

## **PAROLE BOARD FOR SCOTLAND 2020/21– BUSINESS PLAN**

We will deliver our statutory functions to ensure that only prisoners whose risk can be safely managed may serve the remainder of their sentence in the community under the supervision of a social worker whilst subject to licence conditions which are lawful, necessary and proportionate.

In doing so we will strive for excellence, openness and continuous improvement and learning in all that we do. In carrying out our functions we will respect all those that we work with.

### **Broader context**

This year will be dominated by the need to plan for and react to developments in the Covid-19 emergency. The Board's staff and members have been working remotely since March 2020 and, based on advice from the Scottish Government, we envisage that these arrangements will continue for the remainder of the calendar year as a minimum. For that reason, this business plan needs to be read in conjunction with the PBS Covid 19 recovery plan which is currently in development.

2020/21 is likely to see the commencement of the remaining provisions of the Management of Offenders Act and changes resulting from the Scottish Governments report, published in December 2019, on their parole consultation launched in December 2018. We are also likely to see the long awaited revision of the Parole Board Rules taken forward by the Scottish Government in consultation with the Board.

The Board has developed outline proposals for a more effective, efficient and objectively independent parole system which we shared with the Scottish Government in the last financial year. The Scottish Government has asked us to develop those proposals further and that work is underway. Should those proposals be accepted they can largely be delivered through changes to the Parole Board Rules.

## Actions

Provide expert input into the Scottish Government's revision of the Parole Board Rules	Ongoing
Provide expert input into implementation of changes resulting from the Scottish Government's 2018 consultation on parole reform	Ongoing
Develop proposals for a new model of parole and present these to the Scottish Government	August 2020
Hold PBMG Development event	November 2020

## **Decision making**

Our decision making will be rigorous and independent. We will increase our understanding, and assessment, of risk. We will introduce a system of constructive member peer review to promote quality and consistency.

## Actions

Collaboration with international partners on good practice	Ongoing
As part of recovery planning review temporary changes made to SWS and SPS report requirements and adopt changes where beneficial	August 2020
Fully implement PBS Peer review process	December 2020

## Our People

We will value and invest in our most valuable resource...our people. By working in collaboration with all staff and members on the decisions and issues that affect them we will ensure fairness and equality of opportunity; a working environment that is safe, supportive, and encourages innovation and personal and career development.

### Actions

Develop and implement a staff training plan	September 2020
Develop and a member training plan	September 2020
Ensure all staff have monthly conversations with line managers and the annual appraisal cycle is completed	Ongoing
Provide opportunities for staff to attend meetings with Chief Executive/Chair	Ongoing
Develop and introduce a diversity/behaviours policy	December 2020

## Administrative support

We will use improvement methodology to continuously and collaboratively test and improve our processes. Our focus will be on improving quality and efficiency, learning from mistakes, using performance indicators, and auditing and refining our own practices.

### Actions

Ensure statutory timescales and process targets are met	Ongoing
Continue to review Corporate policies and produce and implement recommendations	Ongoing
Drive continuous process improvement involving members in the development and rollout of tests of change	Ongoing

## Working arrangements

We will continue to seek opportunities to continuously improve the way we work to improve the effectiveness and efficiency of the parole system.

### Actions

Finalise testing and then implement the production of summary minutes	November 2020
Agree and implement access, accommodation and quality standards with SPS	June 2020

## Technology

We will continue to explore and test options for electronic working including a default position of members working electronically and the electronic submission of dossiers to solicitors.

Actions

Implement a solution to allow remote conduct of Tribunals and Oral Hearing through video technology	September 2020
Work with SPS to implement internet access in prison establishments	September 2020

## Raising awareness

We will seek opportunities to raise awareness of what we do and how we contribute to the wider Scottish Justice context with partners and the public.

### Actions

Seek opportunities to speak at conferences or events	Ongoing
Seek further opportunities to publicise the work of the Board	Ongoing
Meet with public and third sector organisations with whom we work	Ongoing

## Monitoring and Review

Progress against this business plan will be monitored and reviewed at Quarterly meetings of the Parole Board Management Group.



Colin Spivey

Chief Executive, Parole Board for Scotland

July 2020



John Watt

Chairman, Parole Board for Scotland