

DBM 01/06

To: All Board Members

c.c. Clerks to IMBs
National Council
National Tutors

20 March 2006

Dear Board Member

EXPENSES

A decision has been taken by the Prison Service that the local payment of local expenses in public sector prisons will cease as of 1 April 2006, as a result of the Prison Service centralising the payment of all expenses at Newport.

Consequently, there will be no advantage for Boards at these prisons to remain within the Prison Service finance system. It is therefore proposed that from 1 April 2006 the members of all IMBs will be paid by the Adelphi Service Centre in Liverpool. However, expenditure claims will still have to be certified and authorised by officials within your prison, as before.

I recognise that you will be disappointed to discover that local payment of expenses has come to an end, but the decision was taken elsewhere. Nonetheless, the move does have some advantages to members. It will provide you with a single financial system and a single payment centre for all claims. It will also enable the use of a single expenses form for all duties.

A copy of the expenses form is enclosed. You will see that it refers to a supplier number. For those members who have made a claim for nationally paid expenses since August 2005, you will already have a supplier number. So, from 1 April 2006, when you are making an expenses claim, all you need to do is refer to your supplier number on the form, have the form certified and authorised by officials within your prison in the usual way, and ask them to send it to:

Adelphi Service Centre
4th Floor
India Building
Water Street
Liverpool L2 OUR

For those members who do not currently have a supplier number, when you are making an expenses claim after 1 April 2006 you should complete all the other details on the form, have it certified and authorised as above, and ask them to send it to:

Adelphi Service Centre
4th Floor
India Building
Water Street
Liverpool L2 OUR

When the claim is paid and the remittance advice is sent to you, it will have the supplier number on it. You should then refer to that supplier number when submitting any further expenses claims: you will not need to complete your bank details for the further claims.

For those new members who have yet to submit an expenses claim and are not therefore on our records, please phone Kevin Jones here at the Secretariat for advice on:

0207 035 2256

We understand that the target for payment of claims by Adelphi is within two weeks of receiving the claim.

If you have any questions on this subject, then please direct them to Kevin Jones, here at the Secretariat, on:

0207 035 2256

Alternatively, you can get in touch with the Adelphi helpline on:

0151 224 8000

Norman McLean
Head of the Independent Monitoring Boards' Secretariat

