

**Intensive Case Management (ICM)  
Directions Form (2012 Ver. 8)****THIS DOCUMENT IN ITS ENTIRETY  
WILL BE DISCLOSED TO ALL PARTIES****Date:** *(This should be the date the case is considered by the ICM member).***Prisoner Name:** «FIRST\_NAMES» «FAMILY\_NAME»**Prison Number:** «PRISON\_NUMBER» «NOMS\_ID»**Prison:** «PLANNED\_ESTABLISHMENT»**Target month of parole hearing:** «CURRENT\_TARGET\_MONTH\_YEAR»**REVIEW TYPE:** «REVIEW\_TYPE» «REVIEW\_REASON\_DESCRIPTION»**Introduction:**

Having reviewed the dossier of **xxx** pages, the ICM Member has directed that this case progress to an oral hearing.

*Please provide an explanation as to why are you sending this case for an oral hearing and the focus of any additional reports and any further instructions.*

*Note whether written representations have been received and any decision on requests made within representations.*

**Non-Disclosure Direction:** *(Please delete the paragraph that does not apply. Delete entire section if not applicable).*

The ICM single member directs under Rule 10(2)(c) that the material submitted by the Secretary of State will be withheld from the prisoner on the grounds that it is necessary and proportionate in the circumstances of this case and that its disclosure would adversely affect **(enter criteria)**

It shall be served by the Secretary of State on the prisoner's representative who is directed that it may not be disclosed either directly or indirectly to the prisoner or any other person without the express direction of the chair. Within 7 days of receiving this direction, the prisoner may appeal against it in writing to the Chairman of the Parole Board. The Secretary of State may make representations and the Chairman's decision will be final.

**OR (delete non applicable section)**

The ICM single member panel directs under Rule 10(2)(c) that the material submitted by the Secretary of State should not be withheld from the prisoner on the grounds that it is not necessary and proportionate in the circumstances of the case to do so and that its disclosure would not adversely affect **(enter criteria)**

The Secretary of State should re-consider whether he wishes to rely on this evidence and if so, he must make full disclosure. Within 7 days of receiving this direction, the

Secretary of State may appeal against it in writing to the Chairman of the Parole Board. The prisoner's representative may make representations and the Chairman's decision will be final.

**Directions:**

**Reports – required before Listing:**

Report Name	Who should provide the information?	What information is required?	Deadline

*If no reports are required before listing, please leave section blank.*

**Reports – required after Listing:**

The following reports or other documents are required *no later than 4 weeks* before the hearing:

Report Name	Who should provide the information?	What information is required?

*Any request to vary or revoke any of the above Directions must be issued in writing. Requests from the Secretary of State must come via the Public Protection Casework Section (PPCS).*

**Witnesses:**

The following witnesses are directed to attend:

First name (if known)	Last name	Witness role	Reason for attendance

*The parties must advise the Parole Board of dates witnesses are NOT available during the target month of hearing or other month as appropriate. Unless the Parole Board is advised within four weeks of the date of these Directions, it will be assumed that witnesses are available on all dates.*

**Panel Logistics:**

For how long should the case be listed?	<input type="text"/> hours
Specialist Member required?	-None-
Specialist Member – Reasons	<input type="text"/>
Is this case <b>suitable</b> for video link? (please provide reasons if not)	Suitable <input type="checkbox"/> Not suitable <input type="checkbox"/>
Are any special arrangements required?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Any other relevant requirements?	<input type="text"/>

**Distribution:** Ministry of Justice Public Protection Casework Section  
Prisoner/Prisoner representative  
Prison