

Minutes

Probation / Criminal Justice Service Subcommittee Meeting
10/02/23 4pm – 7.45pm 11/02/23, 9am to 12:30pm
At GSO in York

Attendees

Hamish McS	Probation/CJS Trustee
Gareth P	Probation/CJS Subcommittee, minute taker
Tessa S	Probation/CJS Subcommittee
David H	Probation/CJS Subcommittee

1. Hamish opened the meeting at 4:00pm on Friday 10th Feb.

Expenses can be given to Hamish who will pass them on

2. Apologies

None

3. Readings, Statement of Responsibility & Traditions

Tessa read the I am Responsible statement. David read out the traditions.

4. Minutes from Subcommittee meeting 5th Nov 22

Proposed as accurate by Tessa by seconded by David.

5. Matters arising

David is developing a leaflet with Adam RP/CJSLO suitable to give to Police for people in custody in London North Region with the City of London Police. Hamish showed the committee what had been sent out to all approved premises of England & Wales. HMPPS are keen on getting local AA connections for all regions of England and Wales. It was decided that these would be intergroup and/or regional liaison officers. Subcommittee members will provide support for them if there is no regional liaison officer in post. Hamish asked for subcommittee members to match HMPPS regions with region liaison officers and intergroups. Gareth volunteered to take on the Northeast. Tessa volunteered to do Northwest. David will cover SW SE, South midlands, Eastern and London. Hamish to take on the Midlands overlap and Wales.

6. Roles within subcommittee

Gareth agreed to be Secretary, role includes adding agenda items, writing minutes and scheduling meetings etc. Gareth to send out minutes to Jenny in GSO as well as the Webmaster and committee members. Each committee member is asked in the Service Handbook to be responsible for working closely with a particular group of regions/intergroups. Gareth was allocated to Northeast and Eastern; Tessa is allocated Northwest and Midlands; Hamish is allocated to Wales and David has the rest. Hamish to ask the board for an extra committee member (max 5) rather than the 4 we have currently.

7. Region and Intergroup updates

Regional reports should continue to be sent to Steve at GSO (aainformation@gso.org). He then forwards probation extracts to all committee members. Gareth attended an HMPPS open day at the approved premise in Middlesborough in January, he gave a 5-minute talk on AA and handed out meetings list, posters and other literature. Hamish reported a similar event took place in Liverpool and Terry H LO from Liverpool IG gave a well-received presentation. Hamish has submitted requested AA information To HM Courts and Tribunal Service for a new national directory for professionals to signpost court users. An invitation from the Inclusion and Engagement team for HM Courts and Tribunal Service has also been received to an event in London on 22nd March. Hamish will pass on the details to David who will attend. Hamish has invited them to attend our service seminar in July. It was also suggested that it may be useful to invite HMCTS Inclusion and Engagement team to the Westminster Parliamentary event, Hamish to check this and coordinate with Trustee's involved.

8. Conference update

The literature update deadline has passed for this year. Hamish to clarify what the date for submission for next year's conference.

Hamish closed the meeting at 7:30pm on Friday 10th Feb. Meeting was re-opened at 9:00am on Saturday 11th Feb.

9. Website review

Our Terms of Reference needs replacing with the latest version. Gareth to send latest version to webmaster. The AA GB website is going to be overhauled. We have been asked to remove any out-of-date documents, so they are not moved across to the new one. In discipline, probation and criminal justice service page we need to remove the sentence on "major changes" and change the email address to infoprobation.sc@aamail.org email address. Likewise to purpose page and resources page and latest news – change email address to info and remove old news. Stories – one member's story can stay, Jeff H story – take out personal information references to Manchester and Salford and 2009 and change titles to members story 1 and 2. On the document library, remove 2018 files from subcommittee minutes. Hamish to ask what the policy on archiving old subcommittee minutes is.

10. Email System

Email system is working for all. Tessa to carry on checking infoprobation.sc@aamail.org group mailbox regularly.

11. Handbook / Literature review

Service Handbook p64 – says revised 2015 – should be 2022. Gareth to email Literature Subcommittee (Justin) to get it amended. This shouldn't need to go through conference as it's just a typo. Committee members to review chapter 9 and suggest any amendments at the next meeting.

The A5 Pamphlet "Cooperation Between Alcoholics Anonymous and Probation Services and Criminal Justice Services is out of date and is not ideal for giving to professionals it is more for AA members. Gareth has split the current pamphlet into two – one external for professionals and one internal for AA members. Gareth to send this out to committee members. Tessa to draft an update to the A5 Pamphlet to make it internal for AA members. David to draft a new leaflet for

Criminal Justice Professionals along the line of Message to Medical Professionals and Employers. David circulated some preliminary work he had done on splitting the leaflet and draft wording. There will be an extra online meeting on Thursday 6th April to discuss updates this single item. Hamish to set up and send out Zoom invites.

David to circulate draft of a leaflet that London North Region are working on to give to the City of London Police for people in custody as soon as it is finalised.

12. Success stories

Hamish has asked a couple of members to contribute to the stories on our website to add to the two we already ideally from members who have been able to break the cycle of re-offending through recovery in AA. Hamish to add this to the agenda for the Regional LO meeting/Seminar in June/July.

13. Seminar Speakers - suggestions

Hamish is hopeful that the chief Probation Officer for England and Wales will be attending also people from the HMPPS approved premises and Courts and Tribunals have been invited along as guests. Committee members to forward any suggestions for professional guests.

14. AOCB

Hamish to send out covering letter that GSO send out with blank chits for committee members to review.

Hamish has circulated a flyer with the new infoprobation.sc@aamail.org email address and contact details for the subcommittee which can be used internally at Seminars/Workshops etc.

Hamish circulated the vacancy notice for inclusion in AA Service news, this will also be sent out for review.

Gareth circulated documents he kept from 2019 seminar. David to scan them in and circulate pdf to committee members.

15. Date and time of next meeting

Thursday 6th April on Zoom.

16. After Tessa lead us out with the serenity prayer Hamish closed the meeting at 12 noon.