



Independent Monitoring Boards Secretariat
HM Prisons & Immigration Removal Centres
2nd Floor
Ashley House
2 Monck Street
London SW1P 2BQ
Tel 020 7035 2267
Fax 020 7035 2250
Email: grainne.stephens@homeoffice.gsi.gov.uk

To: All Chairs of IMBs in Prison Establishments

Cc: IMB Clerks, National Council (for information)

03 May 2006

DC 05/06

Dear Chair

ANNUAL CONFERENCE: 14-16 SEPTEMBER 2006

This year's Annual Conference will take place at Keele University in Staffordshire from Thursday 14 September to Saturday 16 September. Each Board may send two delegates to the Conference. We would be grateful if all Chairs would assist by quickly circulating the information contained in this letter to their members and passing on the necessary paperwork to those members of your Board who will be attending.

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 14 September, with the first session starting at 15:45. The Conference will end after lunch on Saturday 16 September.

The theme of this year's Conference will be based on the 8 key messages and the programme will be particularly useful for less experienced IMB members. We would therefore ask you to encourage newer members of the Board to attend, particularly those who have not attended an IMB conference before, or Board members who have not attended recently.

CONFERENCE DELEGATES

The Conference is residential and expenses other than travel to and from Keele University will be met nationally. Those Boards that have representatives on the NC or have members who are national training tutors may send two delegates in addition to the NC member or tutor, who will receive a separate invitation.

Details of those attending the conference should be submitted on the enclosed forms to Paul Laming at the IMB Secretariat by Friday 23 June at the latest.

WAITING LIST

Any Board with more than two members wishing to attend the Conference may nominate two additional names, which will be added to a waiting list. We will be allocating waiting list places in early July. In order to ensure the allocation of places is as fair as possible priority will be given to Boards with no additional members already attending in another capacity.

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. If you wish to travel by train the IMB Secretariat would be happy to arrange your ticket for you; details will be sent out to all those attending nearer the time.

CONFERENCE ENQUIRIES

If you have any enquiries about the conference please do not hesitate to contact either Paul Laming in the IMB Secretariat on 020 7035 2265 (paul.laming@homeoffice.gsi.gov.uk) or Grainne Stephens on 020 7035 2267 (grainne.stephens@homeoffice.gsi.gov.uk). Any enquiries regarding rail tickets should be directed to Rodney Bowles on 020 7035 2257 (rodney.bowles@homeoffice.gsi.gov.uk).

We look forward to meeting all delegates and guests in September.

Yours faithfully



David Graham and Jane King
IMB National Council