



Committee for
Home Affairs

INDEPENDENT PANELS

INFORMATION BOOKLET

Independent Monitoring Panel (IMP)

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Introduction

The Committee *for* Home Affairs (the Committee) has responsibility for the administration of the following independent panels:

- The Parole Review Committee
- **The Independent Monitoring Panel**
- The Police Complaints Commission
- Independent Custody Visitors
- Appropriate Adults

It is important that membership of these independent panels are derived from a cross section of people with an interest in serving their community.

The Committee does not look for a particular type of person to fulfil these roles, rather members are appointed for the qualities and experience they can bring to the role from their own lives.

Common sense, an ability to listen and make well balanced justifiable decisions as part of a small team are some of the key characteristics which panel members will need.

No formal qualifications are necessary but an understanding of the criminal justice system may be an advantage.

The role of an independent panel member may not be easy but is challenging, intellectually stimulating and fulfilling.

Skills and Qualities

The Committee recognises that each of the independent panels require individuals who have practical experience and understanding of people and how they interact with others. It is not looking for a particular person or class of persons to serve on these panels, rather, it is looking for people who care about their community and want to contribute to it in some way.

The Committee has identified the following skills as being essential, over and above those set out in the descriptions for each of the panels.

Commitment and a willingness to devote the necessary time to prepare and to participate actively in the work of the panel.

Common sense and the ability to assess the impact of decisions on all sections of the community.

Independence and the confidence to ask questions or to query why a certain course of action is being recommended.

Clarity of thought and the ability to assess a situation quickly with an open mind, considering the wider picture.

The ability to listen as well as express your views; and ***to influence*** and deal with all groups including specialists or experts.

You will need to consider the skills required for a particular post in detail before deciding whether you wish to apply.

Appointment Process

The way an individual is appointed to be a member of an independent panel varies depending on the post. The appointment process is designed to be fair, open and transparent and in all cases the following will apply:

- The "criteria" for the post (the skills and qualities required) are clearly defined in this information pack;
- An application form should be completed, detailing how the applicant's skills and qualities suit the post for which they are applying;
- Applications are assessed and consideration is given to whether the individual fulfils the essential criteria for the position
- Personal and professional references and security vetting (DBS) are considered;
- The Committee, or appointing authority, will make the final selection from those recommended by an interview panel;
- The successful candidates will be sent a letter of appointment and all other applicants informed.

INDEPENDENT MONITORING PANEL

Appointment	Members
Length of Appointment	4 years
Time Commitment	1 or 2 evenings per month



Remuneration	Limited expenses
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Role Specification The Independent Monitoring Panel monitors conditions in the Prison to ensure proper standards of care and humanity are maintained. Amongst other things members are expected to enter the Prison on a regular basis, talk to prisoners and staff and attend Panel meetings.

Person Specification You don't need any specific qualifications to become a Panel member. What you will need are the interest, commitment, energy and time to make a full contribution to the work. Panel members are people with compassion, tact, sensitivity, open-mindedness, determination and a sense of justice and fairness.

As a Panel member, you will be required to make sound, balanced decisions and justify them. In order to do that, you must be able to demonstrate the following essential core competencies:

1. **Analysis**
 - a. demonstrate a clear understanding of the relevant facts and issues
 - b. the ability to empathise while retaining impartiality and work within set boundaries
2. **Written and Oral Communication**
 - a. express yourself clearly and concisely both orally and in writing
 - b. question prisoners, prison officers and others effectively to draw out relevant information
3. **Team Working**
 - a. work effectively with others
 - b. be open minded and flexible
4. **Equal Opportunities and Human Rights**
 - a. you must be aware of and committed to equal opportunities and will need to have an appreciation of the importance of human rights

In addition to the above essential core competencies, some knowledge of the criminal justice system would be an advantage and you must have access to a PC, laptop or other internet enabled device so that you can access email and a secure file sharing space.

- Training** Training is essential for all new Panel members, and this will seek to introduce you to all aspects of prison life and the role of a Panel member within the prison.
- Other Criteria** Members cannot be members of the States of Deliberation, States of Alderney or Chief Pleas of Sark, holders of judicial office, Jurats of the Royal Court or Jurats of the Court of Alderney.

What do I do if I want to apply?

If you would like to apply for membership to the Independent Monitoring Panel, contact us and we will send you an application form which can be returned to the below address:

Home Affairs
Sir Charles Frossard House
La Charroterie
St Peter Port
GY1 1FH

Telephone: 01482 220019

Email: homeaffairs@gov.gg