

**Form A**

Request/Application to see the

**INDEPENDENT MONITORING BOARD**

**HMP/IRC**



**Before asking to see the IMB you should have tried to solve your problem by speaking to prison/centre staff or through the Complaints Procedure.**

Name:

ID Number:

Location:

Date

**It would be helpful if you could tell us why you wish to see the IMB:**

(Put this form in the IMB Box. It will be collected (insert date/time) and you should be seen within/by (insert date/time). Thank You. The IMB

**To be completed by the IMB**

Date Request Received:

IMB Reference no.:

National IMB Code:

**IMB Member's Notes of Discussion:**

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IMB Member's Name:

Date:

Signature:

**Attach a copy of a written reply or write below the verbal response to the applicant or note other action taken:**

Concluding IMB Member's Name:

Signature:

Date:

**Form B**

**Applications by Subject (an example of a pre-prepared matrix)**

CODE		SUBJECT	Jan	Feb	March	April	May	June	Sub-Total
A Accommodation	A1	Cell quality							
	A2	Wing/cell allocation							
B Adjudications and Segregation	B1	Adjudications – internal							
	B2	Adjudications – external							
	B3	Rule 45/49 segregation							
C Diversity	C1	Racial issues referred to prison/IRC staff							
	C2	Racial issues not referred to staff							
	C3	Other diversity issues eg. disability							
D E/T/E and regimes	D1	Education/employment							
	D2	IEP							
E family/visits	E1	Visits							
	E2	Resettlement issues							
	E3	Mail/Pin phones							
F Food/kitchen related		Food/kitchen issues							
G Health related		Health issues							
H Property	H1	Property related to previous prison/IRC							
	H2	Property related to current prison/IRC							
	H3	Canteen/Argos/Facilities list							
I Sentence Related	I1	Basic sentence (inc. remand time)							
	I2	HDC							
	I3	Immigration/deportation							
	I4	Categorisation							
	I5	Police days							
	I6	ROTL							
	I7	Parole Board							
J -Staff/Prisoner/ Detainee related	J1	Apps about staff							
	J2	Apps about prisoners/detainees							
	J3	Apps from staff							
K Transfers		Transfers							
L Miscellaneous		Miscellaneous							

**Form B (Continued)**

**Applications by Subject** (an example of a pre-prepared matrix)

CODE		SUBJECT	July	Aug	Sept	Oct	Nov	Dec	Total
A Accommodation	A1	Cell quality							
	A2	Wing/cell allocation							
B -Adjudications and Segregation	B1	Adjudications – internal							
	B2	Adjudications – external							
	B3	Rule 45/49 segregation							
C Diversity	C1	Racial issues referred to prison/IRC staff							
	C2	Racial issues not referred to staff							
	C3	Other diversity issues eg. disability							
D E/T/E and regimes	D1	Education/employment							
	D2	IEP							
E family/visits	E1	Visits							
	E2	Resettlement issues							
	E3	Mail/Pin phones							
F Food/kitchen related		Food/kitchen issues							
G Health related		Health issues							
H Property	H1	Property related to previous prison/IRC							
	H2	Property related to current prison/IRC							
	H3	Canteen/Argos/Facilities list							
I Sentence Related	I1	Basic sentence (inc. remand time)							
	I2	HDC							
	I3	Immigration/deportation							
	I4	Categorisation							
	I5	Police days							
	I6	ROTL							
	I7	Parole Board							
J -Staff/Prisoner/ Detainee related	J1	Apps about staff							
	J2	Apps about prisoners/detainees							
	J3	Apps from staff							
K Transfers		Transfers							
L Miscellaneous		Miscellaneous							

## **WEEKLY ROTA & SEGREGATION/CARE & SEPARATION UNIT VISITS**

Form (C) shows how rota visits can be recorded. The form may be adapted to reflect the particular areas in prisons/IRCs to be monitored, eg names of units.

The purpose of recording what is observed during each weekly rota visit is:

- to provide a continuous overview of the establishment
- to inform the Board
- to record issues to raise with the Governor/Director/Centre Manager
- to provide material for the Annual Report
- to have an audit trail for visits

Also attached is a form (D) for use when visiting all prisoners/detainees on the segregation/separation unit and a matrix (E) to provide a running overview for Board management purposes and the Annual Report summary.

### **Good Practice Usage**

An enlarged matrix form (E) covering all areas and units of the prison/centre should be displayed in the IMB office. The matrix will be a cross-reference to ensure all areas are monitored adequately within the Annual Report timeframe.

There is a difference between the weekly rota visit and the monthly/quarterly report on specific areas/issues. For example, a Board can decide to focus on an area for a particular month (or more), say purposeful activity, but the weekly rota must still be undertaken and recorded. There is benefit if this record is standardised as in form (C) which recognises the mandatory areas to be observed and allows issues to be highlighted with reference to the Governor/Director/Centre manager if necessary.

The rota report requires a minimum one visit per week and can be completed at that visit but best practice allows for observations made later in the week to be added to the report and the final version submitted to the clerk for circulation. (Each Board may distribute their report in whichever way is most practicable.)

It is the duty of the Board to see each prisoner in Segregation at least once a week, so it is essential that these visits are fully recorded as on form (D).

Some Boards circulate each report to every member, others photocopy the original and leave the copy in their office for the next rota member to see what happened the previous week. The original is submitted to the Governor/Director/Centre Manager. At the monthly meeting, relevant issues from the weekly reports are discussed. By submitting the reports to the Governor/Director/Centre manager weekly, it allows informed responses to be presented at the following Board Meeting.

Date ordered filing is essential with blank weeks being noted. There is a crucial difference between a report submitted with no observations and no report submitted.



Independent Monitoring Board

Record of Rota Visit

HMP/IRC

Name: .....	Date: week commencing.....200
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Wings	A	B	C	D	E	G	H	I	J	K		Seg	
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Adjudications		Admin		Canteen		Chaplaincy		Education		Gardens		Healthcare		Kitchen	
Library		Probation		Reception		Security		Training		Visits		Workshops		Works	

Areas Visited	Comments/Concerns	Governor/Staff Comment	Action



