



GUIDANCE FOR IMB NETWORK OF SPEAKERS

These are *guidance* notes only. There are few 'hard and fast' rules associated with this role, and the emphasis is very much on the individual speakers to work as part of a supportive team to promote the IMB at a local level. Apart from limitations to expenses that may be claimed, the number of public speaking events very much depends on the time available to the individual. A suggested target is for one organisation per quarter.

The aim of the Network of Speakers

- Raise the profile of Independent Monitoring Boards within the local community.
- Make links with the local community.
- To work in conjunction with the regional cluster groups.
- Promote the work of IMB Members within the local community.
- Promote a diverse IMB Member base

The role of IMB Speakers

- Elect a regional co-ordinator. (See guide lines below)
- Actively seek speaking opportunities within the local community.
- Work as a team and support other members of the regional speaking group.
- Provide feedback of presentations made to the regional co-ordinator

The role of IMB Regional Speaker Co-ordinator

This role may be shared within the regional groups if preferred. For example, by rotating co-ordinators on a 6 monthly basis.

- To organise regular communication with regional speakers by telephone and/or email.
- Monitor and ensure a diverse range of organisations is contacted.
- Liaise with the chair of the local regional cluster group.

- Provide 6-monthly feedback to the Communications Team.

Contacting local organisations

To reduce the risk of 'overkill by the IMB', the focus of targeting organisations to speak to is to be very much on small *local* organisations.

As you become known in the community, it is likely that organisations will begin to contact you.

A simple telephone call is likely to be the most effective communication, although you may like to discuss this with other members. Please bear in mind that sometimes it is necessary to be very persistent in order to obtain the opportunity to deliver a presentation to an organisation.

In the first instance, you could search for local organisations using the Internet, e.g. type "community groups" into a search engine such as Google.

You may wish to view the following website, which has thousands of ideas:
<http://www2.btcv.org.uk/display/findgroup>

Potential audiences could include:

- Business groups (Chambers of Commerce/Professional Associations etc)
- Educational groups (Schools/Universities/Students' Unions)
- Religious groups
- Women's groups (WI/Soroptomists etc)
- Local Authorities (Council's Oversight and Scrutiny Committee/ Social Workers etc)
- Pre-retirement courses/University of The Third Age
- Local employers, pointing out benefits for the company when staff are released for IMB work, i.e. improving communication skills, teamwork, negotiating skills, chairmanship, etc

Resources available

An outline presentation has been included on the DVD which accompanies this pack. Please copy this to your computer, and make amendments if you wish in order to suit intended audiences and local circumstances.

Leaflets and key message cards have also been included in the pack. Further supplies are available from the Secretariat. Please contact the Communications Team (Laura.Armstrong9@justice.gsi.gov.uk /020 0735 2265.)

There is a vast amount of public speaking information and resources available on the Internet, as well as hundreds of books that have been published and can be borrowed from libraries. In order to supplement the training that will be provided, please feel free to extend your skills and knowledge in this way.

You are also encouraged to use your speaker colleagues as a helpful resource, to exchange ideas and even for practice and role playing.

Useful websites for further information:

www.imb.gov.uk

<http://www.oisc.gov.uk/> (Immigration)

<http://www.ind.homeoffice.gov.uk/> (Immigration)

<http://www.hmprisonservice.gov.uk/>

<http://www.inspectorates.homeoffice.gov.uk/hmiprisons/>

<http://www.ppo.gov.uk/>

<http://www.prisonersfamilies.org.uk/>

<http://www.prisonreformtrust.org.uk/>

<http://www.prisonreformtrust.org.uk/uploads/documents/factfile1807lo.pdf> (for the "Bromley Briefings")

<http://www.thebutlertrust.org.uk/>

<http://www.nacro.org.uk/>

<http://www.naopv.com/>

Travel/Expenses/Speakers Fees

IMB speakers delivering presentations in urban areas are asked to restrict this to organisations within a 20 mile radius of home. However, it is accepted that distances in rural areas may be greater, although this should be no more than about 30 miles. This is to keep the costs in time and travel to a minimum.

Travel Expenses are to be reimbursed through local Board expenses, i.e. claiming in the normal way through clerks.

NO FEES SHOULD BE ACCEPTED. If offered, and unavoidable, then it is suggested that these are donated to an agreed charity. Likewise, no travel costs should be accepted from the host.

Delivering Presentations

As mentioned, a DVD is provided with PowerPoint presentations. These slides also contain some further tips and advice on public speaking and a selection of prison/IRC photographs for use at your presentations.

In addition, IMB leaflets and 'key message cards' are available from the Communications Team in the Secretariat.

Below are a few tips to ensure speaking engagements run smoothly:

- Know the contact details of the organiser and/or location in advance to reduce the likelihood of any problems.
- Arrive early if possible to survey the scene.
- Have a standby speaker lined up.
- Dress for the occasion.
- Respect the traditions of the host and their food.
- Switch off mobile phone.

It is important to remember the **IMB KEY MESSAGES...**

Establishment Facts

In preparation for speaking engagements it may be useful to be prepared with some of the following facts. Keep in mind that there are IMBs in prisons, Immigration Removal Centres and Short-term Holding Rooms., A number of prisons and IRCs are contracted out to companies, e.g. G4S, Kaylx.

Facts to consider:

- Number of prisons/IRCs in England and Wales.
- Split of Public/Contracted.
- Definition of types of establishments,
- Definition of categories A, B, C and D (note that detainees, women and juvenile/young offenders do not have categories).
- Reasons for custody/detention, including remands
- Lengths of sentences. IPP issues.
- Turnover of prisoners/detainees.
- Annual prisons/IRC budget for England and Wales.
- Food budget per head.
- Numbers of prisoners/average cost
- Number of staff/ratio of staff to prisoners.

- Problems and statistics of drugs, alcohol, mental health issues, unemployment, suicides and attempted suicides, acts of self harm, literacy and numeracy, repeat offenders, foreign nationals and the problems of holding for the Borders and Immigration Agency.
- Rehabilitation and assistance with discharge, housing, employment, health and mental health, drugs/alcohol, family and children, debt, benefits, and attitude.
- Know which establishments are close to the location you are speaking. Age of prison, size, prisoner types, home areas of prisoners, courts served, number of nationalities, ratio of foreign nationals to British, description of establishment, staff levels etc.
- Prisoner/detainee induction in your establishment.
- A prisoner/detainee day in your establishment.
- Lock/unlock times.
- Activities/education/visits.
- If an open prison, regime will be very different.
- Earnings limits.

The above information changes regularly. Up-to-date statistics/ information can be found on websites listed on page 3:

Independent Monitoring Boards

Background information on the IMB can be found in the enclosed 3-fold leaflet.

In addition,

Boards are specifically required to:

1. Satisfy themselves as to the humane and just treatment of those held in custody within the establishment and the range and adequacy of the programmes preparing them for release.
2. Inform promptly the Secretary of State, or any official to whom he has delegated authority as it judges appropriate, any concern they have.
3. Report annually to the Secretary of State on how well the prison has met the standards and requirements placed on it and what impact these have on those in its custody.

To enable the Board to carry out these duties effectively its members have right of access to every prisoner/detainee and every part of the establishment and also to all records with the exception of medical records and personnel records.

Further information may be explained during the presentation, such as:

- Size of Board.

- Independence of Board. Not Prison Service, not management, not lobbyists, not Inspectorate, not Ombudsman. Non-executive.
- Unrestricted access to all part of the establishment, the prisoners/detainees and meetings, as observers. Confidential discussions with prisoners/detainees. Investigate complaints/problems. (Although we recognise need for protection with difficult prisoners/detainees).
- Rota visits/applications/serious incident call-outs. Disturbances/protests/deaths in custody (24 hours per day call-out). Witness events to protect both those in custody and staff, vital in hostage situations.
- Statutory duties
- What you do on a visit. Walk and talk, judge mood, look at conditions, check Segregation and Care unit and healthcare, take applications, look into applications, listen, talk with staff, check and taste food, etc.
- Current issues in your establishment. Anything recently in the press.
- Annual Report to Minister. Available to public through IMB website and in local libraries and courts.

Recruitment Process

This is the process for recruiting new members, should anyone be interested in joining the IMB:

1. A member of the public expresses an interest in joining the IMB.
2. Ask them to contact the clerk of their local establishment. (Contact details in pack)
3. The clerk will send them an application pack.
4. The application form is sent back to the clerk.
5. The clerk then processes the application form (sending it to the Secretariat).

IMPORTANT: REMEMBER THAT WE ARE AN INDEPENDENT ORGANISATION BUT *NOT INDEPENDENT OF EACH OTHER!*

Feedback

Speakers will be asked to give details of their presentations to their local co-ordinator who will give regular feedback to the Communications Working Group. The CWG would also welcome feedback from speakers on improvements/amendments to the pack, list of potential audiences and any other ideas to enhance the role.

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