

,Isle of Man Government
Department of Home Affairs
Appointments to the Parole Committee

The Role

The Department of Home Affairs is looking for two suitable members of the public to join the Parole Committee for a term of three years.

A job description and person specification for the role is attached at **annexes A and B** to these notes.

The closing date for applications is 5.00pm on Friday 1st June.

Entry Requirements

The following persons will not be eligible to be appointed as a member of the Committee –

- (a) a person who is, or, at any time in the three years prior to [start of recruitment process] has been, a member of the Isle of Man Constabulary;
- (b) a person who is, or, at any time in the three years prior to [start of recruitment process] has been, in service in the Department of Home Affairs;
- (c) a person who is, or, at any time in the three years prior to [start of recruitment process date] has been, a member of the Independent Monitoring Board appointed under Part 7 of the Custody Rules 2015;
- (d) a member of the Legislative Council or the House of Keys; and
- (e) a Justice of the Peace.

Ideally the applicant would qualify as an “Isle of Man worker”, as defined in section 1 of the Control of Employment Act 1975 (as amended).

In addition, it would be ideal for applicants to have been normally resident on the Island for three years, but, exceptions may be made to this point.

Potential appointees are required to provide evidence of entitlement to work in the United Kingdom, which in most cases will be in the form of a valid passport. An appointment will be conditional on the applicant providing documents to confirm this. Failure to present this evidence will entitle the Department to withdraw the appointment.

A successful applicant may also be required to provide original certificates or an original letter from the Awarding Body to confirm any relevant qualifications have been achieved. An appointment to the Committee cannot be made unless this formal verification, if required, has been received.

Should you have any difficulties in producing such documents, please contact Scott Wilson or on 694306 or by e-mailing scott.wilson@gov.im.

Submission of applications

An applicant's Curriculum Vitae must set out the knowledge and experience the applicant feels is necessary for this appointment.

A successful applicant may be required to provide original certificates or an original letter from the Awarding Body to confirm any relevant qualifications have been achieved. An appointment to the Committee cannot be made unless this formal verification, if required, has been received.

Potential appointees are also required to provide evidence of entitlement to work in the United Kingdom, which in most cases will be in the form of a valid passport. An appointment will be conditional on the applicant providing documents to confirm this.

Failure to present the above evidence will entitle the Department to withdraw the appointment. As a member of the Committee all applicants must have their own transport, a driver's license and a mobile phone in order to perform this role effectively.

Selection Procedures

All submissions will be assessed and a shortlist will be selected for interview. Referees of those invited to attend an interview may be approached at this time **providing** permission has been given on their Application Form. Where permission has not been given on the application form, a referee would not be approached at this stage.

A candidate shortlist will be drawn up and those on the list will be invited for an informal discussion about the duties and responsibilities of the role before the formal interview.

Terms and Conditions of Appointment

This appointment by the Department will be subject to the Custody Act 1995, the Custody Rules 2015 (as amended) and the seven principles underpinning public life as detailed in **annex C**.

Remuneration

Members of the Committee are compensated for their time and reasonable expenses for attending meetings, as provided for under the Payment of Members Expenses Act 1989 (as amended) and the related secondary legislation.

The attendance allowance for an ordinary member of the Committee is £78 per meeting, up to a maximum of £130 per session. In addition, a member will be able to claim mileage for travelling to attend such meetings at a rate of up to 50 pence per mile.

Hours of Work

The Committee has up to 12 monthly meetings scheduled per year, each meeting lasting for around 5 hours depending on the size and complexity of the agenda. In advance of these meetings members are required to consider dossiers and, following training, the prepare papers with regard to such dossiers. The experience of existing members indicates such preparations

will take at least 10 hours prior to each meeting, in a confidential environment, depending on the nature of the submissions to the Committee.

In addition to this the Committee can be called to meet, often at short notice, to consider urgent matters such as prisoner recalls. These meetings are arranged so that as many members as possible can attend recognising that at short notice some may be unavailable.

There is also sometimes a requirement to meet at the prison when the parole applicant has requested to be at the meeting, but most meetings are held in Douglas.

Finally, discussions of applications and notifications of meetings may be undertaken by email (a Government laptop will be provided) and members are expected to be contactable by email within a reasonable timeframe.

Smoking Policy

You will be expected to comply with the Isle of Man Government Smoking Policy, and for the policy within the building in which you are meet, in accordance with the Public Health (Tobacco) Act 2006.

Rehabilitation of Offenders Act 2001

The nature of the appointment is such that applicants are not, by virtue of the Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001 [SD 281/01], entitled to withhold details of 'spent' criminal convictions.

Further Information

For further information please contact Scott Wilson (694306, scott.wilson@gov.im).

Note

Canvassing of members of the Department of Home Affairs either directly, or indirectly, will disqualify the candidate.

This does not prevent an applicant from seeking more information on the role from officers of the Department or from using for reference purposes Members of the Legislature, other than those serving in the Department of Home Affairs.

Annex A

Department of Home Affairs

Parole Committee member

Job Description

1. Role of the Parole Committee

The Isle of Man Parole Committee is an independent statutory Committee within the Isle of Man Criminal Justice System.

It is responsible for making recommendations to the Minister for Home Affairs regarding the release and recall of prisoners whose cases are referred to it by the Department. When prisoners are released on licence, the Committee may make recommendations regarding the conditions applied to such licenses; the variation or cancellation of these conditions; and any other matter which is connected with the release or recall of prisoners.

2. Committee Meetings.

The Committee has up to 12 monthly meetings scheduled per year, each meeting lasting for around 5 hours depending on the size and complexity of the agenda. In advance of these meetings members are required to consider dossiers and, following training, the prepare papers with regard to such dossiers. The experience of existing members indicates such preparations will take at least 10 hours prior to each meeting, in a confidential environment, depending on the nature of the submissions to the Committee.

The business of the Committee follows an agenda and the Prison Governor and Head of Community Rehabilitation are present for part of the meetings so they can deliver an update report and deal with other concerns on behalf of the Prison and Probation Services.

Each member of the Committee is expected to attend these meetings and contribute to the discussions and decisions of the Committee.

3. Training

You will be expected to participate in any training which may be provided for Committee members.

Annex B

Department of Home Affairs
Parole Committee member
Person Specification

ATTRIBUTES
Qualifications
Whilst no specific qualifications are required the qualifications held by applicant will be of interest and potential applicants are invited to consider how these may be relevant to the work of the Committee.
Experience
Members of the Committee come from all backgrounds and walks of life and the diversity of experience each member brings to the Committee is valued. It will be useful for the applicant to demonstrate a past history of community involvement and support. Applicants would be required to show how their experiences may be relevant to the work of the Committee.
Knowledge & Skills
Whilst no specific knowledge is required for this appointment, an understanding of the Isle of Man Criminal Justice System and the associated legislation would be a definite advantage. In addition, an applicant should possess a number of skills. These will include the ability to – <ul style="list-style-type: none">• listen and respond effectively (this will include the ability to check your own understanding and ensure others are able to understand your response);• draw out information from a number of sources including staff, prisoners and others;• convey points clearly (orally and in writing);• use appropriate procedures when dealing with issues;• contribute to discussions and be prepared to support your views;• work as a member of a team; and• observe and respond effectively.
Key Competencies and Behaviours
The applicant will be expected to:- <ul style="list-style-type: none">• maintain the highest standards of integrity and honesty in full compliance with the seven principles of public life (see annex C of the information pack);• have an awareness of the need to treat everybody with fairness, respect and dignity;• hold a commitment to the work of the Committee.

Circumstances/Interests
<p>A desire and commitment to contribute to the Government's core purpose "to maintain and build on the Island's high quality of life."</p> <p>Conduct themselves at all times, both in their professional and personal lives, in a manner which will maintain public confidence in the position.</p> <p>Ideally the applicant would qualify as an "Isle of Man worker", as defined in section 1 of the Control of Employment Act 1975 (as amended).</p> <p>In addition, it would also be ideal for applicants to have been normally resident on the Island for three years, but exceptions may be made to this point.</p>

Annex C

Department of Home Affairs

Conflicts of Interest

A guide for applicants for membership of public bodies

The Seven Principles Underpinning Public Life

The Government Code requires members of public bodies to, at all times, exercise the highest standards of behaviour in line with the seven principles of public life. The principles of public life are as follows:

- Selflessness** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.
- Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- Objectivity** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness** Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership** Holders of public office should promote and support these principles by leadership and example.

All candidates who put themselves forward for public appointment must be able to demonstrate their commitment to the principles and values of public service.

It is important the candidate's commitment to the probity principle is tested and assessed at interview. One of the issues which might arise in relation to this is of conflict of interest.

What is a conflict of interest?

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned, should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Committee that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a Committee Member can be extremely damaging to the body's reputation and it is therefore essential these are declared and explored in the same way as an actual conflict would be. The fact a member acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

You will find a section on conflicts of interest in the application form for you to complete. This asks you to consider and declare whether or not you have a real, or perceived, conflict. If you are unsure if your circumstances constitute a possible conflict, you should still complete this section, in order to give the Selection Panel as much information as possible.

If I declare a conflict, does this mean I will not be considered for appointment?

No – each case is considered individually. If you are shortlisted for interview, the Panel will explore with you how far the conflict might affect your ability to contribute effectively and impartially on the Committee and how this might be handled, if you were to be appointed. For example, it may be possible to arrange for you to step out of meetings where an issue is discussed, in which you have an interest. However, if, following the discussion with you, the Panel believes the conflict is too great and would call into question the probity of the Committee or the appointment, they can withdraw your application.

What happens if I do not declare a known conflict, which is then discovered by the Committee after my appointment?

Again, each case would be considered on its merits, but a view may be taken that by concealing a conflict of interest, you would be deemed to have breached the Seven Principles of Conduct Underpinning Public Life and your appointment terminated.

What happens if I do not realise a potential conflict exists?

This situation may arise where the applicant is not familiar with the broad range of work which a body covers and therefore does not realise a conflict might exist. In some cases, the Panel, with their wider knowledge of the body, might deduce there is a potential conflict issue, based on the information on employment and experience provided by the candidate in the application form. They will then explore this at interview with the candidate.

What happens if a conflict of interest arises after an appointment is made?

This could arise for two main reasons. The first is the member's circumstances may change, for example, they may change jobs and in doing so, a conflict with their work on the Committee becomes apparent. The second is where a member is unfamiliar with the range of the work of the body, but after appointment, it becomes clear a conflict exists where none had been envisaged during the appointment process.

In both cases, the issue should be discussed with the Chairman of the Committee and Chief Executive of the Department, to decide whether or not the Committee member can continue to carry out their role in an appropriate manner and each case is considered individually.

It may be the conflict is such that it would be impractical for the Committee member to continue on the Committee, if they would have to withdraw from a considerable amount of the body's routine business. In such cases, the member may be asked to stand down from the body.

Areas where a conflict could arise

There are five main issues, which could lead to real, or apparent, conflicts of interest. These are:

- Relevant pecuniary or other interests outside the organisation;
- Relationships with other parties/organisations which could lead to perceived or real split loyalties;
- Knowledge of emerging Government Policy could give unfair personal advantage to people with allied business interests – for example, access to privileged information, trade secrets;
- Perception of rewards for past contributions or favours;
- Membership of some societies or organisations.

Some examples of potential, real or perceived, conflicts of interest are:

- You are a director of a building supplies firm and the body to which you are seeking appointment conducts regular procurement exercises for building materials.
- You could benefit personally from decisions taken by the Committee.
- You are a manager in a voluntary organisation, whose funding applications are considered by the body to which you are seeking appointment.
- The body for which you work could benefit financially from decisions taken by the Committee.
- Your company could have access to information, which would give them a commercial advantage over their rivals.
- Your appointment could be viewed as a reward for past favours.
- Your appointment could be viewed as the "old boy network" in operation.

In other words, no one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives a lot of media attention.

The above are examples only, so you should consider carefully your own circumstances to gauge whether or not a real, or perceived, conflict might exist.