

Stakeholder Response Form (Vers 3)

Implementation: 01/11/2018

Frequently Asked Questions

Must I serve additional evidence on this form?

No, additional evidence from either party can be served in the usual way.

Do all sections need to be completed?

The SHRF must be completed by the initiating party and will only be processed if ALL fields in Part B and Part D are completed.

Will both parties be copied into the form?

It is important that when a SHRF is submitted it is copied to the other party. There is a section on the SHRF for this to be confirmed. The SHRF will improve and ensure that both parties are copied into all formal communications about a case and that there are clear audit trails in the dossier.

What if there is very limited time to complete and submit the form?

There will be occasions where something arises at the last minute and an urgent application is required. In such circumstances where urgent communication is needed the Parole Board will of course consider them if not submitted on the SHRF. However, this should only be in emergency situations.

What are the timescales for dealing with requests?

This will all depend on the type of request but routine requests will be dealt with once the other party has responded or five working days have elapsed. Some will be swiftly dealt with but others may require a longer response time. Part C should only be used where the urgency is critical to the case. Earlier submission of the request will allow the matter to be dealt with efficiently and timely.

Can I have more time as the responding party?

The aim is to respond within five working days of the SHRF being issued but it is understood that this may present a challenge where instruction from a prisoner is needed or a detailed assessment of policy or practice is required. In such circumstances, a request of an extension to the deadline will be considered.

Do I have to respond on the SHRF?

Yes, it is important for the audit trail that the initial request (Parts B and D) and the other party's response (Part E) are kept together on the one form. Submitting a response by email means that the information must be copied into the form and the email also attached for documentary evidence. This is inefficient, and responses will only be accepted on the SHRF.

Will the answer from the Parole Board always be provided on Part F of the SHRF?

In most cases the Parole Board member will provide the final response on the SHRF form Part F. However, where the situation requires more complex narrative involving detailed directions the Parole Board member could choose to respond on a formal Directions form. In such cases, both the SHRF and Directions form will be issued and uploaded to the dossier.

How does an unrepresented prisoner make requests?

The SHRF should still be used but the prisoner should be supported in completing the form by someone from the prison – the Offender Supervisor, Key Worker or someone from the Offender Management Unit.

How do I request an observer?

Use the SHRF form and set out the reasons why the individual wishes to observe – it is important to submit this as early as possible so that the request can be considered and any objections from the other party received.

What about victims?

Where a statutory victim wishes to read out their victim personal statement at a parole hearing the SHRF should be used to make the request. This provides notification to the other party of the request.

Victim Personal Statements should be submitted on the usual template but the SHRF should also be completed as a cover note.

Is this system finalised?

As with any new system we will adapt and improve as time progresses. We welcome constructive feedback which will help this system work.

Where can I find further information?

The SHRF and guidance on completing the SHRF can be found here:

<https://www.gov.uk/government/publications/stakeholder-response-form>