

INDEPENDENT MONITORING BOARDS

DEAR CHAIRMAN LETTER COVER SHEET

DATE: 22 August 2007

DC 14/07
IMM 11/07

**TITLE: APPOINTMENT OF CHAIRS, VICE CHAIRS AND BOARD
DEVELOPMENT OFFICERS FOR 2008**

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

**C.C. BOARD DEVELOPMENT OFFICERS
CLERKS TO INDEPENDENT MONITORING BOARDS
NATIONAL COUNCIL MEMBERS
GOVERNORS
DIRECTORS AND CONTROLLERS OF
CONTRACTED OUT PRISONS
CENTRE MANAGERS IN IMMIGRATION REMOVAL CENTRES**

Subject Matter and Action Required (if any)
**FOR ACTION. NEW ELECTIONS ARE REQUIRED. THE DC SHOULD BE
DRAWN TO THE ATTENTION OF ALL MEMBERS**

THIS DC LETTER SUPERSEDES: N/A

RELATED DCs: N/A

DC 14/07
IMM 11/07

22 August 2007

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

c.c. Board Development Officer
Governors
Directors and Controllers of Contracted Out Prisons
Centre Managers in Immigration Removal Centres
Clerks to the IMBs
National Council Members

Dear Chair

**APPOINTMENT OF CHAIR, VICE CHAIR AND BOARD DEVELOPMENT
OFFICER: 2008**

The appointment of the Chair and Vice Chair of all Boards will lapse on 31 December 2007. Under current Prison and Detention Centre Rules, these appointments are made by the Minister acting on behalf of the Secretary of State. In addition, elections also need to be held for the post of Board Development Officer.

2. I have attached at Annex 1, the timetable that all Boards should adopt to ensure that the appointment of a Chair, Vice Chair and Board Development Officer for the coming year is made in good time to allow the individuals to take up post by 1 January 2008. **NB It is essential that the procedure is followed so that all members have sufficient time to consider making nominations and applying for office themselves; failure to do this may result in the process having to be declared null and void and then having to be repeated.**

3. Your Clerk has the responsibility for taking forward locally the nomination process for the election and appointment of your Board's Chair, Vice Chair and Board Development Officer. 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.

4. All completed nomination forms giving details of the elected Chair, Vice Chair and Board Development Officer should be returned to Mike Paice here at the IMB Secretariat **no later than 31 October 2007** 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 (although Board Development Officers will not be appointed by Ministers).

TRAINING FOR NEW CHAIRS, VICE CHAIRS AND BOARD DEVELOPMENT OFFICERS

5. It is recognised that new Chairs will need assistance in carrying out their role and a training course has been arranged in advance of the new Chairs taking up their new duties on the 1 January 2008. The course is being held at the Holiday Inn, Eastleigh, Nr Southampton from 29 November 2007 to 1 December 2007. Please apply to Rodney Bowles here, as soon as possible, if you would like to take a place on the course.

6. Training Courses for Vice Chairs and Board Development Officers will be held in the New Year. Please see the National Training programme 2008 for dates and locations.

7. 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, Nigel Mulcaster on 020 7035 2259, David Hawes on 020 7035 2264 or Paul Blake on 020 7035 2263 if you have any queries or need further advice on the election and appointment of Chairs and Vice Chairs, and Rodney Bowles on 020 7035 2257 on the election and appointment of Board Development Officers.

Yours faithfully

Norman McLean
Head of the Independent Monitoring Boards' Secretariat

**APPOINTMENT OF CHAIR, VICE CHAIR AND BOARD
DEVELOPMENT OFFICER**

August

- Clerk arranges with Chair for nominations to be on the September agenda.
- Clerk checks the Board's constitution to find how many members make up a quorum (if there is no constitution this will be a minimum of three members).

September

- At the September meeting the Clerk explains the nomination procedure, issues nomination forms to all members, and announces a deadline date for submission.

October

- Members hand in or post nominations to the Clerk by the agreed date.
- The Clerk then circulates a full list of all nominations in writing to all members and sends out postal voting forms where necessary, in good time to allow members unable to attend the October meeting to vote by post.
- At the October meeting, the Clerk announces all the members that have been nominated for Chair, Vice Chair and Board Development Officer, and invites members in attendance to vote by secret ballot if there is more than one candidate for any of the posts.
- Clerk then announces the result of the votes to the meeting (having included any postal votes).
- Clerk sends the election return form at Annex 2 to the Secretariat by 31 October.

November

- Receipt of election results at the Secretariat

Secretariat acknowledges and forwards to the Minister for endorsement in the case of Chairs and Vice Chairs.

November/December

- Notification to the individuals and Boards of appointment of Chair, Vice Chair and Board Development Officer.

Notes

1. A member can stand for both Chair, Vice Chair and Board Development Officer but cannot hold all these posts at the same time.
2. **Except where (exceptionally) agreed by the Secretariat**, a Chair or Vice Chair who has already served three consecutive years in office is not eligible to be nominated for a fourth consecutive term.

APPOINTMENT OF CHAIR, VICE CHAIR AND BOARD DEVELOPMENT OFFICER

FORM TO BE RETURNED TO THE SECRETARIAT BY 31 OCTOBER OF EACH YEAR

ELECTION RETURN FORM

FROM:
 IMB Clerk
 HMP/YOI/IRC

TO: IMB Secretariat
 Room 206, Ashley House
 2 Monck Street
 London SW1P 2BQ

The number of members in post are andvoted.
 The following members were put forward for appointment:

CHAIR	
NAMES	NUMBER OF VOTES RECEIVED

VICE CHAIR	
NAMES	NUMBER OF VOTES RECEIVED

BOARD DEVELOPMENT OFFICER	
NAMES	NUMBER OF VOTES RECEIVED

The following members of the Board have therefore been nominated for appointment to Chair, Vice Chair and Board Development Officer for the year beginning 1st January 2008.

CHAIR

VICE CHAIR

**BOARD DEVELOPMENT
OFFICER**

**SIGNATURE:
IMB CLERK**

Date:

SAMPLE FORM

**APPOINTMENT OF CHAIR, VICE CHAIR AND BOARD
DEVELOPMENT OFFICER: 2008**

MEMBER'S NOMINATION FORM

I.nominate

For the office of Chair/Vice Chair/Board Development Officer at HMP/YOI/IRC

.....

Seconded

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

.....

Name:

Signature

Date:

**APPOINTMENT OF CHAIR, VICE CHAIR AND BOARD
DEVELOPMENT OFFICER: 2008**

INDEPENDENT MONITORING BOARD HMP/YOI/IRC

VOTING FORM

I vote for as Chair

I vote foras Vice Chair

**I vote for as Board Development
Officer**