

PAROLE BOARD FOR SCOTLAND 2017/2018 – 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 stringent licence conditions.

In doing so, and in anticipation of legislative change that will clarify the Board's status as an independent body, 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.

Actions

Provide expert input into the Scottish Government's proposals for legislative change	Ongoing
Provide expert input into the Scottish Government Parole Reform Programme, including the rollout of Throughcare Breach and TARL	Ongoing
Agree a common set of behaviours for staff and members	August 2017
Ensure statutory timescales and process targets are met	Ongoing
Review Underpinning Corporate policies and produce recommendations	October 2017
Hold PBMG Development event	August 2017

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

Hold a Member training day on risk	October 2017
Collaboration with England and Wales Parole Board on approach to risk	Ongoing
Introduce a Peer review process	November 2017

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	August 2017
Develop and implement a member training plan	October 2017
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 policy	December 2017
Carry out a recruitment exercise for further legal and general members	January 2018

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

Develop and monitor a set of key performance indicators	August 2017
Drive continuous process improvement through the staff Quality Improvement Group, involving members in the development and rollout of tests of change	Ongoing

Fees

We will use our resources efficiently and effectively to ensure best value to the public purse. This will include collaboratively developing proposals for a more streamlined and transparent fee structure that rewards members appropriately and is easily understood and administered while appropriately recognising individuals contribution.

Actions

With member involvement, produce and implement a revised fee structure that reflects working practice	September 2017
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Working arrangements

We will develop and implement proposals to move to five day working. This will involve casework meetings being dealt with at tribunal meetings on a daily basis. This will work in a similar way to the current method of dealing with the review for re-release of persons recalled to custody.

Actions

Develop and implement proposals to move to five day working	January 2018
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Technology

We will continue to explore and test options for electronic working including electronic submission of dossiers to members and solicitors and better access to shared systems with SPS and other partners.

Actions

Test the concept with the State Hospital	July 2018
Agree and implement a process with SPS for SPS institutions	July 2018

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

Hold a parole conference in November 2017 inviting organisations we work with	November 2017
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



Colin Spivey

Chief Executive, Parole Scotland

June 2017



John Watt

Chairman, Parole Board for Scotland