

**Compact between XXXX Independent Monitoring Board
and.....IMB member**

1. Introduction

The Prisons or Immigration Minister appoints members of Independent Monitoring Boards. The role of an IMB member is described in the person specification.

This compact describes the arrangements between you and the IMB to which you have been appointed. The intention of this compact is explain the commitment needed by the IMB, and yourself, and to assure you that your work as a member is appreciated. This will ensure that your time with the IMB is as mutually beneficial as possible.

2. The xxx IMB commits to the following

2.1 Induction

The Board Development Officer (BDO) or another member of the Board will:

- arrange an induction into the work of the Board and the operating of the establishment.
- arrange for you to participate in a nationally organised new members' course.

You will be allocated a mentor who will provide you with advice and support during your probationary year.

You will have the opportunity to accompany experienced members on their rota visits, when dealing with applications and in conducting other board duties, until you and your mentor feel confident that you are able to undertake the role of an IMB member.

2.2 Training and Development

To help you fulfil your role as an IMB member or any additional role you accept, training and development will be provided.

2.3 Support

We will do our best to help you develop in your role as an IMB member and respond to any issues you may raise. To this end we will:

- Explain the standards of performance and conduct that are necessary for the proper performance of your role.
- Provide you with regular feedback on how you are doing.

- Meet with you, formally, at least once a year to discuss your experiences as a member of the Board and identify any areas of development and how these will be met.
- Encourage and support you to achieve and maintain the required standard.

The IMB will meet regularly/monthly to discuss the work of the board and hear about relevant issues within the establishment.

2.4 Health and Safety

You will receive training and advice to help ensure that you can safely undertake your duties as an IMB member.

2.5 Equal Opportunities

We value the individual differences that members bring to the work of the Board and recognise your right to be free from discrimination, valued as an individual with a right to your own beliefs and values.

2.6 Problems

We will endeavour to resolve, in a fair and just manner, any problems and grievances or difficulties that may be encountered while you are an IMB member.

3 As an IMB member you will be expected to:

- 3.1 Attend training programmes that are organised nationally to help you fulfil your role as a board member or a specific role on the Board e.g BDO, Chair or Vice Chair.
- 3.2 Participate in training activities arranged for IMB members within the establishment.
- 3.3 During your probationary period, you will need to attend meetings with your mentor and other Board officers to review your progress. You will also need to shadow other IMB members as they perform their IMB duties.
- 3.4 Participate in team development activities aimed at improving the operation of the Board.
- 3.5 Comply with the Code of Conduct for IMB members and meet the standards of performance expected of members.
- 3.6 Attend the monthly IMB meetings. Members are normally expected to participate in a minimum of nine meetings each year. The attached Annex 2 details the arrangements that have been agreed with you to take into account your particular circumstances.

3.7 Work constructively with other team members, respecting the differing backgrounds and views of members

3.8 Follow the policies and practices that apply to the activities of the IMB. These include using and regularly checking CJSMB and following policies relating to rota visits, applications, serious incidents and death in custody.

3.9 Follow any guidance or advice given to protect your safety whilst in the establishment.

3.10 Observe the security and confidentiality requirement, including information assurance requirements, of the establishment and IMBs.

3.11 Consult me as the Chair if there are changes in your circumstances (particularly health) that might affect your safety, or that of prisoners, staff and visitors to the prison. You should also discuss with me any changes that affect your ability to perform your duties as an IMB member.

3.12 Raise any conflicts or potential conflicts between your role as an IMB member and other aspects of your business or personal life.

3.13 Raise any concerns or problems encountered, without undue delay.

Signed.....Chair

Signed.....Member

Annexe 1

Insurance and indemnity

The MoJ or Home Office maintains adequate insurance cover for you, in case of accident or injury, whilst you are undertaking approved and authorised activities.

You will be indemnified in respect of liabilities incurred during the course of your duties; save where the liability arises as a result of serious misconduct or criminal activity on your part.

Expenses

You will be reimbursed for any expenses properly incurred by you in your role as an IMB member, in accordance with the financial guidelines issued by the IMB Secretariat.

Name**IMB Activities for the year**

We have agreed that you will participate in the following IMB Activities as detailed below. If your circumstances change please let me know and we can make whatever changes are necessary

| Activity | Frequency | Comments |
|--------------------|-----------|----------|
| IMB Meetings | | |
| Rota Visits | | |
| Applications | | |
| Segregation Visits | | |

Note 1: This annexe can be used where special arrangements have been agreed to meet the needs of an individual member and as such can be altered to reflect those arrangements