

**ALL CHAIRS OF INDEPENDENT MONITORING BOARDS
IN PRISON AND IMMIGRATION REMOVAL CENTRES**

**DC 08/04 and
IMM 08/04**

cc. Governors
Directors and Controllers of contracted out Prisons
Centre Managers in immigration removal centres
Clerks to the IMB
National Council Members

4 June 2004

Dear Chair,

APPOINTMENT OF CHAIR AND VICE CHAIR: 2005

The appointment of the Chair and Vice Chair of all Boards will lapse on 31 December 2004. Under both the Prison and Detention Centre Rules, these appointments are currently made by the Minister acting on behalf of the Secretary of State. You will however be aware that Sir Peter Lloyd's Working Group concluded that nothing is gained from the requirement for Ministerial endorsement of the Board's own elections for these posts and recommended that the Prison Rule should be amended accordingly. The Working Group also recommended that Visiting Committees (now IMBs) in immigration removal centres should also be brought within a new structure to be adopted for Boards in prison establishments; a recommendation which was accepted and implemented. It is therefore anticipated that any such proposal to alter the current appointment procedures for Chairs and Vice Chairs, if adopted, would apply similarly to such appointments made under the Detention Centre Rules.

2. The recommendation is one of a number which require amendments to the Prison Rules, and it would clearly be neither sensible nor practical to embark on changes to the Rules in a piecemeal fashion or whilst other recommendations remain under consideration. It is therefore proposed to adhere to the present arrangement for the appointment of the Chair and Vice Chair for Boards in 2005.

3. I have attached at Annex 1, the timetable that all Boards should adopt to ensure that the appointment of a Chair and Vice Chair for the coming year is made in good time to allow the individuals to take up post by 1 January next year.

4. Your Clerk has the responsibility for taking forward locally the nomination process for the election and appointment of your Board's Chair and Vice Chair. Detailed guidance for the Clerk, including

draft letters for his/her use, is given in the Clerk's Handbook. Copies of the nomination forms and the draft letters are also attached at Annex 2 for your information.

5. All completed nomination forms giving details of the elected Chair and Vice Chair should be returned to Mike Paice here in the IMB Secretariat **no later than 31 October 2004** please. A reply within the requested timescale should allow Ministers sufficient time to appoint members and notify them accordingly before the end of the year.

6. I should like to thank you in advance for your assistance in this exercise. Please contact Mike Paice the Appointments Officer on 020 7035 2260, Rowan Moys on 020 7035 2259, Georgina Bird on 020 7035 2264 or Paul Blake on 020 7035 2263 if you have any queries or need further advice.

Yours faithfully

Norman McLean
Head of the Independent Monitoring Boards' Secretariat

The following members of the Board have therefore been nominated for appointment to Chair and Vice Chair, for the year beginning 1st January 2005:

CHAIR:

VICE-CHAIR:

Signature:
IMB Clerk

Date:

SAMPLE FORM

APPOINTMENT OF CHAIR AND VICE CHAIR: 2005

NOMINATION FORM

I..... nominate

For the office of Chair/Vice Chair at HMP/YOI /IRC.....

Seconded

I consent to being nominated for the office of Chair/Vice Chair at HMP/YOI /IRC

.....

Name:

Signature:

Date

APPOINTMENT OF CHAIR AND VICE CHAIR: 2005

INDEPENDENT MONITORING BOARD HMP/YOI/IRC.....

VOTING FORM

I vote for as Chair

I vote foras Vice Chair.

INDEPENDENT MONITORING BOARDS

DEAR CHAIRMAN LETTER COVER SHEET

Date: 4 JUNE 2004	DC: 08/04 and IMM 08/04
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Title: **APPOINTMENT OF CHAIRS AND VICE CHAIRS FOR 2005**

To: **CHAIRS OF INDEPENDENT MONITORING BOARDS IN PRISONS AND IMMIGRATION REMOVAL CENTRES**

CC: **CLERKS TO INDEPENDENT MONITORING BOARDS
NATIONAL COUNCIL MEMBERS
THE GOVERNOR
CONTROLLERS AND DIRECTORS OF CONTRACTED OUT PRISONS
CENTRE MANAGERS IN IMMIGRATION REMOVAL CENTRES**

Subject Matter and action required (if any): **FOR ACTION. ALL CURRENT APPOINTMENTS EXPIRE ON 31 DECEMBER 2004. THE DC SHOULD BE DRAWN TO THE ATTENTION OF ALL MEMBERS.**

This DC letter supersedes: **N/A**

Related DCs: **N/A**