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DBM 09/08

All members of IMB
IMB Clerks

NATIONAL TRAINING PROGRAMME FOR IMB MEMBERS 2009

Please find attached the programme of National Training courses for the year 2009, which is being circulated to all IMB members at their home addresses, and to IMB clerks. I would be grateful if Chairs or BDOs could check at the next Board meeting that every member has received a copy, and that new members appointed after receipt of this letter also receive a copy. It should be noted that the Foundation (previously New Members) and Continued Development (previously Experienced Members) courses are now generic to members in both IRC's, Immigration Holding Rooms, and Prisons.

An application form is included at the end of this correspondence. Can members apply for courses on that form or by email rather than on the telephone. Please note that many courses fill up quickly so you are advised to book early.

Please bear in mind the following points:

New Chairs Course

Chairs being appointed 1st January 2009 apply for the course 27- 29 November 2008 at Marriott Hotel Leicester

Chairs being appointed 1st January 2010 apply for course 26th-28th Nov 2009 at Marriott Hotel Leicester

Foundation Course (formerly called 'New Members course')

It is mandatory that all members attend a Foundation course in their first 12 months after appointment. Members are advised to apply early in their probationary year, but are advised not to attend until completion of at least 3 months on the board.

Continued Development course (formerly called Experienced members course)

This course is designed for members who have completed two years on the IMB. Please note only members from the Northern area will be eligible for the course in York due to heavy demand. Overnight accommodation before the course is not provided except on medical grounds.

Thematic Workshops

Following an evaluation of two pilots held in 2008 it has been decided to run three themed courses: Foreign Nationals/Deaths in Custody/Mental Health

If you have any queries about the programme or training matters in general please contact me on 0207 035 2257, fax 0207 035 2250, or e-mail rodney.bowles@justice.gsi.gov.uk

Rodney Bowles
National Training Co-ordinator

17th September 2008

**INDEPENDENT MONITORING BOARDS FOR PRISONS,
IRCs, and IMMIGRATION HOLDING ROOMS**

NATIONAL TRAINING PROGRAMME

2009

Friday/Saturday	26-27 June	Holiday Inn, Eastleigh near Southampton
Friday/Saturday	14-15 August	Aztec Hotel Bristol
Friday/Saturday	25-26 September	Crowne Plaza NEC, Birmingham
Friday/Saturday	6-7 November	Marriott Hotel, York

This course is designed for new members in their first year.

The aim of the course is to enable members to gain confidence in their new role and to contribute fully to the work of their Board. This course is mandatory for all new members, and is residential. Please note a mid-week training course is also provided.

Topics covered will include: - the probationary year, IMB duties, establishing credibility, rota visits, prisoner's applications and Requests and Complaints procedures, the prisons Ombudsman, segregation under Rule 45/49, adjudications, serious incidents and general security, diversity

CONTINUED DEVELOPMENT COURSE (formerly 'Experienced Members course')

Course starts at 11.30 Friday and finishes at 12.30 Saturday

Friday/Saturday	17-18 April	Marriott Hotel Waltham Abbey (Essex)
Friday/Saturday	8-9 May	Crowne Plaza Hotel, NEC Birmingham
Friday/Saturday	17-18 July	Marriott Hotel, York
Friday/Saturday	9-10 October	Holiday Inn, Eastleigh nr Southampton
Friday/Saturday	16-17 October	MacDonald's Hotel, Manchester

This course is designed for members who:

- have already attended the new members' course,
- have been on the Board at least **two years**
- have not attended an Experienced Members/ Continued Development course within the last 3 years

The aim of this course is to enable members to improve their individual effectiveness and to contribute more significantly to the performance of their Boards. This course is residential.

Topics to be included: - role of the Board, serious incidents, the applications process, resources for advanced monitoring, monitoring disciplinary procedures (Segregation), Safer Custody, role of the mentor, monitoring adjudications, current concerns and good practices, resettlement.

THEMATIC WORKSHOPS

The course starts at 09.00am and finishes at 15.30pm

Saturday	16 May	Crowne Plaza Hotel, NEC Birmingham Workshop on issues relating to Foreign Nationals
Saturday	25 July	Crowne Plaza Hotel, NEC Birmingham Workshop on Deaths in Custody
Saturday	22 August	Crowne Plaza Hotel, NEC Birmingham Workshop on Mental Health

This course is designed for members who have at least 4 years IMB experience and the topic is relevant to their establishment. Please note:-

- A maximum of 2 members from each establishment will be accepted for any one Thematic Workshop
- Members should only apply for one Thematic Workshop per year

This course is residential on the Friday night.

BOARD DEVELOPMENT OFFICERS COURSE

Course starts at 09.00 and finishes at 15.30

Saturday	31 January	Crowne Plaza Hotel, NEC Birmingham
Saturday	14 February	MacDonald's Hotel, Manchester
Saturday	7 March	Aztec Hotel Bristol
Saturday	4 April	Marriott Hotel Waltham Abbey (Essex)

This course is for newly appointed BDOs, or those requiring refresher training. The course is residential on the Friday night.

Topics covered will include :- National Induction Programme for new members and the probationary year, Annual Team Performance reviews, the relationship between the BDO/Chairman/Vice Chairman/Establishment Training Department; identifying a Board's training needs and conducting a training needs analysis; setting up an effective training programme, and organizing local training sessions and exchange visits

**IMB NATIONAL TRAINING COURSE
APPLICATION FORM**

Please complete in block capitals

NAME

ESTABLISHMENT

DATE OF APPOINTMENT TO IMB

COURSE TITLE

DATE

LOCATION

HOME ADDRESS AND DAYTIME TELEPHONE NUMBER

Address

Telephone Number

SPECIAL DIETARY REQUIREMENTS

SPECIAL ACCOMMODATION REQUIREMENTS (NB. all rooms are single occupancy)

OTHER

Please Return to: Beverley Folkes
 2nd Floor Ashley House
 2 Monck St
 London SW1P 2BQ

 0207 035 2258

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Email – Beverley.folkes@homeoffice.gsi.gov.uk

