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SCOTTISH STATUTORY INSTRUMENTS

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**2022 No. 385**

**The Parole Board (Scotland) Rules 2022**

**PART 3**

Procedure for cases to be determined by casework panel

**General procedure of casework panel**

**20.**—(1) Other than as provided for under these Rules, a casework panel may regulate its own procedure for considering a case under this Part.

(2) A casework panel is to consider, in relation to a case—

- (a) the dossier information,
- (b) any representations made by the person concerned under rule 10,
- (c) any representations made by a victim or family member of a victim,
- (d) any representations made by a family member of the person concerned, and
- (e) any other information or documents provided to the panel.

(3) In this rule, “victim” means any victim of the offence for which the person concerned’s current sentence was imposed.

**Information for casework panel consideration of case**

**21.** A casework panel may request information or documents from any person in relation to a case to be considered by the panel.

**Decision of casework panel**

**22.**—(1) A casework panel of 2 members must reach a decision by unanimous agreement.

(2) If a decision cannot be reached unanimously, a third member is to be appointed to the panel.

(3) A casework panel of three members must reach a decision by majority.

(4) The decision must be recorded in a document (a “decision minute”) which includes—

- (a) the reasons for the decision,
- (b) the date of the decision,
- (c) in the case of a panel of three members, whether the decision was unanimous or reached by majority.

(5) The decision minute must be sent to the parties not later than 10 working days after the date of the panel’s decision.