

# **INFORMATION FOR APPLICANTS**

## **General**

The Independent Monitoring Board (IMB) is not a non-departmental public body and is not subject to the Guidelines prepared by the Commissioner for Public Appointments. However, in establishing the procedures for appointing members of the IMB the Secretary of State has taken into account those Guidelines and has made the appointments in the spirit of the OCPA guidelines.

## **Function of the Independent Monitoring Board**

An Independent Monitoring Board is appointed for each prison in Northern Ireland by the Secretary of State under the Prison Act (Northern Ireland) 1953. The Board is required to:

- satisfy themselves regarding the treatment of prisoners, the state of the prison premises and the facilities available to prisoners to allow them to make purposeful use of their time;
- consider requests and complaints made by prisoners;
- report matters of concern.

## **Criteria for appointment**

In selecting persons for appointment as members of the IMB the Secretary of State will look for the following general skills:

- good communication skills;
- an ability to assess situations and draw conclusions;
- an ability to establish relationships.
- There is no experience required and the intention is to draw members from a wide range of backgrounds.

It is essential members have the ability to carry out the full range of statutory duties throughout the prison establishments.

## **Consideration of applicants**

All those who meet the legal criteria for appointment and who are interested in being appointed will be considered. However, any person who has an interest in a contract to supply goods or services to a prison may not be appointed to the Board for that prison. The criteria for appointment will form the basis for the consideration of individual members.

Each applicant will be asked to complete an application form, which asks for basic personal details and asks for an assessment by the candidate of their skills and experience in light of the selection criteria.

Eligible applicants will be interviewed and assessed based on the selection criteria set out above.

All applicants will be security vetted. This is to ensure that should the candidate be appointed that they will be permitted to undertake the full range of duties of a Board member.

### **Recommendation to Minister**

The Prisoner Ombudsman will make recommendations regarding appointments to the Minister of State who appoints members of Boards on behalf of the Secretary of State for Northern Ireland. The final decision rests with the Minister. All applicants will be informed at all stages of the process of the status of their application.

### **Period of Appointment**

Members are generally appointed for three years, but may be appointed for a shorter period. They may be re-appointed for further periods of three years or less but not more than 12 years in total.

### **Time Commitment**

A member of a Board of Visitors should be prepared to make a significant time commitment and must:

- attend at least 9 monthly Board meetings at the establishment; per annum;
- participate in a minimum of 6 rota visits to the establishment each year and visit the establishment on other occasions if necessary;
- participate in training as necessary.

### **Training**

Training will be provided. New members will be expected to complete the local induction process, as well as attending the monthly training events, which are applicable to all members.

### **Remuneration**

Members of Boards are not paid but reasonable travelling expenses will be paid. If selected for interview the IMB Secretariat will reimburse any mileage costs incurred at standard government rates.

**Your application**

If after reading this information you decide that you would like to be considered for IMB membership you should return your completed application form as soon as possible to the address given below.

Your application will be held until the closing date as advertised. You will be contacted once all applications have been processed.

**IMB Website**

Details of the recruitment can also be found on the IMB Website  
[www.imb-ni.org.uk](http://www.imb-ni.org.uk).

**Queries**

If you have any further queries please contact:

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