

Stakeholder Response Form (Vers 5)

Implementation: 15/08/2022

Frequently Asked Questions

Must I serve additional evidence on this form?

No, additional evidence from either party should 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 by the Parole Board if both fields in Part A and Part B are completed.

Will both parties be copied into the form?

It is important that when an SHRF is submitted it is also issued to the other party when sending to the Parole Board. The other party must complete Part B. The SHRF will 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 request is required. In such circumstances where urgent communication is needed the Parole Board will of course consider the request if not submitted on the SHRF. However, this should only be in emergency situations and the other party must be included in any communication.

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 5 working days have elapsed (whichever is the sooner) or for an observer request 14 days have elapsed, as required by rule 14 of the Parole Board Rules 2019 (as amended). Some requests can be swiftly dealt with, but others may require a longer response time. 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 for the other party to respond within 5 working days of the SHRF being issued but it is understood that this may present a challenge where instruction from a prisoner is needed, a detailed assessment of policy or practice is required, or victim input is to be secured. In such circumstances, a request for 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 (Part A) and the other party's response (Part B) 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 C of the SHRF?

In most cases the Parole Board panel or staff under delegated authority will provide the final response on the SHRF form Part C. However, where the situation requires more complex narrative involving detailed directions the Parole Board panel 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 – for example, the Prison Offender Manager, 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 observer is being requested – it is important to follow the timeframes set out in Parole Board rule 14 for this. Either party wishing to request an observer should submit the request no later than 12 weeks before the date of the oral hearing. This is for the request to be properly considered and any representations from the other party received. Further guidance about observers can be found on the [Parole Board web pages](#).

What about victims?

Where a victim wishes to read out their Victim Personal Statement (VPS) at a parole oral hearing the SHRF should be used to make the request. This provides notification to the other party of the request.

A VPS should be submitted on the usual template, but the SHRF should also be completed where a request to read out the statement is made at the same time as submitting the VPS.

Reconsideration and Setting Aside Applications

*The SHRF should **not** be used to make an application for a decision to be reconsidered or set aside. There are specific forms that need to be completed. These forms can be found on the [Parole Board web pages](#). The email address to which these forms must be sent is also on the web pages. They cannot be submitted to the case manager like SHRFs.*

Where can I find further information?

The SHRF form and guidance on completing the SHRF can be found on the [Parole Board web pages](#).