

Gate🔒lodge

The POA Members' Magazine

The Professional Trades Union for Prison, Correctional and Secure Psychiatric Workers

Spring 2020

**WE WILL NOT IGNORE
THE VIOLENCE**



A ROYAL VISIT

The Butler Trust enjoys a visit from HRH The Princess Royal

30 YEARS

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- Criminal charges

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- Discounted rates for wills, probate, lasting Powers of attorney, Deputyship, conveyancing and financial mis-selling claims



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SPRING 2020

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Dear Reader



Mick Pimblett
Editor

Welcome to the Spring issue of *Gatelodge*. This issue contains motions for the POA's 81st Annual Conference which was scheduled to take place at Southport Theatre and Convention Centre from 19th to 21st May 2020 inclusive. However, due to Covid-19 this Conference has had to be postponed.

A provisional date of 9th to 12th November 2020 has been arranged for the same venue.

I am sure that this will disappoint a lot of members who were looking forward to effecting change in the policies of the Union and within the Union itself. However, the advice given by Public Health England must be followed in order to fight this horrible virus.

This is the third Editorial I have written due to Coronavirus and the changes the whole of the membership is facing. At the time of writing the Government have just imposed social distancing, closed pubs, restaurants, cinemas, theatres and other places where social distancing is not possible. Obviously, social distancing is very difficult in Prisons, Secure Hospitals and Escort Services. Two prisoners in public sector Prisons have died of Covid-19 and this number is expected to rise in the coming months.

Your NEC are in continuous talks with the employers and

Government regarding Covid-19 to protect your health and safety during this crisis. These talks are taking place alongside others which regularly take place regarding violence and safety. Covid-19 is an unprecedented situation and the NEC are determined to negotiate the best way to protect our members, our members families, prisoners and the public in relation to this.

Since the last edition of *Gatelodge*, the POA has employed three Assistant General Secretaries, Andy Baxter, Angela Montgomery and Phil Fairlie (who will replace Andy Hogg upon his retirement as the Assistant General Secretary in Scotland). I would like to welcome Andy, Angela and Phil and wish Andy Hogg all the best for his retirement. Andy Hogg has been a great asset to this Union, and he will be sorely missed. His experience and knowledge are second to none and I would like to personally thank him for the help he gave me when I was a new Assistant General Secretary.

I would like to thank Helen for all her efforts in the production of the POA's official journal.

Keep Safe. Keep Each Other Safe. Keep Your Families Safe.

Mick Pimblett



Cover: Created by Ryan Gaston

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Gatelodge is published and printed on behalf of the **POA**, by:

Century One Publishing
Alban Row, 27-31 Verulam Road, St Albans, Hertfordshire, AL7 4DG
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Gatelodge is circulated free to all members of the Union and is available on general subscription.

The views expressed in the magazine are not necessarily those of the Editor or The National Executive Committee.

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Editorial
Contributions to the magazine are requested to send material for the **Summer 2020** issue by **Wednesday 3rd June**

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Gatelodge magazine is for members of the POA. It is circulated to approximately 13,000 members and distributed to both the workplace and directly mailed to members' homes.

It is a vital link in the communication chain of the largest union representing members in the criminal justice system. **Gatelodge** covers the key events affecting prisons, special hospitals, courts and prisoner escort services.

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We will not ignore the violence and threats against staff

Throughout my long Prison Service career, which has so far lasted 28 years, I cannot recall a more violent beginning to a New Year

The start to 2020, without doubt, has reinforced the fact that frontline prison staff, regardless of where they work, either public or private, special hospitals or escort services, work in the most hostile and violent workplace in western Europe without adequate protective mechanisms in place to reduce and negate risk.

If I hear the management speak of 'green shoots' once more I will be in danger of being disciplined. You see, senior managers love to bury their heads in the sand and ignore the real issues. Instead they come out with some old bluff that the violence stats show a slight decrease the last quarter, so things are looking up! Apparently, this is the third quarter highlighting a decrease in violence. I would imagine that January 2020 will rip up their 'green shoots' and put them back in the garden bin with the knotweeds.

GIVE STAFF THE TOOLS THEY NEED TO DO THEIR JOB SAFELY AND EFFECTIVELY

Since the New Year we have seen a major terrorist attack in a high security prison that nearly resulted in the murder of an officer on duty. Having visited Whitemoor after the attack and having spoken to staff on scene who responded, it is clear that their bravery prevented the murder of a colleague. It is also clear, in their minds, that if they had been carrying PAVA, their injuries could have been prevented and the incident would have been subdued within seconds. The true horror of the incident I cannot divulge, but what is abundantly clear is that the terror threat in our prisons is prevalent and real. We now need an independent review into the management of terrorist prisoners in our jails, and more importantly, we need increased staffing levels, the cessation of lone working and we need to listen to frontline staff and give them the tools they need to do their job safely and effectively.

It comes as no surprise to me that just over two weeks later another major disturbance on a wing at Whitemoor was immediately subdued

with the deployment of PAVA. What is the saying? The proof is in the pudding. Well this service needs the pudding ingredient of PAVA!

I am disappointed in our Secretary of State Robert Buckland, who has taken over 3 weeks to acknowledge my letter to him and offer me a meeting to discuss recent events. Even more disappointed that I still await that meeting. Why can't we just respect our staff and issue them with the protective equipment they need? Funny how HMPPS run scared of legal challenges from human rights groups but are happy to attempt to impose adverse changes to frontline staffs working conditions despite the POA threat of legal action.

I just have one simple message: "Prison Officers have human rights as well and deserve to be safe at work. Stop pussyfooting around and issue PAVA and rigid cuffs".

The violent incidents against staff continue to cause concern. The ferocity of attacks on staff at Whitemoor, Long Lartin and Bristol highlight the fact that no matter how



much decency is shown to prisoners, no matter how many staff we have on the landings, no matter how great the interpersonal relationships are or how modern the living conditions, we are simply dealing with a different dynamic. Some modern prisoners care not about being addressed as a man, resident, Mr or first name terms. Some modern day prisoners simply have no respect for authority, live their lives by violence and do not wish to reform. If you doubt me ask yourself why the majority of segregation units are full and prisons struggle to transfer troublesome souls out.

The time has come to review our management of terrorist and violent offenders. If this means a purpose built jail for those who continue to display violence, so they are all housed in one space, and our segregation units are emptied, then so be it. We simply cannot continue to appease violent offenders and place staff at risk.

As for our terrorist and extremist offenders, the attitude of the employer is clear. They run scared of legal challenges and refuse to house those who staff highlight need separating. If this was inaccurate then ask yourselves why we only have one separation centre open but should have three.

The POA continue, despite the many obstacles we face, to succeed in influencing those in power. It is encouraging to see that the roll out of PAVA is accelerating, with targets being set to train staff once prisons have satisfied the criteria. The roll out in the high security estate is now a priority, and in one case, a relaxation of the set criteria. Well, if you can relax the key work element for one high security jail you can relax it for everyone. I would therefore urge all committees to adhere to POA circular 13/2020 for guidance and advice.

TOGETHER WE WILL MAKE OUR PRISONS SAFE

The recent publicity in the press surrounding mental health and the effect social media has highlights that many of us need support and continue to suffer in silence. The POA are working constructively with the employer to improve mental health services for staff and we should see funding made available and an increase in onsite support for staff very soon. Please do not sit alone in silence and bottle things up. Speak to your colleagues, access the support already available, do not suffer alone. Our mental health, considering the environment we inhabit, is more important than ever, so please look after each other.

As conference approaches I look forward to seeing those who attend. Continue to invite me into your prisons to address your branches and continue to engage with me whenever you feel the need. Remember, you are the union and we are here to serve you.

To staff recovering from assault, illness or injury I wish you a speedy recovery.

Until next time. Solidarity to you all.



Mark Fairhurst
National Chair



The priorities 2020 to 2025

The Way Forward

Since the last *Gatelodge* edition circulated in December 2019 much has happened. The Conservatives won the General Election with a very large majority. Britain has officially left the European Union, although there will be a transitional period until the end of 2020 where negotiations will take place.

I am well aware that leaving the EU divided opinion but the POA did not have a policy on whether we were in favour of leaving or indeed of remaining but we did have a policy that stated when we left the EU after the referendum that above all the POA and the wider union movement should resist any attempt to water down workers rights and a close eye over the coming years will need to be focussed to ensure that workers rights are maintained and indeed enhanced.

THE NEW GOVERNMENT

The POA have always been clear we want to work constructively with any Government. The British population have democratically elected a Conservative Government. I would like to congratulate Mr Robert Buckland QC in remaining in his position as the Lord Chancellor, and Secretary of State for Justice along with Lucy Frazer QC as Prisons Minister. One of my biggest criticisms was a lack of continuity in these very important positions. Having met the Lord Chancellor prior to the General Election he seems a sincere man who wants to do business with the POA. There will be occasions when we will not always agree on some policy issues with Government but with the stability of the Lord Chancellor and Prisons Minister being appointed again in the Cabinet reshuffle it gives a foundation for real policy decisions to be made as our Prisons and Criminal Justice System have been in crisis for far too long. The POA stand ready to engage with Ministers on a whole variety of topics to make our prisons safer for those that work in them and indeed the prisoners in our care.

NEW DIRECTOR GENERAL

Phil Copple had been the acting Director General of Prisons since January 2019 and was subsequently appointed to the post permanently in November 2019. I am sure many POA members will know that Mr Copple has worked in the Prison Service for 30 years. He has worked his way up through the ranks including being a Prison Officer before undertaking a range of managerial posts. I certainly know from speaking to many of our members and branch officials in the North East where they speak highly of him when he was Governor at Deerbolt and Frankland before becoming Area Manager. Since Mr Copple was appointed to the Board of Directors in 2011 as General Secretary, I have a high regard for his knowledge and passion for the Prison Service. In negotiations and consultations with him I have found him to be articulate and whilst we have not always agreed on issues, I have respect for the work that he carries out as a Senior Civil Servant. I look forward to continuing a healthy relationship with Mr Copple in the coming years and hopefully the dialogue that the POA NEC have with his officials can make our working environment more successful.

GENERAL SECRETARY ELECTION

I am immensely proud to have won the election from May 2020 until May 2025. Any individual who stands in an election at national level wants as many members to vote in that election. Having studied over a period of time not just this unions turnout but unions in general our voting patterns are not that different to other unions. Having said that the legislation doesn't assist union members in obtaining high turnouts and needs to be brought into the modern era with online voting and indeed secure work-place ballots. Putting that to one side I am delighted to have a third term as the POA General Secretary, and I will continue to work hard on behalf of the membership. I am grateful to those branches who supported my nomination and indeed



those who voted as I secured 57 per cent of the vote. The POA is more important than any individual and I will always remember that and never take for granted the trust that has been placed in me. The priorities must continue that have been set by Conference, those being pension age, health and safety at work, pay and terms and conditions. Over the next five years we need to work together to persuade Government and the employer to value the work of all POA members in their workplaces.

CUFFE REPORT

At Conference 2019 the Cuffe report was overwhelmingly supported and work has continued with sub committee's set up by Mr Cuffe. I think it is worth analysing why an internal review was needed and indeed endorsed by Conference. The POA are a proud trade union and have a very proud history. But like every organisation we cannot stand still as to do so would not be forward thinking. It was important to get someone independent as self-scrutiny doesn't always have a positive outcome. Fresh eyes, but more importantly, listening to what branch officials stated and indeed wanted was just as important and that is what Mr Cuffe delivered in his report which was controversial at times. As he stated at conference, he only delivered what he was told by branch officials. I don't agree with everything in the report and I am sure many of the NEC don't either, but it was important to have our union scrutinised if we are to be fit for a future generation. Mr Cuffe actually did a report on the Irish Prison Officers Association and it would appear they are reaping the rewards of that report and recommendations. Ultimately it will be up to Annual Conference to judge what changes if any are required following the work done by the sub-committees. At least in the midst of time irrespective of what the delegates decide we can say we were brave enough to do a root and branch review of our union. It doesn't matter what my view is on any outcome, the most important outcome is what conference determine and that is democracy. We should never ever be afraid to change the way we do things in the POA. I want this trade union to be an independent trade union for as long as possible and long after I have gone. As stated, the POA is more important than any individual.

POSITIVE ACTION POSITIVE CHANGE

The above wording is the theme for our conference in 2020 and we shouldn't just have that theme for the duration of conference it should be

the theme for 2020. All too often a minority of our members talk this great trade union down unnecessarily. The POA have been hugely successful from having a healthy Welfare Fund that has charity status and assists our members tremendously in their time of need and believe me as someone who sits on that committee I am immensely proud of the financial support we have given to our members and their loved ones in their time of need. The POA locally and nationally have tremendous individuals who represent the membership in the workplace to the best of their ability whether it is representing individuals at grievances or investigations. The support mechanisms there for our members are something to be very proud of. In today's climate it is very difficult to measure what success is but sometimes we do not highlight enough of what should be considered a success. It was this trade union that campaigned for PAVA, body worn cameras and rigid bar cuffs. We have been successful. It was this trade union that campaigned to get smoking stopped in the workplace and we were successful. It was this trade union that campaigned to increase staffing levels in our prisons and they have started to rise although not at the 2010 level. It was this trade union that has won landmark cases by funding legal cases and on vicarious liability and indeed on annual leave. The POA have also won cases of unfair dismissal in the Special Hospitals and defended our members and got them acquitted on criminal charges when the Crown Prosecution Service lay charges against our members at various different establishments. Where our members maintain their innocence in such cases the POA and our legal team will always be by their side. In personal injury cases we have secured through our legal team compensation for our members on a yearly basis. There are many positives in being a POA member and sometimes we under estimate the value in being a POA member. This union continues to grow and evolve and going forward we must strive to make a difference for all our members no matter where they work. 2020 will be a year that will present difficulties, but I believe together united there will be more positives than negatives for our membership.



Steve Gillan
General Secretary



Take time to value ourselves and the work you do

A fond adieu from **Andy Hogg**, Assistant General Secretary (Scotland)

As I head off into the giddy world of retirement it is with some fortuity that the Spring edition of the *Gatelodge* magazine provides me the opportunity to jot down some thoughts as I say my farewell.

There is always a tendency, I think, in these circumstances to reflect back with rose tinted glasses and consider the 'good old days' where the prisons were fully staffed, officers were highly paid and there were no assaults and frankly, prisoners just downright enjoyed the company of a prison officer as they embraced their sentence with good grace and humility.

WHAS LIKE US!

However, I am not that old, and I have not quite come across these circumstances in my thirty odd years in and around the service. In truth the job of a prison officer, no matter where you ply your trade, has and remains one of the most unrecognised and undervalued roles in the world of employment. They work in the harshest of environments, surrounded with the potential to be assaulted at whim and yet rise above this to be caring and compassionate people who endeavour to change the lives of individuals for the good and betterment of society. Of course, skin like a rhinoceros also helps. As does the humour, camaraderie and support for each other in a common understanding of how tough a gig a shift in the gaol can be.

At this point the poignant Scottish rant of "Wha's like us? Damn few and they're awe deid" comes to mind. But in the POA family we know that isn't the case, our members working across the special hospitals, private prisons, immigration and detention centres and escorting, all face the same challenges and unfortunately the same lack of appreciation. The POA are a unique union representing a unique membership operating in unique environments but before we can expect those who don't know us to begin to understand the challenges we face; it is more important than ever that we recognise and value ourselves.

DIVISION WEAKENS

There is much to be said for our motto "Unity is Strength", a truism in many ways but encapsulates well the vision of a bold and strong collective but we so often fail to live up to our own expectations and instead embrace and champion division, often publicly, immediately weakening the union in the eyes of the public and significantly, in how we see ourselves. Differences of opinion in policy and/or the manner in which the objectives of the union are taken forward is democratic, positive and healthy. Robust and constructive debate that provides the membership with the assurance that a well-informed strategy is in place to take forward their best interests is good, but it is not the same

as seeking division in order to power play union politics or massage overinflated ego's. Self-interest flies in the face of trade unionism and all it seeks to achieve and merely serves to undermine our proud motto and in turn weaken ourselves.

That is why I believe there will always be a place for the POA just as there is a need for trade unionism in the modern world. The collective bond of sincere and motivated individuals who share a common cause and objective is what drives trade unionism and is as relevant today as it has always been. Sometimes we need to take the time to remind ourselves of the question, if we don't look after each other, who will?

APPRECIATION

I have had the very good fortune to have known and worked alongside some fantastic people both in and out of uniform and some have been taken from us too early but who are not forgotten. Too many to mention individually but nonetheless it is my pleasure to have the opportunity to express my gratitude and thanks to the individuals who mentored me in my early days in the SPOA NEC and who always remained available for advice and guidance throughout and who now rightly take their place amongst the ranks of the HLM's. To colleagues across the SNC, NEC and NI Area Committee past and present and our sister union in Ireland, thank you for your friendship and comradeship. The tight knitted group of full-time officers, GS and DGS who provided me with support and encouragement during some dark days, you have my grateful thanks and appreciation.

To my good friend and colleague, who also happens to be one of the finest Scottish Chairman to take the seat (and he had big boots to fill), a simple thanks could not do my gratitude to you justice pal.

Last but by no means least the backbone of the union and the cogs that make the union wheels run behind the scenes, our fantastic admin staff in Cronin and regional offices you have been a pleasure to know and to work with over the years. Being in the right place at the right time and on the right day has largely been down to the efforts of Kathryn and Lorraine my evergreen support and confidantes over the years to whom the operation of the POA in Scotland owes much, as do I. My love and gratitude to you both ladies.

And on that note dear friends, I'm off to dry my eyes and leave you with my very best and sincerest wishes for a long and successful future.



Andy Hogg
Assistant General
Secretary

POA update on COVID-19

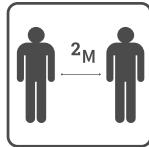
Unprecedented times with the outbreak of covid-19 and POA members as keyworkers on the frontline



WASH YOUR HANDS
FREQUENTLY WITH
SOAP AND WATER



TREAT YOUR HANDS
WITH ANTISEPTIC



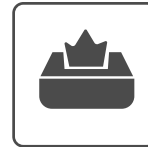
KEEP ONE METRE
DISTANCE



WEAR FACE MASK



STAY AT HOME
DURING PERIODS
OF MASS ILLNESS



USE TISSUE WHEN
COUGH / SNEEZE



DO NOT TOUCH
YOUR EYES
WITH DIRTY HANDS



AVOID MASS EVENTS

The POA are putting out regular advice during this National Emergency of COVID-19. Our members are rightly anxious and at times frightened and that is a natural reaction. You have been identified as Key

Workers and that means like all other Key Workers you are expected to attend work when you are fit and well. That is something that I support but at the same time I do not support presenteeism because when you are ill and turning up for work that does not assist anyone and could spread the virus. The messages from the Prime Minister will confuse some people about social distancing and remaining at home, along with instructions to not travel unnecessarily. Obviously, that does not apply to Key Workers such as yourselves because when you are fit and well you are expected to turn up for work.

Workers such as you, Police Officers, Nurses, Doctors and all health workers including Cleaners, Firefighters, Shopworkers and all other Key Workers are doing a brave and at times a thankless task.

Behind the scenes the POA and all other Trade Unions affiliated to the TUC are working with their respective Employers and indeed Government Officials in a constructive manner. The Director General Phil Copple and the CEO Jo Farrar are in constant touch with the National Chairman Mark Fairhurst and myself. This is a time of National crisis in working together and looking for solutions. I make no apology for working in partnership with the Director General of HMPPS because not to do so and look for problems at every turn would not in my view keep our members safe or indeed those in our care. The POA in Scotland are doing exactly the same with their employer as is the same in Northern Ireland. I am also liaising with Special Hospitals in the NHS and our private sector providers, Sodexo, G4S, and Serco and having a constructive dialogue with them.

There is no blue- print for this and having been involved as a POA member for 30 years I personally have not come across anything so challenging in that duration. We need to all pull together and make agreements that probably we would never have entertained in normal times. I recognise that most POA members are true professionals and will do their very best to look after those in our care and indeed

look after each other. Difficult decisions will have to be made in the coming

days, weeks and months but I am confident we will all rise to the challenge.

That is why I personally have offered last week in my spare time to go back to the landings as a volunteer even although I left the Prison Service in 2010. The reason I have done that is because I believe it is the right thing to do. You never forget how to be a Prison Officer and if I can assist by doing that then I am quite prepared to do so if the Prison Service give me the green light.

I would ask our members wherever you are to remain patient with the NEC and your respective employers. I know this is a difficult time for you and your families and there are genuine concerns surrounding Personal Protective Equipment, COVID-19 testing arrangements and genuine concerns about regimes. As stated previously the POA are dealing with those concerns and we have the ear of the Director General Phil Copple and other employers' senior officials. We all know this is not a game this has serious consequences if contingency plans are breached or some Prisons are over ambitious in what they think is safe to carry out. All of us need to remain calm and help each other in these testing times with different ways of working.

On a personal note just in relation to HMPPS and the Director General Phil Copple. In my view he has shown true leadership and at every opportunity picked up the phone late into the night to keep myself and the National Chairman informed. We do not always agree on every issue, but professional partnership working is imperative during this crisis. For those that use social media please refrain from abusive or insulting language. The POA will not always respond to social media questions because sometimes it is security sensitive. I know the majority of our members are professional and want to be seen in a professional light and use social media responsibly please help us to help you.

I intend to do a regular briefing on a weekly basis but please keep safe and look after yourselves and your families in these difficult times that no one has experienced before. Working constructively with employers, Government and each other will see us through this major challenge.

Steve Gillan
General Secretary

Legal results

From 31st October 2019 to the end of January 2020, as well as 291 new requests for legal assistance from members, recent successes for the POA and Thompsons have included compensation payments for a variety of reasons.

These include;

Full Sutton	£15,000
Cardiff	£152,500
Manchester	£11,187
Haverigg	£10,000
Birmingham	£7,381
Rochester	£18,275
Lindholme	£3,500
Wealstun	£7,500
Deerbolt	£3,000
Leicester	£194,063
Full Sutton	£1500

Parc	£12,000
Styal	£2,900
Birmingham	£1,937
Carstairs	£1,000
Broadmoor	£4,000
Standford Hill	£7,863
Lewes	£5,000

This is compensation totaling £458,606 over the last 3 months which has gone to POA members due to the hard work of Thompsons, POA Branch Officials and POA Legal Support Staff. As well as the damages recovered, these cases should assist Branch Officials and Health and Safety Representatives in the workplace and prevent similar incidents in the future.

Cases such as those above also show the value of the Union's Legal Service.

Mick Pimblett
Assistant General Secretary



PLEASE CAN WE REMIND MEMBERS TO INFORM YOUR LOCAL BRANCH COMMITTEE OF THE FOLLOWING INFORMATION TO KEEP OUR MEMBERSHIP RECORDS UP TO DATE;

- LONG TERM SICK/MATERNITY LEAVE (IF ON REDUCED PAY)
- RETURN FROM LONG TERM SICK/MATERNITY LEAVE
- TRANSFERS OUT
- TRANSFERS IN
- RESIGNATION FROM MEMBERSHIP
- RETIREMENT
- NAME CHANGES (ie. MARRIAGE)
- ASSAULTS ON STAFF

UNDER RULE 8.7 WAIVER RULE 8.7

Subscriptions are waived automatically for members on armed forces call up, or members on a reduced salary (half or pensionable rate of pay) because of:

- (a) long term sickness; or
- (b) maternity leave.
- (c) Members who qualified for their subscriptions to be waived

under Rule 8.7(a) and (b) shall not be entitled to reclaim paid subscriptions, save for 3 months maximum, if they failed to apply at the appropriate time.

- (d) Subscriptions may be waived at the discretion of the National Executive Committee for members who are suspended without pay for one month or more.

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

SDC Motions



- 1** The POA thank Mr Cuffe for his work on the Cuffe Report. The POA immediately ceases all relationships with Mr Pat Cuffe that attract financial reward for Mr Cuffe. This is to include any recommendation within the Cuffe Report that requires Mr Cuffe to be present or consulted.

LITTLEHEY

- 2** Conference instruct the NEC to remove Pat Cuffe from any dealings with the POA with immediate effect.

WHITEMOOR

- 3** Conference debate the progress made over motion 34/19.

FELTHAM

- 4** In order that the POA can be compliant with current TULRCA requirements and to establish the viability of any future tiered or differentiated membership subscription scheme, as per the Cuffe Report 2019, Conference mandates the NEC to carry out a full and accurate census of all current POA members to establish the breakdown of pay grades, gender and ethnic background.

This work to be carried out with urgency and to provide a report to Conference 2021.

NEC

- 5** Conference approve the uplift in subscriptions by £5.00 per month, this to allow a number of the “Cuffe” report action to be delivered.

NEC

- 6** Conference approve the uplift in subscriptions by £4.00 per month, this to allow a number of the “Cuffe” report action to be delivered.

NEC

- 7** Conference approve the uplift in subscriptions by £3.00 per month, this to allow a number of the “Cuffe” report action to be delivered.

NEC

- 8** Conference approve the uplift in subscriptions by £2.00 per month, this to allow a number of the “Cuffe” report action to be delivered.

NEC

- 9** Conference approve the uplift in subscriptions by £1.00 per month, this to allow a number of the “Cuffe” report action to be delivered.

NEC

- 10** **Amend Rule, 1 Para 1.2, to read:**

The POA UK will have a Head Office, which fully meets the requirements of the Union, the current HQ would be located at ‘Cronin House’ 245 Church Street Edmonton, London, N9 9HW, or such other location as Conference decides.

NEC

- 11** **Amend Rule 1.3 to:**

The Union will have a Regional Office at Castell House, 116 Ballywater Road, Millisle, County Down, BT22 2HS.

NEC

- 12** Conference approves the Retired Members Committee to establish a Benevolent Fund for the welfare of retired members of the POA. Retired members will pay an annual subscription which will be reviewed annually by the Retired Members Committee.

This will require Rule 5 to be amended if Carried.

NEC

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

Conference Motions



RULES AND CONSTITUTION

- 1** Remove Rule 3.2, 11.3, 11.4, 11.5, 11.6 and replace with a new Rule reading:-
- All members must be registered at the Union's Headquarters by their home address on the approved membership form.

BELMARSH

- 2** **Amend Rule 8.3 from:**
- Rule 8.3-** Full members whose banking facilities do not allow direct debits may instead pay subscriptions to the Finance Officer 6 or 12 months in advance on 1 January or 1 July.
- To read: Rule 8.3** Full members whose banking facilities do not allow direct debits may instead pay subscriptions to the Finance Department 6 or 12 months in advance on 1st January or 1st July.

NEC

- 3** **To amend Rule 9.5 from:**
Other Officials
- Rule 9.5** The National Executive Committee will appoint such Assistant Secretaries and/or a Finance Officer as may be determined from time to time by Conference.
- To read: Other Officials**
- Rule 9.5** The National Executive Committee will appoint such Assistant Secretaries as may be determined from time to time by Conference.

NEC

- 4** **Amend Rule 10.5 from:**
- Rule 10.5** Pending the election to fill a vacancy:
- (a) in the case of the Chairman, the Vice Chair who has held that office for the longer unbroken period will be acting Chairman,
 - (b) in the case of a Vice Chair, the National Executive Committee member who has held that office for the longest unbroken period will be an acting Vice Chair; and
 - (c) in the case of the General Secretary, the Deputy General Secretary will be acting General Secretary.
- Rule 10.5** Pending the election to fill a vacancy:
- (a) in the case of the Chairman, the Vice Chair will be acting Chairman.
 - (b) in the case of the Vice Chair, the National Executive Committee member who has held that office for the longest unbroken period will be the acting Vice Chair; and
 - (c) in the case of the General Secretary, the Deputy General Secretary will be acting General Secretary.

NEC

- 5** Conference to amend Rule 10.7 and 10.9 and reduce the period of ineligibility for election to NEC from 5 years to 2 years.

FELTHAM

- 6** Changes are made to the wording of Rule 11.2 to reflect the difficulty faced by smaller Branches in convening a Meeting which qualifies under Rule 13. Rule 11.2 to read:
- Branch Committee members should:
- (a) Hold a branch meeting to discuss the election. OR CIRCULATE REQUESTS FOR NOMINATIONS TO MEMBERS VIA EMAIL. No branch meetings, for nomination purposes, should be convened, OR REQUESTS CIRCULATED, until close of nominations, as stated in the officially published timetable.
 - (b) Read out OR CIRCULATE BY EMAIL all requests for nominations and nominate a candidate for the vacant position or inform the General Secretary that the branch failed to nominate any candidate.

HOLLESLEY BAY

- 7** Changes are made to the wording of Rule 12.5 to reflect the difficulty faced by smaller Branches in convening a Meeting which qualifies under Rule 13. Rule 12.5 to read:
- The only motions to be discussed at Conference are those proposed by a Branch:
- (a) After having been passed at a duly convened meeting of the Branch; (IF A BRANCH MEETING IS NOT HELD; PROPOSED MOTIONS ARE CIRCULATED TO THE BRANCH MEMBERS VIA EMAIL) and
 - (b) submitted to the General Secretary at least 3 months before the Conference is due to commence unless the National Executive Committee agrees a shorter period; and
 - (c) In writing, signed and certified on the approved Annual (and Special) Conference Motion Standard Form by the Branch Chairman or Secretary, that it has been passed at a duly convened meeting of the Branch. (OR CIRCULATED TO THE MEMBERSHIP VIA EMAIL)

HOLLESLEY BAY

8

To amend Rule 12.7 from:

Rule 12.7 Each Branch will send up to 2 delegates funded by the Union to Conference and may determine to fund observers from the Branch Funds:

- (a) unless the Branch determines differently, the delegates will normally be the Branch Chair and Secretary of the Branch;
- (b) only the 2 delegates representing the Branch may speak for the Branch on any matter at Conference, if any observer speaks in place of the delegates, this will be dealt with as a breach of the Rules & Constitution.
- (c) No delegate should attend Annual or Special Conference without a mandate from their branch following a branch meeting to vote on any matters to be determined by Conference. No delegate should draw any travel or subsistence from the union to attend Annual or Special Conference unless they are mandated by their branch to fully represent their member's interests
- (d) No delegate may speak or vote in contravention of his/her branch mandate.
- (e) Where any Conference motion that has been placed on the agenda which cannot be heard due to the proposing branch not being present and where their absence is legitimate. The Chair will seek conferences permission for the motion to be considered as formally moved.

To read:

Rule 12.7 Each Branch will send up to 2 delegates funded by the Union to Conference and may determine to fund observers from the Branch Funds:

- (a) unless the Branch determines differently, the delegates will normally be the Branch Chair and Secretary of the Branch;
- (b) only the 2 delegates representing the Branch may speak for the Branch on any matter at Conference, if any observer speaks in place of the delegates, this will be dealt with as a breach of the Rules & Constitution.
- (c) No delegate should attend Annual or Special Conference without a mandate from their branch following a branch meeting to vote on any matters to be determined by Conference. No delegate should draw any travel or subsistence from the union to attend Annual or Special Conference unless they are mandated by their branch to fully represent their member's interests.
- (d) No delegate may speak or vote in contravention of his/her branch mandate, unless they are the mover of the motion following a request to withdraw the motion.
- (e) Where any Conference motion that has been placed on the agenda which cannot be heard due to the proposing branch not being present and where their absence is legitimate. The Chair will seek Conferences permission for the motion to be considered as formally moved.

NEC

9

Amend Rule 12.12 from:

Rule 12.12 Points of order must relate to:

- (a) an alleged infringement of these Rules, standing orders or general custom and practice in the conduct of the debate or in the content of any speech; or
- (b) an allegation that the content of a speech is irrelevant, abusive, offensive, discriminatory or unlawful.

To read:

Rule 12.12 Points of order must relate to:

- (a) an alleged infringement of these Rules, standing orders or general custom and practice in the conduct of the debate or in the content of any speech; or
- (b) an allegation that the content of a speech is irrelevant, abusive, offensive, discriminatory or unlawful.
- (c) The content of the speech is misleading.

NEC

10

To amend Rule 12.20 from:

Rule 12.20 On the first day of the Annual Conference the Finance Officer will:

- (a) present the National Executive Committee's finance report;
- (b) answer any questions concerning the audited accounts where notice has been given under Rule 12.17; and
- (c) answer any relevant questions raised concerning any other matters dealt with by the National Executive Committee's finance report.

To read:

Rule 12.20 On the first day of the Annual Conference the General Secretary or the Deputy General Secretary will:

- (a) present the National Executive Committee's finance report;
- (b) answer any questions concerning the audited accounts where notice has been given under Rule 12.17; and
- (c) answer any relevant questions raised concerning any other matters dealt with by the National Executive Committee's finance report.

NEC

11 Amend 12.21 from:

Rule 12.21 On the second day of the Annual Conference:

- (a) the Finance Officer; and
- (b) the auditor with his/her working papers; will be available together to delegates for at least one hour in order to deal with any informal queries on the audited accounts.

To read:

Rule 12.21 On the second day of the Annual Conference:

- (a) the General Secretary or Deputy General Secretary; and
- (b) the auditor with his/her working papers; will be available together to delegates for at least one hour in order to deal with any informal queries on the audited accounts.

NEC

12 Amend 14.1 from:

Identity **Rule 14.1** The Union's Trustees will be the Vice Chair for the time being, the Finance Officer for the time being, each ex-officio. The third trustee will be the National Chairman.

To read:

Identity **Rule 14.1** The Union's Trustees will be the Vice Chair for the time being, the General Secretary or the Deputy General Secretary for the time being, each ex-officio. The third trustee will be the National Chairman.

NEC

13 Amend Rule 15.1 from

Rule 15.1 The Union shall have a Finance Committee comprising:

- (a) the Vice Chair,
- (b) the General Secretary,
- (c) member/s of the National Executive Committee nominated by the National Chairman, and
- (d) the Finance Officer.

To read:

Rule 15.1 The Union shall have a Finance Committee comprising:

- (a) the Vice Chair,
- (b) the General Secretary,
- (c) member/s of the National Executive Committee nominated by the National Chairman.

NEC

14 Amend Rule 15.2 from:

Rule 15.2 The Finance Committee shall have responsibility for administering the finances of the Union in conjunction with the Finance Officer in the best interests of the Union and in accordance with the policies laid down from time to time by Conference and the National Executive Committee. In carrying out its duties, the Finance Committee shall act in accordance with the duties placed upon the Trustees by Rules 14.2 to 14.5 and seek the approval of the National Executive Committee if it wishes to do any of the acts set out in Rule 16.12 to 16.13.

To read:

Rule 15.2 The Finance Committee shall have responsibility for administering the finances of the Union in conjunction with the General Secretary or the Deputy General Secretary in the best interests of the Union and in accordance with the policies laid down from time to time by Conference and the National Executive Committee. In carrying out its duties, the Finance Committee shall act in accordance with the duties placed upon the Trustees by Rules 14.2 to 14.5 and seek the approval of the National Executive Committee if it wishes to do any of the acts set out in Rule 16.12 to 16.13.

NEC

15 To amend Rule 16.4 from:

Rule 16.4

- (a) If the Northern Ireland Area Committee so decides it shall have the power to raise funds from the members of the Union in Northern Ireland by means of a monthly levy, which shall not be more than an average of 50p per member, per month. The levy shall be collected from the members who opt to pay with their normal monthly subscriptions and be paid to the Northern Ireland Area Fund.
- (b) The payment of such levy by the members in Northern Ireland shall at all times be voluntary and no member shall be subjected to any detriment for not paying the levy or coerced into payment of the levy.
- (c) The Northern Ireland Area Committee shall administer the Northern Ireland Area Fund and may if they so decide delegate day to day control of the fund to one or more of their members provided always.
- (i) That those to whom administration of the fund has been delegated provide details of the usage of the account to the Northern Ireland Area Committee on a monthly basis: and
- (ii) that details of the terms of the delegation are provided in writing to the Finance Officer.
- (d) The fund may be used by the Northern Ireland Area Committee in any way it decides provided always that the usage of the fund is lawful.

- (e) The Northern Ireland Area Committee shall be responsible for promptly providing any information or documentation requested by the Trustees, the Finance Officer or the Union's Auditors.

To read:

Rule 16.4

- (a) If the Northern Ireland Area Committee so decides it shall have the power to raise funds from the members of the Union in Northern Ireland by means of a monthly levy, which shall not be more than an average of 50p per member, per month. The levy shall be collected from the members who opt to pay with their normal monthly subscriptions and be paid to the Northern Ireland Area Fund.
- (b) The payment of such levy by the members in Northern Ireland shall at all times be voluntary and no member shall be subjected to any detriment for not paying the levy or coerced into payment of the levy.
- (c) The Northern Ireland Area Committee shall administer the Northern Ireland Area Fund and may if they so decide delegate day to day control of the fund to one or more of their members provided always.
- (i) That those to whom administration of the fund has been delegated provide details of the usage of the account to the Northern Ireland Area Committee on a monthly basis: and
- (ii) that details of the terms of the delegation are provided in writing to the NEC.
- (d) The fund may be used by the Northern Ireland Area Committee in any way it decides provided always that the usage of the fund is lawful.
- (e) The Northern Ireland Area Committee shall be responsible for promptly providing any information or documentation requested by the Trustees, the General Secretary, Deputy General Secretary or the Union's Auditors.

NEC

16

Amend Rule 16.6 (e) from:

Rule 16.6

- (e) The National Committee for Secure Health Care Services shall be responsible for promptly providing any information or documentation requested by the Trustees, the Finance Officer or the Union's Auditors.

To read:

- (e) The National Committee for Secure Health Care Services shall be responsible for promptly providing any information or documentation requested by the Trustees, General Secretary, Deputy General Secretary or the Union's Auditors.

NEC

17

The Union Learning Fund Rule 16.7

- (a) Any money received by the Union in relation to the Union Learning initiative shall be paid into the Union Learning Fund.
- (b) All payments to be made in respect of the Union Learning initiative shall be paid from the Union Learning Fund.
- (c) The fund will be administered by the Finance Officer when expenditure has been authorised by the Project Manager and NEC member/s annotated as responsible for the day to day running of the Union Learning Fund.
- (d) Notwithstanding the provisions of 16.8 (a) and (b) where it is necessary for the fulfilling of the Union's commitments to the learning initiative programme the Finance Officer may transfer funds from the General Fund to the Union Learning Fund and from the Union Learning Fund to the General Fund provided always that wherever funds are transferred all such transaction shall subsequently be reported to the Finance Committee at their next meeting.

To read:

The Union Learning Fund Rule 16.7

- (a) Any money received by the Union in relation to the Union Learning initiative shall be paid into the Union Learning Fund.
- (b) All payments to be made in respect of the Union Learning initiative shall be paid from the Union Learning Fund.
- (c) The fund will be administered by the General Secretary or the Deputy General Secretary when expenditure has been authorised by the Project Manager and NEC member/s annotated as responsible for the day to day running of the Union Learning Fund.
- (d) Notwithstanding the provisions of 16.8 (a) and (b) where it is necessary for the fulfilling of the Union's commitments to the learning initiative programme the NEC may transfer funds from the General Fund to the Union Learning Fund and from the Union Learning Fund to the General Fund provided always that wherever funds are transferred all such transaction shall subsequently be reported to the Finance Committee at their next meeting.

NEC

18 Amend Rule 16.8 from:

Branch Funds Rule 16.8

- (a) Each Branch of the Union shall maintain a Branch account into which all Branch funds shall be paid and from which all Branch payments shall be made. Money which is not the property of the Union must not be paid into the Branch account.
- (b) It shall be the responsibility of the Branch Committee to properly manage their Branch account which will at all times be operated in credit.
- (c) In addition to its obligation under rule 20.3 (g) the Branch Committee shall, by the 31st January in each year, provide to the Finance Officer a copy of a statement of account for the Branch account showing the balance as at the 31st December in the previous year.
- (d) For the purpose of completing his audit of the Union's accounts the Auditor shall nominate a number of Branches each year whose accounts he wishes to examine. At least one month prior to the beginning of Annual Conference the Finance Officer shall notify those branches nominated by the Auditor of the requirement for them to bring all relevant documents and accounting records relating to the Branch's account to the Annual Conference so that the Auditor can examine and inspect them. The members of the Branch Committee shall fully cooperate with the Auditor and use their best endeavours to provide him with any information or documents which he may require.
- (e) The Finance Officer may from time to time issue guidance to Branch Committees in respect of the managing of Branch accounts

To read:

Branch Funds Rule 16.8

- (a) Each Branch of the Union shall maintain a Branch account into which all Branch funds shall be paid and from which all Branch payments shall be made. Money which is not the property of the Union must not be paid into the Branch account.
- (b) It shall be the responsibility of the Branch Committee to properly manage their Branch account which will at all times be operated in credit.
- (c) In addition to its obligation under rule 20.3 (g) the Branch Committee shall, by the 31st January in each year, provide to the General Secretary or the Deputy General Secretary a copy of a statement of account for the Branch account showing the balance as at the 31st December in the previous year.
- (d) For the purpose of completing his audit of the Union's accounts the Auditor shall nominate a number of Branches each year whose accounts he wishes to examine. At least one month prior to the beginning of Annual Conference the General

Secretary or the Deputy General Secretary shall notify those branches nominated by the Auditor of the requirement for them to bring all relevant documents and accounting records relating to the Branch's account to the Annual Conference so that the Auditor can examine and inspect them. The members of the Branch Committee shall fully cooperate with the Auditor and use their best endeavours to provide him with any information or documents which he may require.

- (e) The General Secretary or the Deputy General Secretary may from time to time issue guidance to Branch Committees in respect of the managing of Branch accounts.

NEC

19 To amend Rule 18.6 from:

Rule 18.6 The Branch Secretary must forward to the Finance Officer at the Union's head office as soon as practicable:

To read:

Rule 18.6 The Branch Secretary must forward to the NEC at the Union's Head Office as soon as practicable:

NEC

20 To amend Rule 18.7 from:

Rule 18.7 Before each Annual Conference the Finance Officer will circulate to the membership a report showing the death benefits paid in the preceding accounting year.

To read:

Rule 18.7 The Branch Secretary must forward to the NEC at the Union's Head Office as soon as practicable:

NEC

21

To amend Rule 19 from:

RULE 19 LEGAL ADVICE & ASSISTANCE
Legal Aid Committee

Rule 19.1 The Union will have a Legal Aid Committee comprising;

- (a) the Vice Chair (as Chairman);
- (b) the General Secretary;
- (c) a National Executive Committee member nominated by the National Chairman;
- (d) the Finance Officer; and
- (e) any Assistant Secretary nominated by the General Secretary.

To read:

RULE 19 LEGAL ADVICE & ASSISTANCE
Legal Aid Committee

Rule 19.1 The Union will have a Legal Aid Committee comprising;

- (a) the Vice Chair (as Chairman);
- (b) the General Secretary;
- (c) a National Executive Committee member nominated by the National Chairman;
- (d) any Assistant Secretary nominated by the General Secretary.

NEC

- (d) ensuring the contents of Branch circulars are brought to the attention of all members of the Branch;
- (e) keeping written attendance records of the names of the Branch Committee members and the number of Branch members present at each meeting of the Branch and Branch Committee;
- (f) keeping written minutes of all resolutions passed by the Branch or the Branch Committee;
- (g) sending copies (signed by the Branch Chairman or Secretary) of those attendance records and minutes to the General Secretary on request;
- (h) furnishing any returns of information required from time to time by the General Secretary or Finance Officer;
- (i) appointing a suitable person from within the committee to act as membership recruitment co-ordination officer;
- (j) appointing a suitable person to act as Equality Committee member for the benefit of every member, where possible (as Rule 20.2d); and
- (k) allocating areas of responsibility to each Branch Committee Member

To read:

Rule 20.3 The duties of the Branch Committee will be determined by the Branch Chairman in consultation with the Branch Secretary in order to protect and promote the interest of the members of the Branch, including (but not limited to):

- (a) appointing one of the Branch Committee members as Treasurer to be responsible to the Branch and the National Executive Committee for the administration of all Branch finance;
- (b) recruiting and retaining members, and assisting the National Executive Committee and General Secretary in carrying out the Rules and Objects of the Union;
- (c) ensuring a copy of the Union's journal is made available to each member of the Branch who requests it;
- (d) ensuring the contents of Branch circulars are brought to the attention of all members of the Branch;
- (e) keeping written attendance records of the names of the Branch Committee members and the number of Branch members present at each meeting of the Branch and Branch Committee;
- (f) keeping written minutes of all resolutions passed by the Branch or the Branch Committee;

22

Amend Rule 20.3 from:

Rule 20.3 The duties of the Branch Committee will be determined by the Branch Chairman in consultation with the Branch Secretary in order to protect and promote the interest of the members of the Branch, including (but not limited to):

- (a) appointing one of the Branch Committee members as Treasurer to be responsible to the Branch and the National Executive Committee for the administration of all Branch finance;
- (b) recruiting and retaining members, and assisting the National Executive Committee and General Secretary in carrying out the Rules and objects of the Union;
- (c) ensuring a copy of the Union's journal is made available to each member of the Branch who requests it;

Conference Motions

- (g) sending copies (signed by the Branch Chairman or Secretary) of those attendance records and minutes to the General Secretary on request;
- (h) furnishing any returns of information required from time to time by the General Secretary or the NEC;
- (i) appointing a suitable person from within the Committee to act as membership recruitment co-ordination officer;
- (j) appointing a suitable person to act as Equality Committee member for the benefit of every member, where possible (as Rule 20.2d); and
- (k) allocating areas of responsibility to each Branch Committee Member

NEC

23 To amend Rule 23.4 from:

Rule 23.4 The National Executive Committee will allot to the Northern Ireland Area Committee a sum of money to meet its working expenses. The Treasurer of the Northern Ireland Area Committee will be responsible for the administration of this money and will render an account twice yearly to the Finance Officer.

To read:

Rule 23.4 The National Executive Committee will allot to the Northern Ireland Area Committee a sum of money to meet its working expenses. The Treasurer of the Northern Ireland Area Committee will be responsible for the administration of this money and will render an account twice yearly to the General Secretary or the Deputy General Secretary.

NEC

24 To amend Rule 24.4 from:

Rule 24.4 The National Executive Committee will allot to the Scottish National Committee a sum of money to meet its working expenses. The Scottish Treasurer will be responsible for the administration of this money and will render an account twice yearly to the Finance Officer.

To read:

Rule 24.4 The National Executive Committee will allot to the Scottish National Committee a sum of money to meet its working expenses. The Scottish Treasurer will be responsible for the administration of this money and will render an account twice yearly to the General Secretary or the Deputy General Secretary.

NEC

- 25** AMEND ANNEX H – PARA 2 – Delete the words “and defend”.

PRESTON

- 26** Amend Annex H – Para 3 – Delete the words “and sanctioned”.

PRESTON

- 27** Amend Annex H – Para 3 – to include; “any matter requiring a vote at any committee, will be a recorded vote”.

PRESTON

- 28** Amend Annex H – Para 4 – delete entirely.

PRESTON

- 29** Conference instructs the NEC to amend the Annex H point 4, to now read;

Proceedings of all committee voting positions will be authorised and approved for publication to the membership once the minutes are agreed.

FELTHAM

HEALTH AND SAFETY

- 30** That Conference instruct the NEC to review the quality of the uniform with HMPPS.

BELMARSH

- 31** The NEC share concerns over the current uniform as it is no longer fit for purpose, with special consideration being given to the carriage of the additional PPE. Many staff are having to purchase tactical belts at their own cost.

HUNTERCOMBE

- 32** That suitable maternity wear is provided by employers to those staff requiring it.

WANDSWORTH

- 33** That suitable utility vests to carry PPE are provided by employers to those staff requiring them..

WANDSWORTH

- 34** Conference to debate the effect that NPS has had on the prison system.

WANDSWORTH

- 35** The Glenochil branch requests Conference to instruct the National Executive Committee to liaise with the Health and Safety Executive to carrying out a full investigation into the effects of psychoactive substances on our membership. Current exposure is causing reactions that may have detrimental effect on member's health and safety in both the short and long term. This must be investigated on and reported on in full.

GLENOCHIL

- 36** That Conference acknowledge between October 2017 and April 2019 mental health-related referrals were made for 2,760 prison officers. The figure equates to almost 1 in 8 officers.

In light of the mental crisis facing members Conference mandate the NEC to enter urgent negotiation with the employer to devise and implement a national staff mental health policy and strategy which promotes wellbeing and ensures staff experiencing mental health problems get the support they need.

SUDBURY

- 37** Conference instructs the NEC to negotiate with the employer that all ceramics are removed from prisoners as these are on a par with glass.

WHATTON

- 38** Conference instruct the NEC to negotiate the removal of tin cans from the national list.

WHATTON

- 39** Conference instruct the NEC to negotiate with the employer to stop the handing out of craft knives and have these removed.

WHATTON

AWARDS

- 40** That Conference award Mick Gratton Honorary Life Membership for his outstanding contribution to this Trade Union.

NEC

- 41** That Conference award Andy Hogg Honorary Life Membership for his outstanding contribution to this Trade Union.

NEC

MATTERS AFFECTING THE UNION

- 42** That Conference instructs the NEC that the Gatelodge magazine would increase from 3 – 4 editions per year.

BELMARSH

- 43** That Conference instructs the NEC that in future job vacancies within the POA regardless of position, every applicant has a choice of full or part time hours, or job share options if required.

BELMARSH

- 44** That in future there should be a parity of awards between unified grades and civilian full time officers directly employed by the union. (For example, if the pay award is 1%, then full time officers should only receive 1%).

CARDIFF

- 45** That Conference replace SDC motion 84/96 to state that:

The employees of the association shall not receive more than the average percentage award to given to all members each year as dictated by Government.

They will be paid this when the award of ourselves is announced.

FELTHAM

- 46** That Conference debate the Service we receive from Thompsons Solicitors.

DURHAM

Conference Motions

- 47** That Conference holds a vote of confidence in the performance of Thompsons Solicitors and the legal service provided to our membership.

HEWELL

- 48** That Thompsons Solicitors are replaced as Union Solicitors.

FORD

- 49** Conference instructs the NEC that no POA funds are to be spent on alcohol.

FELTHAM

- 50** That Conference endorse a 50 pence per subscription month increase from 1st June 2020.

NEC

- 51** Conference agrees a “freeze” on membership fees until a decent above inflation pay rise is agreed with the employer.

FELTHAM

- 52** The NEC publish the results of all local Branch Committee Elections by the end of January each year as per the 5 year cycle set out in Rule 20.7.

FRANKLAND

- 53** That Conference instructs the NEC to modernise the current NEC Election process.

HEWELL

- 54** That Conference instructs the NEC to provide the membership with quarterly progress updates on all Conference motions passed within the preceding three years.

HEWELL

- 55** The NEC support members by engaging in pay discussions with the Pay Review Body.

HUNTERCOMBE

- 56** The NEC offer Conference an explanation as to why they endorsed the Leadership of the Labour Party by Jeremy Corbyn MP. Could the NEC also clarify the POA’s position in endorsing any Politicians in the future.

LITTLEHEY

- 57** For Conference to debate whether to instruct the NEC to fund recognised qualifications for Health and Safety Reps e.g. NEBOSH.

MOORLAND

- 58** Conference congratulates the NEC on implementing ACM 74-18.

Conference now wishes to expand this and introduce a Platinum Badge for members who have 30 years and above.

PRESTON

- 59** That Conference debate the issue of personal development for POA branch officials.

SUDBURY

- 60** That Conference accepts that the challenges facing Branch officials in providing advice and support to members have grown exponentially since the introduction of the failed benchmark process, and that in order to assist branch officials provide good outcomes for members who are disabled conference instructs the NEC to provide training centered on the rights of disabled members either directly as part of the syllabus in branch officials training or as a separately delivered training package.

SUDBURY

- 61** Conference reaffirms that the identified motions in this Conference Paper (1) are still policy of the POA.

NEC

- 62** That Conference accept Conference Paper 2 titled Strategic Aims and Objectives 2020-2025..

NEC

Conference Motions

- 63** That Conference accept Conference Paper 3 titled Choices in relation to Trades Dispute Fund.

NEC

- 70** That the NEC negotiate HMPPS so that when YO's are progressing to the adult estate suitable categorisation procedures are followed.

WYMOTT

SECURITY AND CUSTODY

- 64** Conference to debate the Crime in Prisons Agreement and its efficiency in prosecuting those who assault prison staff.

ELMLEY

- 65** That the NEC and POA as a union take whatever action necessary to ensure all staff assaults that lead to prosecution carry consecutive sentences for the assaulter.

LINCOLN

- 66** Due to the recent extremist related incidents within our prisons. The POA NEC will engage with HMPPS to re open the 2 closed Separation Centres.

FRANKLAND

- 67** Conference direct the NEC to engage with HMPPS in order to change the HDC eligibility, so that prisoners who are sentenced for attacks/assaults on HMPPS staff are ineligible for HDC consideration, thus strengthening the HMPPS stance on their 'zero tolerance towards violence' policy.

LANCASTER FARMS

- 68** Conference accept and mandate the NEC to negotiate additional resources as the ROTL policy within the resettlement parameters, makes the so called night state amalgamated into the day state and requires additional recourses to keep our members safe.

SUDBURY

- 69** Conference accept that the increase of prisoners in the Open estate from the benchmark report requires additional resources within the band 3 & 4 group. Conference mandate the NEC to negotiate additional resources.

SUDBURY

OPERATIONS

- 71** That rigid bar handcuffs be issued to the open estate, as per policy for the closed estate.

FORD

- 72** That PAVA be issued to the open estate, as per policy for the closed estate.

FORD

- 73** That the NEC seek clarification of the ownership of batons staff purchased in lieu of boot and shoe allowance.

WYMOTT

- 74** That the NEC negotiate with HMPPS that all establishments have Local Response Team due to the rising level of violence inside our Prisons.

FRANKLAND

- 75** Debate and discuss the current canteen contract and facility. How we can move things forward to benefit the whole of the custodial estate.

BELMARSH

- 76** Conference instructs the NEC to negotiate with HMPPS to remove the canteen provision from the Private Contractors and bring it into the Prisons and have it in house.

BELMARSH

EQUALITIES

- 77** Conference instructs the NEC to negotiate a clear Menopause Policy.

LITTLEHEY

- 78** That Conference debate the difficulties they have in achieving reasonable adjustments for our disabled members.

SUDBURY

HR

- 79** That the NEC negotiate with the employer with regards to new staffs' pay being increased in line with longer serving members, and ensuring that their increments are paid 'on time' and in line with their policy, irrespective of any pay award?

CARDIFF

- 80** This Conference recognises the inequality in pay between those members on the Fair & Sustainable pay scales, when compared to those members on closed pay scales. Further Conference mandates the NEC to seek legal advice on the feasibility of mounting a challenge; based on age inequality; to seek a remedy for this gross injustice.

HOLLESLEY BAY

- 81** That all band 3 Prison Officers be paid equally to the same top scale. At band 2,4 and 5, the difference is minimal at band 3 its 20%.

HULL

- 82** The NEC negotiate with HMPPS to ensure all staff working in Red Site establishments receive the same additional payment as the new recruits, this will not only improve staff moral but it will help with staff retention.

HUNTERCOMBE

- 83** That Conference mandate the NEC to negotiate an increase in the payment for the unsocial allowance element for operational staff

MOORLAND

- 84** That Conference accepts that the unsocial hours allowance fails to recognise the challenges operational members of staff face in their workplace, including the long term impact on their mental health and welfare, and therefore instructs the NEC to enter into negotiation with our employers to explore the possibility of introducing an operational allowance for all operational staff.

NEC

- 85** Conference instructs the NEC to negotiate a shift allowance for carrying out Orderly Officers duties.

PRESTON

- 86** In relation to the hard work of our service dogs and handlers, Conference instructs the NEC to engage with HMPPS and give clear instructions that our handlers require an allowance that is on par with other service dog handlers.

This is to include a breakdown of:

- increase of vehicle deprivation allowance
- increase to statutory kennel allowance
- increase rate of mileage allowance

FELTHAM

- 87** An Independent Review of the Pay Review Body due to the comments in Chapter 4.2 and its failure to compensate for the not taking industrial action.

DURHAM

- 88** The POA NEC does all it can to achieve collective bargaining/negotiation for future pay awards in place of the PSPRB within the next 2 years.

FRANKLAND

Conference Motions

- 89** That the POA NEC re engage with the PSPRB for a set period of 2 years until we achieve or aim of securing collective bargaining/negotiation for future pay awards.

FRANKLAND

- 90** That Conference instruct the NEC to include in their submissions to the PSBRB an assurance that all staff achieving an exceeded on their SPDR, irrelevant of JES banding, receive any bonus recommended by the PSPRB pay awards for that exceeded marking. Also that if these negotiations are unsuccessful that the NEC seek advice as to whether the awards recommended by the PSPRB and accepted by HMPPS for achieving an exceeded can be challenged under equality legislation by staff disadvantaged by an appraisal system that is used for all staff but that is inconsistent in its rewarding of good performance.

STAFFORD

- 91** That the NEC should negotiate with the employer to put in place a process where staff who are injured in the course of their duty should receive necessary consultation and/or rectifying treatment via medical services outside the NHS in order for them to return to work sooner. The cost of which should be paid by the employer.

CARDIFF

- 92** That Conference mandate the NEC to negotiate that where a member's continued employment is being considered all Occupational Health consultations should be face to face and not be conducted by telephone.

CARDIF

- 93** The Glenochil branch requests Conference to instruct the National Executive Committee to ensure that all the appropriate negotiating bodies within our association enter into discussions with their employers with the intentions of ensuring that all cases where our members are suspected of being subjected to psychoactive substance exposure are recorded appropriately. (for example: mandatory recording of these as a section 11)

GLENOCHIL

- 94** Conference instruct the NEC to negotiate with HMPPS to ascertain a defined upper limit percentage of unsociable hours worked due to the detrimental effects and concerns over members health and safety.

LANCASTER FARMS

- 95** That specific policy is drawn up to deal with staff who wish to take up their pension and reduce their hours at work.

DURHAM

- 96** That the WLB/Flexible Working Policy is changed to two separate Policies.

DURHAM

- 97** That HMPPS commission an independent inquiry into the Code of Discipline to include the differential treatment.

DURHAM

- 98** That the POA demand a review of the attendance management policy PSI 01/2017 to include amendments with regards to staff who have serious underlying medical conditions and to stop issuing unnecessary warnings and threats of dismissal that add stress and worry at a time the member of staff needs support.

LINCOLN

- 99** Conference instructs the NEC to approach the employer regarding PSI 01/17 attendance management with regard to localised changes (warnings).

WHATTON

- 100** That any member of staff absent from work due to an assault or injury whilst on duty will be paid their average earnings for the period of absence and any subsequent time spent on restricted duties.

RISLEY

Conference Motions

- 101** That the current grievance policy PSO 8550 is reviewed to ensure that grievances are heard by at least a manager of a more senior grade. Grievances about decisions should be dealt with by more senior managers and not the decision maker. Managers hearing such grievances should not have been part of any decision by the more junior grade staff.

WANDSWORTH

- 102** That Conference instruct the NEC to negotiate with HMPPS in order to amend PSO 1700 to ensure that every establishment in the prison estate maintains a designated segregation unit in order to have the capacity to remove potentially disruptive prisoners from the normal regime. Also seek to ensure that these units are separated from other residential units by some form of physical infrastructure in order to separate those prisoners undergoing segregation, including investigation or adjudication awards, from the mainstream population in order to maintain good order and discipline and to ensure compliance with POA Circular 114/2019 in providing a safe working environment in all establishments.

STAFFORD

- 103** That Conference mandate the NEC to challenge JES compliance process for additional tasks being added in job descriptions.

DURHAM

- 104** For Conference to instruct the NEC to condemn HMPPS for the Data breach from the on-line training website which instructs staff on the correct Data protection safeguards.

MOORLAND

- 105** For Conference to instruct the NEC to condemn SSC for the poor service given to members in regard to inability to correct errors made by them in relation to pay issues and apparent lack of timescale in resolving disputes.

MOORLAND

- 106** That the NEC pursue, Face to Face interviews for staff being recruited into the Service prior to employment, so suitability of the candidate can be judged.

PARKHURST

- 107** That the NEC negotiate HMPPS so that target staffing figures in establishments do not include new starters in training or staff leaving the Service.

WYMOTT

- 108** Conference instructs the NEC to negotiate with the employer to agree to POA representation in SPDR meetings.

WHATTON

PENSIONS

- 109** That the NEC negotiate with the employed and treasury to pursue and ensure that the extra monies that were illegally deducted from staff via the changes in pension are returned to provide a proportionate benefit to all active members within their individual pension schemes without any financial penalties? These discussions should include the return of the retirement age to 60 for all staff including those who signed new terms and conditions?

CARDIFF

REPORT BACKS

- 110** A report back on the on-going Pensions Challenge.

ELMLEY

- 111** That the NEC feedback to conference any report into developments to abolish the Fitness Test.

FELTHAM

- 112** The NEC give an update on the current position on Prison Officers working in the Open estate being allowed to carry extendable batons 24/7.

FORD

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

Reports & Accounts

31 DECEMBER 2019



POA

Statement of National Executive Committee's Responsibilities

The National Executive Committee is responsible for preparing the report and accounts in accordance with applicable law and regulations.

Trade Union law requires the members of the National Executive Committee to prepare accounts for each financial year. Under that law the members have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Trade Union law the members must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the Trade Union and of its income and expenditure for that period. In preparing these accounts, the members are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Trade Union will continue in operation.

The members are responsible for keeping adequate accounting records that are sufficient to show and explain the Trade Union's transactions and disclose with reasonable accuracy at any time the financial position of the Trade Union and enable them to ensure that the accounts comply with the Trade Union & Labour Relations (Consolidation) Act 1992. They are also responsible for safeguarding the assets of the Trade Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

POA

Independent auditor's report to the members of POA

Opinion

We have audited the accounts of POA for the year ended 31 December 2019 which comprise the Income and Expenditure Account, the Balance Sheet and notes to the accounts, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the accounts:

- give a true and fair view of the state of the POA's affairs as at 31 December 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the POA in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out below, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In accordance with the exemption provided by FRC's Ethical Standard - Provisions Available for Audits of Small Entities, we have prepared and submitted the POA's returns to the tax authorities and assisted with the preparation of the accounts.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the members' use of the going concern basis of accounting in the preparation of the accounts is not appropriate; or
- the members have not disclosed in the accounts any identified material uncertainties that may cast significant doubt about the POA's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the accounts are authorised for issue.

Other information

The other information comprises the information included in the report and accounts, other than the accounts and our auditor's report thereon. The members are responsible for the other information. Our opinion on the accounts does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

POA

Independent auditor's report to the members of POA

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the UK Generally Accepted Accounting Practice requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of members


As explained more fully in the members' responsibilities statement, the members are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the members are responsible for assessing the POA's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the POA or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.


Mr David Goodwin
(Senior Statutory Auditor)
for and on behalf of
Sturgess Hutchinson (Leicester) Limited
Chartered Certified Accountants and Statutory Auditors
11 March 2020

21 New Walk
Leicester
LE1 6TE

POA
Income and Expenditure Account
for the year ended 31 December 2019

	2019 £	2018 £
Income		
Subscriptions receivable	4,618,930	4,353,495
Endorsement receipts	4,515	12,493
Contribution from Relief Fund	35,171	114,083
Gross profit	4,658,616	4,480,071
Magazine net costs	71,618	49,926
Cost of diary	66,331	60,028
Refunds to branches	73,758	71,527
Payroll costs and superannuation	1,192,143	1,297,329
Expenses to Annual Conference	217,717	204,204
Ballot costs	24,433	58,584
Travel and meeting expenses	501,197	498,037
Printing, stationery, miscellaneous, postage and telephone expenses	547,321	445,836
Audit	15,000	15,000
Cost of EPSU & PSI: Affiliation fee	5,765	12,993
TUC - Affiliation fee	96,587	83,544
GFTU - Affiliation fee	21,693	21,324
Other affiliation fees	11,230	12,071
Rates and utilities	68,045	53,000
Premises expenses	15,574	21,080
Insurance	53,194	60,074
Repairs and renewals	37,134	33,201
Contribution to Provident Benefit Fund	164,431	244,726
Legal and professional charges	1,508,508	1,044,668
Donations	13,169	8,150
Training and courses	25,390	41,334
Depreciation	30,091	31,263
	4,825,516	4,367,899
(Deficit)/surplus for the financial year	(166,900)	112,172

POA

Balance Sheet
as at 31 December 2019

	Notes	2019 £	2018 £
Fixed assets			
Intangible assets	3	1	1
Tangible assets	4	1,378,805	1,408,895
		<u>1,378,806</u>	<u>1,408,896</u>
Current assets			
Debtors	5	1,754,576	2,111,521
Cash at bank and in hand		1,994,887	1,860,843
		<u>3,749,463</u>	<u>3,972,364</u>
Creditors: amounts falling due within one year	6	(876,827)	(909,938)
Net current assets		<u>2,872,636</u>	<u>3,062,426</u>
Net assets		<u>4,251,442</u>	<u>4,471,322</u>
Provident Benefit Fund	9	(114,623)	4,999
Relief Fund	10	-	-
Political Fund	11	8,610	40,250
Trade Disputes Fund	12	236,701	138,419
National Levy Fund	13	39,312	39,312
Revaluation Reserve	15	1,067,161	1,067,161
Accumulated Fund	14	3,014,281	3,181,181
Members' funds		<u>4,251,442</u>	<u>4,471,322</u>

M Fairhurst
Chairman

S Gillan
General Secretary

Approved by the board on

11th MARCH 2020

POA
Notes to the Accounts
for the year ended 31 December 2019

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard) and the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992.

Subscriptions

Members subscriptions are accrued so that the amount disclosed in the Income and Expenditure Account relates to the year under review.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Freehold property and improvement	over 50 years
Leasehold property	over 50 years
Computer equipment	over 3 years
Office equipment	over 4 - 5 years
Fixtures and fittings	over 5 years

Freehold and leasehold properties were revalued at 31 October 2015.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

The POA is assessable to UK Corporation Tax on all investment income and capital gains arising on the sale of investments. Under Section 467 ICTA 1988 the POA obtains exemption from income tax and corporation tax in respect of its income and chargeable gains which is not trading income and which is applicable and applied for the purpose of Provident Benefits.

POA

Notes to the Accounts

for the year ended 31 December 2019

Leased assets

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. All other leases are classified as operating leases. The rights of use and obligations under finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased assets or, if lower, the present value of the minimum lease payments. Minimum lease payments are apportioned between the finance charge and the reduction in the outstanding liability using the effective interest rate method. The finance charge is allocated to each period during the lease so as to produce a constant periodic rate of interest on the remaining balance of the liability. Leased assets are depreciated in accordance with the company's policy for tangible fixed assets. If there is no reasonable certainty that ownership will be obtained at the end of the lease term, the asset is depreciated over the lower of the lease term and its useful life. Operating lease payments are recognised as an expense on a straight line basis over the lease term.

Provident Benefit Fund

This fund was established to receive all income and chargeable gains derived from the POA's investments, loans and bank interest. From the fund are paid all provident benefits as defined under section 467 ICTA 1988. Any shortfall is covered by a contribution from the Accumulated Fund and is separately disclosed in the Income and Expenditure account.

Relief Fund

This fund was established to make financial contributions to any member or branch of the POA who or which has suffered or is likely to suffer hardship in carrying out POA policy. The fund is directly financed by monthly contributions from the Membership, and any unused funds are separately shown in the Income and Expenditure account.

Political Fund

This fund was set up for the furtherance of the political objects to which Section 72 of the Trade Union & Labour Relations (Consolidation) Act 1992 applies. Unused funds are separately shown in the Income and Expenditure account.

Levy Fund

This fund was originally set up for one year only running from June 2007 to May 2008. Its main purpose is to assist in covering the costs of the POA going to the European Court to regain trade union rights.

Trade Disputes Fund

This fund was originally set up for one year only running from June 2016 to May 2017. Its main purpose is to assist in covering the costs of the POA in regard to trade disputes.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

Branches

Subscription income and expenditure relating to branches has been included in the income and expenditure account on an accruals basis.

POA
Notes to the Accounts
for the year ended 31 December 2019

2 Audit information

The audit report is unqualified.

Senior statutory auditor: Mr David Goodwin
Firm: Sturgess Hutchinson (Leicester) Limited
Date of audit report:

3 Intangible fixed assets

£

Goodwill:

Cost

At 1 January 2019 1

At 31 December 2019 1

Amortisation

At 31 December 2019 -

Net book value

At 31 December 2019 1

At 31 December 2018 1

4 Tangible fixed assets

	Land and buildings £	Fixtures and fittings £	Office and computer equipment £	Total £
Cost				
At 1 January 2019	1,504,484	162,718	332,125	1,999,327
At 31 December 2019	1,504,484	162,718	332,125	1,999,327
Depreciation				
At 1 January 2019	95,588	162,718	332,125	590,431
Charge for the year	30,091	-	-	30,091
At 31 December 2019	125,679	162,718	332,125	620,522
Net book value				
At 31 December 2019	1,378,805	-	-	1,378,805
At 31 December 2018	1,408,896	-	-	1,408,896

Freehold and leasehold properties were revalued as at 31 October 2015 by Mehdi & Ward (Chartered Surveyors); Dacres Commercial (Chartered Surveyors); Stephen Bailie (Estate Agents) and Allied Scotland (Chartered Surveyors) all of whom are external to the POA, on an open market basis.

POA
Notes to the Accounts
for the year ended 31 December 2019

5 Debtors	2019	2018
	£	£
SPOA	19,652	22,352
Loans	-	-
Subscriptions	425,751	407,864
Rates and water	6,453	6,308
Repairs	4,875	4,875
Vat recoverable	15,171	10,627
Magazine	-	-
Printing, postage and stationery	20,310	20,310
Travelling and meeting expenses	-	923
ULF/WULF/NIULF recoverable costs	36,446	149,340
Learning funds	397,005	516,933
Northern Ireland area and life assurance funds	24,191	5,641
Branch funds	156,426	152,955
Other debtors	648,296	813,393
	<u>1,754,576</u>	<u>2,111,521</u>
6 Creditors: amounts falling due within one year	2019	2018
	£	£
SPOA	23,016	22,352
Branch refunds	60,663	44,738
Travelling and meeting expenses	17,881	18,596
Salaries and pensions	44,917	44,859
Learning funds	397,005	516,933
Northern Ireland area and life assurance funds	28,405	5,641
Branch funds	156,426	152,955
Sundry creditors	148,514	103,864
	<u>876,827</u>	<u>909,938</u>

POA

Notes to the Accounts

for the year ended 31 December 2019

7 National POA Sections and Branches

Following discussions with the Certification Office for Trade Unions and Employers' Associations, it has been agreed that all funds in the name of the POA must be incorporated in the POA's financial statements. Accordingly the following funds have been included:

- All branch funds including:
 - Broadmoor Hospital POA Fund
 - POA Ashworth Branch Fund
 - POA Rampton Hospital Branch Fund
 - The State Hospital Carstairs
- POA Learning Fund in England and Wales
- POA Northern Ireland Area Fund
- POA Northern Ireland Life Assurance Fund
- POA Scotland

The amounts involved have been shown both as assets of the POA within debtors and as liabilities within creditors.

8 Magazine	2019	2018
	£	£
Advertising	14,486	13,432
Less: Magazine expenditure	(86,104)	(63,358)
Net expenditure	<u>(71,618)</u>	<u>(49,926)</u>

9 Movement on Provident Benefit Fund	2019	2018
	£	£
Income		
Deduct provident benefits:		
Industrial injury claims	(146,561)	(126,357)
Death benefits	(147,700)	(124,800)
	<u>(294,261)</u>	<u>(251,157)</u>
Transfer from Levy Fund	10,208	6,431
Contribution from Income and Expenditure Account	164,431	244,726
Net movement for the year	<u>(119,622)</u>	<u>-</u>
At 1 January 2019	4,999	4,999
At 31 December 2019	<u>(114,623)</u>	<u>4,999</u>

POA

Notes to the Accounts

for the year ended 31 December 2019

10 Movement on Relief Fund	2019	2018
	£	£
Member contributions	35,171	103,903
Contribution to Income and Expenditure Account	(35,171)	(114,083)
Net movement for the year	-	(10,180)
At 1 January 2019	-	10,180
At 31 December 2019	-	-
11 Movement on Political Fund	2019	2018
	£	£
Member contributions	38,740	40,827
Contribution to Income and Expenditure Account	(70,380)	(31,695)
Net movement for the year	(31,640)	9,132
At 1 January 2019	40,250	31,118
At 31 December 2019	8,610	40,250
12 Movement on the Trade Disputes Fund	2019	2018
	£	£
Member contributions	98,282	47,313
Net movement for the year	98,282	47,313
At 1 January 2019	138,419	91,106
At 31 December 2019	236,701	138,419
13 Movement on the National Levy Fund	2019	2018
	£	£
Interest earned	10,208	6,431
Transfer to Provident Fund	(10,208)	(6,431)
Net movement for the year	-	-
At 1 January 2019	39,312	39,312
At 31 December 2019	39,312	39,312

POA

Notes to the Accounts

for the year ended 31 December 2019

14 Movement on the Accumulated Fund	2019	2018
	£	£
At 1 January 2019	3,181,181	3,069,009
Surplus for the year	(166,900)	112,172
At 31 December 2019	<u>3,014,281</u>	<u>3,181,181</u>
15 Revaluation reserve	2019	2018
	£	£
At 1 January 2019	1,067,161	1,067,161
At 31 December 2019	<u>1,067,161</u>	<u>1,067,161</u>
16 Reconciliation of Movement in Members' Funds	2019	2018
	£	£
Surplus for the year	(166,900)	112,172
Provident Benefit Fund movement for the year	(119,622)	-
Relief Fund net movement for the year	-	(10,180)
Political fund net movement for the year	(31,640)	9,132
National Levy Fund net movement for the year	-	-
Revaluation reserve	-	-
Trade Disputes Fund net movement for the year	98,282	47,313
Net income for the year	<u>(219,880)</u>	<u>158,437</u>
At 1 January 2019	4,471,322	4,312,885
At 31 December 2019	<u>4,251,442</u>	<u>4,471,322</u>

17 Pension contributions

The POA's contribution to its defined contribution pension schemes was £201,809 (2018 - £206,278) in the year.

18 Contingent liabilities

Throughout the year the POA was involved in several matters of litigation. At the year end much of this litigation was still outstanding. All known costs incurred to date have been fully provided for within the financial statements. However, no provision has been made in respect of outstanding cases in the event of adverse judgements and costs being awarded against the POA.

The potential legal liability in 2020 in the event of adverse judgements is as follows: General matters £825,000, Historic claims £200,000 and Personal Injury £135,000.

POA

Notes to the Accounts

for the year ended 31 December 2019

19 Related party transactions

The POA is under the control of its members.

M Fairhurst, SP Gillan, J Simpson and D Todd are all members of the National Executive Committee. J Simpson and SP Gillan are responsible for the role of Finance Officers of the POA. At the 31 December 2019, they were also trustees of the POA Welfare Fund. During the year member contributions to the POA Welfare Fund amounted to £325,250 (2018 - £312,937) and at the balance sheet date, an amount was due to the fund of £26,990 (2018 - £26,597).

POA Officers Expenses summary 2019

Dept	Name	Subsistence	Travel	Motor Expenses	Hotel & Food	Mobile Phones	Grand Total
10	ANDY BAXTER	1,569.96	516.09	8,284.84	6,777.56	46.83	17,195.28
11	IAN CARSON	841.60	657.71	7,449.82	5,112.32	7.13	14,068.58
13	DAVE COOK	1,046.80	1,572.80	5,491.73	2,192.09	7.74	10,311.16
14	IVOR DUNNE	2,221.29	843.50	8,020.26	337.48	9.03	11,431.56
15	MARK FAIRHURST	1,108.40	2,564.11	8,908.50	12,017.71	38.49	24,637.21
16	PHIL FAIRLIE	1,064.20	722.54	2,883.56	499.69	20.32	5,190.31
17	STEVE GILLAN	1,227.53	2,404.03	2,989.50	3,664.25	268.09	10,553.40
18	ANDY HOGG	769.70	1,532.54	3,669.27	624.67	4.52	6,600.70
19	DUNCAN KEYS	95.20	521.07	288.04	79.17	4.77	988.25
20	JACKIE MARSHALL	1,330.50	635.21	11,158.56	6,018.52	110.30	19,253.09
21	SARAH RIGBY	427.45	2,193.64	8,614.46	13,828.35	52.15	25,116.05
22	JUNE ROBINSON	264.30	314.48	2,663.53		101.26	3,343.57
23	JOE SIMPSON	266.73	1,085.81	4,760.18	6,575.85	89.50	12,778.07
24	DAVE TODD	1,924.65	1,878.88	11,884.06	3,329.83	14.02	19,031.44
25	GLYN TRAVIS	860.65	672.20	2,598.01	4,382.14	30.01	8,543.01
26	STEVE LEWIS	1,183.70	10.00	5,773.31	2,285.38	7.45	9,259.84
29	TERRY McCARTHY	1,246.55	770.53	7,925.48	7,047.63	144.81	17,135.00
31	MICK PIMBLETT	1,992.30	1,482.93	4,430.82	8,607.97	322.30	16,836.32
	Total 2019	19,441.51	20,378.07	107,793.93	83,380.61	1,278.72	232,272.84

MEMBERSHIP STATEMENT

TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993

We are required to return to the Certification Office an Annual Return form (AR21) which details the financial transactions of the Union in the previous year. This Annual Return has now been completed with the assistance of our Accountants and Auditors, Sturgess Hutchinson (Leicester) Limited, 21 New Walk, Leicester, LE1 6TE and has been lodged with the Certification Office. The Act, however, does specify the requirement to make a further statement to members with regard to various details contained in the Annual Return.

We are obliged to inform you of the total income and expenditure for the period to which the return relates. The period referred to is the year to 31 December 2019. The income for that period was £4,658,616 and the expenditure over that same period was £4,825,516. We are also required to inform members of the amount of income generated over that period as a result of membership subscriptions. This, in fact, amounted to £4,618,930. Two other areas that we are required to notify include the income and expenditure with regard to any political fund to the Union. The income from Members to the Political Fund in the year to 31 December 2019, amounted to £38,740 and there was expenditure of £70,380 in that year. We are also obliged to remind you of your right to withdraw your opt-in to the political fund. We are also required to detail the salary and benefits provided by the Union to the General Secretary and each member of the Executive.

NAME	SALARY	EMPLOYERS NI	PENSION	OTHER BENEFITS	TOTAL
A. BAXTER	£19,732	£2,001	£2,974	£3,765	£28,472
I. CARSON	£10,000	£197	£0	£0	£10,197
D. COOK	£10,000	£197	£0	£0	£10,197
I. DUNNE	£4,476	£0	£0	£1,118	£5,594
M. FAIRHURST	£10,000	£197	£0	£0	£10,197
P. FAIRLIE	£9,785	£790	£0	£3,810	£14,385
S. GILLAN	£75,871	£11,080	£23,472	£13,001	£123,423
A. HOGG	£55,090	£7,833	£16,817	£10,258	£89,998
D. KEYS	£24,787	£2,964	£7,343	£3,520	£38,614
S. LEWIS	£34,086	£3,932	£2,291	£2,977	£43,286
J. MARSHALL	£10,000	£197	£0	£0	£10,197
S. RIGBY	£10,000	£197	£0	£0	£10,197
J. ROBINSON	£55,090	£8,083	£17,727	£12,063	£92,963
J. SIMPSON	£68,636	£10,082	£21,348	£13,001	£113,066
D. TODD	£10,000	£197	£0	£0	£10,197
G. TRAVIS	£31,971	£4,771	£24,762	£7,584	£69,087
T. MCCARTHY	£10,000	£197	£0	£0	£10,197
M. PIMBLETT	£55,090	£8,426	£7,436	£14,545	£85,497

There is a mandatory obligation by the Association to publish a copy of the Auditors' Report for the period involved. This was circulated with the Spring 2020 edition of The Gatelodge magazine.

Finally, we are required to direct members as to what steps they may take where they are concerned that some irregularity has occurred or is occurring with regard to the Union finances.

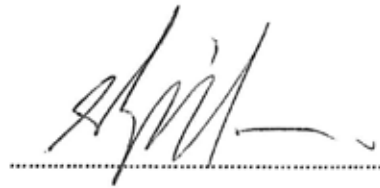
A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the Union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with one or more of the following as it seems appropriate to raise it with: the officials of the Union, the Trustees of the property of the Union, the Auditor or Auditors of the Union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the Police. Where a member believes that the financial affairs of the Union have been or are being conducted in breach of the law or in breach of the rules of the Union and contemplates bringing civil proceedings against the Union or responsible officials or trustees, he/she should consider obtaining independent legal advice.

Signed on behalf of the POA:



M Fairhurst



S Gillan

Disclaimer: Whilst the NEC are giving advanced sight of the Members Statement in the April Gatelodge this will also be circulated in the normal manner when the AR21 is completed once the accounts for 2019 have been accepted by conference. The AR21 cannot be completed until that occurs and will be sent to the Certification Officer in the normal manner by the end of May 2020 which is in keeping with legislation. The Members Statement will then be circulated by POA Circular for the memberships attention as that is the normal process for communicating with the membership.



David Goodwin

Senior Statutory Auditor

The Professional Trades Union for Prison, Correctional and Secure Psychiatric Workers

**Report of the Trustees and Financial statements
for the year ended 31 December 2019 for**

POA Welfare Fund



The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Objectives and activities

Objectives and aims

The objects of the charity are:

1. To relieve in cases of need, hardship or distress, past or present members of the POA, by making grants of money, for providing or paying for items, services or facilities for the relief of such persons.
2. The provisions of grants to such other charitable organisations for the relief of the poor as the Trustees from time to time see fit.

Grantmaking

The charity invites applications from past or present members of the POA where there is a case of need, hardship or distress. Applications are then reviewed by the Welfare Committee who approve all grants at their meetings.

The charity also invites applications from other charitable organisations for the relief of the poor.

Structure, governance and management

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Reference and administrative details

Registered Company number

05947132 (England and Wales)

Registered Charity number

1117527

Registered office

Cronin House
245 Church Street
Edmonton
London
N9 9HW

Trustees

M Fairhurst
S P Gillan

J Simpson

D Todd

Prison Officer
Trade Union General
Secretary
Trade Union Deputy
General Secretary
Prison Officer

Company Secretary

S P Gillan

Auditors

Sturges Hutchinson (Leicester) Limited
21 New Walk
Leicester
LE1 6TE

Statement of trustees responsibilities

The trustees (who are also the directors of POA Welfare Fund for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

The auditors, Sturgess Hutchinson (Leicester) Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 11th MARCH 2020 and signed on its behalf by:


.....
S P Gillen - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF POA WELFARE FUND

Opinion

We have audited the financial statements of POA Welfare Fund (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
POA WELFARE FUND**

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Sturgess Hutchinson (Leicester) Limited
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
21 New Walk
Leicester
LE1 6TE

Date: ...11 MARCH 2020.....

Welfare Fund

POA WELFARE FUND

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	2019 Unrestricted fund £	2018 Total funds £
Income and endowments from			
Donations and legacies		420,572	427,026
Total		420,572	427,026
Expenditure on			
Charitable activities			
Relief for past and present members of the POA		261,249	232,742
Net income		159,323	194,284
Reconciliation of funds			
Total funds brought forward		830,811	636,527
Total funds carried forward		990,134	830,811

POA WELFARE FUND

**BALANCE SHEET
AT 31 DECEMBER 2019**

	Notes	2019 Unrestricted fund £	2018 Total funds £
Current assets			
Debtors	4	67,571	79,105
Cash at bank		922,563	751,706
		<u>990,134</u>	<u>830,811</u>
Net current assets		<u>990,134</u>	<u>830,811</u>
Total assets less current liabilities		<u>990,134</u>	<u>830,811</u>
Net assets		<u><u>990,134</u></u>	<u><u>830,811</u></u>
Funds	5		
Unrestricted funds		<u>990,134</u>	<u>830,811</u>
Total funds		<u><u>990,134</u></u>	<u><u>830,811</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

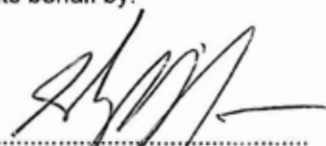
The trustees acknowledge their responsibilities for

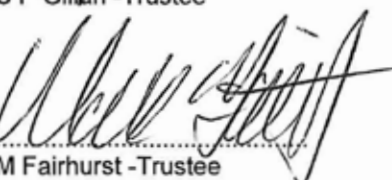
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 11th March 2020 and were signed on its behalf by:


S P Gillan - Trustee


M Fairhurst - Trustee

POA WELFARE FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:

- income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met the these amounts are deferred.
- Members' contributions relate to levies receivable from those members of the POA who wish to partake.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Welfare Fund

3. Comparatives for the statement of financial activities

	Unrestricted fund £
Income and endowments from	
Donations and legacies	427,026
Total	<u>427,026</u>
Expenditure on	
Charitable activities	
Relief for past and present members of the POA	232,742
Total	<u>232,742</u>

POA WELFARE FUND

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2019

3. Comparatives for the statement of financial activities - continued

	Unrestricted fund £
Net income	194,284
Reconciliation of funds	
Total funds brought forward	636,527
Total funds carried forward	<u><u>830,811</u></u>

4. Debtors: amounts falling due within one year

	2019 £	2018 £
Other debtors	<u>67,571</u>	<u>79,105</u>

5. Movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	830,811	159,323	990,134
TOTAL FUNDS	<u><u>830,811</u></u>	<u><u>159,323</u></u>	<u><u>990,134</u></u>

Welfare Fund

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	420,572	(261,249)	159,323
TOTAL FUNDS	<u>420,572</u>	<u>(261,249)</u>	<u>159,323</u>

Comparatives for movement in funds

	At 1.1.18 £	Net movement in funds £	At 31.12.18 £
Unrestricted Funds			
General fund	636,527	194,284	830,811
TOTAL FUNDS	<u>636,527</u>	<u>194,284</u>	<u>830,811</u>

POA WELFARE FUND

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 DECEMBER 2019

5. Movement in funds - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	427,026	(232,742)	194,284
TOTAL FUNDS	<u>427,026</u>	<u>(232,742)</u>	<u>194,284</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.18 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
General fund	636,527	353,607	990,134
TOTAL FUNDS	<u>636,527</u>	<u>353,607</u>	<u>990,134</u>

Welfare Fund

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	847,598	(493,991)	353,607
TOTAL FUNDS	<u>847,598</u>	<u>(493,991)</u>	<u>353,607</u>

6. Related party disclosures

M Fairhurst, SP Gillan, J Simpson and D Todd are all members of the National Executive Committee. J Simpson and SP Gillan are responsible for the role of Finance Officers of the POA. At the 31 December 2019, they were also trustees of the POA Welfare Fund. During the year member contributions to the Fund amounted to £325,250 (2018 - £312,937) and at the balance sheet date, an amount was due to the fund of £26,990 (2018 - £26,597).



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in Gatelodge, when you join the POA



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

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30 YEARS of Strangeways Prison

This year on the 1st April it is 30 years since
the riot at Strangeways Prison

The riot started at approximately 10.15am in the Church of England Chapel and quickly spread throughout most of the prison.

It became the worst and most violent act of indiscipline within the British Penal System.

The failure of both the Home Secretary and Director General of not allowing the Governor, Mr Brendan O'Friel and the staff to regain the prison on Monday 2nd April at 1.00pm, when prison officers from all over the country, along with the Greater Manchester Police via police helicopters, were in position and ready to proceed. This resulted in a prolonged act of indiscipline.

Twenty-three days later, in which time staff had been on continuous duty securing the establishment to protect the general public and continuing to negotiate with the main instigators of the riot, the staff regained full control

making it the longest prison riot in British penal history.

The riot was finally over in which one inmate (Rule 43a) was murdered by rioting inmates (who were never identified) and a dear colleague, Walter Scott, had a heart attack and died. 147 prison officers and 47 prisoners were injured.

Much of the prison was damaged or destroyed. Strangeways was rebuilt and refurbished at a cost of £55 million and was officially re-opened as HM Prison Manchester on 27th May 1994.

On behalf of all the staff at Strangeways who were on duty during that time, we thank you our colleagues who came to support and protect us during that horrific period.

Pete Hancox (Retired)

HMP Manchester Branch Secretary April 1990



Best sellers

From reading your first ever book to discovering the latest best seller – Shannon Trust shows us that we can all experience life changing moments with books

Shannon Trust was founded in 1997 – that same year saw the publication of one of the best-selling book's in history, none other than J.K. Rowling's *Harry Potter and the Philosopher's Stone* (a rather impressive 120+ million sales to date in case you were wondering!).

In 2015 we launched our own Turning Pages materials, a collection of 5 manuals and 30 accompanying reading books; last year we published an additional 16 reading books.

As our Learners progress through the 5 manuals they have the opportunity to put their newly developed skills into practice by accessing our reading books, with support from our specially trained peer Mentors. The books cover a range of topics, both fiction and non-fiction, with certain titles designed to appeal to specific

groups, for example Travellers.

In recent times our 2 most ordered books are 'Fish & Chips' and 'Bob, Jan & Rex'. This pair are part of a series of 5 books that follow the ups and downs of a couple's relationship and have proven to be a massive hit with our Learners.

For the overwhelming majority of the men and women we support, their first Turning Pages reading book will also be the very first book they've ever read. It is, perhaps, therefore not surprising many of them tell us that this is a life-changing moment they will never forget. We often hear stories of men and women reading sections of our books down the phone line to family members and face to face on visits; for many Learners and Mentors it is the moment when unlocking the power of reading becomes more than just a slogan.

ShannonTrust
unlocking the power of reading

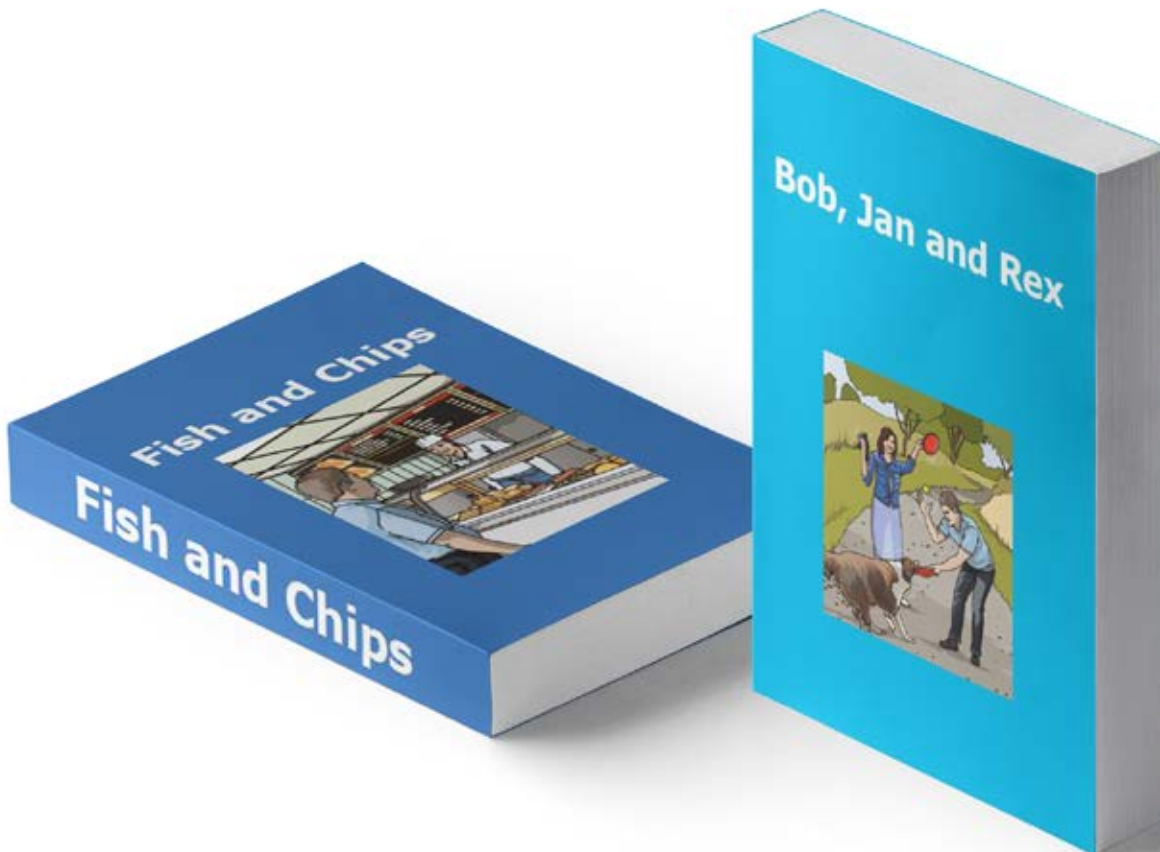


MORE INFO

To find out more information about Shannon Trust reading go to:

w: shannontrust.org.uk

T: 0203 875 8311



Trade unionists and victimisation

Rachel Halliday examines the legal protection against victimisation available to POA members in the UK



Rachel Halliday



Membership of a trade union is a human right. If your employer seeks to target or discriminate against you simply because of your union membership, the law is there to protect you.

The Trade Union and Labour Relations (Consolidation) Act 1992 states it is unlawful for someone to refuse to employ a person because they are a trade union member. The law says:

1. *Workers have the right not to be subjected to a "detriment", if the employer's main purpose is an "unlawful purpose"*

A detriment means a disadvantage. Examples of detriments include being demoted, being asked to work extra or unsociable hours or having disciplinary action taken against you.

Subjecting a worker to a detriment is unlawful if the employer's main purpose is unlawful. It would be unlawful if it was to prevent, deter or punish trade union membership, taking part in union activities or making use of trade union services.

2. *It is automatically unfair to dismiss someone if the principal reason for the dismissal is an "unlawful reason"*

If the employer's main reason for the dismissal was that the employee either took part, or even just proposed to take part, in trade union activities or made use of trade union services that would be unlawful.

3. *It is automatically unfair to dismiss someone by reason of redundancy if the principal reason for selecting them for redundancy was an "improper purpose".*

For courts to find that a detriment or dismissal is unlawful the employer has to have an improper purpose. In assessing this, tribunals look not only at the effect of their actions but also at the objective

they were aiming to achieve.

Factors which might support a claim that the employer has an 'improper purpose' include: evidence of anti-union bias, a failure by an employer to follow the normal procedural steps, or if the employer is unable to give a credible explanation for their actions.

TRADE UNION ACTIVITIES: YOUR RIGHTS

To be protected trade union activities must take place at "an appropriate time." This usually means outside the worker's working hours, or at a time within working hours when the employer has agreed to the employee taking part in trade union activities.

The tribunal, using its "industrial common sense," will decide what constitutes a 'trade union activity' but usually the following activities are protected:

- Participating in bargaining, consultation, grievance handling and disputes procedures
- Having discussions with full-time union officials
- Representing members and having discussions with them
- Engaging in the recruitment of new members
- Undergoing approved training
- Putting up union notices and distributing union literature
- Voting in a union election
- Attending branch meetings or national conferences.

CLAIMS THAT TRADE UNIONISTS CAN BRING

If you believe you have been treated unfairly at work due to your trade union status, you may be able to bring an employment tribunal claim. Normally, the deadline to start the employment tribunal claim process is three months less one day after the act you are complaining about.

If you were dismissed and a claim for dismissal is successful, tribunals have the power to award a minimum basic award and compensation for financial loss caused by the dismissal.

For more information, contact your local POA representative.

“The pain was like nothing I’ve ever felt”

James Grant a Kent prison officer speaks of his injuries after assault

POA member, James Grant, was working a night shift at HMP Cookham Wood, a Young Offenders Institute near Rochester, when a prisoner called him to his cell for assistance. The cell door window had been plugged with wet tissue paper, which James removed to check the prisoner was safe – at which point James suddenly felt searing pain across his face.

The 34-year-old immediately realised he had been struck with boiling sugar water, known in prisons as ‘napalm’, as it sticks to the skin and intensifies the burn.

James said: “The pain was like nothing I’ve ever felt. Colleagues rushed me to the orderly’s office and paramedics were treating me soon after. By this point, the vision in my left eye had completely clouded over – I was blind.”

He had to receive specialist treatment for his burns at hospital, before being referred to an eye hospital, where doctors told him his sight loss had been caused by swelling and it would take six weeks to return to normal.

While James’ burns healed, scarring remains and he suffered significant psychological trauma. He needed three months off after the incident, where he referred himself for counselling. A year later he relapsed while at work, meaning he needed more time off. He no longer works for the prison service.

Through his POA union membership, James was able to access legal support and secured compensation for his injuries.

“The incident affected me mentally and physically, and it left me worried about my safety going back to work,” he said. “My union made sure I wasn’t alone as I tried to cope with everything and helped me to make a claim. Its support was invaluable and helped me as I tried to rebuild my confidence.”

Dave Todd, National Vice Chairman at the POA, said: “Through James’ union membership we were able to ensure he received a full compensation package, with no financial deductions, as well as vital support as he came to terms with what had happened to him.”



Cell Door Restrictor

Jackie Marshall takes a look at the CEDRIC door system and how it can help you be safer in our prisons



Week in, week out, day in, day out, prison staff deal with cell fires across the closed estate. Most are successfully dealt with by uniformed staff within 20 minutes from detection to the evacuation of the prisoners.

However, depending on the behaviour/compliance of the prisoner(s) or availability of Control and Restraint intervention teams, the timescale can extend past the 20 minutes. When this happens, it is vitally important that the cell is ventilated to prevent further harm to the prisoner(s) from toxic smoke.

Although staff will have inundated the cell and reduced the cell temperature to a safe level, the exposure to toxic smoke will continue to be hazardous to the life and health of the prisoner(s) within the cell.

A cell door restrictor, known as the CEDRIC, was developed in the Midlands region some time ago. The device was used when a cell door needed to be opened during night or patrol state. The device restricted the level of the opening and prevented prisoners from pulling the door open or exiting the cell.

In recent months the CEDRIC has been remodelled by members of NTRG and is now to be used in the event of cell fires to vent a cell if it cannot be evacuated within 20 minutes. The new CEDRIC is designed to limit the opening of the cell door to approximately 100mm (10cm), enabling smoke to be drawn from the cell to outside of the building by smoke ventilation systems, or by portable fan.

Some prisons are not equipped with smoke ventilation systems and will therefore require the use of a portable fans to extract smoke to outside of the building. The local Tactical Ventilation Plan will be applied. The Fire and Rescue Service may be required to assist with the ventilation of smoke.

Due to the various designs of cell doors across the estate, there are 3 types of the remodelled CEDRIC to fit the various types of cell door.

Type 1 – for outward opening doors fitted with anti-barricade plates and can open outwards.

Types 2 & 3 - for doors without anti-barricade plates that only open inwards then a type 2 or 3 should be used depending on the door width.

WHAT ARE 'LIMITATIONS OF USE' FOR A CEDRIC?

- The CEDRIC must only be used on cell doors where inundation ports are fitted.
- The CEDRIC must only be applied to doors in cellblocks where powered smoke ventilation systems are fitted and working or are ventilated of smoke with the use of portable fans.
- The fire is OUT before the CEDRIC is applied.
- Those installing the CEDRIC and monitoring the cell MUST be RPE wearers.
- The CEDRIC is designed solely for the purpose of ventilating cells of smoke.

The new cell fire CEDRICs are yellow and are the only version of the equipment that should be used.

Each establishment will eventually be issued with one of each type and may purchase more if they wish to.

All other CEDRICs or any other cell door restrictors have been withdrawn and must not be used.

After the use of a CEDRIC device, the Orderly Officer should ensure that the following post-use procedures are completed:

- Check there is no damage to the CEDRIC.
- Account for all of the parts of the CEDRIC and return it to its bag.
- Return the CEDRIC to where it is normally stored.
- Report its use through the Operational Managers Fire Report Form.

- Any damage or deficiency to the CEDRIC should be reported immediately by the Orderly Officer and logged as a defect on Planet FM.
- All uniform staff Band 3 and above will be trained in the use of CEDRIC.

TYPE 1 CEDRIC: OUTWARD OPENING CELL DOORS (FITTED WITH ANTI-BARRICADE PLATES)

Type 1-A

OUTWARD opening cell doors (reveal of up to 1,000 mm)

Type 1-B

OUTWARD opening cell doors (reveal of greater than 1,000 mm)

TYPE 2 CEDRICs: SHORT BAR FOR A STANDARD INWARD OPENING CELL DOOR (REVEAL OF UP TO 1,000 MM)

Type 2-A

Flat type feet version for use where door frame is not sufficiently pronounced (locks onto wall)

Type 2-B

Angled feet type version for use on pronounced door frames (locks onto frame)

TYPE 3 CEDRICs: LONG BAR FOR A WIDE INWARD OPENING CELL DOORS (REVEAL GREATER THAN 1,000MM)

Type 3-A

Flat type feet version for use where door frame is not sufficiently pronounced (locks onto wall)

Type 3-B

Angled feet type version for use on pronounced door frames (locks onto frame)

Jackie Marshall
National Executive Committee



That daft phrase - 'Health and Safety gone mad'

Health and Safety gone mad' has a lot to answer for when the government gets away with reneging on its duty of care towards people working on the prison frontline. Prison officers will be very aware of the criteria against which they're held to account by Her Majesty's Inspectorate of Prisons. If safety is one of the four healthy prison tests at inspection, then surely health and safety must be on every agenda every time. Not a once-a-month meeting which management might attend when they can make time, but a matter demanding action on all occasions, underpinned by comprehensive reporting measures and robust consequences.

Safety means freedom from violence and the threat of violence, and it must apply equally to everyone in the prison estate. It remains a matter of astonishment to me that prison inspections report specifically about prisoner-on-prisoner violence, and yet violence towards staff receives far less attention. Yes - the purpose of a prison inspection is to assess the experience of prisoners, but the very nature of the prison estate means that the health and safety of prison staff is intrinsically bound up with the health and safety of prisoners.

It's self-evident that a workplace which sets so low a priority for its staff's welfare as to fail to record every incidence of violence against them will inevitably fail the welfare of prisoners.

As I write this, final preparations are being made for a joint union Prison Safety Summit to bring together representatives of everyone working in prisons - health, education and prison staff - with senior HMPPS officers, Health & Safety Executive members and hopefully the Prisons Minister, Lucy Frazer. This will be an opportunity to talk frankly about what needs to be done, and who's responsible for making sure that zero-tolerance is not an empty platitude. Organisers sincerely hope that it will bear fruit in a Safe Prisons Charter. The POA have been instrumental in getting everyone round the table with a clear, practical vision of what needs to be done and who needs to do what.

The culture of fear and reluctance surrounding the reporting of violent incidents needs to be challenged and radically changed. If present priorities effectively reward under-reporting, then every step must be taken to ensure that violence against all staff is recorded and acted upon promptly. If the targets against which prison management are answerable are producing such perverse results and effectively creating an environment where violence against staff is ignored, then those targets or contractual requirements must be changed. They are unfit for purpose.

Raising the priority of staff safety will require a change of culture at all levels: the regular use of body-worn video cameras, for example, will aid the collection of evidence. Challenge, support and intervention plans need to be rigorously challenging for violent prisoners and sufficiently

supportive for prisoner victims to bring about their intended effect. And, simply, there must be a record of every act of violence against any member of staff employed in a prison, and meaningful consequences for those prisoners who commit such violence. Those consequences may be through the judicial process or internal prison procedures, but attacks on staff can no longer be excused as collateral damage in the hidden theatre of violence staged behind high walls across England and Wales.

Liz Saville Roberts is the Plaid Cymru MP for Dwyfor Meirionnydd



Standing up for safety and dignity

Parliament must hold the government to account for the crisis in our prisons, writes Mary Glindon MP. For a party that prides itself on “law and order”, the Conservatives in government have well and truly failed us all when it comes to prisons. We all know you can’t deliver justice on the cheap, but that’s exactly what the Tories have tried to do by slashing prison budgets and staffing to the bare bones.

POA members know better than anyone what the result has been – violence out of control, with reported assaults on staff soaring to over 10,000 a year from under 3,000 in 2010. And even this horrific statistic

doesn’t cover the terrible toll on the mental health of prison officers and other workers, as well as on their families, who worry daily about loved ones returning home in one piece.

The 1974 Health & Safety at Work Act is very clear: “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.” Does HMPPS and its government sponsors think this law doesn’t apply to them? Why aren’t they taking all “reasonably practicable” steps to protect prison staff, such as issuing every front-line officer with PAVA spray and rigid-bar handcuffs?

I’ve been proud to stand up in Parliament on behalf of prison officers to demand the immediate roll-out of this vital protective equipment – and I will continue to do so until the government keeps its promise to POA members.

The way officers have been treated since 2010 is simply unforgivable. Every day, you protect the public from the most violent and dangerous people in society, yet your reward has been real terms pay cuts and your retirement age raised to 68. It’s no wonder officer retention and experience levels are at record lows, while the violence you face is at record highs.

And when you stand up for your rights to a safe workplace, the employer’s response is to drag you into court. I was shocked to hear ultra-violence against prison officers described as “business as usual” by government lawyers in the High Court. We cannot allow workplace violence ever to be normalised like this. It’s not acceptable for you to be treated like the “forgotten service” any longer.

Another law – the 1952 Prison Act – is also very clear that on-duty prison officers have all the “powers, authority, protection and privileges” of police constables. Quite rightly, the police are equipped with PAVA spray and rigid-bar handcuffs, offering them vital protection against violent criminals.

They can also retire at 60, “to reflect the unique nature of their work” according to Lord Hutton’s public-sector pensions report. Well, what about the unique nature of prison officers’ work? How many MPs or Lords could work the landings well into their sixties?

And it’s not just staff who pay the price of bad government decisions. Violent and squalid jails make rehabilitation impossible, putting the public at extra risk when prisoners are eventually released.

Enough is enough. Instead of building thousands of new private prison places, the government should invest in making the places we already have safe and secure. And that means investing in prison staff – treating you with dignity and respect and paying a proper wage that values you fairly.

Together with colleagues in Parliament, I will continue to highlight this scandal and hold this government to account for the decisions they make that affect your lives. You keep us safe from behind those high walls – and we will do whatever we can to keep you safe in return.

Mary Glindon is the Labour MP for North Tyneside





Motor Source ESFL

The ESFL (Emergency Services Football League) brings together the emergency services of the UK in a competitive, flexible league – the only one of its kind in the UK

All of these emergency services are renowned for having highly competitive teams and this exciting new competition will create regular, flexible fixtures for emergency services personnel – who are often unable to commit to regular leagues due to unsociable working patterns.

AIM OF THE LEAGUE

The Emergency Services Football League strives to improve the health and wellbeing of those individuals serving in the UK's emergency services. It is well documented that these professions, although rewarding, carry the burden of being highly stressful with significant risks associated with their undertaking.

The ESFL aims to alleviate the burden of such stress and provide a valuable outlet for those members wishing to play football. The league will comprise of representatives from the NHS, Police Forces, Fire Services and Prison Service within the United Kingdom – all of which are well known for having highly competitive sides. We hope to provide competitive and regular football fixtures for those who find themselves unable to commit to the regular affiliation leagues due to the often unsociable working patterns that these roles involve. The league will have an element of flexibility within its format to ensure that teams can feasibly fulfil their fixture commitments throughout the season.

The side topping the competition at its conclusion will be crowned the ESFL National Champions.

SPORT AND WELLBEING

There is a clear correlation between high levels of physical activity and positive emotional wellbeing. Those achieving national guidelines for minimum standards of physical activity were 28% more likely to have very high levels of life satisfaction.

Emergency services employees that meet the same NHS minimum standards are more positive in mood, have more energy, are more engaged at work and have higher social functioning with fewer coping strategies.

A wealth of research highlights the positive effect that physical and mental wellbeing has in reducing employee sickness absence. 29% of police officers that had taken sickness related absence from work, had done so because of stress, depression or anxiety.

Employees that have higher levels of emotional wellbeing are more likely to stay in work, are more productive, more energised and confident, and may potentially inspire others, subsequently increasing workplace morale.

Participation in competitive sport increases both organisational and social cohesion and promotes a team-building ethic that is paramount across the roles of emergency service workers.

Registration for the 2020/21 season is now open. To register or if you have any further questions please send us a message through the website or email us at register@esfl.co.uk

Please be aware registration for the new season closes at the end of April 2020. Please visit our website; www.ESFL.co.uk
Facebook: facebook.com/esfl.co.uk/ Twitter: twitter.com/esfl20



You can make a
difference

Have your say | Use your vote

“And the winners are...”

The 2019-20 Butler Trust Winners have been announced

They are not the Golden Globes (although some prison officers' jokes would give Ricky Gervais a run for his money), the BAFTAs, or the Oscars. No, these awards and commendations are for people who do not seek the limelight, do not get a script, and rarely get the good publicity they deserve: the 35th annual Butler Trust Awards. The 2019-20 winners have now been announced, and include five POA members, alongside many more colleagues working in prisons.

The process of whittling down around 350 nominations each year is not easy, either. There's a Sifting Panel, who do an initial longlist of around 100, before they meet for a day of discussion to create a shortlist of 40. Then a Judging Panel makes the final decision on 30 winners – and this year, with the standard as high as ever, they couldn't resist adding another two to the final Winners' list.

Every year the **POA supports an Award**, and this year's winners are **David Wilson** and **Steve Whitehead**, two members at **HMP Hull**. They are horticultural instructors who have taken Hull's grounds from a modest start to winning the prestigious Windlesham Trophy for the best kept prison garden. The Royal Horticultural Society judges called their work “a garden oasis within the walls that benefits staff and prisoners”. As well as helping rehabilitation, David and Steve's gardens also harvest fresh produce for the prison kitchens, with the surplus – enough for 50 people – going to a local food bank.

Steve Coffield is a POA member who works as a PEI at **HMP Humber** and receives a Commendation alongside his colleague Mark Kendal. He's the driving force behind a remarkable 'Personal Achievement & Development Scheme' for prisoners, which was inspired by his time in the armed services. It's designed to help prisoners develop physical, psychological and emotional resilience – and has been so successful that it's inspired another two other prisons to follow suit.

In **HMP/YOI Woodhill**, **Michael Briggins** is another POA member and

a Band 3 Operational Officer, who is Commended for being, as his Governor Nicola Marfleet put it, “an example of what excellence looks like.” His career in prisons spans over a quarter of a century and his recent work in the Safety Group has been so good that his assessments are used as examples in National Training. He has excellent instincts, and his jailcraft is reflected in his own personal motto: “If I can't deal with the issue immediately, at least try to point a man in the right direction to someone who can.”

Another member making a dramatic difference to people's lives inside and outside his prison is **Danny Terrey**, an enterprising Industries Manager at **HMP & YOI Portland**. His Governor, Steve Hodson, praised Danny for taking “a small underperforming function” and turning it into “the jewel in Portland's crown.” The Jailhouse Farm and coffee shop he created has added to the facilities for retired officers at the Officer Bowls Club, located in the Governor's Gardens – which he has worked with locals to turn into a Community Garden that's now got Site of Specific Scientific Interest status, too.

As ever, there are so many winners doing interesting, inspiring, and exceptional work in prisons. Award Winners include **Florence Alake** for exemplary jailcraft at **HMP & YOI Isis**, the amazing art tutor **Nikki Dennington** at **HMP & YOI Stanford Hill**, David Hill's quite extraordinary work on prison food – and its effect on mood – at **HMP Buckley Hall**, psychologist **Laura Jacobs'** remarkable impact at **HMP Grendon**, as well as Terence Rowley's powerful contribution to reducing self-harm at **HMP & YOI Brinsford**.

There's a lot of impressive work too among the 15 Commendees this year who work in prisons. They are making outstanding contributions across everything from administration, female offenders and self-harm to radio, victim impact, and creating a decent environment in the Liverpool turnaround story – far too much to detail here: head to butlertrust.org.uk/our-winners to explore their work – as well as that of previous winners.



A Royal Visit

HRH The Princess Royal visits HMP Maghaberry

The Butler Trust has enjoyed the patronage and support of HRH The Princess Royal since it began.

As well as presiding over the Award Ceremony, held annually in a Royal Palace, each year a number of winners also receive a Royal Visit by the Princess to see their work and to meet colleagues. In January, HRH visited HMP Maghaberry in Northern

Ireland, which has had no less than five Winners in recent years. These include David Savage, who last year won the Princess Royal's Prize for Outstanding Achievement (the highest Award) for his 'transformational' impact on the prison. And if you've been following us on Twitter **@ButlerTrust** you may have noticed that the visit received the rare distinction of several tweets from the **@RoyalFamily** too!



What is a Trades Union Council?

Trades Union Councils explained by Jackie Marshall

Trades Union Councils are local groups of trade unionists. They are elected from trade union branches whose members live or work in the area. They are often referred to as Trades Councils. Trade union branches affiliate to their local Trades Council for a small annual fee per member which is usually between 10p and 25p or a minimum charge of around £30.

WORK OF TRADE COUNCILS

Trades Councils can combine with one or more government areas to form a delegate-based county association which meets to co-ordinate campaign and solidarity work. Delegates can also be sent to the regional TUC meetings and conferences and may have seats on the Executive Committee of regional TUCs, which is chaired by Steve Gillan.

Like all other TUC groups, all Trade Councils are guided by an annual agenda of work, determined by their annual conference. This will involve a whole host of campaigns which may include promoting public education, transport, the welfare state, defending the NHS and to support women, benefit claimants, black, ethnic minority, gay and transgender people, young people and people with disabilities.

THE ROLE OF A TRADE COUNCIL

There are about 150 Trades Councils in England and Wales and about 25 county associates. These are represented nationally by the TUC Joint Consultative Committee (TUCJCC) which has 9 elected Trades Council delegates and meets with members of the TUC General Council 6 times a

year. There are also Trades Councils in Scotland and Ireland that have links with the TUC and their own national TUC.

Before joining the POA National Executive Committee (NEC) I was a delegate and later the Treasurer of the Telford and Shropshire Trades Union Council.

Shropshire and Telford Trades Council, like many other Trades Councils are very active, always involved in rallies and marches, campaigning for each other's issues. They show strike or other dispute solidarity which is sometimes via a picket line, media publicity or financial appeal.

Trade Union Councils promote effective solidarity and provide the vital link between the workplace and the wider working-class community.

At Annual Conference in 2007, the following motion was passed.

163/07. That this Conference fully endorses our current campaigns on Trade Union Rights, anti-privatisation and to achieve a truly independent pay review body. Therefore, Conference seeks to ensure that it maximises our involvement with the broader Trade Union and Labour movement.

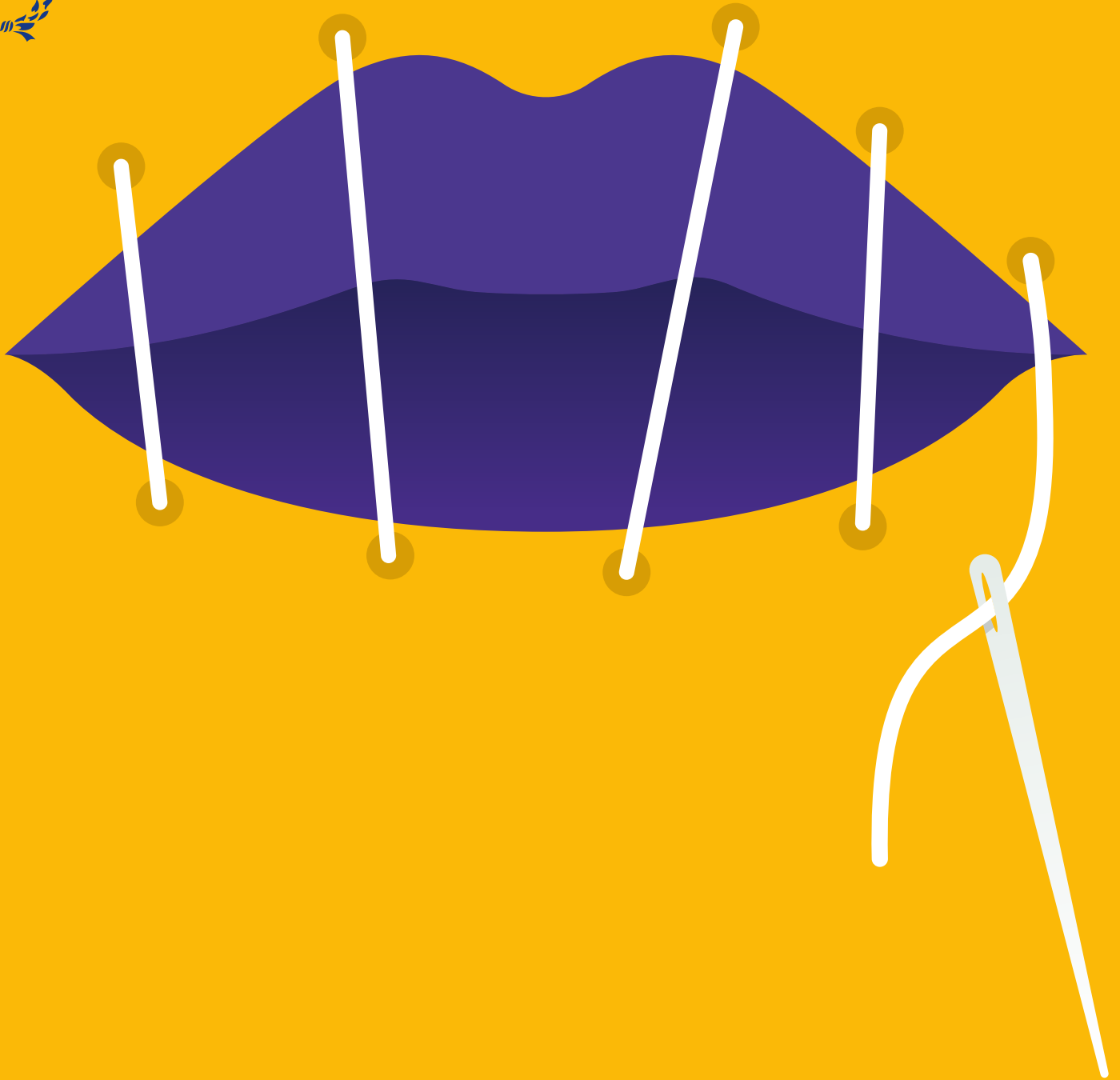
Accordingly, Conference seeks that every branch affiliates to their local Trades Council, that the Union provides delegates to all regional TUC and that we seek to maximise the numbers of POA members attending TUC rallies and events supported by the POA, by providing assistance with transport costs via the political fund as authorised by the NEC. HOLME HOUSE

Every POA branch should be affiliated to their local Trades Council, send delegates and join the solidarity.

Jackie Marshall

POA National Executive Committee





SPEAK OUT
Report all assaults to the police

Remember
you are the victim
and you deserve justice

Retired Members Branch

The Retired Members Branch is served by the NEC and a Retired Members Committee (RMC), this being enshrined in the POA Rules and Constitution

On behalf of the RMC a warm welcome to the retired members section of the *Gatelodge*. Membership currently standing at 3,690.

UPDATE

Since our last article in the *Gatelodge*, the RMC have been busy dealing with one of our prime objectives, to improve benefits for retired members. One of the aims was to continue access to the POA Welfare Fund for retired members who previously contributed to it. After several meetings POA Circular 11/2020 was produced outlining what progress has been made and a Retired Members Benevolent Fund would be set up, subject to approval. The RMC are looking for your support for this.

Last year another POA Circular 99/2019 offering POA members access to how they could, through The Tax Refund Company, have assistance to retrieve any tax they may have overpaid to HMRC. The RMC recently met with Mr David Davis of The Tax Refund Company and we are pleased to say that it was agreed that this service would also be available to retired members of the POA.

INFORMATION

The RMC would like to bring your attention to another POA Circular 07/2020. This is regarding a telephone call received by the POA from the Employee Relations Department. This stated that there was a potential data leak affecting the MOJ.

If whilst at work you did online learning from SSCL My Learning system, your personal details may have been leaked. The POA have instructed its solicitors to become involved. If you think you may be affected by this then please contact the Legal Department at Cronin House for advice.

Recently Pete Jackson from the RMC was taken into hospital. After undergoing emergency surgery, we are pleased to welcome him back following his successful operation. He continues to perform his responsibilities on the committee as before, although there is now less of him!

RETIRED FROM WORK BUT NOT FROM LIVING!

The RMC is looking forward to being invited to this years Annual Conference in May so it can continue the success of last year's attendance.

Since the last issue of *Gatelodge* we have received many enquiries on different issues, not only from retired members but from other POA members, may this continue. One of the enquiries put to us was, are we in a position to address national, area or branch meetings to talk about matters appertaining to retirement? The reply is, should we receive an invite then the answer is yes, subject to availability.

Thank you for again taking time to read this article, which we still believe is the best way for us to communicate with you. Perhaps if there could be some extra editions of the *Gatelodge* then this would improve.

RMC MEMBERS:

Pete Hancox	Email: p-hancox@sky.com
George Freeman	Email: georgeandlizfreeman1951@hotmail.com
John Dauncey	Email: jdauncey@me.com
Peter Jackson	Email: jackson81@virginmedia.com
Tony Jackson	Email: raymondojacko@talktalk.net

Or you can contact Cronin House on Tel: **0208 884 5687** or via email: membership@poauk.org.uk.



POA Learning and HMPPS Skills for Life Partnership

For the last four years, POA Learning and Brett Stringer, HMPPS Skills for Life Manager, have been working hand in hand to support HMPPS staff in lifelong learning

Skills for life was developed as part of a government agenda to raise adult literacy and numeracy standards back in 2008, with Brett Stringer taking on the role of HMPPS Skills for Life manager in 2017. Brett's main concern, even more so since the Prison Service put in place its apprenticeship programme, has been to put functional skills on the map whilst also providing the opportunity for staff to develop a better understanding of their learning needs. He works nationally alongside a network of Skills for Life advocates who work in HMPPS establishments; these volunteers promote to staff the benefits of developing their functional skills (English, Maths) and engaging in learning, as well as signposting them to appropriate support.

POA LEARNING

For sixteen years, POA Learning has been the learning arm of the POA in England and more recently in Wales. Their offer includes qualifications in Functional Skills; English, Mathematics, and Information and Communication Technology, Essential skills in literacy, numeracy, employability and communication, as well as Level 2 distance learning courses including Business and Leadership, Childcare and Education, Health and Social Care.

The project also wants to raise awareness around a range of topics close to its heart, many of which are important to be aware of when working within a prison environment. These include mental health, dyslexia, autism and attention deficit hyperactivity disorder (ADHD).

LEARNING NEEDS

From the first day in his role, Brett has been involved with the POELT training. From his work with POELT's, it became apparent that a number of individuals were concerned that they may have dyslexia. According to NHS statistics, it's estimated up to 1 in every 10 people in the UK has some degree of dyslexia.

He approached POA Learning to ask if they could offer any help. POA Learning were already offering an online screening tool that some staff were accessing, although not in great numbers.

They were supporting staff by using the Do-IT Neurodiversity Workplace+ Profiler, an online screening tool that identifies the strengths and challenges of the person. The Neurodiversity Workplace + Profiler provides suggested reasonable adjustments that can be implemented within the prison to support POELT's, OSG's, officers and non-operational staff in managing their challenges, embracing their strengths and harnessing their talents.

From then on the number of staff, especially POELT's, accessing the screener has grown massively. As a result, this has developed and strengthened the partnership between HMPPS and POA Learning.

WORKING AROUND THE COUNTRY

Based at Newbold Revel, Brett works closely with Sunil Patel, POA Learning Centre Manager and also liaises with the seven other POA Learning centres spread across the country.

POELTs around the country are signposted to POA Learning for learning needs support and advice or to achieve a functional skills qualification. HMPPS Skills for Life and POA Learning have also developed workshops that are delivered across the country, one of them being the Skills for Life and Learning Advocate training.

It is an interactive workshop delivered by POA Learning staff. It helps recognise the impact of the varying functional skills abilities, learning difficulties and disabilities. The course plays a key role in ensuring that individuals are well supported within the service both during their training or when they are back at their establishments.

SHARED VALUES AND PASSION

The POA Learning team and the HMPPS Skills for Life Manager share the same motivation and passion to help people to unlock their potential and to feel confident in their skills and aptitudes to reach their goals.

It is important to the team to help people get back into learning, despite any barriers that they may have, so that they can aspire to do whatever they want to. Brett said, "Seeing somebody flourish from being insecure because of their functional skills abilities or their learning needs into a prison officer motivates me. It's their success stories that make my day."

If you have any concerns regarding your functional skills or learning needs, please contact either Brett Stringer (brett.stringer@justice.gov.uk) or Alison Manion (alison.manion@poalearning.org.uk).



Neurodiversity-POA Learning harnessing talent

By Helen Arnold-Richardson and POA Learning

What is neurodiversity? Neurodiversity is an emerging term that embraces that we are all neuro (brains) diverse with different strengths and challenges. You may have heard the terms Special Educational Needs (SEN), Specific Learning Difficulties (SpLDs), Additional Learning Needs (ALN) which are all deficit terms used to describe someone who has challenges. Whereas Neurodiversity turns this on its head and promotes the talents of people whilst supporting the challenges they may have.

Neurodiversity is an umbrella term that includes traits associated with conditions including, but not limited to:

- Attention Deficit Hyperactivity Disorder (ADHD)
- Dyslexia
- Dyscalculia
- Autism Spectrum Disorder (ASD)
- Tic disorders including Tourette's syndrome and
- Developmental Coordination Disorder (DCD)/Dyspraxia

WILL ALL ADULTS HAVE BEEN DIAGNOSED IN CHILDHOOD?

1 in 8 of the population will be neurodiverse and many will have never been diagnosed. This figure is higher within the prison

offender population where it is thought to be 1 in 3.

Why?

Some people may have never been told that they are neurodivergent, struggled in school with some learning or alternatively been able to hide some of their challenges. This could be due to:

- Their age- for example, people who are over 35 years would have had less of a chance to have had screening or a diagnosis especially for such conditions as ADHD. Knowledge and services would have both been limited.
- Gender- there is evidence to show that females are still far less likely to have been identified as having ADHD or ASD, for example, as we are starting to understand that females do not exhibit the same symptoms as males and may be able to 'camouflage' social difficulties from others more successfully. However, this may come at a cost, as it can be exhausting trying to do so!
- Knowledge by specialists- as some professionals may have not been trained in considering how people in reality don't fall into neat boxes and so may only considering

some challenges but may not know about others e.g. screening for Dyslexia but not considering ADHD traits that may be also present as well.

A person may also have had a diagnosis as a child or young adult but may be worried about disclosing this to their work colleagues or line manager. They may be worried about the perceived stigma that may be attached relating to being neurodiverse or be fearful of not getting the job. Past negative experiences of telling others may also contribute to withholding information from others.

CO-OCCURRENCE IS NOT THE EXCEPTION

Extensive data from studies also shows that co-occurrence or overlap of conditions is not an exception but the rule. The diagram below shows overlap with conditions as recognised in the general population based on many international research studies.

THE IMPACT

Many people with undiagnosed, neurodiverse needs will have reached adulthood by struggling with their challenges. They may have been able to manage or hide them, but



on joining the Prison Service, the challenges become more prominent. They may struggle with reading the content of documents, the use of acronyms, new vocabulary and the sheer volume of reading that needs to be done (e.g. Prison Service Instructions) and/or the find it difficult composing and writing reports.

Expectations from line managers and colleagues may not be affiliated to the skills set the person has. There may be gaps in skills such as organisational or time management skills that may become real barriers to progress especially if organisational demands increase. Someone with Developmental Coordination Disorder (also known as Dyspraxia) traits may find that learning a new skill takes longer than their colleagues to learn and they may need more practice.

Having challenges can generate many negative emotions which can impact on the person's mental health. It may also affect personal life and work such as resulting in feelings of frustration, anxiety, lowered performance, reduced confidence and self-esteem. The impact of not knowing about a person's neurodiverse traits can also affect the

person's line manager as they may not know how to support the person, what reasonable adjustments can be made and/or how to comply with the Equality Act 2010. Without supporting the person sufficiently, this may result in the person not working optimally and a result in the potential of missing out on the talent and skills the person brings to the role.

POA Learning has been supporting its members by using Do-IT Neurodiversity Workplace+ Profiler, an online screening tool that identifies the strengths and challenges of the person. The Neurodiversity Workplace + Profiler provides suggested reasonable adjustments that can be implemented within the prison to support POELT's, OSG's, officers and non-operational staff in managing their challenges, embracing their strengths and harnessing their talents.

CASE STUDIES

Mathew

Mathew is a POELT who completed his Do-IT Neurodiversity Workplace+ Profiler screening test which showed him to have a high indication of dyslexia which has meant that he has been able to access help with revision techniques to

complete his course books, and scribing for his mid-term assessment. Mathew said: "The help that I've been given on my work books has been excellent, POA Learning staff have been very helpful and without the extra support, I know that I would have really struggled with the books. Excellent support and always willing to help, much appreciated'.

POA Learning said " With regards to Mathew and other POELTS, it is an honour to be able to boost their self-esteem and help them see how smart and talented they are. Seeing them become more and more confident and optimally use their strengths is truly inspirational'

Amanda

Amanda took the Do-IT Neurodiversity Workplace+ Profiler screening test and says "I finally got proof, after all these years that I didn't have to struggle any more, my tutor developed an individual learning plan for me and I was given extra support for my exam. If it wasn't for what POA Learning and Brett did for me I wouldn't have made it, for other OSG's who are struggling I want them to know that it is achievable and support is available"



Holocaust Memorial Day- a personal view

Stewart McLaughlin, POA Equalities Advisory Committee,
shares a few thoughts with you about holocaust memorial day

I took the time to attend a Holocaust Memorial Day event during the evening at the Jewish Museum in Camden. The actual day to commemorate is the 27th January, the liberation of the extermination camp, Auschwitz.

STAND TOGETHER

The worldwide Holocaust Memorial Day took the theme of 'Stand Together' and examines how through the course of history, countries, governments and organisations have set out to blame others for their problems. The 'others' could be our friends, neighbours, people who have lived ordinary peaceful lives but sometimes when those in power want to keep it by any means, they work to divide communities. The genocides in Bosnia and Rwanda are examples of this, to name but two. The HMD event in Israel was attended by The Prince of Wales, representing our Queen and country.

The Jewish Museum was promoting the theme, 'liberation of memories' and had three speakers to recount their stories. One was the child of a Holocaust survivor, another had been an infant in the camps and had been brought to Britain and was adopted by a family here and the third, was a young teenage survivor of Auschwitz, Eva Schloss. The event concluded with a candle lighting ceremony, led by the mayor of Camden.

EVA'S STORY

Eva's story of Nazi persecution started when Austria was taken over by Germany in 1938 and her family moved to Amsterdam to re-start their lives. There, she got to know the family of Anne Frank, a victim of the Holocaust whose diaries were later published, telling the story of her short life. Anne's father, Otto, had been an Officer in the German Army in the First World War. His loyalty to his country meant little to the Nazis and their hatred of Jewish people and any other person who did not fit into their ideas.

As Eva and Anne were of similar age, they became friends. When Eva's family were betrayed by a Dutch informer helping the Nazis, Eva's family was deported in 1944, arriving at Auschwitz. Eva, with her mother, was separated from her father and brother.

Hearing the stories of the inhumane treatment, the 'selections' where people could, on arrival at Auschwitz, be sent to work or immediate murder in the gas chambers. Placed on starvation rations, she described how in the wooden huts where they slept, you could wake up next to a cold body, a person had died during the night. The beatings by the guards and brutality was a constant danger. The

inmates were being systematically worked to death.

Eva and her mother survived the hell on earth ordeal and the camp was liberated by the Russians. She remembered seeing a figure that looked like a bear but when the figure drew closer, it turned out to be a fur clothed reconnaissance scout, checking to see what German military may be around. When Eva went to the old military barracks of Auschwitz, the camp had been deserted by the Germans and it was there she discovered that her father and brother did not survive.

Eva's mother married Otto Frank, Anne's father. Eva herself married and had children, with another holocaust survivor and settled in Britain. It was only later in her life, that Eva began to speak of her experiences. At the event, Eva spoke with a great sense of purpose and an amazing positive view of the future provided we remember the past and learn from it.

75TH ANNIVERSARY

The destruction of six million Jews and millions of others on an industrial scale by a nation that produced music, art, literature means that we can never be complacent or look for others to blame when evil rises and we choose to do nothing. Who would have believed that people could carry out such acts? Only 'obeying orders' was the reason some gave when put on trial.

As this country will commemorate the 75th anniversary of the end of the Second World War this year, Holocaust Memorial Day should take on a bit of extra meaning, as those who fought against Nazis Germany were ridding the world of an ideology, that delivered inhumanity and death on an industrial scale. When the newsreels showed the horrors of Nazism, the whole country fully realised why they needed to fight and thank goodness we won, as our defeat would not bear contemplation.

Don't forget, don't walk away, don't remain silent.

Stewart McLaughlin

POA Equalities Advisory Committee

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The 'others' could be our friends, neighbours, people who have lived ordinary peaceful lives but sometimes when those in power want to keep it by any means, they work to divide communities. The genocides in Bosnia and Rwanda are examples of this, to name but two

Prison Service Charity Fund

A good notice board is an informative one !



JANUARY-APRIL

January started a little slow, which we expect after the festivities, however, your committee had no time to relax, as it started to prepare for our AGM, held again at Springbridge Riding School for the disabled, in Leicestershire, on the 18th April 2020. All members are most welcome.

It is a very informative, relaxed day, in the beautiful surroundings of the Leicestershire countryside and this year will be our twelfth visit there. We will update you more on the actual day in the next edition.

February turned out to be a very busy month. We had our first meeting with the Governor of HMP Birmingham, which turned out to be very fruitful. Also, we had an encouraging email, to promote the fund at HMYOI Swinfen Hall, hopefully, visits will be arranged in March.

March continued with visits to satellite stations promoting and recruiting POELTS/Apprenticeship staff. This has been a valuable source for many years now and long may it continue.

As it is early in the year, we think it might be worth a reminding you about our criteria for the Fund.

PRISON SERVICE CHARITY FUND CRITERIA FOR ELIGIBLE REQUESTS

- The recipient of any financial assistance must be a resident of the UK. (For example, it cannot be used for famine relief in the third world).
- The PSCF would consider appeals which are to assist those in need of medical treatment or equipment, including appeals to raise funds

for recuperation holidays and specialist toys for children with special needs. The PSCF will not support appeals or requests for funerals, financial hardship or mortgage repayments, etc, as these are not considered medical-based.

- The fund can only aid those appeals which are conducted within the Prison Service by Prison Service staff and contracted services, i.e. Health Care Depts, Works (Amey), Education, etc.
 - If fundraising involves raising monies for a hospital Trust, the PSCF will only give a donation towards nominated medical items that will be purchased by the fundraisers, as opposed to the monies being donated directly into the Trust's account.
 - The aim of the PSCF is to help fundraisers in the Service, who fall short of their fundraising targets, to achieve their target. For example, if an appeal pledged to raised £2,000 and only £1,800 was raised, then the Fund could step in and donate the extra £200 to make the total up to the stated target.
 - The amount donated is at the total discretion of the PSCF Committee. It is the Fund's policy not to donate more than has been raised by the applicant. However, this does not necessarily mean that the PSCF will donate on a pound-for-pound basis. It may sometimes be the case that the amount donated by the Fund is given as an incentive for further fundraising success on the applicants' part.
 - The Committee's decision is final.
- Happy fund raising, and as we keep saying, your Fund is always in safe hands.

What is Bonkers Bingo?

Bonkers Bingo is a new twist on one of the oldest games in history which has usually been enjoyed and associated with people of a certain advancing age

For many decades Bingo has been "Eyes Down let's begin Two Fat Ladies 88, Knock on the Door number 4" and then a hushed silence until someone excitedly shouts "House".

Bonkers Bingo has changed all that and now brings people of all ages together for a night of unashamed hilarious fun, with plenty of games and prizes, all based loosely on the age-old game of Bingo.

Its increasing popularity has led to a large number of people using it as a way of raising much needed money for local charities, whilst letting off steam and having a great deal of fun into the bargain.

FRIENDSHIP

The Prison Service Charity Fund, has helped support several such events held at HMP Liverpool over the last couple of years, which were organised by three friends who were raising much needed money for their local hospices and other local charities which were very close to their hearts and for some very personal reasons.

Below is the story of the three friends and is the epitome of the kind of people within the Prison Service who go that extra mile to help others when they need it the most.

Alison Moore, Elaine Houghton and Cheryl Freeman.

We became friends (and colleagues) over twenty years ago as we met in HMP Liverpool. To this day we are still a trio of trouble, although Cheryl has now left the service to pastures new. Ali.... The planner! Elaine.... The level head! Cheryl.... The creative one!

We each get organised and meet up with crazy ideas and create a fun night full of surprises and loads of prizes.

We have always socialised with our work colleagues and privately picked up skills in Party Planning, Catering and now fundraising for local charities, which for one reason or another have personal connections.

So, when we came across a DJ with Bonkers Bingo events who could help us make money for local charities, we knew we could be on to something.



FUND RAISING

We walked the full length of Liverpool Town Centre with the odd beer or two asking companies to donate prizes. We sent emails and letters and asked local business's, not an easy task but with sheer perseverance the prizes and donations soon came rolling in.

We are not afraid to make fun of ourselves, and dance like no-one watching to host the perfect night!

Dancing on chairs, rave music, glow sticks and inflatables yes it was bonkers, and all this while those bingo dabbers dabbed out their lucky numbers.

SUPPORT

HMP Liverpool has a reputation for having very sociable and extremely generous staff and the response to the first Bonkers Bingo night back in 2018 we hosted, was absolutely fabulous. We raised a whopping £2800 for two local hospices, Woodlands Hospice and Queens Court Hospice and a cancer hospital, Clatterbridge, Aintree, all of which have helped family and colleagues.

So, the next event for 2019 had to be bigger, and it was!!! Based on a Christmas theme and was as crazy as can be, raising an amazing £3100. Part of this amount, the Prison Service Charity Fund donated £500 each to the Children's Liver Disease Foundation, the University Hospital Birmingham and the local Woodlands Hospice, which is close to the hearts of many staff at HMP Liverpool, who have given care and support to family and colleagues.

I am a registered fundraiser for our local hospice "The Woodlands", which relies solely on donations. It is a place that is extremely close to a lot of our colleagues hearts, for the unwavering support they have shown to our families, friends and colleagues over the years.

Other charities were also nominated for similar reasons, due to the loving care and the support received by staff, friends and their families.

Here at HMP Liverpool like many establishments across the country, if one is in need everyone will help in any way they can.

The biggest thanks have to go to all the families, friends and colleagues who have made these nights such a huge success and supported us in giving these charities much needed funding.

We also have to say a massive thank you to the Prison Service Charity Fund who on both occasions have supported us greatly and gave us a whopping donation of £1500 each time to add to our total. This was a fantastic help and will I am sure make the lives of those who need it that little bit easier when they need it the most.

2020 plans for Bonkers Bingo have already started with only one aim; to go bigger, better and crazier than ever hopefully, so get yer Bingo cards ready and watch out 2020 here we come!



Are you being **UNDERPAID?**

We all like to joke we're being underpaid, but for 1 in 3 POA members they really are being underpaid.... because HMRC has given their employer the wrong tax code!

Every year HM Revenue & Customs (HMRC) sends a new code to your employer which tells your employer how much money to take off your pay for tax. The problem is, sometimes your code is wrong.

In the past year 33 out of every 100 POA members who have had their tax code checked by a tax code expert, found their employer had been given the wrong code causing them to pay too much tax.

YOUR RESPONSIBILITY

Most members assume HMRC sends out the right tax code and their employer would know if the code was wrong and sort it. Unfortunately, the reality is very different!

HMRC gives you a new code at least once every year, sometimes more. The code they give you is based on what they know about you. However, making sure they have given you the right code is entirely your responsibility. HMRC rules mean that it's up to you to check your codes and make sure your employer is taking exactly the right amount of tax.

Over the past 22 years, more than 18,000 POA members have taken advantage of a specialist service offered by the POA to check they have been given the right tax codes. 33 out of every 100 members using the service in the last 2 years have found out that HMRC has given their employer a wrong code and they had paid too much tax, in some cases more than £700 too much.

GETTING YOUR MONEY BACK

Fortunately, using the POA's specialist service they were able to get their money back and have HMRC send out a new code where required.

Checking your tax code requires a good understanding of the PAYE rules. If you believe you have been given the wrong code in any of the past 4 years, you need to tell HMRC why. If you do get a tax refund, you must check HMRC's figures to make sure they have calculated the refund correctly, otherwise not only might you not get back all the money you are owed, you might end up still paying too much tax. Worse still, they might even send you a bill for more tax!

Fortunately, you can avoid these risks using the POA's specialist service, provided by leading tax code experts, The Tax Refund Company. The service checks both the current and last 4 years tax and will arrange for HMRC to correct any errors. Members don't need to have kept their payslips or tax code notices to use the service.

Where you have paid too much tax, it will be refunded by HMRC. Using the service, you are Guaranteed to get back all the money you are entitled to.

RISK FREE

Members are also protected by an Underpayment Guarantee – in the event you get an unexpected tax bill as a direct result of using the service, The Tax Refund Company will pay it for you (T&C's apply).

Getting your tax checked using the service is free. If HMRC has given you the right codes, there is nothing to pay. Where you have been given the wrong codes and paid too much tax, there is a fee of 38 pence for each £1 HMRC pays back. Where applicable, you will also get a new code for the current tax year and this will reduce the amount of tax you need to pay in future months. There is no fee to pay for the extra money you get in your pay.

Where HMRC sends you a refund, there is a minimum fee of £38, unless HMRC send you less than £38, in which case the minimum fee will never be more than you get back and you will still get to keep any extra money you receive in your pay every month.

If you have not checked your tax codes in the last 4 years and you wish to use the POA service, you can visit www.checkmycode.co.uk/poa.

**David Malik-Davies – Director
The Tax Refund Company**



“ I had no idea I had overpaid, despite calling The Revenue who told me my tax was right! Without your help I would never have got my £358 back



Helping Macmillan

Every 90 seconds someone in the UK is diagnosed with cancer and whilst cancer is not always life threatening, it is life changing

Macmillan is the UK's leading cancer care charity giving personal one to one care and support to people diagnosed and living with all types of cancer, no matter their age or where they live.

Macmillan doctors, nurses and cancer experts understand and care for the whole person, not simply the cancer patient. We help people make sense of their diagnosis, guide them through treatment and provide help and support on every aspect of life including physical, emotional and financial support.

Macmillan's ambition is to be there for everyone from the moment of diagnosis and to help people live life as fully as they can. However,

with the numbers of people being diagnosed with cancer growing every year, and being almost entirely funded by donations, we are not able to help everyone with the support they need, when they need it most. We urgently need more Macmillan Nurses to help address this gap in care.

It costs just £29 to fund a Macmillan Nurse for one hour. And every hour counts. Every extra hour with a Macmillan nurse can be the difference between pain and comfort, fear and understanding, worry and control. Expert help with potentially life changing decisions about treatment. More invaluable advice on managing money when cancer stops you working. More precious time for people to talk through their emotions.

When you have cancer, every Macmillan nursing hour counts.

Join the POA today

The POA is the Union for You,
Together we are stronger,
We can make a difference and
Improve your working conditions.



A photograph of a man and a young girl smiling and looking at each other. The man is on the right, and the girl is on the left. They are both smiling broadly. The background is bright and slightly out of focus. The image is framed by a dark grey diagonal shape on the right side.

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**SERVE
PROTECT** 
PART OF THE SERVE & PROTECT FAMILY

