

DBM 08/06

27 September 2006

Dear Board Member

### **CO-OPTION TO NATIONAL COUNCIL**

The Training Strategy Group under the Chairmanship of Simon Nieboer has begun a radical review of IMB training. It will link national and local training making them mutually supportive and thus more useful to Board members through their Board careers. It will also provide training in the various skills needed for effective monitoring.

As this is such an important programme which will require much detailed work in the preparation of training modules and liaison with local training coordinators, the National Council has decided to co-opt for a term of two years an IMB member with the capacity and expertise to take this strategy forward. The new member will find the work is likely to take up to 1½ days a week and at times rather more. He or she will not, of course, have the constituency responsibilities of elected colleagues, but will be expected to attend National Council meetings and take a full part in its discussions.

I enclose a copy of the job description for the role. As you will see, the person appointed will also chair the Training Strategy Group and will be involved in overseeing the design and delivery of diversity training.

If you have a strong belief in the benefits of training for Board members and the experience required and would like to be considered for this post, please fill in the accompanying application form and return it to Steve Kilbey in the IMB Secretariat by 12 October. The selection will be made shortly after then by a panel appointed by the National Council in time for the successful candidate to work with Simon Nieboer before Simon retires from the National Council at the end of the year.

Should you want to discuss the post and what it might entail further, please get in touch with your National Council representative, Norman McLean, Head of the IMB Secretariat (020 7035 2254, [norman.mclean@homeoffice.gsi.gov.uk](mailto:norman.mclean@homeoffice.gsi.gov.uk)) or Simon Nieboer, National Council member and Chair of the Training Strategy Group (01453 520 222, [Nieboer@tiscali.go.uk](mailto:Nieboer@tiscali.go.uk)), any of whom would be delighted to talk to you.

Yours sincerely  
Peter Lloyd.

Sir Peter Lloyd  
President, IMB National Council

*Application Form – National Council Co-opted Member*

<b>Name</b>			
<b>Address</b>			
<b>Email</b>		<b>Date of Birth</b>	

<b>Member of IMB at</b>	
<b>Joined IMB in</b>	
<b>Posts Held on IMB</b>	
<b>Relevant Training Experience, Knowledge and/or Qualifications</b>	

**Please state below why you would like to be considered for this role and what special qualities you can contribute:**

**Signed** ..... **Date** .....

Please return to:

Steve Kilbey  
IMB Secretariat  
2<sup>nd</sup> Floor  
Ashley House  
2 Monck Street  
London SW1P 2BQ

**CLOSING DATE FOR RECEIPT OF APPLICATIONS - 12 October 2006**

## **Co-opted National Council Member for Training**

### Overall Purpose

To provide advice and support to the National Council, National Tutors and the IMB Secretariat on the subject of training.

### Main Responsibilities

- To advise and support the National Council, National Tutors, Training Co-ordinators the IMB Secretariat and IMBs in taking forward the national strategy for training, and taking the lead in developing policy on training.
- To chair the Training Strategy Group.
- To liaise with tutors and other stakeholders to examine training needs.
- To develop and take forward good practice in training.
- To analyse and prepare advice on policies and other issues which have implications for training.
- To develop strategies to ensure that national and local training are linked and complementary.
- To monitor the effectiveness of current training programmes, in conjunction with the lead tutor.
- To liaise with policy sub-groups (e.g. the diversity working group) to ensure that any perceived training needs can be met.
- To oversee the design and delivery of diversity training by external consultants.

### Desirable Competencies

- Good communicator.
- Capacity to provide leadership
- Experience in a training role
- Understanding of management of change
- Knowledge of management of change.
- Willingness to promote training and its benefits.
- Experience of at least two years as a Board member.
- Knowledge and understanding of IMB training