



Independent Monitoring Boards Secretariat
HM Prisons & Immigration Removal Centres
2nd Floor
Ashley House
2 Monck Street
London SW1P 2BQ
Tel 020 7035 2265
Fax 020 7035 2250
Email: laura.armstrong9@homeoffice.gsi.gov.uk

To: All Members of IMBs in Prison Establishments

DBM 08/04

February 2008

**ANNUAL CONFERENCE: “*Independent Monitoring*”
18th-20th SEPTEMBER 2008**

Dear Board Member,

Each year, the Independent Monitoring Boards hold an Annual Conference, hosted by the IMB National Council. The Conference provides an opportunity to listen to high profile speakers from the Prison Service, the Prison Ombudsman, and various key organisations. Additionally there is plenty of opportunity to network with fellow IMB Members from across England and Wales, participate in topical workshops and meet members of the National Council and Secretariat.

Once again, this year’s Annual Conference will take place at Keele University in Staffordshire from Thursday 18th to Saturday 20th September. Each Board is invited to nominate two delegates to attend the Conference. This year, there will be no Conference waiting list as it will be expected that Boards will make their own arrangements for organising reserve delegates. The Conference is open to any Board Member, and is not reserved specifically for Chairs and Vice Chairs. It is hoped that Boards will do their best to send Members who have not had an opportunity to attend a previous Conference.

Please note that National Council Members and National Tutors will be attending to perform specific duties at the Conference. Therefore, where this applies, Boards may send two additional delegates as well as the NC Member or Tutor on their Board.

Conference attendees are expected to share their knowledge and experiences with the rest of their Board Members, following the Conference.

CONFERENCE PROGRAMME

The full programme has yet to be finalised, but it may be helpful to know that registration will take place from 14:00 onwards on Thursday 18th September, with the first session starting at 15.45. The Conference will end after lunch on Saturday 20th September.

A series of workshops will be arranged for Friday 19th September, details of which are to follow shortly.

Monitoring fairness and respect for people in custody

The Conference is residential with two rooms per Board having been reserved on the 18th and 19th September. The rooms are all en-suite and are located within the grounds of the University.

A Dear Chair letter will be sent to all Chairs within the next two weeks. This will contain two conference application forms. The closing date for receipt of all delegate application forms is **31st May 2008**. In order to reduce the administration involved in organising this event, Any Boards who miss this deadline will lose their place(s) at the Conference. A confirmation letter will be sent to all delegates upon receipt of their application.

If after confirmation, any delegate finds they are not able to attend, please contact Laura Armstrong in the Secretariat as soon as possible with a replacement name.

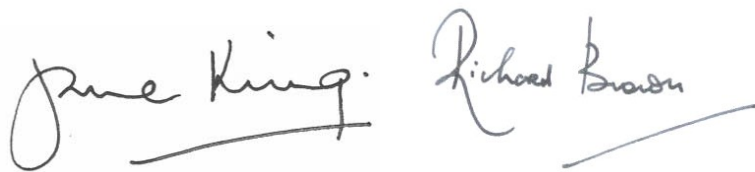
TRAVELLING TO KEELE

Keele University is situated near Newcastle-under-Lyme in Staffordshire and free parking will be available to all those who require it. The nearest railway station is Stoke, followed by Stafford and Crewe. Your travel costs should be claimed on the normal expenses form from your local establishment, but rail tickets can be ordered prior to the Conference. Further details will be sent to confirmed delegates.

CONFERENCE ENQUIRIES

This letter is intended to give advanced notice of the Conference so that IMB Members are informed and Boards can begin to make plans for sending delegates. If you have any enquiries about the Conference at this early stage, please do not hesitate to contact Laura Armstrong in the IMB Secretariat on 020 7035 2265 or email: laura.armstrong9@homeoffice.gsi.gov.uk

Yours sincerely

The image shows two handwritten signatures in black ink. The signature on the left is 'Jane King' and the signature on the right is 'Richard Brown'. Both signatures are written in a cursive style and are positioned above a horizontal line that spans across both names.

Jane King and Richard Brown
IMB National Council