



**The Professional Trades Union for Prison,
Correctional & Secure Psychiatric Workers**

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POA Circular 077/2021

For Action: England & Wales

For information: Northern Ireland, Scotland, Special Hospitals, Private Sector, IRCs

20th September 2021

Dear Colleagues

INFORMATION MEETING: ENGLAND AND WALES - 9TH NOVEMBER 2021
CENTRAL HALL WESTMINSTER, STOREY'S GATE, WESTMINSTER, LONDON, SW1H 9NH

The NEC are quite aware that due to the pandemic there has been no annual conference for 2020 and 2021. It has also been virtually impossible to hold Area Meetings to update branch officials as there have been no suitable venues for those Area Meetings to take place which could accommodate two officials from each branch adequately within the prison estate where such meetings are normally held.

I understand that many branches have contacted their NEC members requesting that such Area Meetings are convened when it was safe to do so in order that branch officials can meet up with their respective NEC representatives.

This has proved to be difficult as there has not been any suitable venue within the prison estate apart from Whitemoor where some consultative meetings have taken place, but it was decided that we couldn't easily facilitate all Area Meetings. We also looked at the General Federation of Trade Unions Quorn Grange as well. It was decided to get branches together in England and Wales at the same venue on the same day, which will mean there is a consistency of message being given at the same time for all branches and the NEC can be at the same venue. This is not a decision-making meeting like a Special Delegates Conference but an opportunity for the NEC to give important information on the decisions that have been made whilst annual conference has not been sitting.

The NEC believed that we needed to hold this sort of meeting in the absence of Annual Conference being available. We recognise it isn't ideal and that branches may not get facility time to attend and may have to take annual leave, but facility time has been applied for through the normal channels. I am hoping that this request will be granted given the fantastic work that local branches have done during the pandemic to keep the Prison Service operating to high standards and preserving life during one of the most challenging periods in our lifetime.

Please find attached an expense claim form, which should be returned to Paula Larwill - finance@poauk.org.uk.

Further information will be sent out regarding the agenda and topics for update in due course.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Gillan', with a small flourish at the end.

STEVE GILLAN
General Secretary

ENCLOSURE



BRANCH DELEGATES EXPENSES CLAIM FORM

INFORMATION MEETING

BRANCH

CENTRAL HALL, WESTMINSTER

9th November 2021

Name	2 nd CLASS FARE	MILEAGE	DAY SUBS	SUB TOTAL
Membership No				
Name				
Membership No				

Final total

Branch Secretary /Chair signature date

"/ confirm that the above expenses relate to activities on behalf of the POA and have not been/will not be reimbursed by a third part"

Mileage 45p per mile plus 2p per mile passenger rate will only be approved where both delegatetravel together and does not exceed 2nd Class Rail Fare.

Normal Day Subsistence

£4.25 over 5 hours.

£9.30 over 10 hours

Once completed, please return to:

Paula Larwill - Finance Departmentemail - finance@poauk.org.uk

or post

POA, Cronin House,

245 Church Street,Edmonton, LONDON N9 9HW