

## INDEPENDENT MONITORING BOARDS

### DEAR COLLEAGUE LETTER COVER SHEET

Date: **1 July 2004**

DC: **11/04 and IMM 11/04**

Title: **PROCEDURES FOR DEALING WITH ALLEGATIONS AND/OR COMPLAINTS ABOUT CONDUCT AND POOR PERFORMANCE**

To: **ALL MEMBERS OF INDEPENDENT MONITORING BOARDS**

CC: **CLERKS TO INDEPENDENT MONITORING BOARDS  
GOVERNORS AT ESTABLISHMENTS  
CENTRE MANAGERS OF IMMIGRATION REMOVAL CENTRES  
CONTROLLERS AND DIRECTORS OF CONTRACTED OUT PRISONS  
NATIONAL COUNCIL MEMBERS**

Subject Matter and action required (if any): **NEW DISCIPLINARY PROCEDURES AND CODE OF CONDUCT for IMMEDIATE IMPLEMENTATION**

This DC letter supersedes: **DC4/99**

Related DCs: **N/A**

1 July 2004

**DC/IMM 11/2004**

To: All members of IMBs for prisons and IRCs

Dear Colleague

**PROCEDURES FOR DEALING WITH ALLEGATIONS AND/OR COMPLAINTS  
ABOUT CONDUCT AND POOR PERFORMANCE**

DC 47/2003 issued on 18 December 2003 introduced a draft copy of the Disciplinary Procedures for Board members incorporating a new Code of Conduct and invited IMB members to comment on the draft procedures.

2. The Secretariat received responses from 30 Boards and 13 individual Board members which were considered by a working group comprising members of the National Council and the Secretariat. The majority of respondents offered suggestions to clarify and/or improve the proposed procedures and many of those were put to the National Council at their meeting on 30 March. The National Council made further amendments which were incorporated into the final text which has now been approved by Ministers.

3. Whilst we hope that you may never need to refer to the procedures as a party to a complaint, it is possible that you may be asked to be a witness or support one of your colleagues. The National Council believes, therefore, that it is important that you should have your own copy of the new procedures which I am pleased to enclose. Should at any time in the future you cease to be a member of the IMB, I should be grateful if you would return the procedures manual either to the IMB Clerk or, if you prefer, to the Secretariat.

4. If you have any queries on this letter or need further advice on any of the issues raised, please contact your National Council representative, Anne-Marie

Stephens on 0207 035 2270 or Jacky Erwtelman, our independent investigating officer, on 0207 035 2268.

5. The new procedures come into effect on 1 July 2004; this letter replaces in its entirety DC4/99.

Yours faithfully

**Norman McLean**  
**Head of the Independent Monitoring Boards' Secretariat**