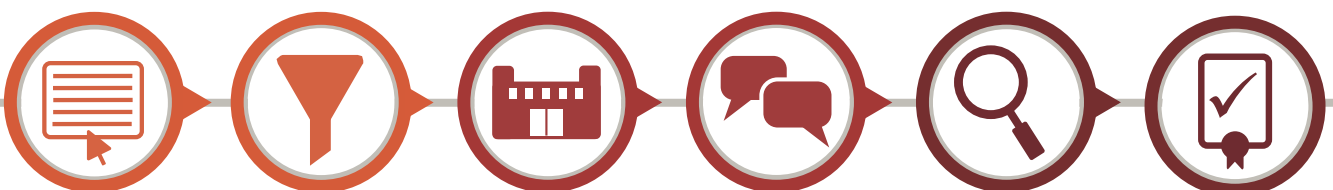


Applying to the IMB

Information for applicants

imbrecruitment@justice.gov.uk

December 2024



Thank you for your interest in the IMB

We are very pleased that you are considering applying to become a member of an Independent Monitoring Board (IMB). IMB members are unpaid Public Appointees who play an important role providing independent oversight of prisons and places of immigration detention. IMBs are the eyes and ears of the public, with a unique insight into what is going on in these closed environments and the opportunity to help improve them and the life chances of those held in them.

We strongly suggest that you follow this document as you work your way through the application form. It will provide you with information to help you complete each section and contains important details that you will need to know.

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Please read this section carefully before proceeding with your application

1. The importance of time availability and distance to the board

1.1 Time Commitment

It is essential that our members have the necessary time to commit to the monitoring role.

The time commitment is **2-3 visits a month and attendance at one Board meeting**, taking the total time commitment to 4 visits per month.

During your induction period, which can last up to 12 months, the time commitment is anticipated to be higher. You are more likely to be making 3-4 visits a month (as well as the Board meeting).

A visit varies between 2 hours to more than 4 hours, with travel time on top.

It is very likely that visits will be clustered together in a single week – not evenly spread across the month. Boards operate a rota where members are usually assigned to do their visits in a certain week during each rota period.

Prisons and Immigration Detention Centres, in particular, tend to operate from early morning to mid-afternoon, Monday to Friday. To get the most out of the role, **some weekday availability is necessary**.

We understand that this is a high level of dedication for an unpaid role. But regular attendance at the prison or immigration location is the core part of the role and is shared between a small number of other monitors at the same location. If you do not have sufficient time to commit to the role, please do not apply.

1.2 Distance from your home to the prison

For various reasons, our members need to live within a reasonable travel distance to the location where they monitor. For regional areas and in the immigration detention estate, there is some flexibility around the 30-mile distance criteria.

For London prisons, the travel time is the deciding factor, not the mileage. You **must live less than one hour travel time from the prison**, otherwise your application will be excluded.

If you are applying in the London region, please select the closest London prison to your home as your first choice. If there is no London prison that is less than an hour from your home, please wait until your closest prison is recruiting before putting in an application.

2. Before beginning your application

To ensure that the IMB is the right opportunity for you, we recommend that you do the following before beginning your application:



Read the information on the IMB website about the IMB and check that you understand [what the role involves](#). Please note that this document provides details which will help you make an application but not about what is involved in the role of the IMB – full information about the role is available on the [IMB website](#).



Check whether you meet the IMB [Key Qualities](#) and can provide evidence to support these in your application.



Check the distance from your home to the establishment monitored by the IMB you are applying to – we usually recommend that applicants live within 25-35 miles (or 45-60 minutes) of the establishment but this may vary for rural locations.



Check that you [understand the time commitment](#) involved in being an IMB member and how you would manage this if appointed to the role.

Before submitting your application form, you will be prompted to confirm that you understand the points above.

You will also be asked to confirm that you have written the application yourself and that you did not use Artificial Intelligence (AI) to write any part of your application.

Please remember, if you have any queries please send an email to imbrecruitment@justice.gov.uk and we will help you.

Expectations

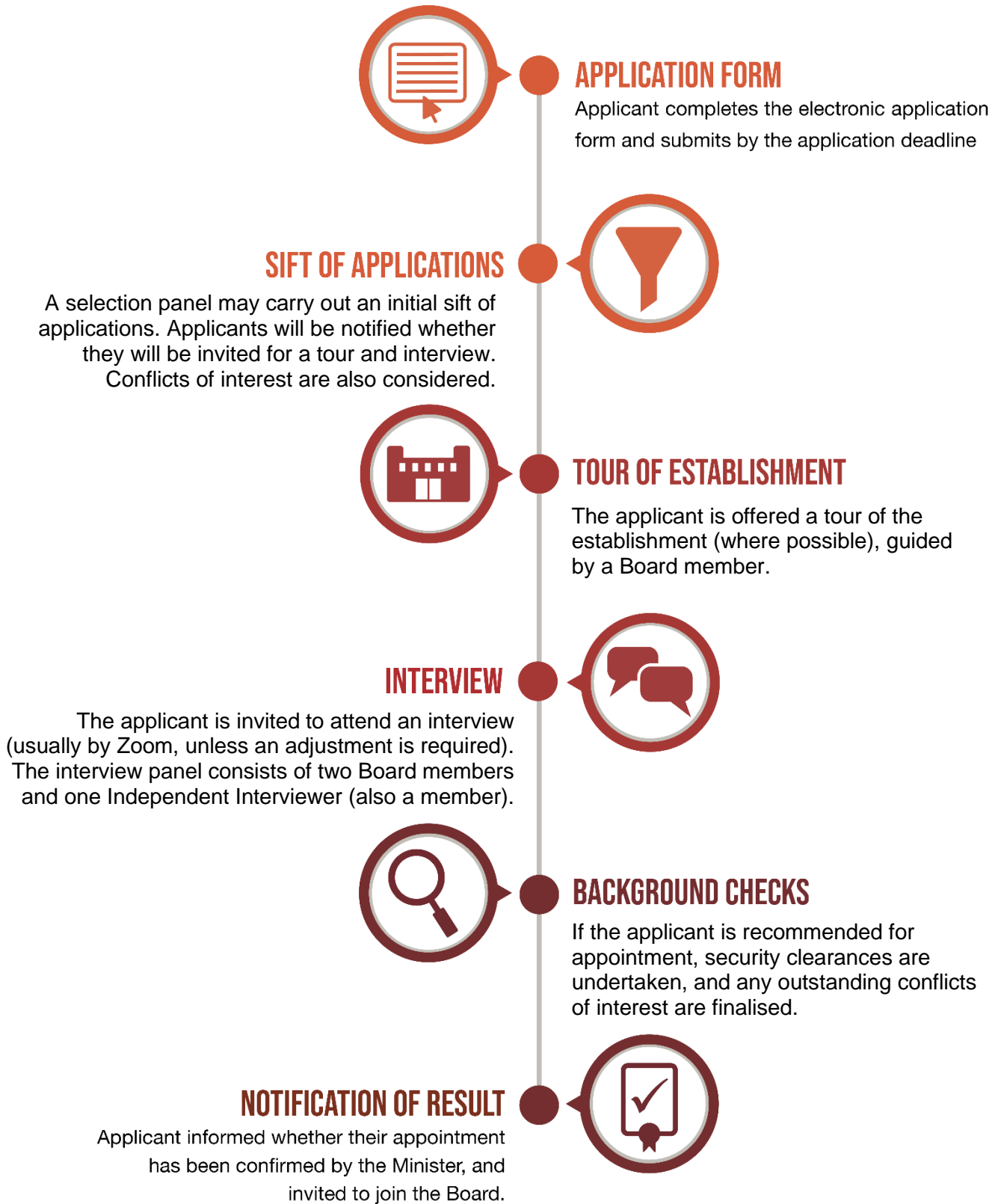
When people come to work or volunteer with us, we want them to feel safe and that they belong, are treated with empathy and respect, and have the support and solidarity of their colleagues.

In applying, you agree with our values and the [Seven Principles of Public Life](#).

If at any point during the application and selection process, a candidate demonstrates language or behaviour which is counter to the above statement, we reserve the right for that to be taken into consideration as to their suitability for the role, with the potential for their application to be withdrawn from the process.

3. Overview of the IMB recruitment process

An overview of the key steps in the IMB's recruitment process is as follows:





4. Completing the application form

4.1 Working with the online form

Applications to the IMB are submitted through our [online application form](#). You will need to create an account before you begin completing the application. Please provide your name, and email address, and choose a password.

Note: **Your email address is CASE SENSITIVE**. We suggest that you type your email in lower case letters.

We suggest that you use a laptop or PC when filling in your application, as the online application form does not work smoothly using a smart phone or tablet (screen length and resolution means that sections of pages and progression buttons often do not show correctly).

When completing the application form please note:

- The form will automatically save once you complete each section, or when you click on the 'save and confirm' button (located in the top right corner of each page).
- The application form can be saved and finished at a later time if you wish to have a break or review your answers later.
- All sections need to be completed before your application can be submitted.
- Sections marked in red are mandatory.

If you have any queries or difficulties with the online form, please contact the IMB Appointments Team via email: imbrecruitment@justice.gov.uk.

4.2 Off-line form

If you require a reasonable adjustment because you cannot use the online application form due to a disability, we can provide the application form in Microsoft Word format. Please contact the IMB Appointments Team via email, imbrecruitment@justice.gov.uk, to request the application in an alternative format.

The order of the sections in the off-line form is slightly different (with your contact information collected under section 1).

Section 1: Advertisement Details

Virtual event: Please let us know whether you have been to one of our virtual events. Attending a virtual event is not compulsory.

Campaign reference: Please select the applicable campaign reference from the drop down menu. The campaign reference can be found in the [advertisement](#) on the IMB website.

Preferred location: Select the Boards you wish to apply to in order of preference. You can nominate up to three locations. You can only be appointed to one location. We will process your application to your first choice location, but it is helpful to have alternative locations to consider if there is a reason to direct you elsewhere.

Please note that if there are more applicants than places available, we may use your second or third choice locations to direct you to a different location. We will contact you and discuss this before moving your application to a different location.

Distance: State the distance (in miles) of the prison / IRC / short- term holding facility to which you are applying from your home address.

Travel time: Indicate the length of time (using your chosen mode of transport) it would take you to travel to the prison / IRC / short-term holding facility to which you are applying.

Please carefully consider how you will travel to the establishment, if appointed. Many facilities do not have good, or any, public transport links. The advertisement may say whether public transport is an option or if your own car will be necessary. If not, you will need to do your own assessment.

Where did you hear about the IMB: We collect information about where people originally heard about the IMB to help with our advertising. Please choose from the drop down menu to tell us where you heard about the IMB. Social media includes Facebook, Instagram, LinkedIn and Twitter. Word of mouth includes being told about the IMB from another person – this may include an IMB member, or a prison or immigration staff member. In the second box, please state exactly where you heard about the IMB to the best of your memory.

Privacy statement: There is a slide button at the bottom of the page which asks you to confirm that you have read the [privacy policy](#). Please read the statement and ensure the button is green and contains a tick. Click on the button to change the status from red to green.

Section 2: Employment, volunteering and public appointments

- **Employment and volunteering activities undertaken:** Please provide details about your activities for (at least) the **past 5 years**. Under the 'duties' heading, please provide enough information so that we can understand what you were doing. If you have **ever** worked or volunteered for the Prison and Probation Service, the Ministry of Justice or the Home Office, please include details of that, including dates.

Remember that your activities are wider than just previous work experience. Volunteering, caring responsibilities and educational activities can also be included, especially if they might represent a potential conflict of interest (please see Section 6 for further details).

There is a box at the bottom of the page where you can add further relevant information. This might include explanations for gaps or breaks in your career.

- **Other Public Appointments:** Please include details of any current or previously held public or ministerial appointments.

If you are a **former IMB Member** who is applying to return, you will need to include your previous membership in this section. If you were a former member who left under tenure, and you are not sure whether you are eligible to return to the same Board, please contact the IMB Appointments Team to confirm.

Section 3: Your Motivation

Please provide a **brief** statement describing why you wish to join the IMB. For example, you may wish to identify what it is that interests you about the IMB role, what you feel you could contribute and what you feel you might gain from the role. **200 words or less** would be sufficient for this section.

Section 4: Your Skills and Experience

To be appointed to the IMB, candidates must demonstrate that they meet each of the six IMB Key Qualities.

This section asks you to **provide examples** which explain how your skills and experience meet the Key Qualities. The examples you provide will be assessed and will determine whether or not you are invited for an interview. Failure to provide any information, or sufficient information, in this section will result in your application being excluded.

Please begin by reading the description for each Key Quality on the following pages.

Each answer **does not** need to touch on **every** element of the Key Quality.

The text box will restrict the length of your answer to **1000 characters** – this is approximately **200 words**. We suggest you use the STAR approach when completing this section. Choose one situation in your past to use as an example of when you have demonstrated that Key Quality and structure your answer as follows:

| | |
|----------------------|---------------------------------------|
| S – Situation | Explain the situation |
| T – Task | Describe the approach you took |
| A – Action | Describe what you did in the scenario |
| R – Result | Explain the outcome |

Commitment and perseverance: For this Key Quality, as well as providing an example showing that you possess this skill, please also briefly state how you will manage the time commitment involved in being an IMB member.



Analysis and decision-making

| What does this Key Quality mean? | What does this Key Quality mean practice? |
|--|--|
| <ul style="list-style-type: none"> • Assimilates information from different sources in order to reach a balanced view. • Makes evidence-based decisions and represents these clearly and logically. • Open to alternative perspectives. • Observant and able to focus on information and issues that are relevant. • Reaches decisions and conclusions that are reasonable and proportionate. | <p>Independent monitoring involves processing a great deal of information and reaching balanced conclusions.</p> <p>As well as being able to process information from many different sources, IMB Members also need to be able to make sense of conflicting information and to reach conclusions and make decisions that are independent and supported by evidence.</p> <p>Issues within prisons and immigration detention can be complex and challenging and IMB Members need to be able to identify what is truly relevant and important and know how to challenge what needs to change.</p> |

Tips for addressing this Key Quality in your application

When giving information about your analysis and decision-making, you may wish to consider including one or more of the following:

- an example of when you have considered different sources of information in order to reach a conclusion about something;
- an example of when you have demonstrated good observation skills;
- an example of when you have separated relevant from irrelevant information;
- an example of when you have weighed up different views or opinions in order to make a decision;
- an example of when you have used evidence to support a conclusion or decision;
- an example of when you have had to make a difficult decision;
- an example of when you have demonstrated open-mindedness or had your mind changed about something.



Commitment and perseverance

| What does this Key Quality mean? | How is this Key Quality put into practice? |
|---|---|
| <ul style="list-style-type: none"> • Understands the commitment involved in being an IMB member. • Demonstrates motivation and willingness to meet the expectations of the IMB role. • Persistent in following issues through to their conclusion, overcoming obstacles and challenges. • Demonstrates resilience and responds appropriately to the challenges of the IMB role. | <p>Being an IMB member involves a considerable commitment. Members need to be able to carry out rota visits, attend Board meetings and carry out other duties and training as required.</p> <p>As part of a team it is important that IMB members can meet the commitment needed on their Board.</p> <p>IMBs often have to challenge what they see and pursue issues of concern despite obstacles, so need to demonstrate perseverance.</p> <p>IMB members have to be resilient – being an IMB member can be challenging and members may sometimes encounter frustrating or distressing situations.</p> |

Tips for addressing this Key Quality in your application

When answering this section, it is important that you address two factors:

- 1) how you have already demonstrated commitment and perseverance;
- 2) how you will manage the time commitment involved in being an IMB member.

When giving information about your commitment and perseverance, you may wish to consider including one or more of the following:

- an example of how you have demonstrated commitment in your working, voluntary, school life or another context in which commitment was important;
- an example of when you have persisted with a challenge or problem;
- an example of when you have seen something through to its conclusion;
- an example of how you have overcome an obstacle in order to achieve something;
- an example of how you have demonstrated resilience, for example in dealing with something you have found challenging or where circumstances have been difficult;
- what you understand to be the commitment of being an IMB member (for example carrying out rota visits, attending meetings and training, sometimes being on-call) and how you would manage this alongside other activities in your life.



Communication

What does this Key Quality mean?

- Communicates clearly, verbally and in writing.
- Adapts communication to suit the needs of an audience.
- Demonstrates empathy and respect in communication.
- Presents findings clearly, reporting and following up concerns.
- Questions and challenges others in a way that is respectful and appropriate.
- Respects confidentiality and handles data responsibly.
- Willing and able to utilise IT systems required in the IMB role.

How is this Key Quality put into practice?

IMB members need to actively engage with prisoners or detainees – listening to their concerns, asking appropriate questions and following up issues with staff and managers within an establishment.

IMB members may have to challenge what they are hearing or communicate about sensitive issues and do so in a way that is respectful.

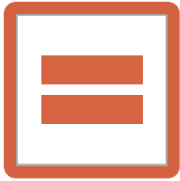
Members need to be able to present their findings clearly in written reports and utilise IT systems, including a secure email system. Members may also have to undertake some training remotely, for example through e-learning or webinars.

IMBs handle a great deal of confidential information and must know how to respect and deal with this appropriately.

Tips for addressing this Key Quality in your application

When giving information about your communication, you may wish to consider including one or more of the following:

- an example of when you have communicated clearly in order to get a point across;
- an example of when you have adapted your communication style in order to suit the needs of the person or people you were communicating with;
- an example of when you have communicated in a way that demonstrated empathy or respect for others;
- an example of when you have clearly presented information in written form;
- an example of how you have challenged another person in a respectful way, for example communicating a difficult message;
- an example of when you have worked with confidential or sensitive information;
- an example of how you have used basic IT systems such as email, word processing or video communication.



Equality, diversity and inclusion

| What does this Key Quality mean? | How is this Key Quality put into practice? |
|--|--|
| <ul style="list-style-type: none"> • Commits to equality of outcome across all protected characteristics. • Deals appropriately and respectfully with others, regardless of background. • Recognises and challenges discrimination. • Understands the particular equality, diversity and inclusion issues relevant to prison and immigration detention settings. • Demonstrates social awareness that extends beyond own personal experience. | <p>IMBs need to be aware of the importance of Equality, Diversity and Inclusion and to understand the particular challenges that apply in prison and immigration detention settings.</p> <p>This involves being alert to the experiences of different types of people within the establishment, whose needs and experiences might vary according to their characteristics.</p> <p>As well as being aware how to spot, question and challenge discrimination within establishments, IMB members must also themselves behave respectfully to people of all backgrounds, demonstrating fairness and a social awareness that extends beyond their own personal experience.</p> |

Tips for addressing this Key Quality in your application

When giving information about your understanding of Equality, Diversity and Inclusion, you may wish to consider including one or more of the following:

- an example of your understanding of how people's needs might be different because of their characteristics (for example their age, disability, race or religion);
- an example of your understanding of the needs of different groups within prison or immigration detention establishments;
- an example of how you have dealt respectfully with groups in society whose backgrounds are different to your own;
- an example of how you have overcome your own bias or prejudice;
- an example of when you have challenged something that wasn't right, for example when a person has been discriminated against;
- an example of something you have done to promote Equality, Diversity and Inclusion.



Integrity and independence

What does this Key Quality mean?

- Understands the independent monitoring role and works within its limits.
- Recognises the pressures associated with monitoring in a custodial setting and maintains independence, objectivity and high standards of conduct under pressure.
- Remains focused on outcomes for prisoners and detainees.

How is this Key Quality put into practice?

IMBs are independent of the establishments they monitor. IMBs do not write the rules about what happens in prison or immigration detention but they see that they are properly applied.

IMBs should always remain objective and free from bias or influence.

IMB members are independent monitors – not advocates, activists, managers or counsellors.

As well as acting independently, IMBs need to be seen to be independent and to act to the high standards expected of people who hold a Public Appointment.

IMBs always need to reflect on how what they are monitoring impacts on the treatment and welfare of prisoners and detainees.

Tips for addressing this Key Quality in your application

When giving information about your understanding of Integrity and Independence, you may wish to consider including one or more of the following:

- an example of your understanding of what independence means in the IMB role;
- an example of when you have shown impartiality and remained objective;
- an example of when you have worked within a set of rules;
- an example of when you have stood up for an important rule or principle;
- an example of when you have shown independence, even when under pressure.



Teamwork and development

What does this Key Quality mean?

- Works as part of a team and in a collegiate way.
- Shares information and recognises others' skills, input, experience and value.
- Supports the work of the Board and other Board members.
- Recognises and contributes to Board objectives.
- Willing to learn and develop and contribute to the development of the Board as a whole.

How is this Key Quality put into practice?

IMBs operate as teams, working closely together in monitoring an establishment.

IMBs have to prioritise what they do and make the best use of time, visiting establishments on a rota system and handing over from one member to the next.

Board members need to be supportive of one another, making sure that they share information and work together to ensure an establishment is properly monitored and prisoner or detainee concerns addressed.

Members come from many different backgrounds and are expected to be respectful of the different ideas, contributions and experiences that everyone brings to the role.

Tips for addressing this Key Quality in your application

When giving information about your understanding of Teamwork and Development, you may wish to consider including one or more of the following:

- an example of when you have worked as part of a team;
- an example of where you have provided support to others;
- an example of how you have learned, grown or developed in the past;
- an example of when you have been supportive of others within the context of a team;
- an example of how you have worked with the ideas, contributions and experiences of others, even when these have been different to your own.

Section 5: Vetting Details

IMB members must have the right to live and work in the UK. Completing this section helps us confirm that you meet this criteria.

It is necessary to account for any period spent abroad of more than six months. If you have spent more than 6 months (continuously) out of the UK in the past 5 years (3 years for Counter-Terrorist Check) you will need to obtain a Police check (or Certificate of Good Conduct) from each country you lived in during that time as part of the security clearance process. Without this, your security clearance might not be granted.

If this applies to you, we suggest that you investigate whether you will be able to obtain a Police check before submitting your application. To assist you in obtaining this information, guidance can be sought from:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Section 6: Conflicts of Interest and /or Political Activities

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could, or could be seen to, compromise their judgment, decisions, or actions in their role.

Put more simply, it is when your judgement in one role, could be influenced by your involvement in something else.

One of the most important requirements for IMB members is that they perform their duties impartially and objectively. It is also vital that the public has confidence in the independence and impartiality of the Board. Even the **perception** of a conflict of interest on the part of a Board member can be damaging to a Board's reputation.

Therefore, it is important that you tell us about any current or previous personal situation, connections or obligations which could – or could be perceived to – influence your actions, decisions or judgement, or make it difficult for you to do the IMB role fairly. This should also include the situation of friends, close family members or people living in the same household.

If you are in doubt about whether or not your situation or relationships could cause a future conflict, please provide details to help us consider your situation.

A conflict of interest doesn't necessarily mean you can't become a Board member. Your case will be considered individually by our internal Assurance Panel. Many declared conflicts of interest are entirely manageable, with the correct assurances in place. The panel may decide that the conflicts of interest that apply to you need to be shared with the Chair of the Board you are appointed to, so appropriate assurances can be put in place. You will be notified if the Chair of the Board is contacted.

If you declare a potential conflict of interest, someone from the IMB staff team may contact you to ask for additional details or assurances.

The questions you will be asked in this section of the application are below.

| Question | What we are seeking |
|---|--|
| <p>Have you previously or are you working for HMPPS, the Home Office, the Ministry of Justice, or any organisation (including voluntary or charity) providing services into prisons or the detention estate.</p> | <p>Please tell us if you have any working connection with prisons or the Home Office. See below for circumstances where current or previous employment would mean that you cannot become an IMB member.</p> |
| <p>Are you presently undertaking academic studies or research in the field of criminal justice or other related subjects?</p> | <p>Please tell us if you are studying in a field which could be linked to prison or immigration detention, such as psychology, sociology, criminology, law, human rights, etc.</p> |
| <p>If you have said 'Yes' to the above question can you provide the assurance that should you be appointed as a member, you will not use any information/experience you obtain in the prison/immigration facilities for the purposes of your studies, research or publications. Please also enter details of any previous/future course related to prison/immigration visits in the text box.</p> | <p>Please assure us that you won't use your role as an IMB member to provide insight into the prison or immigration environments for your studies.</p> |
| <p>Do you know any individual (relative, friend or acquaintance) who works for HMPPS, MoJ or HO?</p> | <p>Please tell us if you have any connection with a person who works for prisons or probation, the Ministry of Justice, or the Home Office. This includes them working for any company that provides goods or services to prisons or immigration, even if they are not directly employed (eg, medical services).</p> |
| <p>Can you provide the assurance that should you be appointed as a member, in the event that you come across any prisoner, staff member or other visitor to the prison with whom you are acquainted in a capacity other than as a Board member, you will disclose this information immediately to the Chair of the Board and seek further advice.</p> | <p>Please assure us that you will tell us in the future if you see someone you know in a prison or immigration facility.</p> |
| <p>Do you know any individual (relative, friend or acquaintance) who is either in prison or detained within the immigration estate or has been within the last 12 months?</p> | <p>Please tell us if you know anyone who is or was in prison or immigration detention. Failure to tell us this information may result in your application being withdrawn, or you may fail the security clearance stage of the application.</p> |
| <p>Do you know any other IMB member either at the establishment you are applying to or another one?</p> | <p>Please tell us if you are a friend or relative of a current IMB member.</p> |

| Question | What we are seeking |
|---|---|
| Is there anything else in your personal or working life, whether perceived or actual conflicts of interest that should be considered as part of your application? | Please tell us if there is anything else you can think of that might be perceived as a conflict of interest? |
| Do you undertake any political activities? | If yes, please use the drop down menu to specify which political party you are affiliated with, or you may select 'Prefer not to disclose'. |
| Do you have any relevant financial interests? Financial interests may include shareholdings or share options you have in individual companies. If yes, specify below any financial interests you have that could result in an actual or potential conflict of interest or may be perceived as having scope to do so by a reasonable member of the public. | Please tell us if there is a possibility that you could make money from anything related to prisons or immigration. This includes holding shares in any company that provides contracted goods or services. |
| If you have answered yes to any of these questions please provide more details below about the activities/conflict, providing any assurances that are appropriate. | Please provide enough detail for us to understand your situation. |

Excluding factors

If any circumstance below applies to you, it is highly likely that this would be considered an ongoing conflict of interest that could not be managed and your application would be excluded. This is not an exhaustive list and individual circumstances will be taken into consideration.

- Current employment with the prison or probation service (HMPPS), the Ministry of Justice, the police, or the Home Office.
- Previous employment in any role inside a prison/detention centre within the past 2-5 years. If it has been longer than 2 years, you are welcome to apply but it must be to a different location than any in which you previously worked.
- An employee or board member of a campaigning organisation whose objectives relate to criminal justice/immigration.
- Solicitors, barristers or paralegals who currently provide legal advice and/or representation, or immigration advice.
- current civil servants (outside justice or the Home Office) whose role may have a connection or influence with the criminal justice or immigration systems.

If any circumstance below applies to you, you could be appointed but not at the location with which you are associated:

- If you know someone who currently works in a prison/detention centre/short-term holding facility you cannot apply to that location but you can apply to a different location.
- If you personally know someone (family member, friend or acquaintance) who is currently being held in a prison or immigration detention facility, you cannot apply to that location but you can apply to a different location.
- Current employment (or volunteering) with an organisation which supplies goods or services directly to the establishment. You may apply for a different location, but you still need to tell us about your current employer.
- Current involvement with a charity or volunteer organisation that works with prisoners or detainees, or prisoners' families or detainees. If you previously worked or volunteered for such an organisation, there would need to be a break of 2 years before you could be considered for that location. You may apply for a different location, if the organisation is not connected to it.

Section 7: Convictions

In this section please list any previous convictions, even if they happened many years ago. This information will not form part of the interview assessment and details therefore will not be shared with interview panel members.

We ask you for this information at the application stage so that our internal panel can consider any related conflicts of interest and also whether we should progress your security clearance through an alternative route. If we know up front that you have a criminal history, we can reduce delays occurring at the vetting stage.

Please be aware that cautions and convictions are not an automatic bar to appointment, but each application is judged on its own merits by taking into consideration the nature of the conviction/caution, the length of time that has elapsed since it occurred and also any patterns of convictions/cautions.

Applications from anyone with a previous criminal history are reviewed by our internal Assurance Panel. The Panel will also consider factors including the nature of the offence, the sentence given and the time period since the offence occurred.

Excluding factors: People who are on licence, are subject to any current supervision by the Probation Service, or are under Police investigation or have been charged with any offence that is still pending are **not** eligible to become members.

It is important to note that **failure to disclose any relevant information as described in this section will result in your application being rejected, or appointment being revoked.**

Due to the unique work of the IMB, **IMB members are exempt from the *Rehabilitation of Offenders Act 1975***. All applicants are required to declare on their application form all convictions and cautions (spent or unspent) *other than* protected convictions or cautions.

There is a specified list of offences which are never protected and which must be disclosed. These include serious violent and sexual offences. The full list can be found here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

- For other offences, a conviction received by an adult is protected from disclosure and does not need to be declared if:
 - i. 11 years have elapsed since the date of conviction
 - ii. It is the person's only conviction
 - iii. It did not result in a custodial sentence; and
 - iv. It was not one of the specified offences which must always be disclosed
- A caution received by an adult will be protected from disclosure if six years have elapsed since it was given – and if it was not for one of the specified offences which must always be disclosed.

A security clearance will always reveal convictions resulting in a custodial sentence, whether or not suspended, so these should always be disclosed. Telling us about all convictions and cautions will allow us to progress your vetting through a route which often leads to a more favourable outcome. If you fail to let us know, then we cannot ask for this special consideration when progressing your application to the vetting stage.

Due to the secure setting of prisons and detention facilities it may be necessary to share information about declared convictions with the local prison and Chair of the Board. We will inform you if this is necessary.

Section 8: Diversity and requests for reasonable adjustment at interview

The IMB welcomes applications from candidates of all backgrounds and we are committed to increasing the diversity of the IMB membership. This includes candidates with disabilities.

If you are a candidate with a disability, you can expect the following:

- Reasonable adjustments to support you in participating in the recruitment and selection process (such as completing the application form in an alternative format, adjustments to enable you to undertake a tour of the establishment, adjustments to support you during the interview process).
- Candidates with disabilities will be assessed solely on merit against the IMB Key Qualities and will not be questioned about their disability at interview.
- If appropriate, a risk assessment will be carried out to determine what, if any, reasonable adjustments should be made to facilitate a tour or your membership if you are recommended for appointment.

If you have a disability and require any support during the recruitment and selection process, please indicate this on the form and state:

- Whether you consider yourself to have a disability as defined under the Equality Act 2010;
- Whether you require any reasonable adjustments to be made to enable you undertake a tour or attend an interview. Please provide details in the box and we will do our best to accommodate this.

Section 9: Candidate details

Please provide your name and contact details.

Diversity Monitoring

To support our ability to monitor the diversity of applicants, we ask applicants to complete a short diversity monitoring form. The information you provide will help to support us in ensuring that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select “prefer not to say” if you would prefer not to answer any of these questions.

The information you provide in this section:

- will **not** be used as part of the selection process;
- will **not** be seen by the interview panel;
- will **only** be used by the department, the Commissioner for Public Appointments and the Cabinet Office for statistical purposes.

No information will be published which allows any individual to be identified.

Application checklist

Before submitting your application, you are asked to confirm the following:

- that you have read this document (referred to as “guidance notes”);
- that you have provided the correct information to the best of your knowledge, that you have completed your own application and have not used any person or technology such as Artificial Intelligence (AI) to write your application;
- that you live within the specific radius of the prison / IRC / STHF that is outlined in the advertisement;
- that you understand the time commitment involved in being an IMB member, have considered this and feel that it is achievable.

At the top of the landing page, click on the button that says “Click to Check the Sections of your Application”. All completed sections will turn green. If a section is not green, click on that section to return to it and fill in all fields.

When all sections are showing as complete (green), a **new button** will appear on the landing page which says “All Sections Complete – Click to Submit”. Click this button to submit your application.

Once your application has been submitted, it can no longer be edited. You can view the full application by selecting “Application Review” in the menu.

You will receive confirmation **on the screen** that your application has been submitted. You will **not** receive a separate confirmation email. However, if you have any concerns, please email us at imbrecruitment@justice.gov.uk and we can help.



5. How we process your application

5.1 Background checks

The following checks will be completed during the IMB recruitment process:

- Due diligence checks: this will include scanning for information held on the internet, such as social media, news stories etc.
- Conflicts of interest considerations: these will be considered by our internal Assurance Panel.
- Security clearances: if you are recommended for appointment by the interview panel, you will be progressed to the security clearance stage. The baseline level of clearance for prisons is Enhanced Level 1. If you are applying to an IMB in a high-security prison you will also be asked to complete a Counter-Terrorism Check. For an immigration removal centre or short-term holding facility, you will be asked to complete a Counter-Terrorism Check and DBS check. If you are applying to an IMB in a young offenders institution or a prison with a mother and baby unit, you will also be asked to complete an Enhanced DBS with child bar check.

5.2 Why are background checks needed?

IMB members are Public Appointees, appointed by a government minister, who carry out a challenging role in secure establishments. IMB members encounter a great deal of confidential information and it is vital that the public and the people IMB members encounter can have confidence in the integrity and independence of those undertaking the role. For this reason, there are a number of background checks which need to be undertaken when a person applies to join an IMB.

5.3 What happens next?

Once the closing date for applications has passed:

- You will be contacted by a member of the Board you have applied to, who will invite you to attend a tour (this applies to prisons and immigration detention centres only).
- You will be contacted by an IMB staff member and invited to attend an interview (usually held virtually using Zoom).
- If any conflicts of interest apply to your situation, you may be contacted by the IMB staff for further information. If your application is excluded due to the decision of the Assurance Panel, you will be contacted to inform you of the decision.