

Minutes

Joint Prison/Probation/CJ Subcommittee meeting 4th and 5th November 2022

Online on Zoom

Attendees

Zelma K	Prison Trustee
Hamish McS	Probation/CJS Trustee
Gareth P	Probation/CJS Subcommittee, minute taker
Tessa S	Probation/CJS Subcommittee
David H	Probation/CJS Subcommittee
Tom Fox	Non-alcoholic Trustee (NAT)
Andrew C	Prison Subcommittee

Apologies

Wullie D	Prison Subcommittee
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1. **Zelma opened the meeting at 5:00pm by reading the Preamble**

Tom Fox read out Tradition 3, 7 and 10. Zelma read out A Declaration of Unity

2. **Minutes of Subcommittee meeting Feb 11th, 2022**

Proposed as accurate by Gareth P and seconded by Tom F

3. **Matters arising**

Probation starter packs have been completed and are now in the document library on the website available for download. Tom to update prison PowerPoint presentation to a version suitable for Prison staff – ongoing.

4. **Bristol Zonal Meeting**

Zelma and Hamish will be attending and possibly Andrew C. Meeting will start at 10:30am on Sunday 13th November with update from intergroups/regions. Zelma will then present the same prison presentation from the 75th Anniversary Convention. Likewise, after lunch Hamish will present the probation presentation followed by a questions and answers session. Invites have been sent out to all regions/intergroups within a two-hour journey. David H has a prior engagement but will forward invite to suitable people in his intergroup/region.

5. **Updating of Service handbook**

The conference approved update to chapter 9 on Probation/Criminal Justice Social Work Services has been included in the 2022 edition. Conference 2022 recommended that chapter 8.1 on AA in Prisons the second paragraph down, “a male AA member” should be changed to “a male share” – this needs to be updated.

6. Terms and Reference update

The Probation Terms of Reference was last updated in 2020 and is on the AA Website (document library). The Prison subcommittee Terms of Reference was last updated in 2013 and is also in the document library under the Prison folder. Both subcommittees to look at updating them individually.

7. Speakers for Seminar Saturday 1st July 2023

Zelma has invited Sarah Hancock who is responsible for clearance in the Ministry of Justice and suggested inviting the governor for Wakefield Prison who she met at the 75th Anniversary Convention. It was agreed that Tom should invite the chief inspector of prisons for Scotland. David suggested contacting someone from the MOJ who is responsible for resettlement after release from prison. Hamish suggested the Chief Probation Officer Sonya Flynn. Tom suggested inviting outside guests as well as speakers e.g., from the Police Federation, Prison Governors Association, and judiciary. After some discussion it was agreed to add safeguarding to the agenda of the seminar.

8. A.O.B

Nothing raised

9. Date and time of next meeting

10th and 11th Feb 2023 face-to-face in York.

10. Zelma closed the meeting at 7:00pm with the serenity prayer

11. Meeting reconvened at 11.15 am to discuss any matters arising from individual Prison and Probation/CJS subcommittee meetings

Hamish will confirm meeting dates and formats for 2023 with Jenny and email them out to all. Probation/CJS terms and reference to be updated including new face-to-face/online meetings split and frequency.

Zelma confirmed that she has invited Sarah Hancock to the 2023 seminar. David suggested chasing it up with her in the next couple of weeks. Tom is going to contact Wendy Sinclair, Chief Inspector of Prisons. Hamish asked for suggestions for people to invite as guests for the seminar. Invitations will have to come from GSO.

Tom is going to draft the update to the chapter on AA in Prisons in the Service Handbook.

12. Tessa led off the serenity prayer and Zelma closed the meeting at 12 noon