

**Non-Executive Director of the Management Committee of the Parole  
Board for England and Wales and Chair of the Audit and Risk Committee**

**Candidate Information Pack**

**Reference number: PB-NED-23**

Closing date: Mid-day 11<sup>th</sup> April 2023

Applications submitted to: [hrinbox@paroleboard.gov.uk](mailto:hrinbox@paroleboard.gov.uk)

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## Introductory letter from the Chair and CEO of the Parole Board

Dear applicant,

Thank you for your interest in applying for the position of Non-Executive Director of the Management Committee of the Parole Board for England and Wales and Chair of the Audit & Risk Committee.

The Parole Board is an independent court-like body, responsible for determining whether the most serious and complex prisoners in England and Wales can be released into the community, or not, once the punishment element of their prison sentence has been served.

The Parole Board works hard to ensure that the public can have confidence in our important work. Parole Board decisions are solely focused on what risk a prisoner could represent to the public if released and whether that risk is manageable in the community.

Over the past few years there has been a huge amount of positive change at the Parole Board. We have a new set of statutory rules, we have taken a number of steps to improve our transparency, we have introduced a new service to provide summaries of our decisions to victims and a new reconsideration mechanism and we have become more diverse. However, we are always looking to make further improvements to our service.

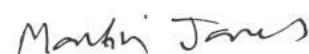
In March 2022, the Secretary of State announced the outcome of a root and branch review of our service which will bring further change to the parole process. As a Non-Executive Member of our Management Committee and Chair of our Audit Committee, you would be helping to guide the Parole Board to manage and thrive during this period of further change. Our Non-Executives take a pivotal role in supporting the Parole Board to retain its unique expertise and in shaping its future. They provide the Parole Board's Management Committee with external perspective and challenge, strengthen governance and provide support to ensure the effective and efficient management and leadership of the Parole Board and its staff

If you believe you that you have the experience and appetite to chair the Parole Board's Audit & Risk Committee and to contribute to the Parole Board's exciting agenda, we would be delighted to hear from you.

Yours sincerely



Caroline Corby  
**Chair**



Martin Jones  
**Chief Executive**

**The Parole Board for England and Wales**

## The Parole Board for England and Wales

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 safely be released into the community. Their work is of critical importance to public safety, as well as prisoners and their families but the Parole Board also has a wider role in maintaining public confidence in the justice system. The Parole Board is an Arms Length Body of the Ministry of Justice.

In 2021/22 the Parole Board received 19,708 referrals and made 31,365 interlocutory decisions. In 2021/22 the Parole Board decided not to release 11,407 prisoners for the protection of the public.

The fact that these prisoners' sentence had been reviewed by an independent tribunal ensures that their continuing detention is lawful. Having carefully reviewed the evidence, the Parole Board directed the release of 4,139 people. The overwhelming majority of people progressed or released by the Parole Board are safely managed in the community, however, the Parole Board rigorously reviews every case where an offender is charged with a serious further offence after release (even when charges are sometimes subsequently lessened or there is a finding of not guilty). Identified learning points are also shared with the wider membership.

The Parole Board also carries out an advisory function for the Secretary of State for Justice in relation to the suitability of indeterminate prisoners to move to or remain in open prison conditions.

The Parole Board consists of its 330 members. It employs 180 staff, headed by its CEO, Martin Jones, who is also the Accounting Officer. Like most public bodies it is meeting the challenge of maintaining and improving its standards in the current financial climate. The two elements of the Board come together in the Management Committee.

Further information on the Parole Board can be found in its 2021/22 annual report and on its website at [www.gov.uk/government/organisations/parole-board](http://www.gov.uk/government/organisations/parole-board)

## **Corporate Governance and Non-Executive Board Members**

The Parole Board aims to ensure that its governance arrangements follow best practice and follow the Corporate Governance Code to the extent that its size and status allows. The Parole Board has a Management Committee which comprises of the Chair, the Chief Executive, the Judicial Vice Chair, three Parole Board Committee Members and up to three Non-Executive Committee Members.

The Management Committee is responsible for determining and overseeing the overall strategic direction of the Parole Board. The Management Committee meets approximately every six-weeks and is occasionally required to meet on an emergency basis.

### **Eligibility**

- There must be no employment restrictions, or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for at least three years prior to your application;
- You should not be employed by the UK civil service.

## **Non-Executive Director of the Management Committee – Job Description**

Non-Executive Directors have corporate responsibility to ensure the Parole Board complies with any statutory or administrative requirements for the use of public funds and ensure high standards of corporate governance are observed at all times. In the role they:

- Prepare for, attend and contribute to Management Committee meetings;
- Chair the Audit & Risk Committee;
- Provide financial and audit advice to the Parole Board;
- Ensure that governance, internal control and risk management systems are effective and capable of delivering relevant, accurate and timely management of financial information to the Management Committee
- Support the Parole Board in the provision of clear, strong and visible leadership;
- Support the Parole Board to fulfil its statutory functions effectively whilst maintaining its independence and its status as a court-like body;
- Support the Management Committee in ensuring that it takes appropriate account of guidance provided by the Minister responsible or sponsor department;
- Work with the Management Committee to develop and produce a forward business agenda;

- Constructively challenge and contribute to the strategy and business planning of the Parole Board including the setting of key objectives and targets;
- Help promote high standards of propriety and advise on the efficient and effective use of resources;
- Ensure that the Parole Board operates in accordance with conditions relating to the use of public funds.

## Person Specification

### Essential Criteria

1. A good knowledge and experience of working in a senior finance role.
2. An excellent understanding of the role of internal and external audit.
3. Experience as a member or chair of an Audit and Risk Committee or a good understanding of the role and operation of an Audit and Risk Committee.
4. Board level leadership experience with the ability to provide constructive advice and challenge in a manner which inspires confidence with the Management Committee, sponsors and key stakeholders.
5. The ability to think strategically, analyse information and debate complex issues at the highest levels.
6. The ability to work effectively as part of a team, to motivate and empower others to achieve desired outcomes.
7. A track record of facilitating and supporting change.
8. A commitment to and understanding of the requirements of diversity, equality and inclusion.

### Desirable Criteria

1. A chartered accountancy qualification.
2. An understanding of the criminal justice system and the work of the Parole Board.
3. Knowledge of the workings of Government and Whitehall.
4. An understanding of Arms-Length Bodies and sponsorship arrangements.

## Terms of appointment

The appointment will be for a term of three years, with a possibility of an extension for one further three-year term subject to satisfactory appraisal and Ministerial reappointment.

### Time Commitment

The Management Committee meets on average every six weeks. Management Committee members will be expected to prepare for and attend Management Committee meetings. The Audit & Risk Committee meets every quarter. There

may be other ad hoc, but infrequent, preparatory work required as part of the role.

It is anticipated that the overall time commitment will be approximately 12-15 days each year.

## **Location**

The Parole Board is based in Canary Wharf. Meetings take place at the Parole Board's headquarters or, virtually.

## **Remuneration**

Remuneration for the post will be a non-pensionable fee of £300 per day. Reasonable travel expenses and subsistence will be reimbursed in accordance with the Parole Board's policies.

## **Security Clearance**

This post requires Security Clearance (BPSS) level and you will be asked to complete an online vetting form, which can take a further seven weeks to complete the process. If you are called for interview and already hold current BPSS clearance please provide evidence when you attend for interview.

## **Assessment framework**

Candidates will be assessed using success profiles which will assess your behaviours and experience against the essential criteria for the role. More information on the framework and how it is used elsewhere in government is at <https://www.gov.uk/government/publications/success-profiles>

This post is a public appointment, not a civil service post. Success profiles is a flexible framework and the Civil Service example has been adapted to reflect behaviours that are both specific to the Parole Board and generic to a public appointment. Success profiles assess candidates against a range of elements using a variety of selection methods. This blended approach, based on behaviours and strengths, will allow candidates to discuss both their experience and their motivation and engagement.

Candidates must first meet the eligibility criteria, including the professional qualifications and registration to meet the technical skill requirement.

Assessment thereafter will be in two parts; the application stage and the interactive stage. A total of four behaviours will be assessed by the time of final selection.

## The appointment process and timeline

The [Commissioner for Public Appointments](#) ensures that appointments are made in accordance with the Governance Code and the principles of public appointments. All appointments follow a recruitment process set out in the [Governance Code for Public Appointments](#).

*Key stages and timings in the campaign process, candidates will be updated if any changes are made to this timetable:*

<b>APPLICATION</b> Submit application	14 March 2023
<b>SIFT</b> The Panel will meet to assess the applications. Candidates will be informed of the outcome by e-mail approximately 2wks prior to the interview date.	May 2023
<b>INTERVIEWS</b> Shortlisted candidates will be asked to prepare and deliver a presentation on a parole case study and then interviewed by the Panel. References will be taken before interview.	June/July 2023 (TBC)
<b>INTERVIEW RESULTS</b> Candidates will be informed of the outcome by e-mail approximately 4wks after interviews. <b>Candidates will be updated if there are any changes to this timetable.</b>	July 2023 (TBC)
<b>ANNOUNCEMENT</b> Appointments are publicly announced and security checks started	September 2023 (TBC)
<b>INDUCTION</b> Invited to hybrid training delivered by the Parole Board that will involve preparation and e-learning in advance.	End of September 2023

- Feedback:** Please note that it is not possible to provide specific, individually tailored feedback following the sift stage, but we will provide, on request, feedback to those interviewed.



- **Interviews:** Interviews may take place via MS Teams, and will be confirmed on invitation to interview. If you accept an invitation to interview, we will take two references in advance of the interview. By providing the details of two referees you are consenting to us approaching them in this way. If you cannot attend an interview on the date shown, please advise us as soon as you can. It may be possible to arrange an alternative date at the discretion of the Panel. **Please note, if face to face interviews are conducted, travel expenses will not be reimbursed.** The Secretary of State or another Minister may ask to meet each of the candidates before or after interview.

## How to apply

### **To make an application, please send:**

- An up-to-date copy of your CV
- A supporting statement (no more than two sides of A4) that addresses the criteria set out in the person specification, using specific examples to demonstrate how you meet the essential requirements
- Please provide your home, work, mobile and email contact details and let us know of any dates when you are not available or where you may have difficulty with the indicative timetable. You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. If you do not wish us to approach your referees without your prior permission, please state this clearly;
- Potential conflicts of interest. If you have any interests that might be relevant to the work of the Parole Board, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting documents

## The interview

Candidates who have met the eligibility criteria to meet the skill requirement will be progressed to interview. At interview you will be asked questions relating to behaviours that relate to the essential criteria for the role.

The behaviours explored at interview are:

- Leadership
- Managing a Quality Service
- Seeing the bigger picture
- Changing and Improving

**Applications should be submitted to:** [hrinbox@paroleboard.gov.uk](mailto:hrinbox@paroleboard.gov.uk) no later than midday on Tuesday 11 April.

## Diversity and Inclusion

The Parole Board encourages applications from all candidates regardless of ethnicity, religion or belief, gender, sexual orientation, age, disability or gender identity. The Board is a Disability Confident employer and is committed to inclusion and diversity. We particularly welcome applications from women, people with a disability or long-term health conditions and those from a black or ethnic minority background.

Arrangements for candidates with a disability: An offer of an interview would be given to candidates with disabilities who meet the minimum selection criteria for the role.



## Reasonable Adjustments

If you have a disability and require any arrangements or adjustments for any part of the recruitment or selection process, please state clearly on your form.

## Selection Panel

- David West, Head of ALB CoE (Panel Chair)
- Caroline Corby, Parole Board Chair
- Paul Smith, Non-Executive Board Member, MoJ
- Independent member - Professor Arif Ahmed MBE

## Complaints

If you have a complaint about any aspect of the way your application has been handled, please email [Angela.McCarthy@paroleboard.gov.uk](mailto:Angela.McCarthy@paroleboard.gov.uk)

## Your personal information

We will process your application in accordance with the EU General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Ministry of Justice's Information Charter, which can be found at [www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter](http://www.gov.uk/government/organisations/ministry-of-justice/about/personal-information-charter)

Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process.

Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records please contact: [publicappointmentsteam@justice.gov.uk](mailto:publicappointmentsteam@justice.gov.uk)

## **Appendix 1–The seven principles of public life**

All candidates for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.