**Probation Sub-committee meeting at GSO**

 **Friday 8th November 2019**

**Attendees:**

Maxine W. (Trustee)

Neal C.

Gareth P.

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| 1 | Welcome, Preamble, 12-Traditions |  |
| 2 | Apologies – None | None |
| 3 | Approval of minutes - matters arising | Approved. No matters arising |
| 4 | Sub-committee membership | * A welcome was given to new SC member Gareth P. from North East Region
* New candidates for the SC: there is one nomination, yet to be considered by the Board. For the remaining vacancy, another advert will be placed
* Specific task for a SC member – ***Probation content on the AA website:***

Gareth volunteered to review and liaise with GSO (Sharon) to edit and/or add general website content.* Gareth and Neal to start to consider revisions to the 2nd edition of the Probation/CJS Liaison Officer’s Pack (published Nov-2014) which has much out of date content. In view of the size of the pack, this will take some time.
* The Probation SC Terms of Reference on the AAGB website needs to be replaced by the approved Nov-2018 version
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| 5 | New Government Documents/Strategy | * Neal to produce summary of changes, blocks and opportunities arising from the sweeping changes to probation
* When the new ‘Regional Probation Directors’ for England & Wales are in post, find an effective approach to all 11 of them – where do they meet, how best to deliver message to them
* In the meantime Encourage Liaison Officers to establish and maintain relationships with local NPS mangers/officers
* NC to produce a glossary of Probation terms/acronyms
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| 6 | Future Activity | **Custody suites and cells*** Neal to create an advice sticker to put on the reverse of our existing ‘custody card’ warning about the dangers of alcoholic fits
* Produce a general ‘*advisory notice’* custody officers for staff, again highlighting the dangers of alcoholic fits
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| 7 | Chit System | The SC would like to create a common Chit which can be ordered directly from GSO by liaison offices. The SC felt that these chits should not be available via the literature shop. This topic is to be discussed further at tomorrow’s joint CJS committee |
| 8 | Website | Gareth to start looking into website content |
| 9 | A.O.B.  | The leaflet ‘Cooperation between AA Probation services’ – has the old 0845 number on it. Maxine to ask staff at GSO to have this corrected |
| 10 | Close | The meeting closed at 7:05pm with the AA Responsibility Pledge |