



**The Professional Trade Union for Prison,
Correctional and Public and Private
Mental Health Trust Service Providers**

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General Secretary: Steve Gillan

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POA Circular 058/2025

**For action: England & Wales, Northern Ireland, Scotland, Special Hospitals
Private Sector, IRCs**

8 September 2025

Dear Colleagues

SUPPORTING WOMEN IN THE WORKPLACE WORKSHOP

The above workshop will be held from **Tuesday 18 – Thursday 20 November 2025** at the Quorn Grange Hotel, Wood Lane, Quorn, Loughborough.

The following national officials will be facilitating the workshop Jackie Marshall NEC, Sarah Rigby NEC and Angela Montgomery, Assistant General Secretary.

The purpose of the workshop is to establish what concerns our female members face and to ensure we address those concerns with HMPPS and the relevant employing bodies.

The following topics will be discussed although the list is not exhaustive.

- Managing the menopause and periods on duty
- Carers
- Domestic Violence
- Women and the POA
- Rademaker Report
- Reasonable adjustments

A variety of guest speakers have been invited.

The workshop will be residential with registration taking place from 10:00 to 11.00 on Tuesday 18 November and finishing at lunchtime on Thursday 20 November 2024.

Please note this workshop is not only for committee members, it is open to any female member.

Facility time has been granted by HMPPS who will also cover travel and subsistence costs for delegates in England and Wales.

There are 20 places available on the workshop for members.

Accommodation and meal costs will be arranged **centrally** for successful candidates. If accommodation is cancelled by the individual at short notice without good reason and the space cannot be filled, then charges for that accommodation may be directed to the individual or branch. So please make sure when you apply to attend the course that you understand the consequence of non-attendance. In the past the POA have written those costs off and we cannot continue to do so as it is not fair on the wider membership and indeed those officials who do wish to attend the course but cannot do so at short notice.

Please complete the attached proforma if you would like to attend and return it to Angela Sinclair (asone@poauk.org.uk) no later than **12noon 3 October 2025**.

For more information, please listen to the podcast link below entitled “**Women’s Networking Event – a review**” on the **POA Website**.

[POA Podcast | The POA \(poauk.org.uk\)](#)

Please bring the contents of this circular to the attention of members.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Gillan', enclosed in a thin black rectangular border.

STEVE GILLAN
General Secretary

ENCLOSURE



**The Professional Trade Union for Prison
Correctional, Public and Private Mental Health
Trust Services Providers and Immigration Services**

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SUPPORTING WOMEN IN THE WORKPLACE WORKSHOP

18 - 20 NOVEMBER 2025

QUORN GRANGE HOTEL

88 WOOD LANE, QUORN, LOUGHBOROUGH LE12 8DB

Name: _____ Membership No.: _____

Establishment: _____ Job Title: _____

Grade: _____ Date of Birth: _____

Are you on the POA committee? **YES:** _____ **NO:** _____

If **yes**, what position do you hold on the Committee?

Please can you explain why you would like to attend this event?

Is there anything specific you would like to see on the agenda?

Do you have any special dietary requirements? **YES** _____ **NO** _____

If YES, please state:

Do you have any learning or mobility needs? **YES** _____ **NO** _____

If YES, please state:

Please return your completed application form to:
Angela Sinclair – asone@poauk.org.uk no later than 12noon 3 October 2025.