

# Innocence Network UK



## Membership Application Form

Name of University: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Staff Contact Name and Email: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Student Representative Name and Email \_\_\_\_\_

- Cheque for £295 for membership for the academic year October ???? to September ???? enclosed/to follow in the post. Please make cheques payable to INUK/University of Bristol.
- Request to be invoiced. If you require an invoice to be sent to your university, please give a purchase order number to be quoted to your finance department, and the person/department that the invoice should be addressed to.

Please enclose cheque payable to **Innocence Network UK**, and return with the completed application form to:

Innocence Network UK  
C/o School of Law  
University of Bristol  
Wills Memorial Building  
Queen's Road  
Bristol, BS8 1RJ

**I confirm that I agree to abide by the Terms and Conditions of INUK University Membership:**

.....  
**Signature of staff contact**

.....  
**Date of Application**

# Innocence Network UK



## **Terms and Conditions of INUK University Membership**

### **Obligations of INUK university membership**

#### **1. Membership fee**

1.1 The current annual membership fee is £295.00

#### **2. INUK annual training programme and Spring Meeting**

2.1 Whilst it is compulsory for all appointed student case leaders to attend the annual INUK national training programme, it is strongly recommended that all student caseworkers attend the training before embarking upon innocence project casework.

2.3 Member innocence projects must send at least one representative to attend the annual INUK Spring Meeting.

#### **3. Casework and allocation of new cases**

3.1 Member innocence projects must work in accordance with INUK casework protocols which may be updated periodically and posted on INUK website. Failure to do so may result in the suspension or non-renewal of a university's membership with INUK.

3.2 Member innocence projects must treat as confidential all information contained in INUK database and to agree to such other client care and confidentiality arrangements as shall periodically be agreed by INUK member projects.

3.3 Member innocence projects work only on cases allocated to them from the central INUK database.

3.4 Member innocence projects must agree not to advertise for or solicit cases independently and pass any new enquiries from potential clients on to INUK database team for eligibility assessment.

3.5 INUK will not allocate cases to a member innocence project unless we are satisfied that the necessary infrastructures for innocence project work including data protection provisions are in place for casework to be undertaken in accordance with INUK casework protocols.

3.6 To ensure accountability for the cases that INUK allocates, requests for new cases can only be made by the staff director of the member innocence project.

#### **4. Withdrawal from cases**

4.1 If a member innocence project intends to withdraw from a case, it must inform INUK's casework manager of its reasons for withdrawal *prior* to formally communicating its decision to the client (see INUK Protocols for more information).

4.2 INUK reserves the right to decline any request for a new case if it deems the reasons for the member innocence project to withdraw from its previous case to be unsatisfactory.

#### **5. Progress report on cases**

5.1 Member innocence projects must agree to provide INUK with a brief report on the progress of each case at the end of each academic year, usually in June or July (for which a structured, user friendly, form is provided).

5.2 Failure to produce the progress report may result in the suspension or non-renewal of a university's membership with INUK.

5.3 If a member innocence project requests *additional* cases, INUK may ask for a brief progress report on its existing case(s) to ensure that it has the capacity to work on additional cases. The INUK casework manager may decline to allocate new cases to the member innocence project if it fails to provide the requested progress report and/or to satisfy that it has the capacity for additional casework.

#### **6. Staff directors**

6.1 The staff director must ensure that the necessary infrastructures for innocence project work including data protection provisions are in place before requesting cases from INUK.

6.2 The staff director must commit to supervising the casework of students to ensure that casework is undertaken in accordance with INUK protocols and to ensure that satisfactory progress is made on cases allocated to the member innocence project.

6.3 The onus is on the staff director to put in place any insurance/professional indemnity requirements that your own University requires for it to operate an innocence project (INUK does not provide any insurance relating to the operation of individual innocence projects).

#### **7. Media policy and publicity**

7.1 Staff directors and students of member innocence projects when talking about their innocence project are not authorised to speak on behalf of, or about the work of INUK in any media interviews and press releases, other than to state that its innocence project is a member of the INUK and/or to provide basic information about INUK that is already available in the public domain or on the website.

7.2 Whilst member innocence projects must use the INUK logo on its website, letterheads and other publicity materials alongside its own logo or name, member innocence projects must not or misuse the INUK logo such as using the INUK logo for non-INUK or innocence projects related activities or altering the INUK logo in any way to promote their own innocence project.

## **8. Research policy**

8.1 Individuals should not use INUK's name in applications for research funding unless authorised to do so by the executive committee.

8.2 Individuals who wish to utilise INUK's database of cases (including any cases being investigated by the member innocence project) for research purposes must first seek permission from INUK executive committee.

## **9. Guidelines for funding application**

9.1. Members should not use INUK's name in applications for funding their innocence projects, save to say that they are members of INUK, unless specifically authorised to do so by the executive committee.

## **10. Applications to the CCRC or SCCRC**

10.1 Member innocence projects will NOT liaise with or work 'under' the CCRC or the SCCRC and/or entrust the CCRC/SCCRC to investigate lines of enquiry and/or questions that arise by the investigations undertaken by member innocence projects.

10.2 On the contrary, member innocence projects will undertake full investigations of claims of innocence independently of the CCRC/SCCRC by interrogating the evidence that led to conviction to test its reliability AND conduct comprehensive searches of the unused evidence for evidence of factual innocence BEFORE applications and/or any submissions are made to the CCRC or the SCCRC.

10.3 Moreover, to ensure that the reasons for applications to the CCRC/SCCRC are not hidden behind closed doors, when member innocence projects are in a position to make an application to the CCRC or SCCRC they will liaise with INUK's Head of Casework to produce a press release of the reasons for the referral (akin to a Statement of Reasons by the CCRC/SCCRC) that points to any work that the member innocence project requires the CCRC/SCCRC to undertake if it is work that the member innocence project does not

have the authority to undertake, e.g. the work would require access to police logs or the HOLMES Computer.

*On behalf of the (name of innocence project) \_\_\_\_\_, I confirm that I have read and understood the above Terms and Conditions and agree to abide by them.*

**Name of member university:** \_\_\_\_\_

**Name of staff contact:** \_\_\_\_\_

**Signature of staff contact:** \_\_\_\_\_

**Date:** \_\_\_\_\_