Stakeholder Response Form (Vers 4)
Guidance on the new (version 4) form

Note: all applications following a referral for a case to be reviewed and/or when a case is listed must be made using the new form.

Background

The Stakeholder response form (SHRF) is used by any party in relation to a request to vary or revoke directions, to address licence variation requests, requests to amend panel logistics, time estimates, requests for additional directions/witnesses, an observer request, requests for deferrals/adjournments or requests to expedite/prioritise a hearing. Applications to vary licence conditions can only be made after a release decision by the Parole Board.

The Parole Board will not accept applications without a properly completed SHRF being submitted by the applying party, i.e. ad-hoc applications via email/letter/telephone without the completed SHRF will not be accepted. The exception to this is corrections of errors under the slip rule.

Representations from either party upon the referral of a case to the Parole Board should continue to be made in the usual way (Parole Board Rules 2019 – Rule 18) and a SHRF does not need to be completed. Representations under Rule 18 must be added to the dossier.

Witness availability and remote attendance applications do not fall under the SHRF process and will continue to be addressed directly between the witness and the Parole Board Case Manager. Non-disclosure applications by the Secretary of State should continue to be made in the usual way.

Any application must be made by a party (Prisoner/Legal representative or Secretary of State (via PPCS)). Any witness seeking to make a request via a SHRF must liaise with their respective party to the proceedings who will assess the application and then decide whether to put it before the Parole Board. For example, an Offender Manager or Offender Supervisor seeking to submit a SHRF must do so via PPCS.

Reasons for Change?

Use of the SHRF has been inconsistent. A party may have used the form for some applications and at other times may have simply emailed the Parole Board Case Manager seeking a variation to a direction.
This inconsistent approach creates issues in the Parole Board’s ability to ensure transparency and fairness to proceedings. It has not always been clear as to when or if the other party has been made aware of an application.

This approach ensures that each party is aware of an application, that they have an opportunity to respond and that the process is compliant with the Parole Board Rules.

This approach will ensure that a clear timeline is available in respect of by what date the responding (other) party should submit a response and when a decision by a Parole Board member can be expected.

The Form – Version 4

The new form is split into three parts:

**Part A:** Must be completed by the party making the application. There is an opportunity to select if application is urgent and to ensure fairness, if the application is urgent, the original party should seek the view of the responding party and include any response. If this has not been possible or no response has been received, this should be explained. The Board will prioritise its review of the request if the view of each party is before it at the time of the application, unless exceptional reasons necessitate urgent consideration.

This to ensure:

a) that the responding (other) party is aware of an urgent application and
b) that the Parole Board member has all necessary information before him/her to be able to determine the application.

**Part B:** Must be completed by the responding (other) party and must be submitted to the Parole Board and to the original (applying) party within five working days or within 14 days for an observer request. Any attachments to the application being submitted by the responding party should also be listed here.

**Part C:** The response from the Parole Board member or the staff considering the application under delegated authority will be detailed here. The SHRF must then be included in the dossier to ensure that everyone involved in the case is aware of any change, together with any attachments to the application. If substantive directions are to be made or if the Parole Board member considers it to be appropriate, a directions form may be used to detail the response. In such circumstances, both the SHRF and the directions form will be included in the dossier. The Parole Board will aim to provide the member response to the application within five working days of the deadline for Part E completion.
Additional Information

Templates used by a party – If a party usually completes a template in the making of an application, for example, a licence variation. The SHRF should still be submitted and the template form attached (and listed at Part D of the SHRF).

Unrepresented Prisoners – The Offender Supervisor should provide support to any prisoner seeking to submit a SHRF to the Parole Board and/or to ensure that a prisoner has sight of any application made and has an opportunity to provide a response (Part C) within the identified timescale.

Parties to Proceedings are – the Prisoner/Legal Representative and the Secretary of State (PPCS)