respect. Crucial to this is ensuring that victims have access to information on their entitlements.

In 2022/23, the Parole Board continued to complete outreach work with Victim Liaison Officers, to ensure that victims are aware of their rights and the ways in which they can engage with the parole process.

A test in the South West of England is being conducted by the Ministry of Justice and the Parole Board whereby victims will automatically have the right to apply to attend private hearings. These pilots

have started and some important lessons are emerging that should ensure that any further extension of this important change is taken forward in a measured and considered way to avoid causing unnecessary distress to victims. The expectation is that this will be rolled out across England and Wales during 2023/24.

Transparency

The impact of the work of the Parole Board is far-reaching. Given how much our decisions matter to prisoners, their families, victims and the public, it is unsurprising that our decisions can sometimes be subject to scrutiny and there is significant interest in our work. This year it remained crucial, more than ever, that the Parole Board worked to improve public understanding by increasing our transparency.

The Parole Board welcomed the broadcast of a ground-breaking BBC2 documentary which provided unprecedented, uncensored, access to the parole process. The documentary sought to tackle key questions underlying the parole system, and shed light on the robust decision-making process that our 292 members undertake every day.

The normal position is that parole hearings will remain in private. This is because it is of paramount importance that witnesses are able to give their best evidence and there will be no impact on the assessment of risk. However, the new Parole Board rules make it possible for parole hearings to be held in public in cases where it is in the interest of justice. In 2022/23, for the first time we held two parole board hearings in public. We expect more cases to be opened up to the public, where the legal test for an open hearing is made, in the next financial year.

Growing caseloads

After a number of years of record breaking throughput of work, it has been a challenging year for the Parole Board, as year on year there is an increase in the number of cases being referred, and in 2022/23 it is no different. The workload of the Parole Board has increased by 45% since 2018/19, and there is now an urgent need to increase our member capacity to ensure we can keep pace with demand.



Over the last decade alone the Parole Board's work has increased markedly with the number of oral hearings held each year increasing from 4,216 in 2011/12 to 8,085 in 2022/23. The Parole Board continues to do all we can to keep pace with that growing demand, but are now seeing cases taking longer to progress than we would have liked. There are a number of initiatives we have introduced to maximise the throughput of our cases at both the paper and oral hearing stages, further details of these projects can be found at p18 of the performance report.

We are very much committed to keeping the parole system moving efficiently. There is planned recruitment in 2023 to extend and enhance capacity as well as looking at better ways of fully and fairly assessing the number of cases to be reviewed.

Serious Further Offences

Despite our very best efforts, our decisions cannot be risk free and each year some Serious Further Offences occur. In 2023/23, 28 Serious Further Offences were referred to the Parole Board. This represents 0.7% of release decisions. It should be noted that Serious Further Offences are referred to the Parole Board when a prisoner is charged. However, it may be that subsequently the charges are dropped, or lessened so that they no longer qualify as a Serious Further Offence or the prisoner may be found not guilty. The Serious Further Offence rate for convicted offences is

therefore always lower than the number of cases originally referred to the Parole Board.

For many years the Parole Board's Serious Further Offence referral rate has been at or below 1% with the convicted rate at or below 0.5%. However, no matter how few the numbers, if there has been a Serious Further Offence, it is a tragedy that will affect the victims concerned, as well as the victims of the original crime. The Parole Board reviews the circumstances of every Serious Further Offence in detail and is determined to learn lessons from them.

We would like to put on record our gratitude to our members and staff and those working within a system under huge pressure and scrutiny, who have worked extremely hard to manage increased operational pressures, in order to ensure that we continue to provide an efficient service to prisoners, victims and the public

Caroline Corby,
Chair of the Parole Board

Martin Jones CBE,
CEO of the Parole Board

Date
12 July 2023

i. About the Parole Board

What is the Parole Board?

The Parole Board is an independent body that sits as a court with other criminal justice agencies to protect the public by risk assessing prisoners to decide whether they can be safely released into the community. The Parole Board is an Arm's Length Body of the Ministry of Justice (MOJ).

What are the strategic aims of the Parole Board?

Each of the below strategic aims for the Parole Board relate to Key Performance Indicators (KPIs) which are measured within the 'How we Performed' section of this report.



1. Independence

The Parole Board makes independent, impartial and quality decisions



2. Efficiency

The Parole Board works efficiently and effectively and to provide value for money



3. Transparency

The Parole Board seeks to be open and transparent as possible

Members



292

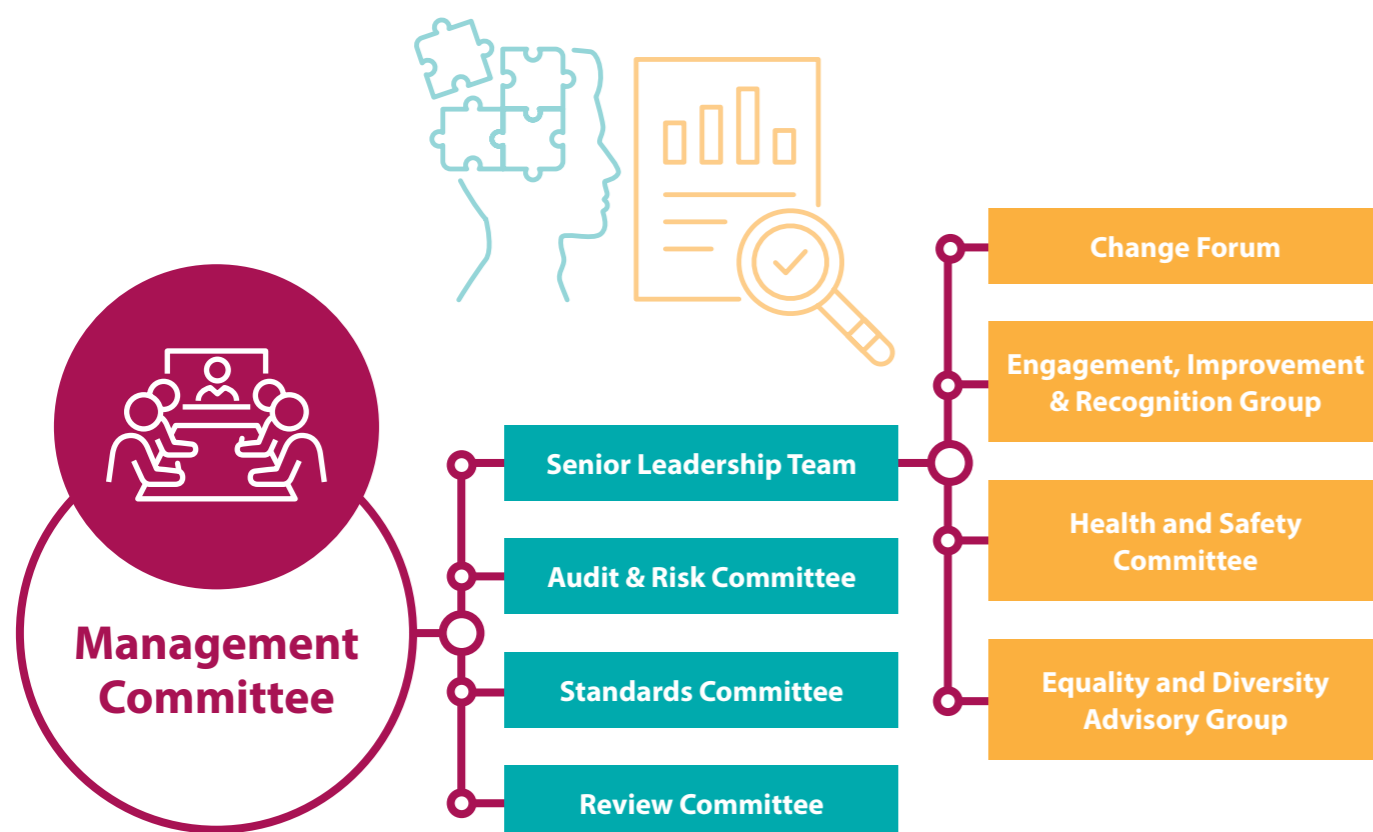
Members

197 staff in the Secretariat

As at 31 March 2023

Governance Framework

The Management Committee is the principal governance committee of the Parole Board which oversees the governance framework outlined here:



Further information in relation to the Governance Structure of the Parole Board can be found on page 36 of this report.

ii. Strategic Risk Management

The Parole Board's processes for managing risk and its key contractual and stakeholder relationships are reported in the governance statement, as well as data related incidents. The Parole Board maintained a key risk register to monitor the risks to delivering the Parole Board Strategy 2020 to 2022 and 2022 to 2024. The register was reviewed throughout the year by the Audit & Risk Committee to reflect the main risks that the Parole Board was facing at that moment (p44).

i. Going Concern

The Parole Board's future costs are expected to be met by future grant-in-aid from the Parole Board's sponsoring department, MOJ, which has included the Parole Board's grant-in-aid for 2023/24 in its estimates. The Parole Board's accounts are therefore prepared on a going concern basis.

ii. Financial Review

There was an increase in the Parole Board's grant-in-aid in 2022/23 to £22,393k (2021/22 £21,295k). As grant-in-aid is credited to reserves rather than recognised as income, the Parole Board's financial statements reflect the expenditure to be financed by grant-in-aid. Total comprehensive net expenditure has increased by 7.8% on 2022/23. This is due to the costs of managing an increasing number of referrals. Staff and member costs have increased as a result of increasing staff and member activity to manage the higher level of case administration costs. Other operating costs have increased due to higher shared service, IT and legal costs.

The Statement of Financial Position shows total net liabilities of £971k as at 2023, (£72k as at 31 March 2022), which will be deducted from future receipts of grant-in-aid from MOJ as the obligations fall due.

The total comprehensive net expenditure by the Parole Board in 2022/23 was **£24,231k** (2021/22 £22,470k).



	2022/23 £000	2021/22 £000
Staff and member costs:	19,973	18,913
Other costs:	4,272	3,557
Total comprehensive net expenditure:	24,231	22,470

Unit Costs

	2018/19	2019/20	2020/21	2021/22	2022/23
Paper hearing	£315	£315	£307	£320	£385
Oral hearing	£1,336	£1,443	£1,420	£1,550	£1,876

The estimated unit costs to the Parole Board for processing paper and oral hearings are shown in the table above. Unit costs include all costs covered by the Board together with costs covered by MOJ on the Board's behalf.

Our unit costs have remained relatively stable over the last four years, whilst our costs have increased over this period our case throughput and efficiencies have kept pace with increasing demand.

However in 2022/23, unit costs for hearings has seen a noticeable increase (Oral Hearing unit costs have increased by 18% and paper hearing unit costs have increased by 20% compared to 2021/22). This increase is primarily driven by the fact that there has been insufficient member availability to make the decisions required by the Board, coupled with the fact that the Board's fixed costs (relating to staff and running costs) have increased.

The Parole Board is seeking to address these performance and operational pressures as outlined on p18.

iii. How we Performed

This section covers the key challenges to the delivery of the Parole Board's objectives and how it has performed against these and their underpinning KPIs during 2022/23.

Key

- Achieved
- Requires improvement
- Requires significant improvement
- This was not a reportable KPI in the previous year

The fourth column within the KPI tables demonstrates the progress against the previous year. The arrow is up when the Parole Board has improved on the KPI result since the last year. The arrow is down when there has been a decline in the results compared to last year. There is an - when there is not comparable data available.

The Parole Board makes independent, impartial and quality decisions	2021/22	2022/23	Progress against previous year
Fewer than 20% of reconsideration applications are considered grantable	*	22%	—
Volume of applications/granted	*	51/190	—
More than 18% of Parole Board members are from a BAME background (of those who declared their ethnicity)	18%	18.4%	^
95% of reconsideration applications have a decision made within 21 days from the application being sent to the assessment panel	54%	94%	^
Formal complaints – all formal complaints received are responded to within 30 working days (90%)	*	95%	—

The Parole Board received 232 reconsideration applications in 2022/23 (195 in 2021/22).

50 applications were accepted for reconsideration, 170 were not. This means that 22% of the applications received were considered grantable (six ongoing). The legal team investigate individual applications to identify learnings that can be drawn from grantable applications.

The fact that the application for reconsideration was granted does not guarantee a different outcome. Of the 50 reconsideration applications that were granted, ten led to a different outcome, nine decisions remained the same and 31 were yet to be resolved by the end of the financial year.

94% of reconsideration applications had a decision made within 21 days from the application being sent to the assessor. Despite this, the KPI has not fallen in the red, however to improve performance in this area, there were various recruitment campaigns to strengthen the legal team.

The Parole Board continued to commit to ensuring that it maintains at least 18% of its members as BAME. It is incredibly important that the membership is representative of the public, and that it brings a wealth of experience to its decision-making from members who come from a wide range of backgrounds. Presently, 18.4% of those who declared their ethnicity were BAME, and the Parole Board recently increased the percentage in this KPI to reflect UK census survey results. Further information in relation to the breakdown of outcomes per diversity and gender can be found at page 24, and further information in relation to the diversity of Parole Board staff can be found at page 58.

The complaints that the Parole Board received in 2022/23 helped it to better understand how it performed, what lessons could be learned and

improvements that it could make. The Parole Board strives to respond to all complaints within its remit, in a timely manner. In 2022/23 95% of complaints were responded to within 30 working days. Further data in relation to complaints is published on page 26 of this report.

The Parole Board faced a number of pressures in 2022/23 that impacted on its operational performance. The number of referrals received by the Secretary of State increased by 12%. This impacted on member capacity, coupled with the caseload becoming increasingly complex.

These pressures impacted the number of cases in which were allocated a hearing date within 3 months of being made ready to list.

The Parole Board works efficiently and effectively and provides value for money	2021/22	2022/23	Progress against previous year
90% of decisions are issued within 14 days of the oral hearing with adjournment notices issued in all other cases	88%	91%	^
Maintain GPP cases outstanding at less than 20% of active caseload	18%	20%	v
95% of cases have a hearing date within 3 months of being made ready to list	94%	73%	v
70% of cases produce a conclusion at scheduled sitting	73%	72%	v
In year budget variance is under 1% with no overall overspend	8.1%	4.4%	v
Aged cases: 5% of active caseload that is greater than 18 months since being given to Parole Board	*	4%	—

The following initiatives were introduced in 2022/23, to begin to tackle the performance and operational pressures:

■ **Determinate Recalls:**

The Parole Board sought alternative ways to progress determinate recall cases. The Determinate Recall Review project was introduced in 2020 and continued in 2022/23. The aim of the project was to provide a fast track mechanism to review determinate recall sentenced prisoners who were awaiting an oral hearing date. The review sought to find alternative ways to progress or conclude the case. For example, reducing the panel logistics (e.g. requirement of witnesses, length of the hearing and number of members needed). By doing so, these cases could be listed quicker or concluded earlier. The project supported the Parole Board's commitment to timely reviews for prisoners, and it allowed conclusions on cases as a more constructive method compared to oral hearings.

■ **Stakeholder engagement:**

Parole Board secretariat have increased prison visits in 2022/23 to learn about pressures within prisons and reaffirm the importance of complying with Parole Board directions, which was a leading contributor to adjournments. Additionally, the secretariat piloted an enhanced dossier checking process in 2022/23, with the aim of reviewing the standard and quality of the initial dossier referred to the Parole Board and working with partner agencies to improve quality. This ensured that the Member Case Assessment review was more straightforward and reduced preventable delays.

■ **Members:**

The Parole Board has focused on maximising member availability to undertake oral hearings. For example, allocating Chairs to hear cases as a single member panel where it is appropriate to do so. The Parole Board is also undertaking a member recruitment exercise with an expectation that all new members will be required to progress to chairing at an expedited rate. If the Parole Board is able to train more members to become Chairs, it will be able to list more cases and reduce operational pressures.

72% of cases were concluded at the scheduled sitting, which ensures that scheduled oral hearings reach a conclusion more efficiently.

The Parole Board monitors the makeup of all of the cases that are referred to it and are active (active caseload), to ensure that no more than 5% of the prisoners within its caseload are older than 18 months. The number of cases greater than 18 months within the Parole Board's case load reduced to 1.6% since targeted exercises were introduced to progress these cases. In 2022/23, 4% of the active caseload were active for 18 months or more, and the Parole Board worked with its partner agencies to ensure that those prisoners could be progressed as efficiently as possible.

The in year total capital and resource budget variance is higher than 1%; equating to a 4.4% underspend. This underspend is driven by operational activity as member availability impacted upon the Parole Board's ability to fully utilise the full budget.

Open conditions

When considering open conditions the Parole Board's role is advisory only, however traditionally the majority of recommendations are accepted, as the Secretary of State recognises the value of the Boards insight into risk assessment and open conditions has proven to be a valuable and safe way of testing and preparing a prisoner for release. During 2022/23 the number of recommendations for open fell markedly following the publication of tighter criteria in July 2022, with a 27% reduction in the number of recommendations made. The Secretary of State is also seemingly much less likely to accept recommendations with only 18% of recommendations made during 2022/23 being accepted. It will be important to monitor the impact of this change going forward to ensure that the Parole Board maintains its strong record on public protection, with less clarity on how a prisoner will behave in the community.

The Parole Board seeks to be open and transparent as possible	2021/22	2022/23	Progress against previous year
The portrayal of the Parole Board in media coverage remains at a consistent positive vs negative proportion	59%	63%	↑
Volume of media coverage per month	113	117	—

Transparency has been a key priority for the Parole Board in 2022/23.

Key to being transparent has been understanding the nature of media coverage in relation to the Parole Board. There has been a continued focus on providing education about the parole process by being more transparent about how the system operates. The sentiment around the Parole Board has continued to steadily improve as there is increased understanding.

Continuous improvement

The Parole Board is committed to tasking itself to identify ways to improve how it delivers its work to ensure that fair and timely parole reviews are carried out. There are a number of challenges that the parole system faces, and the Parole Board is always looking to identify ways to improve practice and process. This may be following recommendations from reviews, changes in legislation and policy, or through findings from evidence-based research. During 2022/23 there were a number of improvement initiatives underway.

Mental Health Streamlining Project

The Parole Board, in collaboration with the Public Protection Group within HM Prison and Probation Service, launched a pilot to streamline the parole process for all indeterminate sentenced prisoners and parole-eligible determinate sentenced prisoners detained under the Mental Health Act (MHA) (s47/49), who received a recommendation for conditional discharge from a Mental Health Tribunal and were due or overdue a parole review. The pilot aimed to ensure that these prisoners received a swift review of their suitability for release into the community.

Analysis of exact timeframes of the pilot cases showed that the average time between the date of the Mental Health Tribunal decision and date of the final decision by the Parole Board for pilot cases was 24 weeks. Data taken from parole reviews for similar cases in a 2017/18 study indicated that the average time taken from the same start and finish point was 62 weeks. This is around a 60% reduction in the length of the parole review.

Practice informed by research

The Parole Board is committed to taking a more evidence-based approach to informing continuous improvement of policy and practice related to parole, and this includes outcomes and recommendations from good quality research and thematic studies. The Parole Board is in a unique position and can provide academics and researchers with access to its staff and members, sets of data and information that it owns, as well as access to policy and practice professionals.

The Research Governance Group provides a forum for the organisation to take a more structured and strategic approach to research. Since its establishment, it has approved 14 research studies that are relevant to Parole Board work.

Further information about research and the Parole Board can be read here:

<https://www.gov.uk/government/organisations/parole-board/about/research>

Following the implementation of the Police, Crime, Sentencing and Courts Act 2022 on 28 June 2022, the Board revised and amended the necessary guidance to reflect all the provisions relevant to parole. Few of the Act's provisions impacted on day-to-day decision making in most cases, and the main changes related to the Board's ability to reopen decisions, IPP licence terminations and new referrals where a determinate prisoner has become dangerous. We drew specific attention to the provisions with the most impact on practice: power for the Secretary of State to refer high-risk offenders to the Parole Board in place of automatic release; power to make provision for reconsideration and setting aside of Parole Board decisions; for fixed-term recalled prisoners - no further

referrals if less than 13 months left to serve, no referral if serving a new sentence with a later release date than the next Parole Board review; removing the ability to direct release on a specified date and to direct "immediate release"; automatic referrals for termination of IPP licence after ten years since first release.

The Parole Board consulted widely, internally and externally, when revising the guidance documents, alongside other revisions required following the amended Parole Board Rules, and these were subsequently published and uploaded to our website. The Parole Board cascaded information to the membership and secretariat via Q&A sessions and internal communications.

iv. Root & Branch Review

The Parole Board continued to work with the Secretary of State and HM Prison and Probation Service to deliver on the recommendations that were published in March 2022 as part of the Root & Branch review of the parole system. The following table sets out the recommendations and a key progress update:

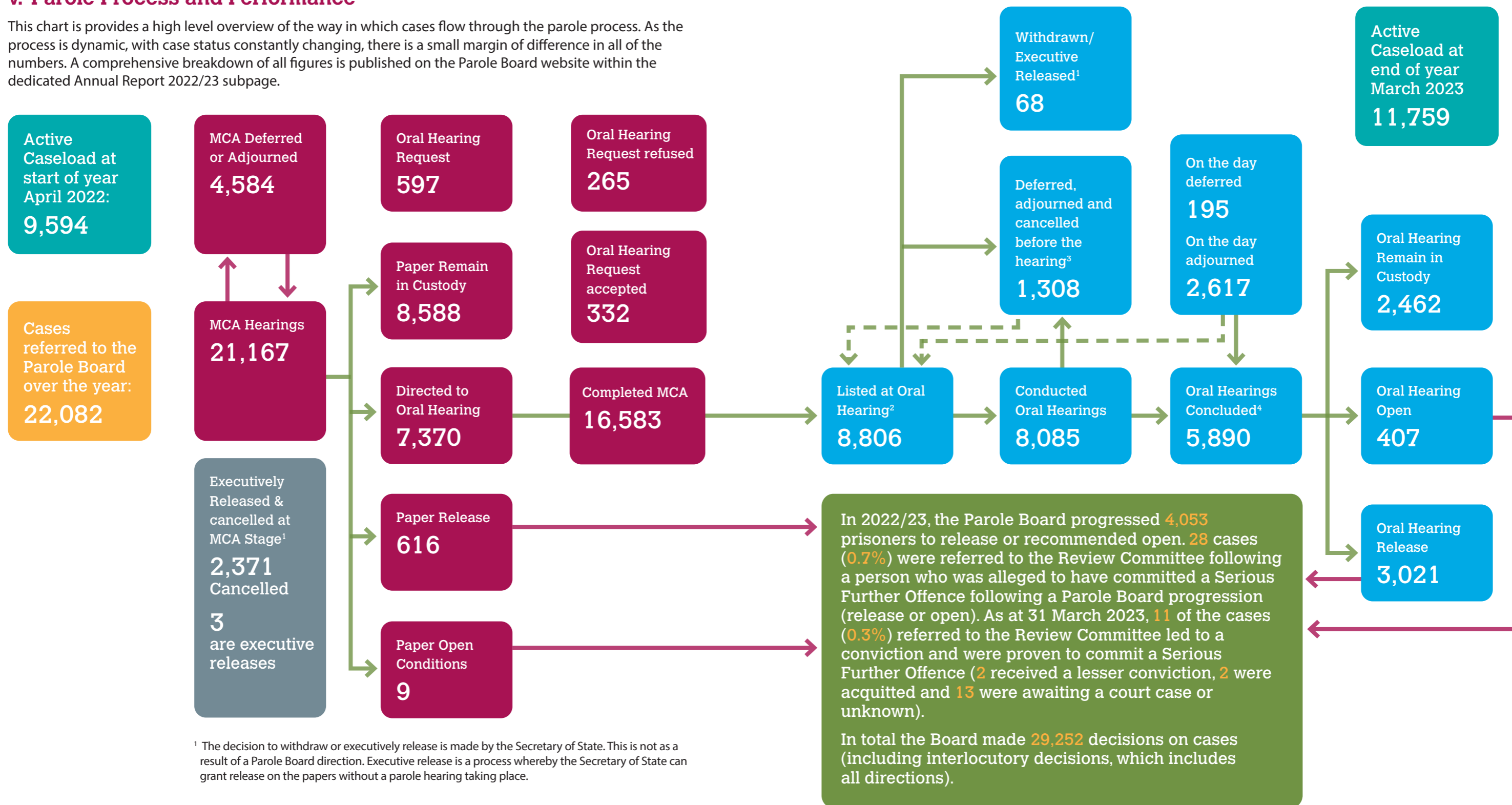
Proposal	Progress made in 2022/23
A new precautionary approach to the release of a "top-tier" of the most serious offenders. "Top-tier" will be defined as those convicted of murder, rape, terrorism and causing or allowing the death of a child;	The Parole Board is waiting to see the progress of the Victims & Prisoners Bill, and will work with the relevant officials to refine an approach to 'top-tier' cases.
A Secretary of State power to block a decision by the Parole Board to release a "top-tier" offender;	The Parole Board is waiting to see the progress of the Victims & Prisoners Bill, and will work with the relevant officials to refine an approach to the Secretary of State's power to veto Parole Board decisions in 'top-tier' cases.
Refine the statutory release test to make it more prescriptive;	The Parole Board is waiting to see the progress of the Victims & Prisoners Bill, and will work with the relevant officials to refine the statutory release test.
Increase the number of Parole Board members from a law enforcement background and ensure they sit on panels in "top-tier" cases;	In March 2023, the Public Appointments Team, in partnership with the Parole Board, launched a campaign to appoint 25 Independent Parole Board Members, with law enforcement experience.
Improve the transparency and victim participation in the parole process including the right to apply to observe a hearing and hold certain cases in public;	In 2022/23, the Parole Board held 2 hearings in public, where the 'interests of justice' test was met. The Parole Board publishes, on its website, all of its decisions in relation to whether a public hearing has been granted or not. A test in the South West of England is being conducted by the Ministry of Justice and Parole Board on victims automatically having the right to attend private hearings. The expectation is that this will be rolled out across England and Wales during 2023.
Introduce a Parole System Oversight Group. This would monitor the whole end-to-end parole system and the establishment of independent third party scrutiny of the parole process to provide additional checks and assurance that the system is operating effectively and efficiently.	The Parole Board is working with HM Prison and Probation Service to progress this recommendation. The Parole Board looks forward to the opportunities for assurance of the whole system.



Keyworker
© Image courtesy of Prodigal Arts

v. Parole Process and Performance

This chart provides a high level overview of the way in which cases flow through the parole process. As the process is dynamic, with case status constantly changing, there is a small margin of difference in all of the numbers. A comprehensive breakdown of all figures is published on the Parole Board website within the dedicated Annual Report 2022/23 subpage.



¹ The decision to withdraw or executively release is made by the Secretary of State. This is not as a result of a Parole Board direction. Executive release is a process whereby the Secretary of State can grant release on the papers without a parole hearing taking place.

² Some cases can have more than one oral hearing due to deferrals and adjournments.

³ 511 deferred, 584 adjourned and 213 cancelled before the hearing.

⁴ Of the 5,890 concluded outcomes, 4,689 were concluded at an oral hearing, and a further 1,201 were concluded on the papers as a result of adjournments. Of the 1,201; 565 remain in custody, 95 open conditions and 541 release. These numbers are included in the oral hearing concluded outcome figures reported in the chart.

The tables below show a breakdown of oral hearing* outcomes for each ethnicity and gender, where this was identified.

*This is purely for oral hearings and does not contain data for paper member case assessments.

Outcomes by Ethnicity 2022/23*			
Release			
50%	Asian (52% 2021/22)	55%	Mixed (55% 2021/22)
53%	Black (52% 2021/22)	52%	White (55% 2021/22)
44%	Chinese & Other (46% 2021/22)	51%	Average (54% 2021/22)
Remain in custody			
42%	Asian (41% 2021/22)	39%	Mixed (38% 2021/22)
37%	Black (35% 2021/22)	41%	White (36% 2021/22)
44%	Chinese & Other (41% 2021/22)	42%	Average (37% 2021/22)
Recommendations for open conditions			
8%	Asian (7% 2021/22)	6%	Mixed (7% 2021/22)
9%	Black (11% 2021/22)	7%	White (9% 2021/22)
11%	Chinese & Other (12% 2021/22)	7%	Average (9% 2021/22)

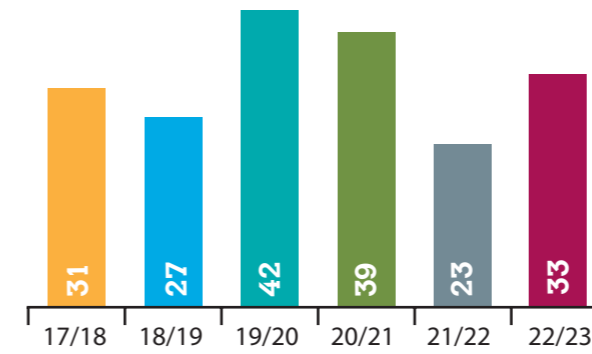
Outcomes by Gender 2022/23*			
Release		Remain in custody	
64%	Female (74% 2021/22)	30%	Female (19% 2021/22)
52%	Male (54% 2021/22)	41%	Male (36% 2021/22)
Recommendations for open conditions			
6%	Female (6% 2021/22)		
7%	Male (9% 2021/22)		

*Percentages may not always total 100 due to rounding.

Challenges, Requests for Information, and Complaints

Challenges, Claims and Requests 2017/18 - 2022/23

Judicial reviews

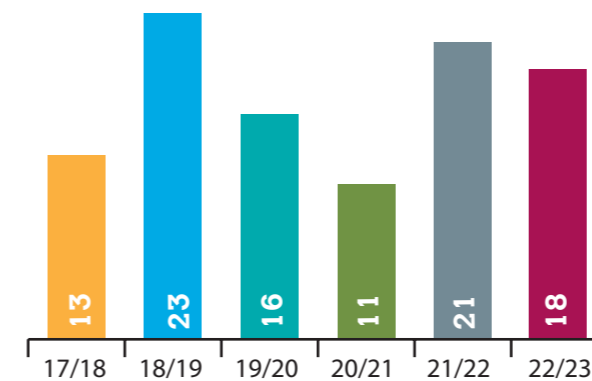


Judicial review is the procedure by which an individual, company or organisation can challenge the lawfulness of a decision or other conduct of a person or body whose powers are governed by public law (i.e. a public body). This is governed by the Civil Procedure Rules (CPR) 1998 Part 5, Section 1. The process for judicial review is set out in Practice Direction 54A (Judicial Review).

A judicial review application can be made on the grounds that: the decision is unlawful, the decision is irrational and/or the decision is procedurally unfair.

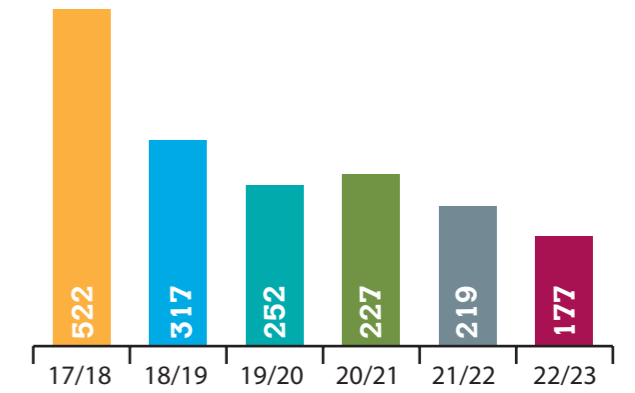
A prisoner who wishes to challenge a final parole decision can only do so by making an application for judicial review in the High Court. The Secretary of State can also challenge a decision of the Parole Board by way of judicial review.

Private law claims



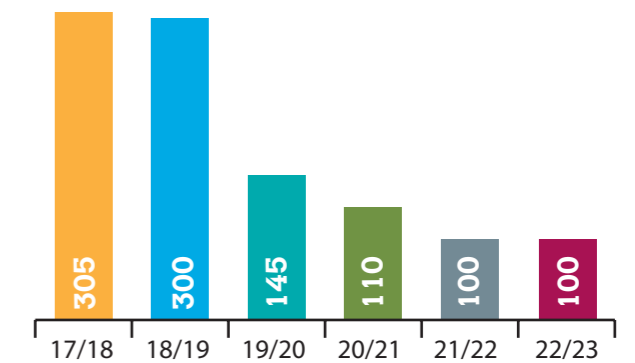
Private law claims are for compensation in the civil courts. The vast majority of private law claims brought against the Parole Board are made in respect of unlawful delay during parole proceedings.

Pre-action claims for damages



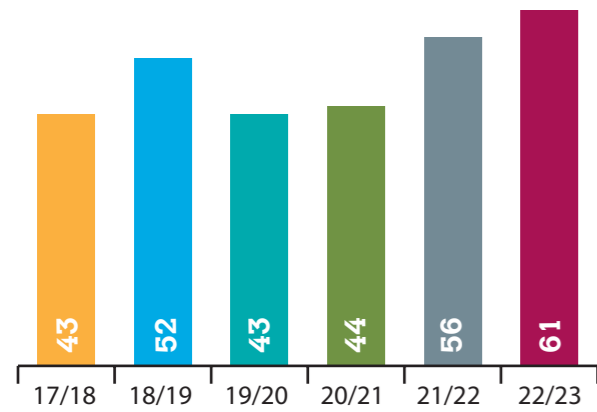
Indeterminate sentenced prisoners whose parole hearings have been delayed may be eligible to make a claim for compensation against the Parole Board.

Pre-action claims for judicial reviews



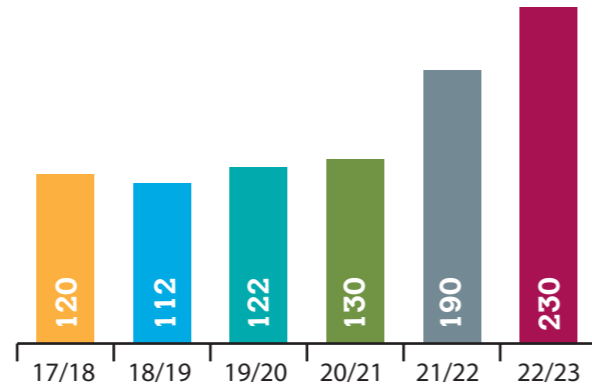
A prisoner who wishes to challenge a final parole decision can only do so by making an application for judicial review in the High Court. The Secretary of State can also challenge a decision of the Parole Board by way of judicial review.

Freedom of information requests



The Parole Board has in place a process to handle Freedom of Information requests. The Freedom of Information Act (FOIA) gives people the right to see information that is not personal. In 2022/23, the Parole Board received 61 requests.

Complaints about the service provided by the Parole Board 2017/18 – 2022/23



The Parole Board aims to provide the highest standards of service and to get things right. The complaints that it receives help it to better understand how its doing, lessons it can learn and the improvements it can make. The Parole Board is committed to listening to the public, acknowledging concerns and putting things right where appropriate.

Total complaints received in 2022/23		230 (190 in 2021/22)
Complaint category		Number
Admin error – e.g. processing errors by Operations Team (including incorrect sharing of information)		121
Communication – e.g. any instance that involves parties not being kept informed of changes/developments within the review		25
Member practice – e.g. unhappy with the way a panel has conducted itself		27
Other (e.g. complaints relating to external organisations)		57

Year	Total complaints received	Fully or partially upheld	Not upheld	Outstanding at 31 March	Rejected – Outside of Policy Remit	Withdrawn
2022/23	230	42	131	0	57	0
2021/22	190	35	56	13	80	6



Untitled, HM Prison Maghaberry, Commended Award for Needlecraft © Image courtesy of Koestler Arts

d. Chief Executive's Report

1. Background and Statutory Framework

The Parole Board was established under the Criminal Justice Act 1967, and continued under the Criminal Justice Act 1991, which was amended by the Criminal Justice and Public Order Act 1994 to establish the Parole Board as an Executive Non-Departmental Public Body from 1 July 1996.

The Parole Board exercises judicial functions and acts as a Court for the purposes of Article 5 (4) of the European Convention on Human Rights (ECHR). Our primary function is to determine whether prisoners referred to the Parole Board by the Secretary of State for Justice continue to represent a risk to the public.

The Parole Board also offers advice to the Secretary of State on whether prisoners can be safely managed in open prison conditions.

The Parole Board is guided in its work by the Parole Board Rules 2019.

2. Mission Statement

The Parole Board is an independent body that works with other criminal justice agencies to protect the public by risk assessing prisoners to decide whether they can be safely released into the community

3. Principal Activities

Applications to the Parole Board from different categories of prisoner, and referrals to the Parole Board by the Secretary of State are considered as set out below.

The Parole Board has five functions in England and Wales:

- 1) Deciding whether to release indeterminate sentence prisoners, including life sentence prisoners, prisoners detained at His Majesty's pleasure, and prisoners given an imprisonment or detention for public protection sentence (IPP and DPP prisoners) after their minimum term of imprisonment has expired;
- 2) Deciding whether to release some categories of determinate sentence prisoners;
- 3) Deciding whether some prisoners who have been recalled to prison can be re-released;
- 4) Advising the Secretary of State whether some indeterminate prisoners can be progressed from closed to open conditions;
- 5) Advising the Secretary of State on any release or recall matters referred to it.

Under the provisions of the Legal Aid, Sentencing and Punishment of Offenders Act 2012, when considering the release of prisoners who come before it, the Parole Board is required to determine whether it is 'satisfied that it is no longer necessary for the protection of the public' that the prisoner should remain detained.

All cases are subject to the same statutory test for release and require the same assessment of risk. Therefore, the fundamental principles in reviewing each case are the same.

All cases are initially considered on paper by a single Parole Board member, who is Member Case Assessment (MCA) accredited. In all cases the parole review is based on a dossier of papers presented to the Parole Board by the Public Protection Casework Section within the Safer Custody and Public Protection Group of of HM Prison and Probation Service, on behalf of the Secretary of State for Justice. There will usually be representations from the prisoner, or legal representative (if one has been instructed), and sometimes a victim personal statement.

4. Funding

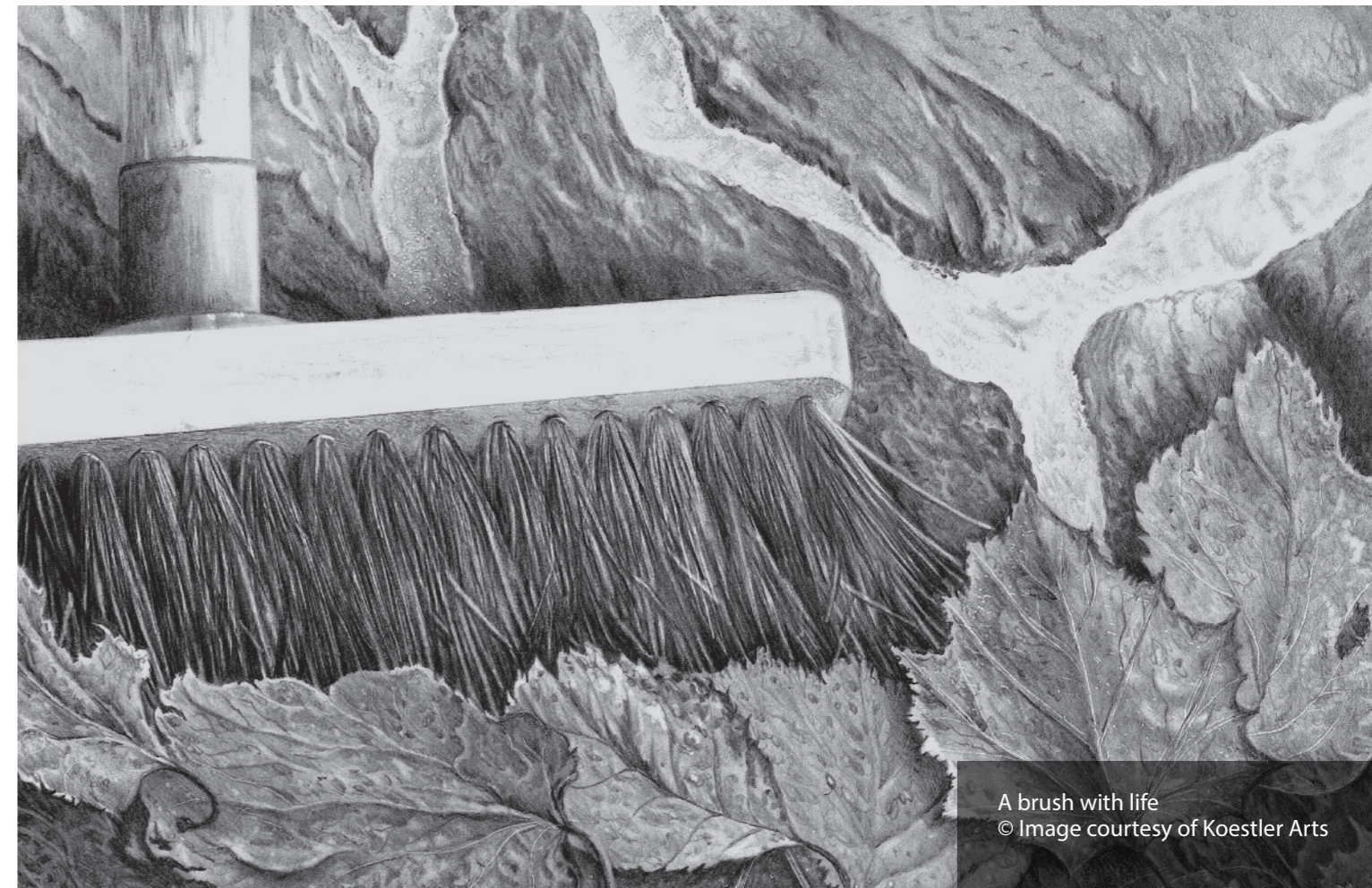
The Parole Board's sponsor is the Director General Policy for Prisons, Offenders and International Justice within MOJ.

The Parole Board's only source of funding is grant-in-aid which is provided by MOJ. This comprised cash funding of £22,393,000 (2021/22 £21,295,000).

In addition, MOJ met costs of £939,025 for the Parole Board (2021/22 – £920,158) and these amounts have been treated as grant-in-aid. All grant-in-aid is credited directly to reserves in accordance with the Financial Reporting Manual.

This provided total funding of £23,331,775 which was an increase of £1,116,167 from 2021/22 (2021/22: £22,215,158).


The Parole Board's cash at bank as at 31 March 2023 was £1,178,335.96 (31 March 2022 £680,928.20).




A brush with life
© Image courtesy of Koestler Arts

d. Sustainability Report


The Parole Board is committed to operating sustainably, effectively and efficiently providing value for money for the taxpayer, reducing its environmental impact and enabling transformation of the way the Parole Board works as one of the Ministry of Justice's Arm's Length Bodies. Sustainability is a key enabler for the Ministry of Justice to contribute to the Greening Government Commitments.



Environmental awareness – waste minimisation and recycling are well-practised within the Parole Board's day-to-day operations. It promotes responsible procurement and waste management practices as part of working within the Ministry of Justice Procurement framework. The Department for Environment, Food & Rural Affairs provides details of Government Buying Standards for a range of products. As part of all tendering activity where they apply, the requirements of the Government Buying Standards are mandated by the Board.



Climate change awareness – the Ministry of Justice's Climate Change and Sustainability Unit (CCSU) manages and reviews buildings and sites including the buildings that the Parole Board occupies. This would highlight premises susceptible to the effects of climate change, such as temperature, flooding, and other adverse climatic conditions.



Digitisation – The Parole Board rely heavily on digital ways of working with **97%** (95% 2021/22, compared with only 5% pre-2021) of oral hearings now operating virtually. This approach for information management allows the Parole Board to process cases efficiently and virtually where possible. The Board also continued to offer improved collaboration tools for staff to allow more efficient and flexible working. Paper usage is **0.082 tonnes** 2022/23 (0.029 tonnes in 2021/22) (£12.8k spend in 2022/23 compared with £12.7k in spend for 2021/22), the increase is due to the year 2021/22 being low due to the business still being impacted by ways of working due to COVID restrictions.

In addition, efficiency has been sought through the use of shared functions, including Shared Services Connected Limited, the Central Legal Team, and the Finance Business Partners and Human Resource Business Partners where needed, which provide support to the Parole Board. This reduces the Parole Board requirement in terms of staff, resources, office spaces, and emissions.

Environmental sustainability measure reporting

The Parole Board's progress against the 2020 Greening Government Commitments is outlined below.

Complete financial data has not been provided due to challenges and dependencies on external teams to obtain this. However, processes will be improved over 2023/24 to build relationships and processes to ensure future reporting of financial data.

Greenhouse Gas emissions

Greenhouse Gas (GHG) emissions from buildings and travel	2022/23	2021/22
Non-financial indicators (tonnes CO2e)		
Total Gross Scope 1 (Direct) GHG emissions	0.26	0.27
Total Gross Scope 2 (Energy indirect emissions)	13.66	16.20
Total Gross Scope 3 (Official Business travel emissions)	61.83	40.26
Total emissions	75.75	56.73
Non-financial indicators (kWh)		
Electricity	50,667.67	55,635.55
Electricity: renewable	0	0
Gas	1,466.03	1,485.24
Other energy sources	0	0
Total energy	52,133.70	57,120.79

Electricity and gas usage decreased compared with last year, with a commensurate decrease in emissions and cost. Travel usage has increased compared with last year due to the continued increase in travel following COVID-19.

Travel

Travel	2022/23	2021/22
Output information (km 000)		
Motor vehicle	357.56	230.97
Rail	-	-
Flight	10.97	0
Total	368.53	230.97
Output information (tCO2e)		
Motor vehicle	60.97	40.26
Rail	-	-
Flight	0.86	0
Total	61.83	40.26

The Parole Board use a lease hire company to provide alternative travel options where needed. For 2022/23, 100% (100% 2021/22) of the cars hired were Ultra Low Emission Vehicle compliant.

Estimates have been made for the members and staff travel based on the cost of travel claimed. The distance travelled by rail is difficult to obtain but work will be done in 2023/24 to improve reporting processes.

2. Accountability Report

Finite resource consumption

Water	2022/23	2021/22
Non-financial indicators (m3 000)		
Total water consumption	137.66	65.59

Waste minimisation and management

Waste production

Waste	2022/23	2021/22
Non-financial indicators (tonnes)		
Landfill	0	0
Recycled/reused	0.71	0.90
Composted/food waste from 2022	0	0
Incinerated with energy recovery	0.28	0.16
Incinerated without energy recovery	0	0
Total waste	0.91	1.06

The Parole Board water usage during 2022/23 is higher than 2021/22, due to the comparative difference between building usage in 2021/22 and the impacts of COVID restrictions compared with 2022/23.

The amount of waste the Parole Board has disposed of during 2022/23 decreased by 14% from 2021/22.

Waste production has fallen again this year. We continue to divert our waste from landfill. The COVID-19 pandemic has affected the waste industry in terms of what could be recycled and this is reflected in the lower recycling figure and increased incineration with energy recovery.

Further progress in digital working and paper reduction should also reduce waste in the future.

Going forward

The Parole Board sustainability plan is to operate closely with the Ministry of Justice's Climate Change and Sustainability Unit towards the Greening Government Commitments. Together, the Parole Board will continue to:

- Reduce GHG emissions
- Improve its waste management
- Further reduce water consumption
- Buy more sustainable and efficient products and services

The aim is to achieve the best long-term minimum environmental impact. The Parole Board will continue to explore opportunities offered by improved ways of working - through digital working, and the better use of technology.

The Parole Board is committed to creating a sustainable, effective and efficient estate which provides value for money for the taxpayer, reduces its environmental impact and enables transformation.

Martin Jones CBE
Chief Executive and Accounting Officer
12 July 2023

Martin Jones



The Queen
© Image courtesy of Prodigal Arts

a. Corporate Governance Report

i. Accounting Officer's Statement

I am confident that governance arrangements are in place and provide a reasonable level of assurance that the Parole Board is managing its resources effectively.

This view reflects work, advice and governance monitored by the Management Committee, Audit & Risk Committee, the internal auditors and the Comptroller and Auditor General.

ii. Statement of Accounting Officer's Responsibilities

Under Schedule 19 of the Criminal Justice Act 2003 the Parole Board is required to prepare a statement of accounts for each financial year in the form and on the basis directed by the Secretary of State, with the approval of HM Treasury.

The accounts are prepared on an accruals basis and must give a true and fair view of the Parole Board's state of affairs at the year end and of its net expenditure, Statement of Financial Position and cash flows for the financial year.

In preparing the accounts the Accounting Officer is required to:

- Confirm that, as far as he is aware, there is no relevant audit information of which the entity's auditors are unaware;
- Confirm that he has taken all steps that he ought to have taken to make himself aware of any relevant audit information and to establish that the entity's auditors are aware of that information;
- Confirm that the annual report and accounts as a whole is fair, balanced and understandable;
- Confirm that he takes personal responsibility for the annual report and accounts and the judgements required for determining that it is fair, balanced and understandable;
- Observe the Accounts Direction issued by the Secretary of State with the approval of HM Treasury, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;

- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards as set out in the Government Financial Reporting Manual have been followed, and disclose and explain any material departures in the financial statements; and
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Parole Board will continue in operation.

The Permanent Secretary of the Ministry of Justice has appointed the Chief Executive of the Parole Board as its Accounting Officer. The Chief Executive's relevant responsibilities as Accounting Officer, including his responsibility for the propriety and regularity of the public finances and for the keeping of proper records and for safeguarding the Parole Board's assets, are set out in the Non-Departmental Public Bodies' Accounting Officers' Memorandum issued by HM Treasury and published in Managing Public Money.

This has been another year of significant change for staff and members, with a number of changes to how we work. However, with this change comes the opportunity to challenge ourselves and our partners to develop a more efficient and effective service.

Martin Jones CBE
Chief Executive and Accounting Officer
12 July 2023

Martin Jones

iii. Governance Statement

As Accounting Officer, I am responsible for the systems of internal control and risk management. I have put in place governance arrangements which follow best practice and follow the HM Treasury's Corporate Governance Code to the extent that the Parole Board's size and status allow. I have policies and procedures in place which enable me to maintain a sound system of internal control that supports the achievement of the Parole Board's policies, strategic aims and objectives, whilst safeguarding the public funds and assets for which I am personally responsible, in accordance with the responsibilities assigned to me as Accounting Officer and in the Managing Public Money guidance.

This statement provides more detail of the governance, risk management and assurance arrangements I have put in place.

Founding Legislation

The Parole Board was established under the Criminal Justice Act 1967 and continued under the Criminal Justice Act 1991, which was amended by the Criminal Justice and Public Order Act 1994 to establish the Parole Board as an Executive Non-Departmental Body from July 1996.

The legislation does not provide a framework for governance. The governing legislation confers a wide discretion on the Parole Board as to its governance functions.

Martin Jones CBE
Chief Executive and Accounting Officer
12 July 2023

Martin Jones



After the Blitz
© Image courtesy of Prodigal Arts

iii. Governance Structure

The Parole Board has in place a Constitution, which was approved by the Parole Board membership which formalises a delegation of functions, accountability procedures and safeguards.

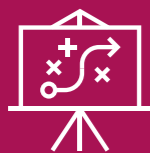
In addition to the formal committee structure outlined below, a Parole Board Members' Representative Group (MRG) is in place. Although not part of the formal management structure it offers a collective viewpoint to the executive and acts as a conduit for dialogue between the membership, the executive and the Management Committee.



1. Committees

My colleagues on the Management Committee consist of the Chair and Judicial Vice Chair of the Parole Board; three Parole Board members; and three non-executive directors. During 2022/23 the Chief Operating Officer, and the heads of departments regularly attended meetings to assist the Committee in its decision making. During the year 2022/23 the Committee met eight times and was responsible for overseeing the implementation of the Parole Board's strategy and business plan. The terms of reference and operating procedures for the Management Committee were reviewed in 2019.

1.1 The Management Committee



The Audit & Risk Committee is responsible for advising me (as Accounting Officer) and the Management Committee on issues of risk, control and governance. The Audit & Risk Committee reports to me on the activity and results of internal and external audit. The Audit & Risk Committee is chaired by an accountant, who is a Non-Executive Director, and there are three other members of the Committee; a second non-executive director and two Parole Board members.

The Committee met five times during 2022/23. Terms of reference and operating procedures for the Committee were reviewed and approved in February 2019.

1.2 The Audit & Risk Committee



The Standards Committee is responsible for promoting high standards by identifying and advising on issues relating to the accreditation, competence, appraisal, performance, deployment, support and development of Parole Board members.

The Committee is chaired by a non-executive director and it met four times during 2022/23.

Terms of reference and operating procedures for the Standards Committee were approved in 2015.

1.3. Standards Committee



The purpose of the Review Committee is to ensure that the Parole Board has arrangements in place to review and monitor its decisions to release offenders on parole licence and on temporary licence in cases where the offender is alleged to have committed a serious further offence.

A formal report is submitted to the Management Committee on an annual basis. The Review Committee sits outside the formal management structure, to retain its independent scrutiny role.

The Committee met four times in 2022/23.

Terms of reference were reviewed in December 2022 and signed off by the Management Committee in March 2023.

1.4 Review Committee



The Chief Operating Officer chairs a monthly meeting of the Senior Leadership Team which all Hub Leads attend. The Senior Leadership Team receive reports on performance and finance. It creates the business plan for the Management Committee as well as the Corporate Governance Statement and prepares the Parole Board's budget. The budget is formally devolved to management budget holders early in each new financial year.






1.5 Senior Leadership Team







1.6 Attendance at Meetings


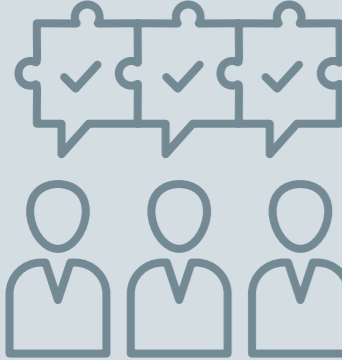
The table below sets out the attendance of Parole Board management, non-executives and part-time members at meetings during the year 2022/23. All board members (both executive and non-executive) are obliged to report all potential conflicts of interests to the Accounting Officer. A register of interests held by members of the Management Committee can be found on the Parole Board website within the dedicated Annual Report 2022/23 subpage.

Management Committee attendance

Name	Role	Gender	Attendance
 Caroline Corby Chair	Non-Executive	F	8/8
 HH Peter Rook KC Part-time member and Judicial Vice Chair of the Parole Board	Part-time member	M	7/8
 Martin Jones CBE Chief Executive	Executive Management	M	7/8
 Cassie Williams Part-time member	Part-time Member	F	8/8
 Maneer Afsar Part-time member	Part-time member	F	6/8

Name	Role	Gender	Attendance
 Robert McKeon Part-time member	Part-time member	M	8/8
 Julie Dent Non-Executive Director	Non-Executive	F	7/8
 Gary Sims Non-Executive Director	Non-Executive	M	8/8
 Alan Clamp Non-Executive Director	Non-Executive	M	8/8

Audit & Risk Committee and Standards Committee attendance

	Name	Gender	Attendance
Audit & Risk Committee 	Gary Sims (Non-Executive Director and Chair of the Audit & Risk Committee)	M	5/5
	Maneer Afsar (Non-Executive Director)	F	5/5
	Julia Mulligan (Part-time member)	M	3/5
	Alan Clamp (Non-Executive Director)	M	5/5
	Martin Jones CBE (Chief Executive)	M	5/5
Standards Committee 	Alan Clamp (Non-Executive Director and Chair of the Standards Committee)	M	4/4
	Pamela Atwell (Part-time member)	F	3/4
	Julie Dent (Non-Executive Director)	F	4/4
	Melanie Essex (Part-time member)	F	3/4
	Jane Browne (Chief Operating Officer)	F	2/2
	Jo Dowling (Part-time member)	F	3/4
	Stephen Silber (Part-time member)	M	2/4

2. Sponsorship Arrangements

The Parole Board are sponsored by the Ministry of Justice Policy Groups within MOJ. In addition to the governance framework outlined above, MOJ ALB Centre of Expertise, Justice and Courts Policy Group within MOJ, is the Parole Board's assurance partner. For the duration of 2022/23 the Parole Board's impact level assessment from MOJ's principal accounting officer remained at a level three reflecting the significant and sensitive work that we do that contributes to our overall risk profile.

I meet quarterly with the Head of MOJ ALB Centre of Expertise to review and monitor performance, risk and delivery of business plan objectives. MOJ ALB Centre of Expertise supports the work of the Parole Board in relation to other criminal justice system agencies and provides the vital link between the Parole Board and Ministers.

In addition, the Public Appointments Team within MOJ ALB Centre of Expertise undertakes the recruitment of Parole Board members, ensuring campaigns are run in accordance with the Cabinet Office Governance Code on Public Appointments. The Head of MOJ ALB Centre of Expertise also observes meetings of the Parole Board's Audit & Risk Committee.

3. The Management Committee's performance, including its assessment of its own effectiveness

The performance of the Management Committee as a whole was appraised in April 2022 by the Chair. Collective performance was appraised against the terms of reference. Individual Committee members were appraised by the Chair against the competencies set out in the Management Committee members' job descriptions and the ability and skills section of their personal specifications. The Management Committee commissioned an external review of its governance structure in March 2023.

The overall assessment was positive. Members and the executive have worked well together throughout a challenging year. The average percentage attendance of Management Committee members during 2022/23 was 93%.

3.1 Data Quality

Meeting agendas and papers were circulated electronically a week in advance and provided sufficient evidence for sound decision making. Agendas were planned to ensure that all areas of the Parole Board's responsibility were examined during the year. Data presented to the Management Committee is regularly checked to ensure it is up-to-date and is consistent across reports generated.

4. Highlights of committee reports, notably by the Management Committee and the Audit & Risk Committee.

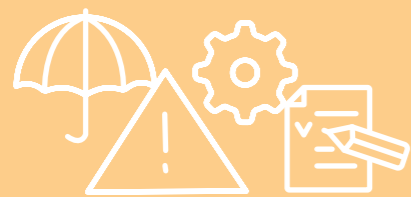
The Management Committee met eight times during the year and in its oversight role for operation and performance it provided me with advice and support. In exercising this oversight role, it received regular reports from the other committees in the governance structure and assured itself that there are effective governance arrangements in place.

Key issues discussed in the Management Committee during 2022/23:

- The implementation of the Root & Branch review outcomes;
- The parole reforms and Parole System Oversight Group;
- The Parole Board's approach to transparency, including victims and public hearings;
- The management of Terrorist Act reviews and non-disclosure;
- Member reappointments;
- The Parole Board's strategy and governance.

Key issues discussed in the Audit & Risk Committee during 2022/23:

- Mandatory training for members;
- Managing operational pressures and workforce capacity issues for members and staff;
- Data leakage and data loss prevention;
- The implementation of the Root & Branch review outcomes;
- The pay award and flexibility bid for staff.



5. An account of corporate governance, including the Parole Board's assessment of its compliance with the Code of Good Practice, with explanations of any departures

I have put in place governance arrangements which follow best practice and the Code of Good Practice 2017 to the extent that the Parole Board's size and status allows. Under current arrangements the Parole Board has established the following material departures from the provisions of the Code. The Parole Board does not have a dedicated Nominations and Governance Committee in place identifying leadership potential and overseeing incentive schemes and governance structures. However, these responsibilities are covered by the remit of the Management Committee and the Senior Leadership Team.

5.1 Identifying and managing conflicts of interests

The Parole Board requires all committee members, staff and Parole Board members to notify the secretariat of any interests and to highlight any potential conflicts of interest.

The Parole Board has a process in place to manage such conflicts of interests. All declared interests are reviewed by the Accounting Officer on a case by case basis, in line with the employment contracts for staff and MAPP guidance for members, to ensure adherence to the requirements of the Civil Service Management Code.

The Senior Civil Servant at the Parole Board held no additional employment outside of the Parole Board that would present a conflict of interest. Under Parole Board policies and processes, if an interest was held this would be declared for review by the National Audit Office. There were no Special Advisors to the Parole Board.

6. Internal audit

Internal audit provided a total of 80 days' resource for the Parole Board. They carried out four audits:

- Review Committee - Moderate rating;
- Cyber Security – Moderate rating;
- Case Management – Moderate rating;
- Quality of dossiers – Limited rating.

Internal Audit (GIAA) reports to each meeting of the Audit & Risk Committee. As well as individual reports the Head of Audit Operations provides me with an annual report on internal audit activity. The report includes their independent opinion on the adequacy and effectiveness of the Parole Board system of internal control. The overall opinion of the Head of Internal Audit for 2022/23 was Moderate.

7. The cross-government shared services operation is subject to a range of independent assurance activity

In 2022/23 the agreed Framework Audit Plan included nine audits of Parole Board processes. These included:

- Role Based Access within the ERP
- Debt Management Recovery
- Automation and Robotics Processing
- SOP Design Documentation & Work Instructions
- Unplanned SOP downtime
- Overpayments
- Invoicing
- Risk Management
- Pensions

8. Managing risk and governance

8.1 Principles of managing risk for the Parole Board

The risk management framework that I have embedded within the Parole Board ensures that risks to achieving its strategy, objectives and milestones are properly identified, managed and monitored. On at least an annual basis the strategic risk register is reviewed and the approach to risk throughout the organisation is revisited. Assurances across the business are assessed to evaluate the combined risk level resulting from the impact and likelihood of a particular risk.

Risk appetite is determined by reference to the business objectives and the degree to which threats to these can be absorbed while maintaining the Parole Board's reputation amongst its stakeholders and society at large.

Where risks/issues start to exceed the capacity of the Parole Board to autonomously absorb them, they are escalated either formally through business assurance meetings with our sponsor or to our senior stakeholders who contribute to the mitigation of the risks.

8.2 Operation of the governance framework

Individual key risks are assigned to named individuals and risks reviewed on a systematic basis by the SLT (monthly) and also the Audit & Risk Committee who will then advise myself and the Management Committee. Additionally, major projects each have their own risk register identifying, measuring and monitoring risks to the project's objectives. Internal audit services are provided by the Government Internal Audit Agency (GIAA) and the annual audit plan considers the risks recorded on the strategic risk register. The Comptroller and Auditor General provides the external audit service. Actions are agreed in response to recommendations made and are followed up to review progress on implementation.

8.3 Summary of key risks identified during the year

I ensure that the Parole Board assesses its key risks in terms of impact and likelihood on its mission to protect the public by making risk assessments of prisoners eligible for parole review. The key risks identified are those over which it has limited control.

A summary of the key risks is presented here:

Risk!	Rating	Controls in place
There is a risk that the changes resulting from the Root & Branch Review and other changes prevent us from operating efficiently.	BLACK	<ul style="list-style-type: none"> Dialogue and support from Ministry of Justice Policy, Public Protection Casework Section and Public Appointment Team. Clear guidance to Parole Board members, and to HM Prison & Probation Service staff. Proposals to set up a Parole System Oversight Group.
There is a risk that we do not manage our caseload in the most efficient way possible.	BLACK	<ul style="list-style-type: none"> Dialogue with Public Protection Casework Section to confirm referrals coming and any delays. Better dossier checking process. Listings team maximising capacity. Directions compliance team incorporating 3rd party directions. Review of operating and membership model. Requirement to act as a chair before tenure extension. Increase single member determinate recall panels. Wellbeing packages for staff and members.
There is a risk that we are unable to deliver all or part of our digitalisation programme to the timescale and quality required.	AMBER	<ul style="list-style-type: none"> In house IT team supported by external second line. Advice and comms from Ministry of Justice experts. Individual accounts / machines can be isolated and data wiped. Records are stored in the cloud and can be monitored and updated remotely. GIAA Cyber audit recommendations.
There is a risk that we cannot adapt effectively to new legislation affecting the parole system.	AMBER	<ul style="list-style-type: none"> Monitor court activity against the Parole Board and Ministry of Justice in relation to parole. Ensure clear and timely guidance to members and stakeholders. Review understanding via Q&A and at meetings / briefings. Good internal and external communications about the parole process and our role in it. Strengthen the Legal team to ensure resilience.

Risk!	Rating	Controls in place
There is a risk that delays lead to an increase in successful compensation claims and the total amount paid out in compensation to prisoners.	AMBER	<ul style="list-style-type: none"> Determinate recall review to deal with as many cases as possible as quickly as possible to free up capacity. Monitoring claims to decide which to defend. Ensuring we have enough chairs to hear cases, including recruitment, extending tenure & consideration of salaried members.
There is a risk our policy framework does not meet evolving business need, maintain the principles of public protection, fairness and the test for release, and is not evidence based.	AMBER	<ul style="list-style-type: none"> Dialogue with Legal Hub about potential legal changes. Stakeholder engagement with Public Protection Casework Section to keep up with potential changes. Strengthening the policy hub. Creation of continuous learning loop. Maintaining research network.
There is a risk that a lack of diversity of either staff or members gives the perception that the Parole Board do not fully represent the community.	RED	<ul style="list-style-type: none"> Equality & Diversity Group project to link up diversity strategy. Targeted outreach to under represented communities and professions in advance of recruitment campaigns. Mandatory E&D training and engagement events for staff and members to support inclusivity. Plan to recruit former police officers to membership in line with Root & Branch Review. Access to Ministry of Justice diversity specific leadership programmes.
There is a risk that our quality assurance processes do not work effectively.	AMBER	<ul style="list-style-type: none"> Standards Committee oversight. New quality assurance process for summaries. Quality Assurance Framework implemented. Training of quality assurance assessors. New Assurance Framework being developed. KPIs in place around existing quality assurance outcomes for practice observations, review committee outcomes, MCA quality assurance and reconsiderations.
There is a risk that adverse publicity in the media or social media about one or more release decisions undermines public confidence in the Parole Board.	BLACK	<ul style="list-style-type: none"> Decision summaries explain reason for releases. Public hearings allowing media to understand process. Member spokespeople / proactive comms. Crisis comms plan including review and lessons learned following each incident. Parole documentary highlighting our role.

8.4 Ministerial directions

The Parole Board received no ministerial directions during the year.

9. Fraud and whistle blowing policies

The Parole Board's Fraud and Whistle Blowing policy was reviewed in 2019/20 and a new reporting and investigation procedure was introduced with independent trained fraud investigators in place to investigate anything reported. The Parole Board received no complaints under the Whistle Blowing policy during the year.

10. Audit

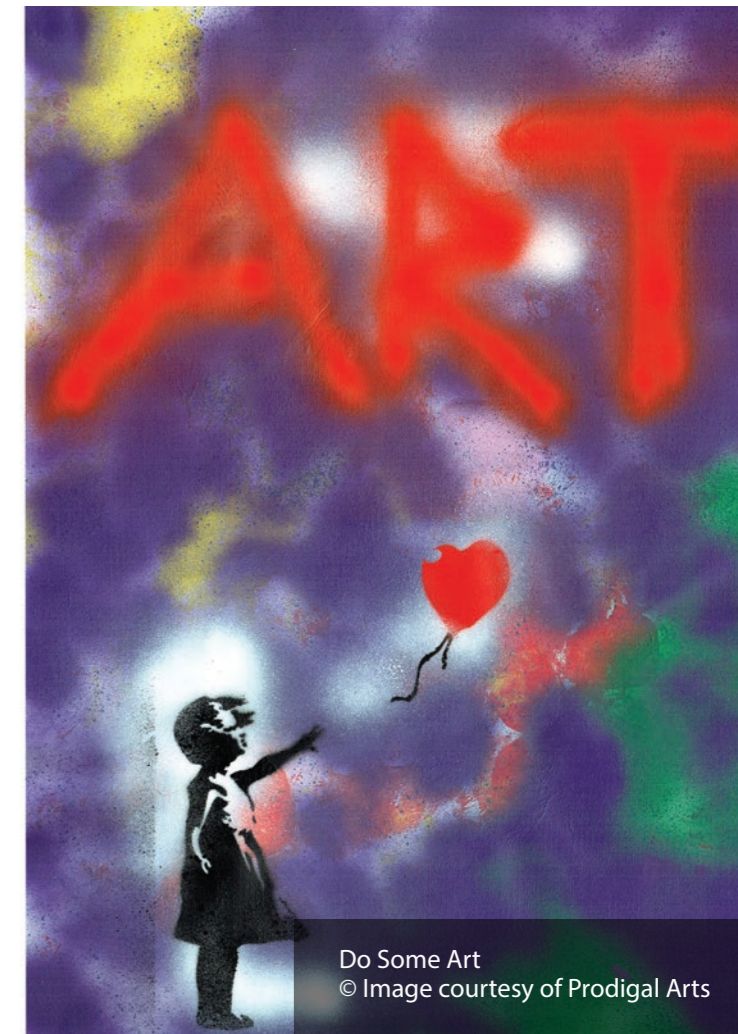
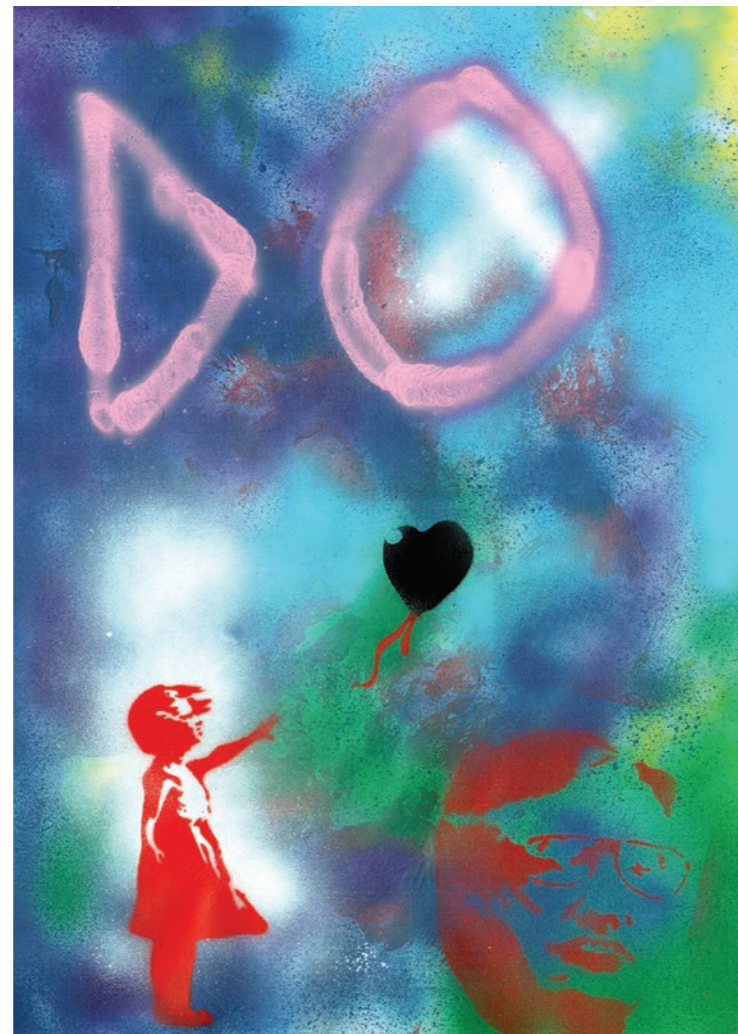
Internal audit services are provided by the Government Internal Audit Agency and in 2022/23 the amount charged for these services was £56k inclusive of VAT. This included the provision of 80 days' audit, attendance at meetings of the Audit and Risk Committee and provision of guidance and assurance.

External audit is provided by the Comptroller and Auditor General, through the National Audit Office.

The Certificate and Report of the Comptroller and Auditor General to the House of Commons is included in these Accounts. The Parole Board has accrued £81.5k in respect of the statutory audit for 2022/23. The auditors received no remuneration for non-audit work. So far as the Accounting Officer is aware, there is no relevant audit information of which the external auditors are unaware. The Accounting Officer has taken all the steps that he ought to have taken to make himself aware of any relevant audit information, and to establish that the Board's auditors are aware of that information.

11. Information Incidents

Throughout the year I continued to ensure that the Parole Board was managing the risks relating to information assurance appropriately. Information security arrangements for staff are broadly in compliance with those in the Security Health Check Review Lite and supplied to MOJ and the self-evaluation of the mandatory requirements was positive.



Do Some Art
© Image courtesy of Prodigal Arts

Information Incidents: A total of 15 information incidents was recorded during 2022/23: 12 were unauthorised access of sensitive data or records, 2 were physical loss of laptop or documents and 1 related to inadequate protection of data such as audio recordings of hearings.

They were all minor breaches, and resolved efficiently, so did not necessitate reporting to the Information Commissioner.



Now You See Me
© Image courtesy of Prodigal Arts

B. Remuneration and Staff Report

i. Remuneration Policy

The Chair, and all other Parole Board members, are appointed by the Secretary of State under the Criminal Justice Act 2003, and are therefore statutory office-holders. Most members serve on a part-time basis and are fee-paid. One member serves on a full-time basis and is salaried, splitting their time between sitting as a member and acting as a Director. Four part-time members served on the Management Committee during 2022/23, appointed by the Chair of the Board. The Chief Executive (who is not a statutory member of the Board) also serves on the Management Committee. This report discloses the remuneration of those serving on the Management Committee.

This disclosure is made in order to comply with HM Treasury requirements to show the remuneration of those who influence the direction of the entity as a whole.

Remuneration is determined as follows:

- for the Chair, by the Secretary of State, currently set at a rate of £400 per day for 96 days;
- for the part-time members (including those serving on the Management Committee), at a fixed and non-pensionable rate of £300 (2021/22: £300) for each day on which they attend Parole Board meetings;
- for the Directors, a salary commensurate with Parole Board pay scales;
- for the Chief Executive, by the Ministry of Justice on the Senior Civil Service pay scales in accordance with the recommendation of the Senior Salaries Review Body. The extent of performance-related pay due to these staff is assessed under the Ministry of Justice pay and reward framework.

The remuneration of statutory members of the Parole Board is disclosed within the remuneration report. There have been no payments to past directors or for loss of office.

Performance development reviews linked to the Parole Board's business plan are used in assessing the performance of the Chief Executive, other senior managers and staff.

Part-time members of the Board are office holders.

Tenure Arrangements

The Chair is an office holder on a three year contract. The full-time member is an office holder on five year renewable terms. The notice period for the full-time member is three months. Their tenure expiry dates are detailed on the list of members page 80.

Caroline Corby Tenure expiry date
Appointed 01 November 2018 31 October 2024
and renewed in November 2021

Service Contracts

The Constitutional Reform and Governance Act 2010 requires Civil Service appointments to be made on merit on the basis of fair and open competition. The Recruitment Principles published by the Civil Service Commission specify the circumstances when appointments may be made otherwise.

Unless otherwise stated above, the officials covered by this report hold appointments which are open-ended, and to which a notice period of three months would usually apply. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme. Further information about the work of the Civil Service Commission can be found at: www.civilservicecommission.org.uk

Salary

'Salary' includes gross salary; overtime; reserved rights to London weighting or London allowances; recruitment and retention allowances; private office allowances and any other allowance to the extent that it is subject to UK taxation. This report is based on accrued payments made by the Parole Board and thus recorded in these accounts.

Benefits in kind

The monetary value of benefits in kind covers any benefits provided by the Parole Board and treated by HM Revenue and Customs as a taxable emolument.

Bonuses

Bonuses are paid to staff based on performance levels attained and are made as part of the appraisal process. They are not payable to Parole Board Members or Non-Executive Board Directors. Bonuses relate to the performance in the appraisal year in

which they become payable to the individual.

1. Audited Remuneration

Remuneration	2022-2023					2021-2022				
	Total amount of salary and fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Pension related benefits ¹ (nearest 1,000) £000	Total £000	Total amount of salary and fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Pension related benefits ¹ (nearest 1,000) £000	Total £000
Parole Board members who sat on Management Committee										
Martin Jones CBE Chief Executive	85-90	-	5-10	-17	80-85	85-90	-	5-10	27	120-125

Notes to the table:

¹ The value of pension benefits accrued during the year is calculated as (the real increase in pension multiplied by 20) plus (the real increase in any lump sum) less (the contributions made by the individual). The real increases exclude increases due to inflation or any increase or decrease due to a transfer of pension rights.

Remuneration	2022-2023					2021-2022				
	Total amount of committee fees £000	Total amount of other fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Total £000	Total amount of committee fees £000	Total amount of other fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Total £000
Parole Board members who sat on Management Committee										
Caroline Corby Chair	35-40	0-5	-	-	35-40	35-40	-	-	-	35-40
HH Peter Rook KC Part-time member	15-20	5-10	-	-	25-30	5-10	5-10	-	-	10-15
Cassie Williams Part-time member	0-5	65-70	-	-	70-75	0-5 (0-5 FYE)	50-55 (50-55 FYE)	-	-	55-60
Maneer Afsar Part-time member	0-5	40-45	-	-	45-50	0-5 (0-5 FYE)	50-55 (50-55 FYE)	-	-	55-60
Robert McKeon Part-time member	0-5	120-125	-	-	125-130	0-5	115-120	-	-	120-125

Remuneration	2022-2023				2021-2022			
	Fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Total £000	Fees £000	All taxable benefits (nearest £100) £000	Bonuses paid £000	Total £000
Gary Sims Non-Executive Director	5-10	0.4	-	5-10	5-10	0.3	-	5-10
Alan Clamp Non-Executive Director	0-5	0.5	-	0-5	0-5	0.2	-	0-5
Julie Dent Non-Executive Director	0-5	0.4	-	0-5	0-5	0.2	-	0-5

Notes to the table:

- 1 Gary Sims is representative on the Management Committee and Audit & Risk Committee.
- 2 Alan Clamp is representative on the Management Committee, Audit & Risk Committee and Standards Committee.
- 3 Julie Dent is representative on the Management Committee and Standards Committee.

Total remuneration includes salary, non-consolidated performance-related pay and benefits-in-kind. It does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

2.1 Audited Fair Pay Disclosure - Percentage change from previous year in total salary and bonuses for the highest paid director and the staff average.

Remuneration	2022-2023		2021-2022	
	Salary and Allowances	Bonus Payments	Salary and Allowances	Bonus Payments
Staff average	7.9%	-43.6%	-8%	-18%
Highest paid director	0%	0.0%	0%	0%

2.2. Ratio between the highest paid director's total remuneration and the pay and benefits of employees in the lower quartile, median and upper quartile (audited).

	Lower quartile	Median	Upper quartile
2022-2023	3.59:1	3.57:1	3.03:1
2021-2022	3.70:1	3.65:1	3.10:1

2.3 Lower quartile, median and upper quartile for staff pay for salaries and total pay and benefits (audited).

	Lower quartile		Median		Upper quartile	
	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22
Salary	27,135	26,386	27,282	26,399	32,230	31,480
Salary and Benefits	27,135	26,386	27,282	26,676	32,230	31,480

Reporting bodies are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the lower quartile, median and upper quartile remuneration of the organisation's workforce. The banded remuneration of the highest-paid director in the Parole Board in 2022/23 was £95k-£100k, excluding pension (2021/22, £95k-£100k). This was 3.57 times (2021/22, 3.65) the median remuneration of the workforce, which was £27.3k (2021/22, £26.7k).

In 2022/23, 0 (2021/22, 0) employees received remuneration in excess of the highest-paid director. Remuneration ranged from £15,000-£20,000 to £95,000-£100,000 (2021-22 £15,000-£20,000 to £95,000-£100,000).

In 2022/23 there was an increase in average staff Remuneration. The ratio between the highest paid director's remuneration and the staff median pay increased. The banded remuneration of the highest paid director has reduced due to an adjustment made to the pension benefits and there was a slight reduction in the median pay ratio. Parole Board Members are not included within the Fair Pay disclosure calculations because they are not employees of the Parole Board but are independent office holders.

Audited Pension Entitlement

■ The audited pension entitlements of the Chief Executive, during 2022/23 were as follows:

Pension benefits					
Senior managers	Accrued pension and related lump sum at pension age as at 31 March 2023 £000	Real increase in pension and related lump sum at pension age £000	CETV at 31 March 2023 £000	CETV at 31 March 2022 £000	Real increase/ (decrease) in CETV £000
Martin Jones CBE	35-40 plus a lump sum of 65-70	0 plus a lump sum of 0	664	616	-23

Taking account of inflation, the CETV funded by the employer has decreased in real terms.

CETV figures are calculated using the guidance on discount rates for calculating unfunded public service pension contribution rates that was extant at 31 March 2023. HM Treasury published updated guidance on 27 April 2023; this guidance will be used in the calculation of 2023-24 CETV figures.

The Chief Executive is a full member of the Principal Civil Service Pension Scheme (PCSPS) and the Civil Servant and Other Pension Scheme (CSOPS) - known as "alpha". Part-time members of the Board have no pension entitlement.

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS).

The PCSPS has four sections: three providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in

the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 switched into alpha sometime between 1 June 2015 and 1 February 2022. All members who switch to alpha have their PCSPS benefits 'banked', with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes.) Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6% and 8.05% for members of classic, premium, classic plus, nuvos and alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned

pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The partnership pension account is an occupational defined contribution pension arrangement which is part of the Legal & General Mastertrust. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member) into a stakeholder pension product chosen by the employee from a panel of providers. The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement). In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service.

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of

classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages).

Further details about the Civil Service pension arrangements can be found at the website www.civilservicepensionscheme.org.uk.

Cash Equivalent Transfer Values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost. CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

ii. Staff Report

1. Audited staff costs

	Permanently employed staff £'000	Parole Board members' fees £'000	Others £'000	2022/23 Total £'000	2021/22 Total £'000
Wages, salaries and fees	5,792	10,647	315	16,754	15,942
Social security costs	604	1,276	8	1,888	1,746
Other pension costs	1,360	-	15	1,375	1,225
Sub Total	7,756	11,923	338	20,017	18,913
Less recoveries in respect of outward secondments	(44)	-	-	(44)	-
Total Net Costs	7,712	11,923	338	19,973	18,913

Staff costs above include costs of those disclosed in the Remuneration Report. All other staff details and an explanation of the Parole Board's structure are contained within the Accountability Report.

Salaries and wages for seconded staff includes VAT. Staff costs above include costs of those disclosed in the Remuneration Report. An explanation of the Parole Board's structure is included in the Remuneration Report and Governance Statement. The Parole Board did not have any costs associated with employees who were relevant union officials during 2022/23 (2021/22 nil). No employees received any benefits-in-kind during 2022/23 (2021/22 nil).

The PCSPS and the Civil Servant and Other Pension Scheme (CSOPS) – known as "alpha", are unfunded multi-employer defined benefit schemes where the Parole Board is unable to identify its share of the underlying assets and liabilities. The Scheme Actuary valued the scheme as at 31 March 2016. Details can be found in the Accounts of the Cabinet Office:

Civil Superannuation at: www.gov.uk/government/publications/civil-superannuation-annual-accounts2018-to-2019

For 2022/23, employers' contributions of £1,331k were payable to the PCSPS (2021/22 – £1,187k) at one of four rates which ranged from 26.6% to 30.3% of pensionable pay, based on salary bands. The Scheme Actuary reviews employer contributions approximately every four years following a full scheme valuation. The contribution rates reflect benefits as they are accrued, not when the costs are actually incurred, and reflect past experience of the scheme. Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. Employers' contributions to partnership pension accounts were £20k (2021/22 – £18k) and were paid to one or more of the panel of three appointed stakeholder pension providers.

The Parole Board did not have any union officials in 2022/23 (the same as 2021/22).

1.1 Audited staff numbers

The average number of full time equivalent people employed by the Parole Board, which excludes the Chair, during 2022/23 was:

	Employed	Seconded	Agency	Total 2022/23	2021/22
Senior Management	3*	1	0	4	4
Operational Staff	124	0	4	128	146
Corporate Services Staff	59	1	2	62	29**
Total	186	2	6	194	179

*One member of staff was at SCS level (band 1)

**Change in internal staff classification from Operational staff to Corporate services staff

2021/22 Audited staff numbers for comparison

	Employed	Seconded	Agency	Total 2021/22	2020/21
Senior Management	3	1	0	4	4
Operational Staff	134	0	12	146	151
Corporate Services Staff	29	0	0	29*	7
Total	166	1	12	179	162

2. Member costs

The emoluments (non-pensionable) of the highest paid part-time Parole Board member were £185,542 (2021/22 – £179,031). Part-time members are not employees of the Parole Board, they are appointees. They are paid a fee for each service they perform for the Parole Board. Payments of part-time members' emoluments were within the following ranges:

£	2022/23	2021/22
£0-4,999	61	84
£5,000-9,999	25	34
£10,000-14,999	25	27
£15,000-19,999	28	20
£20,000-24,999	22	27
£25,000-29,999	19	21
£30,000-34,999	16	25
£35,000-39,999	20	22
£40,000-44,999	16	21
£45,000-49,999	17	11
£50,000-54,999	14	8
£55,000-59,999	8	12
£60,000-64,999	4	6
£65,000-69,999	5	4
£70,000-74,999	4	2
£75,000-79,999	1	5
£80,000-84,999	4	6
£85,000-89,999	9	4
£90,000-94,999	3	3
£95,000-99,999	5	3
£100,000-109,999	3	3
£110,000-119,999	2	3
£120,000-129,999	4	4
£130,000-139,999	2	1
£140,000-149,999	0	1
£150,000-159,999	0	0
£160,000-169,999	0	0
£170,000-179,999	0	1
£180,000 - 189,999	1	0
Total	318	358

There was a total of 318 members during 2022/23. 0 new members joined the Parole Board, undergoing training and mentoring from more experienced members. As at 31 March 2023, there were 283 current active members and nine former active members (total members 292).

3. Civil Service and other compensation schemes: exit packages (audited)

Redundancy and other departure costs are paid in accordance with the provisions of the Civil Service Compensation Scheme, a statutory scheme made under the Superannuation Act 1972. Exit costs are accounted for in accordance with IAS19 Employee Benefits within the financial statements. In 2022/23 no employees left the Parole Board under the Scheme, nor did any in 2021/22.

4. Off-payroll engagements

As part of the 'Review of Tax Arrangements of Public Sector Appointees' published by the Chief Secretary to HM Treasury on 23 May 2012, departments and their ALBs publish information in relation to the number of off-payroll engagements. As at 31 March 2023, there have been no instances of non-tax compliant off-payroll engagements, the same as 2021/22. Further details of off-payroll engagements can be found in MOJ Annual Report and Accounts 2022/23.

5. Spend on agency and consultancy

Expenditure on consultancy in 2022/23 was £213,132, compared to £438,514 in 2021/22.

6. Member and employee involvement

132 member peer quality assessments were completed and 66 members assessed. There were 188 practice observations, supported by three quality assessor workshops. Three members were trained as quality assessors and seven as practice observers.

7. Sickness absence data

The Average Number of Working Days Lost (AWDL) due to sickness for staff at the Parole Board was 6.5 for 2022/23 (4.79 for 2021/22). Progress is monitored regularly by the People Hub and SLT.

8. Equality and diversity

The Parole Board is committed to a policy of equal opportunity for all members and staff, regardless of race, religion or belief, gender reassignment, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership, disability, age or any other factor.

The Parole Board is signed up to the Disability Confidence Scheme and is level one committed. The appointment of members is the responsibility of the Secretary of State. Parole Board members are provided with training and guidance to act fairly when considering cases.

The Equality and Diversity Advisory Group is chaired by Caroline Corby, the Chair of the Parole Board. The group reviews initiatives within the Parole Board secretariat and the membership, as well as wider aspects related to fairness to those engaged in the parole process, for example prisoners and victims.

9. Staff turnover

In 2022/23, staff turnover was 9.9% (2021/22 was 12.9%). Transfers within the Civil Service are not included in staff turnover.

The Parole Board continues to monitor turnover rates and support initiatives to maintain a healthy level of turnover. The annual Civil Service People Survey, feedback from exit questionnaires coupled with other research, helps the Parole Board to understand people's experience of working in the Parole Board and take appropriate action to improve effectiveness.

10. Staff and management

As at 31 March 2023:

- The Management Committee was made up of nine members; four females and five males.
- The Parole Board employed 197 staff members (192.3 FTE), 142 female (138.4 FTE), 55 male (52.9 FTE).
- Of those who declared their ethnicity 38.6% were white and 24.5% BAME (36.9% preferred not to say/undeclared)
- Of those who declared whether they were disabled 9.4% were, and 61.7% were not (28.9% preferred not to say/undeclared).

11. Members

According to information recorded on our systems, 267 members responded to declarations regarding ethnicity, disability and gender.

- Of the 267 who declared their gender, 105 were male (39.3%), 159 female (59.6%) and 3 preferred not to say (1.1%).
- Of the 267 who declared their ethnicity 49 were BAME, which represents 18.4%.
- Of the 267, 36 declared a disability, which represents 13.5%.

c. Parliamentary Accountability and Audit Report

i. Audited Losses and Special Payments

Amounts relating to compensation claims by prisoners.

	2022/23		2021/22	
	Number	£'000	Number	£'000
Compensation payments to prisoners	111	125	113	86
Constructive loss	1	2	-	-
Total	112	127	113	86

ii. Audited Remote Contingent Liabilities

In addition to contingent liabilities reported within the meaning of IAS 37, the Parole Board discloses, for Parliamentary reporting and accountability purposes, contingent liabilities where the likelihood of a transfer of economic benefit is remote.

12. Health and safety

The Parole Board is committed to maintaining the standards required by the Health and Safety at Work Act 1974 and other United Kingdom regulations to the health and safety of its members and staff. The Parole Board has a health and safety group that meets quarterly.

13. Staff engagement

The Parole Board participates in the Civil Service's annual People Survey. In 2022/23, the response rate was 69% (71% in 2021/22).

The Parole Board has in place an action plan to address the results and make improvements to:

- Learning & Development;
- Pay & Benefits;
- Managing workloads.

There are no remote contingent liabilities at 31 March 2023 (the same as 2021/22).

Martin Jones CBE
Chief Executive and Accounting Officer
12 July 2023

Martin Jones

d. The Certificate and Report of the Comptroller and Auditor General to the Houses of Parliament

Opinion on financial statements

I certify that I have audited the financial statements of the Parole Board for the year ended 31 March 2023 under the Criminal Justice Act 2003.

The financial statements comprise the Parole Board's:

- Statement of Financial Position as at 31 March 2023;
- Statement of Comprehensive Net Expenditure, Statement of Cash Flows and Statement of Changes in Taxpayers' Equity for the year then ended; and
- the related notes including the significant accounting policies.

The financial reporting framework that has been applied in the preparation of the financial statements is applicable law and UK adopted International Accounting Standards.

In my opinion, the financial statements:

- give a true and fair view of the state of the Parole Board's affairs as at 31 March 2023 and its net expenditure for the year then ended; and
- have been properly prepared in accordance with the Criminal Justice Act 2003 and Secretary of State directions issued thereunder.

Opinion on regularity

In my opinion, in all material respects, the income and expenditure recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis for opinions

I conducted my audit in accordance with International Standards on Auditing (UK) (ISAs UK), applicable law and Practice Note 10 Audit of Financial Statements and Regularity of Public Sector Bodies in the United Kingdom (2022). My responsibilities under those

standards are further described in the Auditor's responsibilities for the audit of the financial statements section of my certificate.

Those standards require me and my staff to comply with the Financial Reporting Council's Revised Ethical Standard 2019. I am independent of the Parole Board in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK. My staff and I have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the Parole Board's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Parole Board's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the Accounting Officer with respect to going concern are described in the relevant sections of this certificate.

The going concern basis of accounting for the Parole Board is adopted in consideration of the requirements set out in HM Treasury's Government Financial Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it is anticipated that the services which they provide will continue into the future.

Other Information

The other information comprises the information included in the Annual Report, but does not include the financial statements nor my auditor's certificate and report. The Accounting Officer is responsible for the other information.

My opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in my certificate, I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Opinion on other matters

In my opinion the parts of the Remuneration and Staff Report to be audited have been properly prepared in accordance with Secretary of State directions issued under the Criminal Justice Act 2003.

In my opinion, based on the work undertaken in the course of the audit:

- the parts of the Accountability Report subject to audit have been properly prepared in accordance with Secretary of State directions made under the Criminal Justice Act 2003; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements and is in accordance with the applicable legal requirements.

Matters on which I report by exception

In the light of the knowledge and understanding of the Parole Board and its environment obtained in the course of the audit, I have not identified material misstatements in the Performance Report and Accountability Report.

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- Adequate accounting records have not been kept by the Parole Board or returns adequate for my audit have not been received from branches not visited by my staff; or
- I have not received all of the information and explanations I require for my audit; or
- the financial statements and the parts of the Accountability Report subject to audit are not in agreement with the accounting records and returns; or
- certain disclosures of remuneration specified by HM Treasury's Government Financial Reporting Manual have not been made or parts of the Remuneration and Staff Report to be audited is not in agreement with the accounting records and returns; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

Responsibilities of the Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for:

- maintaining proper accounting records;
- providing the C&AG with access to all information of which management is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- providing the C&AG with additional information and explanations needed for his audit;
- providing the C&AG with unrestricted access to persons within the Parole Board from whom the auditor determines it necessary to obtain audit evidence;
- ensuring such internal controls are in place as deemed necessary to enable the preparation of financial statement to be free from material misstatement, whether due to fraud or error;

- ensuring that the financial statements give a true and fair view and are prepared in accordance with Secretary of State directions made under the Criminal Justice Act 2003;
- ensuring that the Annual Report, which includes the Remuneration and Staff Report, is prepared in accordance with Secretary of State directions made under the Criminal Justice Act 2003; and
- assessing the Parole Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Accounting Officer anticipates that the services provided by the Parole Board will not continue to be provided in the future.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the Criminal Justice Act 2003.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Extent to which the audit was considered capable of detecting non-compliance with laws and regulations including fraud

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulations, including fraud. The extent to which my procedures are capable of detecting non-compliance with laws and regulations, including fraud is detailed below.

Identifying and assessing potential risks related to non-compliance with laws and regulations, including fraud

In identifying and assessing risks of material misstatement in respect of non-compliance with laws and regulations, including fraud, I:

- considered the nature of the sector, control environment and operational performance including the design of the Parole Board's accounting policies, key performance indicators and performance incentives;
- inquired of management and those charged with governance, including obtaining and reviewing supporting documentation relating to the Parole Board's policies and procedures on:
 - identifying, evaluating and complying with laws and regulations;
 - detecting and responding to the risks of fraud; and
 - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations including the Parole Board's controls relating to the Parole Board's compliance with the Criminal Justice Act 2003 and Managing Public Money;
- inquired of management and those charged with governance whether:
 - they were aware of any instances of non-compliance with laws and regulations; and
 - they had knowledge of any actual, suspected, or alleged fraud; and
- discussed with the engagement team and the relevant internal specialists, including IT audit specialists, regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, I considered the opportunities and incentives that may exist within the Parole Board for fraud and identified the greatest potential for fraud in the following areas: posting of unusual journals and bias in management estimates. In common with all audits under ISAs (UK), I am also required to perform specific procedures to respond to the risk of management override.

I obtained an understanding of the Parole Board's framework of authority and other legal and regulatory frameworks in which the Parole Board operates. I focused on those laws and regulations that had a direct effect on material amounts and disclosures in the financial statements or that had a fundamental effect on the operations of the Parole Board. The key laws and regulations I considered in this context included the Criminal Justice Act 2003, Managing Public Money, employment law, pensions and or taxation regulations and data protection laws.

Audit response to identified risk

To respond to the identified risks resulting from the above procedures:

- I reviewed the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described above as having direct effect on the financial statements;
- I enquired of management and the Audit and Risk Committee concerning actual and potential litigation and claims;
- I reviewed minutes of meetings of those charged with governance and the Board and internal audit reports; and
- in addressing the risk of fraud through management override of controls, I tested the appropriateness of journal entries and other adjustments; assessed whether the judgements on estimates are indicative of a potential bias; and evaluated the business rationale of any significant transactions that are unusual or outside the normal course of business.

I communicated relevant identified laws and regulations and potential risks of fraud to all engagement team members including internal specialists and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at:

www.frc.org.uk/auditorsresponsibilities

This description forms part of my certificate.

Other auditor's responsibilities

I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control I identify during my audit.

Report

I have no observations to make on these financial statements.

Gareth Davies

Comptroller and Auditor General

Date

14 July 2023

National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP



Caerphilly Castle, Gwent Probation Service, Painting
© Image courtesy Koestler Arts

3. Financial Statements



Seahorses
© Image courtesy of Prodigal Arts

Statement of Comprehensive Net Expenditure for the year ended 31 March 2023

	Notes	2022/23 £'000	2021/22 £'000
Expenditure			
Staff and member costs	2	19,973	18,913
Other operating costs	3	4,275	3,545
Net loss on disposal of assets	3	(3)	-
Net expenditure for the year		24,245	22,458
Other Comprehensive Net Expenditure			
Loss / (gain) on revaluation of:			
Property, plant and equipment	4	(14)	12
Comprehensive net expenditure for the year		24,231	22,470

The notes on pages 71 to 79 form part of these accounts.

Statement of Financial Position as at 31 March 2023

	Notes	2022/23 £'000	2021/22 £'000
Non-Current Assets			
Property plant and equipment	4	685	899
Intangible assets	5	150	113
Total non-current assets		835	1,012
Current Assets			
Trade and other receivables	6	185	162
Cash at bank	7	1,178	681
Total current assets		1,363	843
Total assets		2,198	1,855
Current Liabilities			
Trade and other payables	8	(2,853)	(1,778)
Provisions	9	(316)	(149)
Total current liabilities		(3,169)	(1,927)
Total assets less total liabilities		(971)	(72)
Taxpayers' equity and other reserves:			
General Fund		(995)	(86)
Revaluation Reserve		24	14
Total equity		(971)	(72)

The notes on pages 71 to 79 form part of these accounts.

Martin Jones CBE
Chief Executive and Accounting Officer
12 July 2023

Martin Jones

Statement of Cash Flows for the year ended 31 March 2023

	Notes	2022/23 £'000	2021/22 £'000
Cash flows from operating activities			
Net expenditure for the year		(24,245)	(22,458)
Adjustments for non-cash transactions:			
- MOJ overhead recharges	3	939	920
- Depreciation, amortisation and write offs	3	434	397
- Provisions provided in the year net of release	9	293	127
Movement in trade and other receivables	6	(23)	50
Movement in trade and other payables	8	1,075	(359)
Utilisation of provisions	9	(126)	(96)
Net cash outflow from operating activities		(21,653)	(21,419)
Cash flows from investing activities			
Purchase of property, plant and equipment	4	(173)	(122)
Purchase of intangible assets	5	(70)	(113)
Net cash outflow from investing activities		(243)	(235)
Cash flows from financing activities			
Grant-in-aid received from Ministry of Justice		22,393	21,295
Net financing		22,393	21,295
Net increase/(decrease) in cash and cash equivalents in the year		497	(359)
Cash and cash equivalents at the beginning of the year		681	1,040
Cash and cash equivalents at the end of the period	7	1,178	681

The notes on pages 71 to 79 form part of these accounts.

Statement of Changes in Taxpayers' Equity for the year ended 31 March 2023

	General Fund £'000	Revaluation Reserve £'000	Total £'000
Balance at 1 April 2021	128	55	183
Changes in taxpayers' equity - 2021/22			
Net expenditure for year ended 31 March 2022	(22,458)	-	(22,458)
Grant-in-aid towards expenditure	21,295	-	21,295
Grant-in-aid received, being soft recharge of overheads	920	-	920
Revaluation of property, plant and equipment	-	(12)	(12)
Transfers between reserves	29	(29)	-
Balance at 31 March 2022	(86)	14	(72)
Changes in taxpayers' equity - 2022/23			
Net expenditure for year ended 31 March 2023	(24,245)	-	(24,245)
Grant-in-aid towards expenditure	22,393	-	22,393
Grant-in-aid received, being soft recharge of overheads	939	-	939
Revaluation of property, plant and equipment	-	14	14
Transfers between reserves	4	(4)	-
Balance at 31 March 2023	(995)	24	(971)

The notes on pages 71 to 79 form part of these accounts.

Notes to the Accounts

1a. Statement of Accounting Policies

a) Accounting convention

Under Schedule 19 of the Criminal Justice Act 2003 the Parole Board is required to prepare a statement of accounts for each financial year in the form and on the basis directed by the Secretary of State, with the approval of the HM Treasury.

These financial statements have been prepared in accordance with the 2022/23 Government Financial Reporting Manual (FReM) issued by HM Treasury. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public-sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the Parole Board for the purpose of giving a true and fair view has been selected. The particular policies adopted by the Parole Board are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

These accounts are prepared on a going concern basis. The Parole Board is an executive Non-Departmental Public Body whose activities are principally financed by the Ministry of Justice. There are currently no proposals that would change the Parole Board's status as a going concern.

These accounts have been prepared on an accruals basis under the historical cost convention, as modified to account for the revaluation of non-current assets where material.

b) Changes in Accounting Policy and disclosures, and accounting standards issued but not adopted

Changes in Accounting Policies

There have been no changes in accounting policies for the year ended 31 March 2023.

New standards, amendments and interpretations issued but not effective for the financial year beginning 1 April 2022 and not early adopted.

IFRS 17 Insurance Contracts requires a discounted cash flow approach to accounting for insurance contracts. Subject to UK adoption, it may come into effect for accounting periods commencing on, or

after, 1 January 2023 and should be included in the 2023-24 FReM at the earliest. To assess the impact of the standard, we are reviewing contracts which meet the definition of insurance contracts. We do not consider that any other new, or revised standard, or interpretation will have a material impact.

c) Grant-in-aid

HM Treasury's Financial Reporting Manual requires Non-Departmental Public Bodies (NDPBs) to account for grants received for both revenue and capital grant-in-aid as financing because they are regarded as contributions from a controlling party which give rise to a financial interest in the residual value of NDPBs. All grant-in-aid is therefore credited to the General Fund when received. Grant-in-aid credited to reserves includes costs met by other parts of government.

d) Legal and compensation costs

Legal and compensation costs incurred are settled by the Board. These costs are recorded in the Statement of Comprehensive Net Expenditure to report the full cost of the Board's operations and the funding for these costs is included in grant-in-aid credited to reserves.

e) Other costs met by the Ministry of Justice

The Ministry of Justice provides the Board with accommodation, facilities management and corporate services. Such services are recorded as a notional charge in the Statement of Comprehensive Net Expenditure to report the full cost of the Board's operations and the funding for these costs is included in grant-in-aid credited to reserves. The services are accounted for at full cost based on the services received.

f) Non-current assets

Tangible and intangible non-current assets are capitalised when the original purchase price is £10,000 or over and they are held for use on an ongoing basis. Where significant purchases of individual assets which are separately below the capitalisation threshold arise in connection with a single project, they are treated as a grouped asset. The capitalisation threshold for grouped assets is £10,000.

Subsequent to an initial recognition, assets are recorded at fair value, or depreciated replacement cost as a proxy for fair value. All assets are revalued annually by indexation, using the Producer Price Index (PPI) issued by the Office of National Statistics (ONS).

g) Depreciation and amortisation

Information technology hardware depreciation and software amortisation is provided on a straight-line basis, at rates calculated to write off the purchase cost between three and seven years on hardware and software.

h) Assets under construction and development costs

Assets under construction are valued at historic cost within Property, Plant and Equipment. The assets are not subject to depreciation or amortisation until completed and brought into use, when the carrying value is transferred to the respective asset category. Expenditure is capitalised where it is directly attributable to bringing an asset into working condition, such as external consultant costs, relevant employee costs and an appropriate portion of relevant overheads.

i) Leases

Accounting standard IFRS 16 prescribes the accounting policies for leases, requiring lessees to recognise assets and liabilities for all leases unless the lease term is 12 months or less, or the underlying asset is of low value. The Parole Board occupies office space at 10 South Colonnade, Canary Wharf, under agreement with the Core Department, which is recognised in the annual charges for accommodation costs.

The Core Department may amend accommodation arrangements at relatively short notice as part of its wider management of the estate, and the Parole Board cannot exclusively control the right to use the space. It has therefore been determined that these arrangements do not meet the threshold to be recognised as a lease under IFRS 16. Lease assets and liabilities relating to 10 South Colonnade have been recognised in the Ministry of Justice Annual Report and Accounts, with the relating accommodation charges continuing to be recognised in these accounts under accommodation costs. There are no other material arrangements that meet the definition of a lease under IFRS 16 and therefore the application of IFRS 16 does not have an impact on the Parole Board accounts leasing arrangements.

j) Pension costs

Present and past employees are covered by the provisions of the Principal Civil Service Pension

Scheme (PCSPS) and the Civil Servant and Other Pension Scheme (CSOPS) which are contributory and unfunded. Although the schemes are defined benefit schemes, liability for payment of future benefits is a charge to the PCSPS and CSOPS. The Parole Board recognises contributions payable to the schemes as an expense in the year in which it is incurred. There is a separate scheme statement for the PCSPS and CSOPS as a whole.

k) Employee benefits

In compliance with IAS19 Employee Benefits an accrual is made for holiday pay in respect of leave which has not been taken at the year end and this is included within payables.

l) Provisions

In line with accounting standard IAS 37 (Provisions, Contingent Liabilities and Contingent Assets), the Parole Board recognises a provision as a present legal or constructive obligation as a result of past events. Where the likelihood of a liability crystallising is deemed probable and a reliable estimate can be made of the amount of the obligation. See note 9 for further information.

m) Contingent liabilities

A contingent liability is disclosed when the likelihood of a payment is less than probable, but more than remote. In addition to contingent liabilities disclosed in accordance with IAS 37 Provisions, Contingent Liabilities and Contingent Assets, the Parole Board discloses, for Parliamentary reporting and accountability purposes, certain statutory and non-statutory contingent liabilities, where the likelihood of transfer of economic benefit is remote, as required by 'Managing Public Money'. See note 13 for further information.

n) Value Added Tax

The Parole Board is not eligible to register for VAT and all costs are shown inclusive of VAT all of which is irrecoverable. Non-current assets are capitalised at the VAT inclusive figure.

1b. Critical Accounting Judgements

In preparing these accounts, management have made no critical key judgements which have a material impact on the financial position presented.

1c. Critical accounting estimates and assumptions

The calculation of the provision for compensation costs is estimated based on data and assumptions made about the likelihood of claims. More detail on the calculation of the provision is in Note 9.

The member fee costs are based on accrual estimates that assume that members claim for fees at a similar rate across the whole body of members. This rate is calculated based on sampling and is necessary because of the manual nature of the member fee claims process.

2. Staff and Member Costs

	Permanently employed staff £'000	Parole Board members' fees £'000	Others £'000	2022/23 Total £'000	2021/22 Total £'000
Wages, salaries and fees	5,792	10,647	315	16,754	15,942
Social security costs	604	1,276	8	1,888	1,746
Other pension costs	1,360	-	15	1,375	1,225
Sub Total	7,756	11,923	338	20,017	18,913
Less recoveries in respect of outward secondments	(44)	-	-	(44)	-
Total Net Costs	7,712	11,923	338	19,973	18,913

Staff costs above include costs of those disclosed in the Remuneration Report. All other staff details and an explanation of the Parole Board's structure are contained within the Accountability Report.

Audited staff numbers

The average number of full time equivalent people employed by the Parole Board, which excludes the Chair, during 2022/23 was:

	Employed	Seconded	Agency	Total	2021/22
Senior Management	3*	1	0	4	4
Operational Staff	124	0	4	128	146
Corporate Services Staff	59	1	2	62	29**
Total	186	2	6	194	179

*One member of staff was at SCS level (band 1) **Change in internal staff classification from Operational staff to Corporate services staff

2021/22 Audited staff numbers for comparison

	Employed	Seconded	Agency	Total	2020/21
Senior Management	3	1	0	4	4
Operational Staff	134	0	12	146	151
Corporate Services Staff	29	0	0	29*	7
Total	166	1	12	179	162

3. Other Operating Costs

	2022/23 £'000	2021/22 £'000
Legal and compensation costs	588	484
Travel and subsistence - Members	129	88
Travel and subsistence - Staff	38	5
Stationery and printing	47	30
Information technology costs	1,095	1,038
Members' training	122	122
Staff training	23	7
Audit fees - internal audit	56	41
Audit fees - external audit (NAO)	82	66
Operating leases	14	13
Professional fees	12	1
Shared Services Costs	400	206
Non-cash items:		
- Depreciation and amortisation	439	397
- Impairment of Property, Plant and Equipment	(2)	-
- Net adjustment on disposal of Property, plant and equipment	(3)	-
- Provision expense	293	127
Costs met by the Parole Board	3,333	2,625
Costs incurred by the Parole Board but settled by the Ministry of Justice: (Non-cash costs)		
Accommodation and other common services	939	920
Total Other Operating Costs	4,272	3,545

4. Property, Plant and Equipment

Movements in 2022/23			
	IT hardware £000	Assets under construction £000	Total £000
Cost or valuation			
At 1 April 2022	1,972	-	1,972
Additions	-	173	173
Disposals	(4)	-	(4)
Revaluations	55	-	55
Reclassification	53	53	-
At 31 March 2023	2,076	120	2,196
Depreciation			
At 1 April 2022	1,073	-	1,073
Charged in year	401	-	401
Disposals	(4)	-	(4)
Revaluations	41	-	41
At 31 March 2023	1,511	-	1,511
Carrying value at 31 March 2023	565	120	685
Carrying value at 31 March 2022	899	-	899
Movements in 2021/22			
	IT hardware £000	Assets under construction £000	Total £000
Cost or valuation			
At 1 April 2021	1,475	402	1,877
Additions	122	-	122
Revaluations	(27)	-	(27)
Reclassification	402	(402)	-
At 31 March 2022	1,972	-	1,972
Depreciation			
At 1 April 2021	691	-	691
Charged in year	397	-	397
Revaluations	(15)	-	(15)
At 31 March 2022	1,073	-	1,073
Carrying value at 31 March 2022	899	-	899
Carrying value at 31 March 2021	784	402	1,186

5. Intangible Assets

Movements in 2022/23			
	IT Software £000	Development Costs £000	Total £000
Cost or valuation			
At 1 April 2022	-	113	113
Additions	70	-	70
Disposals	3	-	3
Revaluations	2	-	2
Reclassification	113	(113)	-
At 31 March 2023	188	-	188
Amortisation			
At 1 April 2022	-	-	-
Charged in year	38	-	38
Disposals	-	-	-
Revaluations	-	-	-
Reclassification	-	-	-
At 31 March 2023	38	-	38
Carrying value at 31 March 2023	150	-	150
Carrying value at 31 March 2022	-	113	113

Movements in 2021/22			
	IT Software £000	Development Costs £000	Total £000
Cost or valuation			
At 1 April 2021	-	-	-
Additions	-	113	113
Disposals	-	-	-
Impairments	-	-	-
Revaluations	-	-	-
Reclassification	-	-	-
At 31 March 2022	-	113	113
Amortisation			
At 1 April 2021	-	-	-
Charged in year	-	-	-
Disposals	-	-	-
Revaluations	-	-	-
Reclassification	-	-	-
At 31 March 2022	-	-	-
Carrying value at 31 March 2022	-	113	113
Carrying value at 31 March 2021	-	-	-

6. Trade and Other Receivables

Amounts falling due within one year

	2022/23 £'000	2021/22 £'000
Staff receivables	120	132
Other government receivables	2	2
Other Receivables	63	28
Total	185	162

7. Cash at Bank

	2022/23 £'000	2021/22 £'000
Balance at 1 April	681	1,040
Net change in cash and cash equivalent balances	497	(359)
Balance at 31 March	1,178	681
Total cash held at Government Banking Service	1,178	681

8. Trade and Other Payables

Amounts falling due within one year

	2022/23 £'000	2021/22 £'000
Tax and social security	507	488
Trade payables	103	10
Other payables	142	120
Accrued holiday pay	130	161
Accruals	1,627	926
Intra-department payables	344	73
Total	2,853	1,778

9. Provisions for Liabilities and Charges

	Legal £'000	Compensation £'000	Total £'000
Balance at 31 March 2022	54	95	149
Provided in the year	38	263	301
Provisions utilised in the year	(31)	(95)	(126)
Provisions released in the year	(8)	-	(8)
Balance at 31 March 2023	53	263	316

The provisions relate to legal claims (£53k) and claims from prisoners for compensation (£263k) in relation to delays in parole hearings.

The legal provision relates to claims resulting from judicial reviews where it is considered that it is more likely than not that the claim will be successful and the amount of the entitlement can be reliably estimated.

The provision for compensation covers the number of cases outstanding for which a claim may be eligible, adjusted for the proportion of claims that are received based on recent performance data.

The amount provided for represents the best estimate of the liability based on recent trends for success rates and average amounts payable. This was reviewed to ensure the most up to date average value for claims was used in this calculation in the context of an increasing average claim value over the year.

The amounts utilised reflect the outcome against the amount provided for at 31 March 2022.

In accordance with IAS 37 the following areas of uncertainty are noted in relation to the compensation provision. The following are key assumptions that affect the valuation of the compensation provision:

- The proportion of eligible claimants from whom it is probable a claim will be received
- The proportion of claims that are successful
- The average amount of compensation paid per claim

All provisions are short term as there is a limit of twelve months from the date of hearing to claim.

As an indication of the sensitivity of the estimation of the liability:

- A 10% increase in each of the three assumptions would, taken together, increase the value of the provision by £87k to £350k.
- A 10% decrease in each of the three assumptions would, taken together, decrease the value of the provision by £71k to £191k.

10. Related Party Transactions

The Parole Board is a non-departmental public body sponsored by the Ministry of Justice. The Ministry of Justice is regarded as a related party with which the Parole Board has had various material transactions during the year.

HM Prison and Probation Service provided IT support during the year. In addition, the Parole Board has had material transactions with HM Revenue and Customs.

No board members or senior executives of the Parole Board undertook any activities that gave rise to related party transactions during the 2022/23 year.

11. Financial Instruments

The Parole Board has no borrowings and relies on grant-in-aid from the Ministry of Justice for its cash requirements, and is therefore not exposed to significant liquidity, currency or market risk. Receivable balances relate primarily to amounts owed by other parts of the public sector and hence credit risk is low.

12. Contingent Liabilities

The Board discloses contingent liabilities where it determines that there is a chance that it may be required to make an economic outflow as a result of a current obligation arising from a past event, but that at the year end this outflow is only possible rather than probable.

A provision has been made for the level of compensation claims and legal costs that it is estimated the Parole Board is likely to have to settle.

There is an estimated £63k contingent liability relating to additional compensation costs. There are no other contingent liability costs in respect of compensation claims that can be reasonably estimated.

13. Events After The Reporting Date

In accordance with the requirements of IAS 10 Events after the reporting period, events are considered up to the date on which the financial statements are authorised for issue, which is interpreted as the date of the certificate and report of the Comptroller and Auditor General.

There are no events after the reporting period which require disclosure.

4. Membership

Membership of the Parole Board between 1 April 2022 and 31 March 2023

Historically, members have been initially appointed for tenures of between three and five years with the possibility of renewal up to a maximum of ten years. Once a member's tenure has expired, they can re-apply in subsequent recruitment processes. Since 2018, the Secretary of State has decided that all future initial tenures will be for five years and the maximum tenure will be for 15 years, however, any renewals for years 10-15 are generally dependent on a member being accredited as a chair. The expectation now is that a member would be required to chair by the end of their first five years with the Parole Board.

You can find a comprehensive list and full biographies of Parole Board members on the Parole Board website.

There was a total of 318 members across the business year 2022/23 (308 active and ten former active members).

As of 31 March 2023, there were 292 members (283 current active and nine former active members).



- 165 Independent Members
- 48 Judicial Members
- 61 Psychologist Members
- 34 Psychiatrist Members

There were also ten former active members of the Parole Board in 2022/23.

In memory

It is with great sadness, that we lost two very valued members of the Parole Board in 2022/23.

Sue Power joined the Parole Board in 2010 with a Probation background, and provided a wealth of knowledge during her 12 years with the Parole Board. Sue will be greatly missed by all her colleagues.

Philip Wassall joined the Parole Board in 2017 as a retired Judge, and was a respected, kind and wise colleague. He will be greatly missed.



Breath of Life
© Image courtesy of Prodigal Arts

Mark Earthrowl

Appointed 2018

Sandra Evans

Appointed 2018

Kim Fraser

Appointed 2021

Sobhi Girgis

Appointed 2021

Santhana Gunasekaran

Appointed 2021

Duncan Harding

Appointed 2021

Dr Andrew Johns

Appointed 2018. Resigned Jan 2023

Chris Jones

Appointed 2018. Reappointed 2022

Gaynor Jones

Appointed 2021

Dr Nick Kosky

Appointed 2018

Helen McCormack

Appointed 2021. Resigned June 2022

Dr Tim McInerney

Appointed 2017, reappointed 2021

Gillian Mezey

Appointed 2018. Resigned Nov 2022

Caryl Morgan* MBBS, MRCPsych, MRCPGP, DCH, PGDL/CPE

Appointed 2007, reappointed 2012. New tenure 2016. Reappointed 2020

Dr Kevin Murray, FRCPsych

Appointed 2018

Dr Sajid Muzaffar MBBS, LLM, MRCPsych

Appointed 2017, reappointed 2020

Dr John O'Grady MB, B.Ch, F.R.C.Psych

Appointed 2008, Reappointed 2011, 2016. New tenure 2018. Became Former Active 2021. Tenure ended Oct 2022

Olumuyiwa Olumoroti

Appointed 2021

Indraneal Ray

Appointed 2021. (6 months Sabbatical from Feb 2023)

Lavanya Sebastian

Appointed 2021

Alan Smith

Appointed 2021

Dr Huw Stone

Appointed 2016, Reappointed 2020

Theresa Tattan

Appointed 2021. Resigned July 2022

Dr Amanda Taylor

Appointed 2018

Cleo Van Velsen

Appointed 2018

Andrew Carl Wilson

Appointed 2021

Former Active Members**Geraldine Berg OBE JP**

Appointed 2012, reappointed 2017, Became FAM 2022 - MCA Taskforce 2023 - 2024

Michael Crewe

Appointed 2010, reappointed 2013 & 2018, Former Active Member & MCA Taskforce 2020-2024.

Margaret Dunne

Appointed 2010, reappointed 2013 & 2018, Former Active Member & MCA Taskforce 2020-2024

Rick Evans

Appointed 2005, Reappointed 2012 & 2015, Tenure extended to 2018, Former Active Member 2018-20 & MCA Taskforce 2020-2024

Julia Higginbotham BSc (Hons), MSc, C.Psychol (Forensic), AFBPsS

Appointed 2011, reappointed 2016. Became Former Active 2021. Resigned Apr 2022.

Gill Hirst BA (Hons), MA, CQSW

Appointed 2017. Reappointed 2021. Became Former Active 2022.

Melanie Millar

Appointed 2007- 2017, Tenure extended to 2018, Former Active Member 2018-20 & MCA Taskforce 2020-2024

His Honour Tony Mitchell*, Retired Judge

Appointed 2010, reappointed 2013, 2018, extension 202-22. Tenure ended Sept 2022. Former Active Member 2022 – 2023.

Emma Pusill

Appointed 2006-2016, Tenure extended to 2018, Former Active Member 2018-2020, MCA Taskforce 2020-2024

Carol Swaffer

Appointed 2005-2015, Tenure extended to 2018, Former Active Member 2018-2020, MCA Taskforce 2020-2024.

ISBN: 978-1-5286-3923-1

E-Number: E02864329