

PRISON BOARD MEMBER – EXPRESSION OF INTEREST

PRISON BOARD MEMBER

LOCATION

Dhekelia / HM Prison

ELIGIBILITY

The position is open to Cypriot Nationals, UK Nationals, UK Family Members with a valid and current status stamp and UKBCs.

You cannot be considered for the role if you:

- Are a serving member of the SBA Police staff (police officer / civilian).
- Had an earlier term of appointment on the Prison Board of 3 tenures.

REMUNATION

No salary. Volunteer posting.

NUMBER OF VACANCIES

Two

TERMS AND CONDITIONS

Voluntary posting – 4 year term
(See full Terms of Reference at Annex A)

ALLOWANCES

Members of the Panel may claim the amount of €90 per meeting/prison visit (of more than one hour) Travelling & Subsistence allowances to cover for meetings and visits to HM Prison.

CLOSING DATE

5 November 2025, Midnight, Local Cyprus Time

Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- Good command of the English language.
- Aged 18 years or over.
- Demonstrate that you meet the **key qualities** of a Prison Board member:
 - Working together.
 - Communicating and Influencing.
 - Improvement and change.
 - Equality, diversity and inclusion.
 - Integrity and independence.
- Agree to the Code of Conduct for a Prison Board member (Annex B).

DESIRABLE CRITERIA:

- Knowledge of SBA Legislation.

- Social Worker qualifications.

For specific details of the role please refer to the attached TERMS OF REFERENCE

TO APPLY FOR THIS POSITION: Please provide

Letter and personal statement. You must forward a **letter expressing your interest**, with a **personal statement** of no more than 250 words. Please provide an overview of why you wish to join the Prison Board. For example, you may wish to identify what it is that interests you about the role, what you feel you could contribute and what you feel you might gain from the role.

Curriculum Vitae where you should:

- Include previous **work experience and activities** such as volunteering, caring responsibilities and educational activities.
- State any **Public Appointments** you hold or have previously held.
- State any previous **Prison Board appointments**. If you are a former Prison Board Member who wishes to re-apply, you can do so, but not for more than two tenures.
- Demonstrate how your skills and experience meet with the following **key qualities**:
 - Working together.
 - Communicating and Influencing.
 - Improvement and change.
 - Equality, diversity and inclusion.
 - Integrity and independence.

Forward your application to Sylvana.Mavrohanna309@mod.gov.uk

ADDITIONAL INFORMATION:

The selection process is a fair and open competition, people will be evaluated on their own merit.

For further information about the role involved please contact the Justice & Home Affairs Secretary by telephone: Tel No: 00357 2596 8054.

Only electronic applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted.

Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage. You will only receive feedback of your performance from the interview stage.

SOVEREIGN BASE AREAS ADMINISTRATION PRISON BOARD**TERMS OF REFERENCE****Introduction / Legislation**

1. The SBAA Prison Board is appointed by the Administrator in accordance with Part 5 of the Prison (General) Regulations 2005.

Membership Selection and appointments

2. The Board should comprise ideally of **five** members, but not less than four, including a Chairman and the Area Officer (Dhekelia) who is an ex-officio member. The Senior Clerk at the Dhekelia Area Office, if practically possible, will be the secretary of the Board, but will not constitute as a Board member.

3. Board membership, barring the Area Officer, is on a volunteer basis. In order to ensure an effective and impartial Board, the positions are advertised and a selection panel is formed to select the appointments. The selection panel is chaired by the Justice and Home Affairs Secretary (JHA Sec) and consists of the Area Officer Dhekelia and a second member as appointed by the JHA Sec.

4. Following the panel selection, the ex-officio, assisted by the Secretary, will hold an introductory meeting with the selected panel members who will be asked to nominate a Chairperson. In case of a tie, the ex-officio gets a casting vote. Upon the selection of the Chairperson, the ex-officio will make a recommendation to the Administrator, through the JHA Sec, for the appointment of the Chairperson for the Prison Board and Board members. The Administrator will make a final decision on the appointment of the Chairperson and Board members and proceed with appointing and gazetting all the members of the Prison Board, including periods of appointments.

5. The Board should **ideally** consist of a qualified Social Worker, have representation from the Greek Cypriot community and the Turkish Cypriot community and be gender balanced.

6. Serving Officers and staff of the SBA Police are not eligible to apply for membership to the Board.

Duration of appointment

7. Appointment will be for 4 years. Reappointed members will not serve more than three tenures. Reappointed members will go through an internal process for selection involving their expression of willingness to continue their work with the Board¹ and the authorisation of their reappointment by the Administrator.

Roles and responsibilities of the Board / Support by SBA Police

8. The Board should meet at the prison as and when necessary, but at least three times in a rolling year. Decisions and actions must be recorded and circulated to Board members within two working weeks. The Board must report annually to the Administrator and Chief Officer of the Sovereign Base Areas (COSBA), through the JHA Sec, on its work, and immediately on any matter which it considers ought to be drawn to the Administrator's attention.

¹ To the Justice and Home Affairs Secretary

A quorum is achieved when more than half of the Board members are present (the minimum number is half of the total members, rounded up).

9. The principal duties and powers of the Board include:

- a. Alerting the Superintendent of Prisons and JHA Sec to any matter requiring attention and bringing any abuses in connection with the prison which come to their knowledge.
- b. Hearing and investigating any request or complaint which any prisoner may make to them and report the same with their opinions to the COSBA, through the JHA Sec.
- c. Co-operating with the Superintendent of Prisons on all matters in which their help may be of use.
- d. Inquiring into the state of the prison buildings and reporting their views to the COSBA, through the JHA Sec.
- e. Inquiring into conditions of prison labour, vocational training and industrial employments.
- f. Co-operating with the Superintendent of Prisons on matters relating to prisoners' welfare.
- g. Undertaking such enquiries or investigations as the COSBA may decide.
- h. Performing any other duties as may be laid down in Part 5 of the Prisons (General) Regulations.

10. Members of the Prison Board are expected to make regular visits to the prison. Every member of the Prison Board shall be at liberty to enter, at all times the prison and to make any enquiries or investigations therein as they consider necessary; and they shall be accompanied by a prison officer who shall remain in sight but out of hearing, if the member so requests. Details of each visit must be recorded.²

11. The Prison Board may not hear any complaints by prisoners concerning the correctness of convictions or the severity of sentences.

12. The Prison Board should report to the Administrator and COSBA, through the JHA Sec.

13. The Superintendent of Prisons and/or SBA Police representative are required to attend the meetings of the Board **when requested**, to brief the members on current matters at the Prison, and for consultation purposes. They should not be present during any further discussions, voting or decision making by the Board.

Code of Conduct and guidance for Prison Board members

14. All members are subject to the Prison Board Code of Conduct (Appendix 1), developed in line with the Nolan Principles of Public Life³.

Basic information and guidance will be provided by the Authority.

² Passes will be issued to Prison Board members by the ex-officio

³ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Allowance and remuneration eligibility

15. Members of the Panel may claim the amount of €90 per meeting/prison visit⁴. Additionally, members may claim reasonable travelling and subsistence expenses for their meetings and visits that take place, usually at the Prison.

APPENDIX:

1. Prison Board - Code of Conduct

Revision table

<i>Date</i>	<i>Nov 20</i>	<i>Policy Coordinator</i>
<i>Annual review</i>	<i>Sep 23</i>	<i>JHA Pol & Prog Offr</i>
<i>Annual review</i>	<i>Sep 24</i>	<i>JHA Pol & Prog Offr</i>
<i>Last review</i>	<i>Aug 25</i>	<i>JHA Pol & Prog Offr</i>
<i>Next review</i>	<i>Aug 26</i>	

6 August 2025

⁴ That last for one hour or more.

**Appendix 1
TO THE TERMS OF REFERENCE
OF THE SBAA PRISON BOARD**

**PRISON BOARD
CODE OF CONDUCT FOR MEMBERS**

Prison Board members are public appointees and, as such, their conduct must reflect the seven principles of public life, known as "The Nolan Principles". It is the responsibility of every Prison Board member to ensure that they are familiar with, and comply with, the provisions of this Code of Conduct.

1. Selflessness

Prison Board members must perform their duties with the just and humane treatment of prisoners and detainees as their overriding priority at all times.

2. Integrity

a. Prison Board members must always be demonstrably independent of the SBA prison and police.

b. Prison Board members must not accept any gifts or hospitality which might compromise, or appear to compromise, their personal judgment or place them under an improper obligation.

c. Prison Board members must remain scrupulously objective and professional in their relationships with individual prisoners or detainees.

d. Prison Board members must ensure that no conflict, neither perceived nor real, arises between their public duties and their private interests, financial or otherwise.

e. Prison Board members must respect the confidentiality of information, particularly information provided by, or concerning, prisoners or detainees. They must adhere to all applicable standards and procedures for maintaining the security of information they receive in the course of their duties.

f. Prison Board members must ensure that they act at all times, and follow all legitimate instructions, to preserve the security and safety of prisoners, detainees and all who work in or visit the establishments they monitor.

3. Objectivity

a. Prison Board members must be objective and impartial in evaluating the performance of the establishment being monitored; they must base judgments on clear and reliable evidence, reporting fairly and without favour.

b. Prison Board members have a duty to promote equality of opportunity; to foster good relationships between those with protected characteristics and others; and to seek to eliminate unlawful discrimination.

4. Accountability

a. Prison Board members must act and behave according to the statutory requirements of their role and the agreed codes of conduct and performance standards. They are publicly

accountable for their actions. They are appointed, and their appointments may be terminated, by the Administrator where there is reasonable cause.

b. All Prison Board members must play a full and active part in the work of the Board. This includes complying with reasonable requests from the Board Chair and other Board officers in fulfilling their duties and responsibilities.

c. Prison Board members must act in accordance with policies and practices agreed by the Prison Board or its predecessor.

5. Openness

a. Prison Board members must always act in an open and transparent manner, subject to statutory or other proper considerations of information assurance and confidentiality.

b. Prison Board members must treat all those they encounter in the course of their duties with courtesy and respect; they must maintain purposeful and constructive dialogue with prisoners and detainees, with management and staff of the establishment being monitored, and with the other members of the Board.

6. Honesty

Prison Board members must act with truthfulness and honesty, and within the law, at all times. They must comply with the Prison Board rules on allowances and expenses.

7. Leadership

Prison Board members should demonstrate the principles of this Code of Conduct in their own behaviour, promoting and robustly supporting them at all times.