

**INDEPENDENT MONITORING BOARD (IMB) MANAGEMENT BOARD MEETING**  
**05/10/2020**

Microsoft Teams Call

**Notes**

*Present:*

Anne Owers (Chair)  
Will Baker  
Beverley Thompson  
Keith Jamieson  
Kevin Whiteside  
Lynne Chambers  
Mojeed Yusuf  
Jane Leech  
Pauline Fellows

*In attendance:*

Head of IMB Secretariat  
Transformation Lead  
Business Manager

**1. Apologies for absence**

None received

**2. Conflicts of Interest (COI)**

No conflicts of interest declared

**3. Notes of last meeting**

The notes of the previous meeting, previously circulated, to be agreed via email

**4. Action points from previous meetings**

Ongoing:

- Mandatory training proposal to come to December meeting
- Discussion of team and change management in boards: now rolled into meeting to take forward meeting between management board (MB) and regional representatives (RRs)

**5. Chair's report**

The Chair gave a verbal report including:

- A welcome to the new IMB Business Manager. RRs have reported that board chairs are feeling under pressure and receiving a lot of information. These issues will be discussed at the follow-up meeting and there will be a report back to the November MB meeting.
- Brook House (BH) inquiry has opened; there will be no oral evidence until June 2021
- BH board and the Charter Flight Monitoring Team have sent a letter to HO minister about concerns about detainees from Channel boat crossings
- Discussion has now taken place with those responsible for education contracts in Her Majesty's Prison and Probation Service (HMPPS), to signal concern at the patchy nature of education provision
- National Monitoring Framework (NMF) consultation to take place w/c 12<sup>th</sup> October
- Immigration Detention Estate (IDE) national annual report will be published later this month
- Boards will be encouraged to complete individual compacts as part of triennial reviews.

## 6. Secretariat report

The Head of Secretariat gave a verbal report:

- MB **AGREED** that applications where criminal records have been disclosed should go to COI panel and a risk-based framework should be developed to determine how these cases should be handled.
- MB **AGREED** the allocation of budget to a national recruitment campaign, alongside guidance for boards on local publicity to support this. Good /successful practice on local publicity will be explored. They also **AGREED** that boards cannot require more than the equivalent of 2-3 days a month, expressed in hours.
- There was discussion on how best to recognise the work done over lockdown by IMB members.
- Given the current situation it is likely that the 0800 system, in some form, will continue to be needed, alongside visits and paper applications.

Governance of the transformation project was discussed.

## 7. Updates:

### Regional Representatives Working Group:

- New recruitment process is now live, with guidance, and independent interviewer training is taking place

### Training:

- New members' course wash up sessions are taking place
- New modular, remote board leaders' course is being developed and separate refresher training is being considered for existing board leaders
- Mandatory IDE training has been completed, with positive engagement by IDE members. Some of this training would be suitable for prison boards
- Additional training for 0800 call handlers is taking place on 12<sup>th</sup> October
- MB **AGREED** not to recruit for lead trainer at present
- It was noted that remote and modular training has been a great success during lockdown and should be part of our training offer for the future

### Information Working Group:

- Summaries of HMPPS exceptional delivery models have been completed
- Equality/diversity and segregation monitoring toolkits are completed
- Further toolkits will be agreed and published

### Conduct and performance – review of processes:

- In general, the processes are working well, but there should be some guidance/training for chairs in using local resolution process
- It was suggested that asking for feedback after a complaint is closed may help to prevent counter complaints

## 8. Report back on joint RR/MB meeting and proposed actions:

This has raised important points about lessons learnt during Covid and support needed for boards and chairs

## 9. Statutory changes: IMB response

IMB response is now on the website and has been circulated to various interested parties. Chair thanked MB for comments and involvement with drafting

## 10. 20/21/22 Budget

The Secretariat set out preliminary figures for the current and subsequent year. A full paper will be circulated for the next MB meeting for decision.

**11. Open Estate Group & YOI Forum terms of reference (TORs)**

MB **AGREED** the substance of the ToRs.

It was **AGREED** that all functional groups should have ToRs.

**12. AOB**

It was **AGREED** to continue to have monthly meetings this year, with the likelihood of reverting to two-monthly in 2021.