

DC 10/08 &
IMM 07/08

**TO: CHAIRS OF INDEPENDENT MONITORING BOARDS IN PRISONS,
IMMIGRATION REMOVAL CENTRES AND IMMIGRATION HOLDING
ROOMS**

30 April 2008

cc: Governors
Controllers and Directors of contracted out prisons
Centre Managers of Immigration Removal Centres
Clerks to the IMB
Members of the National Council
National Tutors
Independent Interviewers

Dear Chair

**APPOINTMENTS TO INDEPENDENT MONITORING BOARDS:
IMPORTANT CHANGES TO SECURITY CHECK PROCEDURES**

Introduction

This is to notify you of significant changes which have occurred to the procedures for the security clearance of applicants for membership of IMBs, as a result of:

- the transfer of responsibility from the Home Office to the Ministry of Justice on 1 April 2008 for the security clearance of candidates applying to join IMBs at prisons, which has required a higher level of security clearance
- the implementation of the Safeguarding Vulnerable Groups Act 2006, which will apply to all IMBs

2. May I, first of all, express my regret that you were not advised sooner of these changes; unfortunately, there was a degree of uncertainty about the precise requirements of the Ministry of Justice and therefore how IMBs would be affected. This is therefore the earliest opportunity to inform you of what is required.

The Changes

3. The following changes need to take place with immediate effect:

- all candidates who apply to join a Board at a High Security prison, an Immigration Removal Centre or Immigration Holding Room will require Enhanced CRB Disclosure in addition to the Counter Terrorist Check level security clearance which they already require. A list of those establishments can be found at Annex A.
- candidates who apply to join any establishment other than those listed at Annex A will require Enhanced CRB clearance only. For that reason, the Criminal Conviction Declaration Form no longer needs to be submitted. However, candidates will still require a Basic Check Verification Form to be completed for them by a member of the establishment's staff which must be forwarded to the Secretariat with the completed CRB form.

4. The need for all candidates to be CRB cleared will, I am afraid, mean that candidates whose security documents were received in the Secretariat on or after 1 April 2008 will now require CRB clearance before their applications can be put before the Minister for consideration. The Secretariat will be writing directly to those candidates and will discuss the position with the Chairs of the Boards affected. This will mean a delay in the processing of the applications which is regrettable; there is, however, nothing that can be done to circumvent this.

The reasons for the changes

5. A risk assessment conducted by the Ministry of Justice indicated the need for candidates applying for Boards at prisons to be Enhanced CRB cleared. However, candidates for **all** Boards (including IRCs and IHRs, for which the Home Office still has responsibility) will need to be CRB cleared in any event because of the introduction of the Safeguarding Vulnerable Groups Act 2006. This requires those who work with children or vulnerable adults to be registered with the Independent Safeguarding Authority (ISA). The ISA's role is to help prevent unsuitable people from working with children and vulnerable adults and will risk assess applicants using data gathered by the CRB. The Act defines all prisoners and detainees as vulnerable adults. All candidates will, therefore, need to be CRB cleared in preparation for this. **N.B. All existing IMB members will require CRB clearance in due course and we will be sending a Dear Board Member letter to all members as soon as we have further information giving more details of the scheme and how it will be phased in.**

Completion of the forms

6. I hope that it will offer some reassurances to know that the CRB's target is to complete 90% of Enhanced checks within 4 weeks. However, experience shows that some checks can take considerably longer than that to be processed and so it is essential that Boards send completed CRB forms on to the Secretariat at the earliest opportunity to avoid delays in processing applications.

7. Supplies of CRB forms are being sought urgently and an initial supply of 10 CRB Disclosure application forms will be sent to each Board as soon as possible. Guidance on how to complete the form is attached at Annex B. Should you have any questions about these changes, please contact the Secretariat's Security Officer, Paul Blake, on 020 7035 2263. For further supplies of CRB forms, when these are required, please contact Debbie Goddard on 020 7035 2262.

Norman McLean
Head of the IMB Secretariat

LIST OF BOARDS REQUIRING CRB AND CTC CLEARANCE

Boards at the establishments below must ensure that a Basic Check Verification form is completed for each candidate by a member of the prison/immigration staff and that the candidate completes a Security Questionnaire. A CRB application form will also need to be completed. For all other Boards, a CRB form and a Basic Check Verification Form only are required.

ALL IRCs AND IHRs

BELMARSH

FRANKLAND

FULL SUTTON

LONG LARTIN

MANCHESTER

WAKEFIELD

WHITEMOOR

WOODHILL

GUIDANCE ON THE COMPLETION OF THE CRB APPLICATION FORM

- The IMB Secretariat (as the Registered Body) will issue CRB application forms to Boards directly. This is necessary to ensure that a copy of the candidate's disclosure certificate which is issued by the CRB is sent to the Secretariat.
- The CRB will not accept photocopied forms under any circumstances so only original forms (which have a purple logo on the front page) must be used.
- Forms must be completed in black ink only; forms completed in any other colour ink will be rejected by the CRB.
- Candidates need complete only Sections A-D and H of the form.
- Once the candidate has completed the relevant sections, a member of the Prison Service/Immigration Service/Controller's staff should complete Section X to confirm the candidate's identity documents have been checked. Original documents only should be accepted. The CRB requires that if an applicant is able to produce any of the documents from Group 1 below, a total of three identity documents need to be seen (i.e. one from Group 1 plus any two from Groups 1 or 2). If an applicant is unable to produce any documents from Group 1, five documents from Group 2 need to be produced.

- **Valid Identity Documents:**

Group 1

Passport	EU National Identity Card
Driving Licence (UK) (Full or provisional) -England/ Wales/ Scotland/ Northern Ireland/ Isle of Man ; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence)	Birth Certificate (UK) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
HM Forces ID Card (UK)	Firearms Licence (UK)
Adoption Certificate (UK)	

Group 2

Marriage/Civil Partnership Certificate	Financial Statement ** - e.g. pension, endowment, ISA
Birth Certificate	Vehicle Registration Document (Document V5 old style and V5C new style only)
P45/P60 Statement (UK) **	Mail Order Catalogue Statement *
Bank/Building Society Statement *	Court Claim Form (UK) ** - Documentation issued by Court Services
Utility Bill* - electricity, gas, water, telephone – including mobile phone contract/bill	Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
TV Licence **	Addressed Payslip *
Credit Card Statement *	National Insurance Card (UK)
Store Card Statement *	NHS Card (UK)
Mortgage Statement **	Benefit Statement* - e.g. Child Allowance, Pension
Insurance Certificate **	Certificate of British Nationality (UK)
Council Tax Statement (UK) **	Work Permit/Visa (UK) **
A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK)*: e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security	One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK): <i>Do not use more than one of the following documents</i> Convention Travel Document (CTD) - Blue Stateless Person's Document (SPD) - Red Certificate of Identity (CID) - Brown Application Registration Card (ARC) Immigration Status Document (ISD)
CRB Disclosure Certificate **	Letter from a Head Teacher *

Connexions Card (UK)	
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*documentation should be less than three months old

**issued within past 12 months

At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

- Where it is possible, the identity documents seen should be recorded in Section X of the form. The CRB requires that where this is not possible, all documents seen need to be recorded on a continuation sheet, which can simply be a sheet of A4 paper which is then returned with the application form. An example of this provided by the CRB is as follows:

<p>Form reference number: F012345678910 Registered Body number: 12345678901 Applicant name: JOHN SMITH Address: 3 THE ROAD, THE TOWN, THE COUNTY A12 ABC Documents seen: - MARRIAGE/CIVIL PARTNERSHIP CERTIFICATE - P60 STATEMENT - BARCLAYS BANK STATEMENT - BURTONS CREDIT CARD STATEMENT - HOUSE OF FRASER STORE CARD STATEMENT</p>

- Section Y of the form will be completed by officials in the IMB Secretariat before submitting the form to the CRB.
- Applicants will receive a copy of the Disclosure Certificate directly from the CRB. The outcome of the CRB checks will not be made available to Boards for reasons of confidentiality.

- No payment is required since clearances are free for voluntary organisations.

IMB Secretariat

May 2008