



National Training  
Independent Monitoring Boards Secretariat  
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To: All IMB Members  
Cc: IMB Clerks

DBM 06 /09

Dear Colleagues,

## NATIONAL TRAINING PROGRAMME - 2010

Please find attached the National Training Programme for 2010, detailing the national training courses scheduled for the year.

It would be appreciated if Chairs or Board Development Officers could check at the next Board meeting that every member has received a copy. Board Development Officers should also ensure that members appointed after receipt of this letter receive a copy.

The National Training Programme will be posted on the IMB website ([www.imb.gov.uk](http://www.imb.gov.uk)) in due course and additional copies can be downloaded if required.

Foundation Courses (previously 'New Members') and Continued Development Courses (previously 'Experienced Members') are now generic and open to all members, whether attached to Immigration Removal Centres, Short Term Holding Facilities or Prisons.

Details of how to apply to attend a course are included on the application form at the end of this document. Please follow the instructions detailed for booking courses. We are no longer able to accept telephone booking for national training events.

The National Training Programme in 2010 includes the following events:

Course	Of particular interest to:
<b>New Chairs' Course</b>	<ul style="list-style-type: none"><li><b>Chairs of Boards / Chairs Designate</b> Chairs being appointed on <b>1<sup>st</sup> January 2010</b> should apply for the New Chairs' Course on 26-28<sup>th</sup> November 2009  Chairs being appointed on <b>1<sup>st</sup> January 2011</b> should apply for the New Chairs' Course on 25-27<sup>th</sup> November 2010</li></ul>
<b>Foundation Course</b> (formerly 'New Members')	<ul style="list-style-type: none"><li><b>Members in their Probationary Year.</b> This is a mandatory course to be attended in their first 12 months of a member's appointment to the Board.  Members are advised to apply early in their probationary year, but not attend until they have least 3 months' service.  This course is an integral element of the Probationary Year and participants must attend the entire course.</li></ul>

<b>Continued Development Course</b> (formerly 'Experienced Members')	<ul style="list-style-type: none"> <li>• <b>Board Members with at least two years service</b></li> </ul> Members should not have attended a Continued Development Course (or Experienced Members') in the last three years.
<b>Thematic Workshops</b>	<ul style="list-style-type: none"> <li>• <b>Board Members with at least 4 years service</b></li> </ul> Members should have attended a Continued Development Course at least one year ago; and be able to demonstrate the relevance of the theme to their Board: <ul style="list-style-type: none"> <li>• Foreign National Prisoners</li> <li>• Deaths in Custody &amp; Self Harm Prevention</li> <li>• Mental Health</li> </ul>
<b>IMB Clerks</b>	<ul style="list-style-type: none"> <li>• <b>IMB Clerks</b></li> </ul> Establishment/Centre employees appointed as IMB Clerks
<b>Independent Interviewers' Gathering</b>	<ul style="list-style-type: none"> <li>• <b>Independent Interviewers</b></li> </ul> Open to current Independent Interviewers only.
<b>Triennial Review Training</b>	<ul style="list-style-type: none"> <li>• <b>Board Chairs</b></li> </ul> Only for Boards due to undertake triennial reviews in 2010. If Chairs are unclear whether their Board's Triennial Review is due, please contact the Secretariat Appointments Section.
<b>Vice Chairs' Course</b>	<ul style="list-style-type: none"> <li>• <b>Vice Chairs</b></li> </ul> Open to newly appointed Vice Chairs. Existing Vice Chairs who would like to attend as a refresher should speak to Rodney Bowles in the first instance.
<b>Board Development Officer Course</b>	<ul style="list-style-type: none"> <li>• <b>Board Development Officers</b></li> </ul> Open to new BDOs due to take up post on 1 <sup>st</sup> January 2010 and existing BDOs requiring refresher training. A course is provided in 2009, for those wishing to attend training prior to appointment.

The Training Strategy Group (TSG) is responsible for the development of the National Training Programme and receives regular reports of participant's feedback on specific events. The TSG always welcomes suggestions and comments regarding training matters in general.

If you have any queries or feedback about the National Training Programme (or training matters in general) please contact Rodney Bowles on 0207 035 2257, fax 0207 035 2250 or e-mail [rodney.bowles@justice.gsi.gov.uk](mailto:rodney.bowles@justice.gsi.gov.uk)

Yours faithfully,



Rodney Bowles  
National Training Co-ordinator

Steve Reeves  
Chair of Training Strategy Group



***NATIONAL TRAINING PROGRAMME***

**2010**

**For all Independent Monitoring Board Members in  
Immigration Removal Centres, Prisons and Short Term Holding Facilities**

## 2010 COURSE DATES

### Applying for a Course:

An application form is attached, along with details of how to apply. Please note that many courses fill up quickly so you are advised plan ahead and book early.

There are various requirements/restrictions on participation on specific courses. These are regularly reviewed and will be adhered to in the processing of your application.

All courses are under regular review, so the contents of courses may vary from the information included in this programme.

<b>NEW CHAIRS' COURSE</b>		
<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
26-28 <sup>th</sup> Nov 2009 For appointments 01/01/2010	Marriott Hotel Leicester	Thurs 12.00 - Sat 13.00
25-27 <sup>th</sup> Nov 2010 For appointments 01/01/2011	Marriott Hotel Leicester	Thurs 12.00 - Sat 13.00
<b><i>Brief Course Description:</i></b> Principles of Chairmanship; recruitment; Annual Reports; co-ordinating the work of the Board; dealing with disputes; raising issues; establishing effective relationships with senior managers; dealing with the media; and delegation.		
<i>Open to 'Chairs Designate' due to take up appointment on 1<sup>st</sup> January 2010</i>		
This course is residential		

<b>VICE CHAIRS' COURSE</b>		
<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
5 - 6 <sup>th</sup> February	Holiday Inn Eastleigh (Southampton)	Fri 12.00 - Sat 13.00
26 - 27 <sup>th</sup> February	Marriott Hotel, York	Fri 12.00 - Sat 13.00
12 - 13 <sup>th</sup> March	Crowne Plaza NEC, Birmingham	Fri 12.00 - Sat 13.00
<b><i>Brief Course Description:</i></b> This course helps newly appointed Vice Chairs by providing advice and support in the role and suggesting delegated functions they can undertake to support the Chair.		
This course is residential on the Friday		

<b>BOARD DEVELOPMENT OFFICERS' COURSE</b>		
<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
12 December 2009	Aztec Hotel Bristol	09.00 - 15.30
30 <sup>th</sup> January 2010	Crowne Plaza, NEC Birmingham	09.00 - 15.30
13 <sup>th</sup> February 2010	MacDonald's Hotel, Manchester	09.00 - 15.30
20 <sup>th</sup> February 2010	Marriott Hotel Waltham Abbey	09.00 - 15.30
11 <sup>th</sup> December 2010	Aztec Hotel Bristol	09.00 - 15.30
<b><i>Brief Course Content:</i></b> Probationary year; Annual Team Performance Reviews; the relationship between the BDO/Chair/Vice Chair; identifying the Board's training needs/conducting a training needs analysis; setting up effective local training sessions; and arranging exchange visits.		
This course is residential on the Friday night		

<b>FOUNDATION COURSE</b> (formerly 'New Members Course')		
<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
22 <sup>nd</sup> - 23 <sup>rd</sup> January	Marriott Hotel Waltham Abbey	Fri 11.30 - Sat 13.30
19 <sup>th</sup> - 20 <sup>th</sup> March	Marriott Hotel York	Fri 11.30 - Sat 13.30
2 <sup>nd</sup> - 3 <sup>rd</sup> June	MacDonald's Hotel, Manchester	Wed 11.30 - Thurs 13.30
25 - 26 <sup>th</sup> June	Holiday Inn, Eastleigh Southampton	Fri 11.30 - Sat 13.30
13 - 14 <sup>th</sup> August	Aztec Hotel Bristol	Fri 11.30 - Sat 13.30
24 - 25 <sup>th</sup> September	Crowne Plaza NEC, Birmingham	Fri 11.30 - Sat 13.30
5 - 6 <sup>th</sup> November	Marriott Hotel York	Fri 11.30 - Sat 13.30
<b><i>Brief Course Content:</i></b> Topics covered will include: - the probationary year, IMB duties, establishing Board credibility, rota visits, applications and formal complaints processes, the IMB role in serious incidents; general security; and diversity.		
This course is a mandatory element of the probationary year for members in their first year of appointment and <b>must be attended in full</b>		
This course is residential		

<b>CONTINUED DEVELOPMENT COURSE</b> (formerly 'Experienced Members Course')		
<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
16 - 17 <sup>th</sup> April	Marriott Hotel Waltham Abbey	Fri 11.30 - Sat 12.30
7 - 8 <sup>th</sup> May	Crowne Plaza NEC Birmingham	Fri 11.30 - Sat 12.30
16 - 17 <sup>th</sup> July	Marriott Hotel York	Fri 11.30 - Sat 12.30
8 - 9 <sup>th</sup> October	Holiday Inn, Eastleigh Southampton	Fri 11.30 - Sat 12.30
15 - 16 <sup>th</sup> October	MacDonald's Hotel, Manchester	Fri 11.30 - Sat 12.30
<b><i>Brief Course Content:</i></b> Topics to be included: - role of the Board, serious incidents, the applications process, resources for advanced monitoring, monitoring disciplinary procedures, Safer Custody, role of the mentor, monitoring adjudications, current concerns and good practices, resettlement.		
This course is designed for members who: <ul style="list-style-type: none"> <li>• have already attended a National Foundation Course (or 'New Members')</li> <li>• have been on the Board for at least two years</li> <li>• have not attended a Continued Development Course (or Experienced Members' Course) in the last 3 years</li> <li>• Only members from the Northern area may attend the course in York</li> <li>• A maximum of 3 members from the same board will be accepted per course.</li> </ul>		
This course is residential on Friday night Overnight accommodation before the course is not provided except on medical grounds		

### THEMATIC WORKSHOPS

**Venue:** Crowne Plaza NEC - Birmingham

<i>Dates</i>	<i>Theme</i>	<i>Timings</i>
Sat 15 <sup>th</sup> May	Foreign National Prisoners	09.00 - 15.30
Sat 24 <sup>th</sup> July	Death in Custody/Self Harm Prevention	09.00 - 15.30
Sat 21 <sup>st</sup> August	Mental Health	09.00 - 15.30

This course is designed for members who have at least 4 years IMB service and the theme is relevant to their establishment. Please note:

- No more than 2 people from a Board will be accepted on a specific Workshop
- Members may only apply for one Thematic Workshop per year

This course is residential on the Friday night

### TRIENNIAL REVIEW TRAINING FOR CHAIRS

<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
Sat 22 <sup>nd</sup> May	Ashley House, London	09.30 - 15.30
Sat 12 <sup>th</sup> June	Ashley House, London	09.30 - 15.30
Sat 19 <sup>th</sup> June	Ashley House, London	09.30 - 15.30
Sat 3 <sup>rd</sup> July	Ashley House, London	09.30 - 15.30

This training is for Chairs who are due to lead triennial reviews on their Boards in 2010  
If you are unsure whether your Board is due for triennial reviews please contact the  
Appointments section in the Secretariat

This course is not residential

If attendance proves impossible without accommodation please discuss this with Rodney Bowles

### IMB CLERKS' TRAINING

IMB Clerks **MUST** obtain line management permission before applying

<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
Fri 2 <sup>nd</sup> April	Ashley House, London	09.30 - 15.30
Wed 12 <sup>th</sup> May	Ashley House, London	09.30 - 15.30
Fri 6 <sup>th</sup> Aug	Ashley House, London	09.30 - 15.30

This training now takes place at Ashley House (not the PSC Newbold Revel)  
All travel and accommodation costs must be arranged and financed by establishments  
Travel & accommodation costs are **not** met by the Board/Secretariat

### INDEPENDENT INTERVIEWERS' GATHERING

<i>Dates</i>	<i>Venue</i>	<i>Timings</i>
Sat 27 <sup>th</sup> March	Marriott Hotel Leicester	09.00 - 15.30

**This event is only open to members of the Independent Interviewers' Network**

This course is residential on the Friday night



## IMB NATIONAL TRAINING PROGRAMME APPLICATION FORM

*Please complete in block capitals*

Name	
Board	
Date of appointment to IMB	
Course Title	
Date of Course	
Location of Course	
Home Address	
Daytime Telephone Number	
Special Dietary Requirements	
Special accommodation requirements (all rooms are single occupancy)	
Other Comments	

Please return completed forms to:

- Post Beverley Folkes, 2<sup>nd</sup> Floor Ashley House, 2 Monck St, London, SW1P 2BQ
- Fax 0207 035 2250
- Email [beverley.folkes@justice.gsi.gov.uk](mailto:beverley.folkes@justice.gsi.gov.uk)
- We no longer accept booking by telephone, but for information about your booking ☎ 0207 035 2258