



Home Office

Criminal casework

Completing the Parole Board information form

Completing the Parole Board information form

About this guidance

<p>About this guidance Completing the standard form Onward action by the National Offender Management Service</p>	<p>This guidance tells criminal casework (CC) caseworkers the action to take to complete the Parole Board information form.</p> <p>The Public Protection Casework Section (PPCS) of the National Offender Management Service (NOMS) may contact you for information about deportation intentions relating to a foreign national offender (FNO) ahead of a Parole Board hearing.</p> <p>The Parole Board is an independent body that works with criminal justice partners to protect the public in the UK. They risk assess prisoners to decide if they can be recommended for a move to open prison conditions, or safely released into the community. For further information see related link: Parole Board.</p> <p>To make decisions on suitability for open prison conditions and/or release in the case of FNOs serving indeterminate sentences (those with sentences for public protection and life sentences) who may appear before them, the Parole Board needs information about:</p> <ul style="list-style-type: none">• their immigration status, and• the likelihood of the Home Office enforcing deportation or removal. <p>There is a specific process to make sure information can be shared between CC, who consider and manage the deportation process in the majority of FNO cases, and NOMS.</p> <p>Prisoners serving an indeterminate sentence for public protection (IPP) will receive a first review on the tariff expiry date (TED). This means that those IPP cases with a minimum tariff of three years will have a Parole Board review on their TED, so at three years or less if the tariff is less. However, those with tariff of three to six years will have a review halfway through that period.</p> <p>The earliest Parole Board hearings for lifers and prisoners with an IPP, that has a minimum tariff of more than six years, will be three years before the TED. This means CC will not have begun active consideration of the FNOs deportation. As the eligibility date for release</p>	<p>In this section Changes to this guidance Contact Information owner</p> <p>Related links See also Links to staff intranet removed</p> <p>External links Parole Board</p>
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	<p>approaches CC will be able to provide more detailed information.</p> <p>NOMS presents the information provided by CC about FNOs immigration status to the Parole Board as part of the representations on behalf of the Secretary of State.</p> <p>Changes to this guidance - This page lists the changes to the guidance, with the most recent at the top.</p> <p>Contact – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p> <p>Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.</p>	
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Changes to this guidance

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This page lists the changes to the 'Completing the Parole Board information form' guidance, with the most recent at the top.

Date of the change	Details of the change
11 March 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping and plain English changes throughout.
18 September 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none">• Minor housekeeping changes.
27 March 2013	Revised and modernised by the criminal casework operational process and policy team and the modernised guidance team.

Related links
See also
[Contact Information owner](#)

Completing the Parole Board information form

Completing the standard form

<p>About this guidance Completing the standard form Onward action by the National Offender Management Service</p>	<p>This page tells criminal casework (CC) caseworkers how to complete the standard form.</p> <p>The form is submitted by the Public Protection Casework Section (PPCS) of the National Offender Management Section (NOMS) requesting immigration information about a foreign national offender (FNO) on behalf of the Parole Board.</p> <p>PPCS contact CC to ask for information about the immigration status and deportation intentions around eight weeks before a Parole Board hearing. PPCS will provide a template asking for the information, which you must complete and return within four weeks of receipt. For a blank copy of the template, see related download: Parole Board information form.</p> <p>At the point of the first review, in lifer cases (three years before the FNOs minimum tariff expiry date (TED) set by the sentencing court) you must give an indication to show whether you intend to pursue deportation against that FNO. However, at that early stage, you will not be in a position to offer more detailed information about an individual case. This means you must only complete section A of the form.</p> <p>At later reviews (the assumption being the case is 18 months or less away from the TED) you will have started active consideration of deportation action against the FNO, and will be in a position to provide PPCS with the further information requested. This means you must complete section B of the form.</p>	<p>Related links</p> <p>Downloads Links to staff intranet removed</p>
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Completing the Parole Board information form

Onward action by the National Offender Management Service

<p>About this guidance Completing the standard form Onward action by the National Offender Management Service</p>	<p>This page tells criminal casework (CC) caseworkers what action follows when you have given immigration information to the Public Protection Casework Section (PPCS) of the National Offender Management Service (NOMS) about a foreign national offender (FNO).</p> <p>At reviews of a FNO's parole, PPCS will provide you with an assessment which tells you the prospects of the Parole Board recommending the prisoner's move to open prison conditions or directing their release into the community, based on the reports in their parole dossier.</p> <p>This will be a suitable opportunity for you to begin formal deportation action if you have not already done so, and consider if it is appropriate.</p> <p>After you have sent the necessary information about the FNOs immigration status and CC's deportation intentions to PPCS, NOMS will present that information to the Parole Board as part of the representations on behalf of the Secretary of State.</p> <p>They will present it using the format set out on the Parole Board information form. See related download. PPCS will also complete a letter for the Parole Board, based on the information you have provided.</p>	<p>Related links</p> <p>Downloads Links to staff intranet removed</p> <p>External links</p>
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Completing the Parole Board information form

Contact

<p>About this guidance Completing the standard form Onward action by the National Offender Management Service</p>	<p>This page explains who to contact for more help with this guidance.</p> <p>If you have read this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.</p> <p>If they cannot answer your question, they or you may email criminal casework operational process and policy (CCOPP), using related link: Email CC process team inbox.</p> <p>Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you should contact CCOPP, who will ask MGT to update the guidance, if appropriate.</p> <p>MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.</p>	<p>Related links See also Changes to this guidance Information owner</p> <p>External links Links to staff intranet removed</p>
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Information owner

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This page tells you about this version of the 'Completing the Parole Board information form' guidance and who owns it.

Version	3.0
Valid from date	11 March 2014
Policy owner	Official – sensitive: information removed
Cleared by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Clearance date	27 March 2013
The version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	07 March 2014

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact criminal casework operational process and policy (CCOPP) using related link: Email CC process team inbox, who will ask MGT to update the guidance, if appropriate.

MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

Related links
See also
[Changes to this guidance](#)
[Contact](#)

External links
Links to staff intranet removed