



Regional Service Committee Meeting Minutes –Nov. 10-11, 2018

Saturday

Open Meeting

Moments Silence

Mickey shared a reflection on the passing of Dudley, the founder of NA in the UK

Roll Call – Voting RCMS: 19

Admin committee: Sam K, Sam I, Chris, Matthew, Simon, Reese

Subcommittees:

Mickey, Alex – UKSO, Aidan – UKCNA, Joe, Mike -UKH&I, Andrew – W&H; Massimo - UKPI

RCMs

Greater Manchester- Sandi; Dorset - Natalino, Stuart; Kent - Hayley; Sussex – Nat; West Midlands - Matt, Az; Surrey – Craig; South Wales – Peter; The Shires – Brian; Norfolk & Suffolk - Lynton, Mark; Yorkshire & Humberside – Martina; East & Central Lancashire – Ruth; London South West – Charles; London North West – Robert; Merseyside – Joey; London South East - Faik, Hardeep; Farsi Speaking Groups - Rahman, Baz; Hampshire – Jenny; North West England & North Wales – Lisa; Isabel – NEL; Essex – Kane (Sunday)

Visitors: Brian, Emily, Wanda, Harry, Anita

Apologies –ED and Lothians, NEEASC, H&I treasurer, CI ASC

Chair's opening remarks

Service Prayer and Concepts read

Tradition and discussion

Tradition 8 was read by the Kent RCM and discussion was held on this topic.

Positions Vacant

Secretary and Vice Treasurer positions available – no candidates

Concept 10 Ad hoc committee Report

Concept 10 ad hoc committee has been established and is in process of communication with those involved via email, awaiting responses.

Planning to send a list of questions to those once responses received.

Background information was requested by RCMs the remit of work was explained:

The concept 10 grievance has been raised by the members of a UKRSC subcommittee according to the guidelines of the UKNA RSC regarding a comment that had been made about that committee on a social media platform.

Concept 10 ad hoc committee will report back to RSC in January



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Approval of Last RSC meeting minutes:

Last meetings minutes cannot yet be approved due to a change in service position in the admin committee. Resource will compile the minutes and send to the body by the end of business today.

Treasurer's opening balance

Balance: £20 060.47

Prudent reserve stands at: £ 11020.00

Bids to Host future RSC meetings

January is in Manchester at Phoenix Mills

March is in Jersey in St Hellier

Please bring bids for May and beyond to the January RSC meeting.

Both the Manchester – Phoenix Mills and the Norwich – King's Centre are available as default venues

Ratifications

UKH&I:

Chair and Vice Chair

Concept four was read to the body

The role requirements and questions for each role were asked:

The Chair – Joe, answered each question from the guidelines

Joe was asked if she would be producing H&I guidelines as there are no current guidelines

- A. Guidelines ratified in 2009

W&H asked what plan was moving forward

- A. Guidelines need updating and amending, however, positions on committee do not have role requirements in these guidelines. Committee is getting stronger and is actively seeking ways to improve the working relationship and confidence in UKH&I – with RSC, ASCs etc. She cannot answer for what has come before her term but is committed to improving accountability, transparency and positive communication with all service levels of UKNA.

Kent highlighted that no ratification was to have taken place until results of audit.

Chair presumed this also -

WMASC stated unwillingness to ratify ANY subcommittee positions going forward unless ratified guidelines are in place.

Dorset offered experience and support, Farsi ASC offered support as the new committee takes on a challenging task



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NWENWASC reiterated the concerns of the body on the efficiencies of the work the body does, and the fundraising the committee does. Chair was asked if she felt confident challenging assumptions in the committee about their role/rights in doing service.

- A. Chair responded that she is committed to finding the most prudent way to fulfil the service role of the committee

SW London asked how Chair would be ensuring that more emphasis was placed on institutions

RD suggested that ratifying a chair, who was not involved in the historical concerns, should be kept as a wholly separate process.

The body was asked whether to ratify now or later. The treasurer was asked if there is anything the RSC need to know that may affect the ratification of the chair and he reported that there is not.

The body decided to go ahead with ratification process.

Chair was ratified.

Vice chair gave NA service CV, answered questions from the body.

Vice chair was ratified.

OLD business

Archive Lock up – Rent (committee)

Action: Please go out to ASCs and fellowship that we need support to create an archiving committee.

There is a cataloguing system in place, not all members of committee need experience of archiving – the Chair, secretary and treasurer for example, need only act in those roles.

Cost of archiving £114.05/per month cost of storage, has increased by 14.5%

Statement on appropriate literature – policy

Resource acknowledged on behalf of the admin committee that the statement on appropriate literature (to be used by meetings that wish to be included on the UKNA meetings list) that had been previously sent to the fellowship was factually incorrect and had caused confusion

Statement corrected and read out to body

Statement approved for distribution with apology.

GDPR

An ad hoc committee has been proposed, motion brought in new business.

Action: Please take back to ASCs that we need people with interest/experience and commitment to time that may be required.

Get in touch with email@ukna.org

Agenda item re guidelines update

The body has agreed to add to the agenda, last order of business on a Sunday: Guidelines update.



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The intention is that we have a specific slot to consider any amendments to RSC and RSC subcommittee guidelines. This will be to compile things to consider prior to the next RSC where it will be included in new business.

The guideline amendments for consideration will be included in the action list.

UKH&I Subcommittee financial report

Given the above, treasurer's suggestion would be to draw a line under what has gone before and look to moving forward in a transparent and accountable way.

Excerpt from Treasurer's report:

I have been liaising with the UK H&I Treasurer and we have agreed a framework that should be more robust in bringing clarity to the situation each month. I must mention that their Treasurer has been willing to work with me at each step and has taken on board the recommendations.

So, what has been put in place?

A new spreadsheet has been created to record the financial status and merchandise stock (please see attached). This has been separated out into separate months with details of each transaction recorded, and details of what it relates to. Any cash received is to be paid into the bank account so that the bank account reconciles with the financial spreadsheet. Comments are added to provide a breakdown of certain payments such as where travel involves more than one cost, each is itemised in a comment to show the breakdown. The bank balance will be recorded on this as well as opening balance, Prison Sponsorship literature expenses and Merchandise stock and costs. Un-cleared cheques will also be recorded. The notes section will be completed by the UK H&I Treasurer to show any relevant financial information, such as receipts still to be received or monies owed.

All expenses will be submitted by using an expense form that has been created for the subcommittee. This will be completed by the person claiming the expense with the receipts given with it. The treasurer will staple these to the expense receipt and then check that the figures match up. If a receipt is unavailable at this time, it will be provided at the earliest opportunity. Per Diem expenses are to follow the UK RSC guidelines and be limited to £15 per day – receipts are not required for this. Payments for expenses will only be for what has been incurred, if there is an overpayment for whatever reason, this will be deducted from future expense requests.

For Learning days, areas requesting one will need to submit a financial projection of costs and will then need to provide receipts once it has been completed – photocopies will be sufficient for this. It has been suggested that a financial spreadsheet template be completed to record their costs, which I am happy to meet up with the H&I Treasurer to create. All the UK H&I Treasurer should need to do is confirm that the receipts match what has been paid out and what money has been returned to their committee from the £500 budget. The onus is on the Area holding the learning day to accurately record income and expenditure though guidance can be provided by the Treasurer to the Area if need be.

The bank account is to be amended to allow for online banking, using a complex mandate where two members can authorise payments – this will make it much easier to track finances. The UK RSC Treasurer or Vice Treasurer should be on the mandate but there should be at least two subcommittee members to authorise payments, though in emergencies, the RSC committee member on the account can act as a second authoriser.



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The UK H&I committee has a new secretary to record minutes as the committee are in the process of updating their guidelines to be ratified by the Regional body, which will make reviewing the accounts a more manageable task in the future.

It was suggested that a financial spreadsheet template be created and offered to all UKNA subcommittees.

It was suggested that drawing a line may be irresponsible if reportable irregularities have been documented. It was suggested that legal advice may be in order so that we maintain integrity.

It was suggested that it might be appropriate to hire an external auditor, the response from the treasurer was that using an external order to have legal ramifications if anything is found to be a 'matter of significance'

- A. Whilst £5846.78 unreceipted for the period of review – this is not an allegation that it has not been spent on legitimate H&I expenses.

Discussion ensued around responsibility to report financial irregularities.

- A. There is no evidence of this. Minutes are not available for some H&I meetings, much is hearsay

It was moved by SWLASC that recommendations be accepted and shared with ASCs and we move on from this – supported by all RCMs.

SELASC stated that it is vital that region take more responsibility for what is occurring in the subcommittees.

The H&I subcommittee have been asking for support from the fellowship for several years.

Review is concluded.

RCM Reports (Questions & Experience)

GMASC Questions for Region:

Are we not over affiliated with the Birmingham Hilton Hotel?

E.g. UK Convention constantly being held there as well as New Year's Eve.

- A. we are a customer, not affiliated. Any ASC is welcome to put a committee together and place a bid for UKCNA

Kent Summary:

Responses to action points from RSC:

Vision ad-hoc committee – Kent ASC felt that looking for a venue in our area would be futile as prices are likely to be no less expensive than in London.

Website/Helpline – Kent ASC would like this committee to continue broadcasting chairs from the UKCNA and LCNA.

Inventory ad-hoc committee – RCM received no further information from resources.

Questions for Region:

Q1 Another ASC has sent flyers to our ASC venue address. RCM brought a similar issue to region back in May. Do we need something in the guidelines? A motion? A statement sent out?



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- A. W&H – it is clearly stated on website that addresses for ASCs on there are not mailing addresses.

Resource proposed a small workgroup to arrange statement regarding ASC mailing addresses and suitable ways to disseminate convention flyers using the UKSO mailing address. RD and Kent RCM to support.

Q2 Kent ASC would like to know how the Essex Public Information Learning day was received.

- A. Essex not present to report

Sussex summary

Question from treasurer: Is there a policy of not donating to RSC?

- A. RCM will bring response to next Region

WMASC Summary

Questions for Region:

Can the RD help with our Area Assembly?

- A. RD: more than happy to help

Requesting expenses for RSC as under prudent reserve - paid

Despite previous statement – WMASC is now requesting the same percentage of convention profits as they are unable to hold their own convention – motion heard in new business.

- A. UKCNA response – acknowledges support and knowledge of WMASC at The UK convention

West Midlands ASC put forward a motion to place into policy the allocation of convention profit share with the hosting ASC to be debated in new business

Surrey Summary:

Questions for Region:

Re Literature – those buying literature asked to bring exact change, can this information be placed on the website?

Shared experience – groups order literature on the ASCs subdomain of UKNA website. The literature secretary then collates and orders in time for the ASC. This is then bagged and collected by GSRs. This has been a highly efficient method.

SWANA Summary

Questions for Region:

Request for fellowship Development from Meetings:

- A. W&H – offered to send links for resources; RD and RDA will support this and will connect ASC to EDM committee that supports this. EDL is coming up and this would be great to attend to lean about this.

Can we produce just for today Keyrings in Welsh?

- A. EDM has fund to support printing materials in other languages. NAWS would struggle to justify this financially.



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NASA summary:

Questions for Region:

Won't available premises for UKSO office be gone by the time the ad hoc committee get feedback and report to region?

- A. In UKSO report section

NELASC Summary

Additional information:

The ASC decided that if the issue of Skype ratification should come up again, they would support it

The ASC would like to propose a motion that all keyrings be made from non-toxic recycled plastic

Responses to action points from RSC:

The ASC approved the UKSO expenses policy, including the 45p fuel policy

Questions for Region:

Could the UKSO directors please clarify why it is legally necessary to seek charitable status?

- A. Legally obliged to apply as UKSO is functioning as a charity

Would it be possible for the RD to come to the ASC and do a CBDM workshop?

- A. Will have to be asked of new RD but admin committee agrees in principle.

YAH Summary

Questions for Region:

Have any other areas had issues with supply of literature from UKSO?

- A. NWENW had trouble with passwords, ECL had trouble with not receiving order, NASA has been having trouble with basic texts and keyrings.

Does any money get returned to fellowship when literature is purchased through third party online sellers?

- A. UKSO director has asked that fellowship support service office, RD will contact NAWS to ask this question.

What is available as it seems that such a limited amount of audio literature available for VI members?

- A. RD is happy to support showing where these items may be found on the NAWS website. Write to fsmail@na.org to ask any questions you may wish to. Customer service at NAWS.

There is a leaflet 'for those with additional needs' local charities support the conversion of this literature etc.

Does anyone have any practical experience of 'chit' meetings?

- A. Kent and RD have offered experience.



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East and Central Lancashire ASC Summary for presentation at Region:

Questions for Region:

Can we have some guidance on how other ASCs deal with insufficient GSRs at ASC to form quorum.

- A. WMASC shared experience and has taken average attendance for last 12 months and then decided quorum based on this number.
Surrey shared experience of asking for rep instead of GSR, they take a pragmatic approach in order to do business.

North West London ASC Summary for presentation at Region:

Questions for Region:

Safeguarding clarification requested

- A. RD has been doing research although other countries/regions cannot offer exact guidance as they have differing laws.
Resource offered experience of another fellowship in UK – they have a statement/IP they release and then leave it to the groups.
W&H shared that groups in their ASC follow the building policy.

Merseyside Summary:

Questions for Region:

A group asked what process was used by region to illegalise all additions of Basic Texts except for 6th Edition?

- A. This question was answered in the clarification of the appropriate literature policy.

Group fund raiser event:

Experience requested regarding a group putting on unity days and then not bringing profits to ASC or letting them know about events.

- A. Proposed solution is to ask members to attend Area, not because they must but in the spirit of unity & inclusiveness. Also, to add a member as raised a concern about a group asking people are you waged are unwaged? Experience shared – a group may put on any events they wish – they are not accountable to ASC. In the interests of inclusion and unity it would be beneficial to take it to ASC and to advertise on UKNA events page. A group's primary purpose is to carry the message, if they allow the ASC to support these unity events, they better able to continue with this purpose.

South East London Area Summary:

Offered invitation and transport for Christmas dinner

Requested experience regarding a GSR being the Chair of an ASC subcommittee; information on conflicts of interest were shared.

- A. Most RCMs shared that this would not be considered acceptable in their ASCs.



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Farsi ASC summary:

Questions for region:

Can ASC provide Farsi meeting pamphlet and meetings list to UKSO for distribution with literature orders to reach any Farsi members that may be attending anywhere else in the UK.

Farsi ASC also providing own Farsi language posters, helpline numbers etc to H&I, PI for distribution.

- A. RSC body supported this and UKSO is happy to do this.

NWENWASC summary

Questions:

More information requested regarding UKSO charitable status, will this be returning to ASC – a member of ASC had done some research previously – this will be address in UKSO report.

Delegates Report

Ongoing Topics and Proposals

Request: We have also been giving some thought and consideration to funding service members to attend the next ESL to share experience and gain new ideas about Fellowship Development and better developing our services. This does not have to be restricted to members currently serving at the RSC, we could potentially put this out to areas for suggestions and to encourage more members to attend the ESL

A few of the main topics to be discussed at the Winter EDM 2019 in February will be the election of our first ever Zonal Delegate and Alternate Zonal Delegate, and how this new function can best serve our zone and the wider fellowship. The incorporation of Iran Region One into our zone and how the EDM can benefit that region. Preparation for the upcoming European Service Learning day (ESL) in April 2019 in Prague, and how-to best use EDM finances as the Winter EDM is when decisions are made about how to allocate funds.

Alternate RD has asked that it be reported in EDM report that UKNA supports him in the ZD/ZDA election

Questions for RDs:

Surrey is interested in attending the EDL and is seeking guidance regarding funding

- A. feel free to contact the EDM, but this should come from a service body as opposed to an individual.

Is the regional assembly going ahead and how can we help make that happen?

- A. GSR/Region assembly – discussed for about the past 18 months (see page 93 of A Guide to Local Services). Budget has been presented in the report – it would need a committee to put this together. Should the RCMs support this idea a motion would be required to move forward.

RD and RDA prepared a rough outline of a budget for consideration to accommodate approx. 150-200 members.

- *Conference facility: £1200 for two days*



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- *Food and Beverage: £1200 for a basic lunch buffet on both days, and the supply of tea/coffee using an accessible kitchen*
- *Coach hire: £1300 for two coach's return journey carrying 56 people each, one from London and the other from Liverpool or Preston*
- *Accommodation: £2000 to accommodate 90 people for one night, a combination of rooms.*

W&H – can you please let members at EDM know that F&E committees in the EDM zone are able to place events on UKNA themselves.

EDL motion: 14-18

For the RD and RDA to be funded to attend the EDL - held back for new business

Sunday

Open Meeting

Moments Silence

Roll Call

Voting RCMS: 20

Treasurer's final report

Treasurer gave end of year report and forecast for the next year [RSC end of year accounts 2018](#), [RSC cash flow forecast 2019](#)

Surplus is £8979.79.

Surrey asked what percentage of overall budget PI committees' budget is

- A. Treasurer unable to answer this off-the-cuff but information is in end of year report.

Yorkshire and Humberside asked what the average cost of a regional meeting is.

- A. Treasurer answered average cost approximately £4000 however total cost unable to be calculated without all RCMS submitting their expenses.

Southeast London asked what we do with the £8000 surplus

- A. Response current standing conscience is to pay 20% of surplus to EDM and 20% of surplus to NAWS.

Surrey asked if there are any efficiencies that could be implemented.

Southeast London asked if the treasurer thought there is anything that could be done to make us more efficient and prudent as a region.

The RDA shared experience that the UK region meet more frequently than any other region in the EDM.



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- A. The treasurer responded that meeting less frequently would have a huge financial impact, but that prudence is about more than just money. Whilst we could trial meeting using alternative technologies, we are also the largest region and it may require a radical restructuring of the way that we do business.

Elections

The admin committee except the regional delegate stood down and were thanked for their service.

The regional delegate conducted the election for the chair.

Chair – one candidate, Sam I, self-nomination, elected

The regional delegate stood down

Secretary - no candidates

Treasurer - no candidates

Resource - one candidate, Reese, self-nomination, elected

Regional delegate – one candidate, Simon J, self-nomination, elected

Vice chair - no candidates

Vice secretary - no candidates

Vice resource - no candidates

Alternate regional delegate - one candidate, Sam K, self-nomination, elected

UK Subcommittee Reports

PI report:

PI was asked if they were paying for the venue, they are in

- A. They are indeed paying although it is a courtesy amount.

No further questions – stipend approved

Vision UKSO

Reported that committee is now considering three options available

1. UKSO moves to a new location providing the same services as it does now.
2. UKSO moves to a new location, with meeting space for UK subcommittees, Region and Archiving
3. UKSO closes and the fellowship uses the European Service Office in Brussels.

It was requested that the option to make no changes remained one of the choices, as has always been intended, this was immediately reinstated.



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4. The UKSO continues to function as it has, in its current location.

Action:

Requested costs from subcommittees for rental/meeting costs etc.

Requested ASCs continue to send in a pricing guide for these kind of facilities in their area.

Requesting funds for three members to visit General service office of another fellowship to gain experience – cost 204.13 – RCMs approved this expenditure.

W&H chair shared experience that required internet speed on bid template seems a little excessive and may be prohibitive.

UKSO

UKSO has been struggling to get enough stock from US; this, coupled with the annual stocktake is why it has been a little slow with orders coming out.

Directors are in process of fulfilling paperwork to become charitable trustees – there is no longer the caveat that trustees not be members of the charity.

Helpline number on voicemail in progress

UKSO sales are down – please please support the UKSO when purchasing literature.

Losses are up, GDPR consultancy and legal costs of contesting rental agreement changes have affected costs.

Deficit at end of year is projected to rise – from 7000 up to 10 000

From Farsi ASC:

Can ASC provide Farsi meeting pamphlet and meetings list to UKSO for distribution with literature orders to reach any Farsi members that may be attending anywhere else in the UK?

A. Yes, that is no problem

from NELASC and NWENWASC:

Could the UKSO directors please clarify why it is legally necessary to seek charitable status?

A. It is advisable as the business has been operating in this fashion, it has been advised by charities commission, it brings business benefits.

Question from RD based on experience:

Will the UKSO as a charity, be required to accept donations from anyone who wanted to donate?

A. Advice has been that it will be possible to get the dispensation should they receive charitable status

NELASC:



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Would the directors withdraw application if they were unable to avoid this?

From acting treasurer: can the financial director please provide projected cost increase should the expense policy be approved.

A. Will take back to get information

From PI chair, would it be helpful to try to gather some data on where groups are buying literature from and why?

A. Sounds great, the losses seem to be a general drop in sales overall.

RCM shared experience that the difference in price between UKSO and ESO can be the difference between a group being solvent or not.

Kent: will getting charitable status allow groups to claim lower rates when hiring rooms?

A. This would not apply, see question below.

Dorset: would it be detrimental if we were unable to get charitable status?

NWENWASC: if the UKSO is a charity, does this then mean NA is a charity? Which is being applied for?

A. Just the office

W&H: what notice was given of close of office and when did it reopen? Helpline received many calls confused about this?

A. Don't know, this was not announced with sufficient notice to directors, and they will work to support a greater notice period next year.

Why have the group contacts been removed from the where to find and do you have a GDPR compliant solution?

A. Not yet!

It was suggested that annual stock take be scheduled so that fellowship is aware of closure in advance

A. Will take back to office to sort

WMASC: why was the cost increase of literature not passed onto customers?

A. Directors are trying to balance cost increases against groups choosing to purchase from ESO instead

All the questions around charitable status will be returned at next RSC meeting

Printing own literature:

A. Directors are working to get a different kind of deal to support a reduction in C.O.G.S

Regarding expense policy draft:

A. Directors will return to discuss this within their next meeting and will send any further revision of the draft; Kent highlighted that members being required to pay and then claim back for expenses could be exclusive



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UKCNA

Positions vacant including Vice Chair UKCNA.

Regarding issue of newcomer fund/ waged/unwaged tickets; committee are asking for trust and support in ensuring that all members can attend and feel welcome whilst not returning a loss.

Fliers: please get in touch with chair to get fliers mailed to your ASC. They will be sent out with orders from UKSO.

Question from UKCNA committee: does the RSC have any views on bringing in international speakers (without offering expenses)?

SELASC said committee are trusted servants

Questions:

WMASC: has the committee addressed what occurred last year at the fundraiser when the member who was invited to share at the banquet experienced an unfair disruption and lack of attention.

A: this was addressed last January, and programming are ensuring this will not happen again

H&I VC – request merchandising and recruitment space at convention –

A: of course

W&H -pre reg is live on the website, is anyone using the generic UKCNA email address

A: will check and get back

Motion 17-18 was heard

UKCNA chair withdrew himself from discussion as this is not the business of the convention committee

YAH – the motion as it is seeming to discount the fact that Glasgow had to cancel their convention.

The Shires suggested that an ASC only be compensated for their projected loss/ loss from average experience.

WMASC shared experience: they made 3500.00 the year convention was in Glasgow, lost 2000.00 of seed fund the year they held a convention when UKCNA was in Birmingham.

Friendly amendments were made, motion passed.

Motion	Intent	Made/2nd	Resource implications	Action if any:
17-18: UKCNA commitment to supporting hosting ASC – 10.11.18				
That any area hosting the UK convention have the right to request 20% of the overall profit, provided they do not also hold their own convention.	To support the ASC geographically hosting the UKCNA, and to encourage other ASCs bid to host the UKCNA. This recognises the	WMASC Dorset	20% of the UKCNA profit	Passed unanimously



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	impact the two convention events have on local ASC opportunities to hold events. Also, to promote unity			
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Inventory ad hoc committee

Committee offered apology for lack of action, committee had a meeting on 10.11.18 and are collating additional questions based on observation of concerns etc during recent RSC meetings.

Motion 19-18 was heard

Motion	Intent	Made/2nd	Resource implications	Action if any:
19-18: Inventory – 11.11.18				
To schedule into January 2019 RSC agenda time to complete RSC inventory by way of splitting into work groups that would then feed back to the body. This would be an hour for each of these. That the groups include a member of the admin committee, a subcommittee chair, and RCMs	To fulfil our yearly inventory as designated in the RSC guidelines. The RSC needs an inventory process, and this is laid out in the guidelines. No additional members have put themselves forward for the inventory ad-hoc committee. This process does not appear to be functioning as required. We have not had any action on this despite it being part of a motion (09-18; 12.05.18) that the body take an inventory about the way decisions are made and whether sufficient time is allowed.	Kent NWENWASC	2 hours on RSC agenda.	Passed unanimously

Website and helpline

Website/Helpline Chair read out an emotive message from a grateful addict that had accessed UK shares posted on UK Website by the Share Review Committee.

Positions Vacant:

UK Website/Helpline Chair position available from March. Have an acting treasurer currently. Request for support through service for this committee.

Please ensure website is notified of any closures over the December holiday period.

Guidelines for GDPR – an ad hoc committee has been indicated, will come back in future with updates.



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Due to a Security update on Website disruption experienced Friday 9th November.

Action: Have WhatsApp and distance sponsorship guidelines still awaiting ratification, will need decision from RCMs in January

Q. Has UK Website/Helpline got a treasurer & if so have they been ratified?

A. No, treasurers position vacant. Have a member supporting committee who is not ratified.

Q. Does the committee feel there are better deals to be had regarding telephone costs?

A. Will look, however tied into contract until March/April 2019.

Q. Farsi meeting - two have been noted on website, not one.

A. Will take action on this.

Going forward, does UK Website/Helpline committee require a Special Worker for website due to the workload?

To be discussed at RSC January 2019.

UKH&I

Newly ratified UK H&I Chair gave the report (see attached) and thanked H&I Areas for their reports.

Updated H&I Guidelines to be ratified at January RSC 2019, including Merchandise and resources Guidelines.

Fellowship Liaison Officer (FLO) together with a member of Public Information (PI) attended Prison Governors Conference 9th November 2019.

Q. At September RSC it was stated Wales Learning Day to be held January 2019 & Hampshire Learning Day be held February 2019. In your report you state your committee were unable to fulfil commitments since last RSC. Please clarify.

A. I wasn't aware of fixed dates of both UKH&I Learning Days, will discuss with committee.

Q. Pointed out that as a UK Sub Committee of H&I the remit includes hospitals & institutions other than jails. Felt an undertaking of these would benefit our fellowship.

Ans: Looking at two members specifically for hospitals & institutions other than jails.

Q. Is £500 per Learning Day too much, looking at the cost of other UK Sub committees?

Ans: If needs to change, let's look at that.

Q. Could you clarify how many Learning Days a year? Could the committee put on 3 Learning Days for £300 each rather than 2 Learning Days at £500 each?

Ans: Will look at this with the committee.

Q. Is there free food at Learning Days?

Ans: Will clarify with UKH&I Treasurer, believe it's a contribution on the door, Food £2/£2.50. Newcomers free.



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Q. Can local Area H&I experience be drawn up on getting experienced local members to do service? Can your committee wait to be asked instead of approaching ASCs?

Ans: Yes. UKH&I Vice Chair to attend Surrey ASC after a request from their Area.

Q. UK Subcommittees have not been working to their optimum, also ASCs to take some responsibility too. As part of the RSC Inventory process we could develop training tools to assist.

Q. Yorkshire & Humberside RCM requesting support for HMP Humber as the Governor is declining NA.

Ans: UKH&I Fellowship Liaison Officer (FLO) to contact H&I lead for YHNA.

Stipend discussed and voted on to reinstate, plus 2 x £500 for UKH&I Learning Days at Hampshire & Wales ASCs. This was a total: £1577.46

New Business

GDPR ad hoc – motion passed

Motion	Intent	Made/2nd	Resource implications	Action if any:
16-18: GDPR ad hoc – 10.11.18				
To form an ad hoc committee to formulate guidelines and guidance around GDPR	To make sure we are GDPR compliant and fall within the law.	Chair W&H NWENWASC	Members to do service. No foreseeable financial implications.	Passed unanimously

Keyrings – move to next region

Motion	Intent	Made/2nd	Resource implications	Action if any:
18-18: Sustainable practice in NAWS produced merchandise 11.11.18				
Clean time keyrings to be made from recycled and non-toxic plastic		NELASC	May be an increase in cost of keyrings Resources cost associated with potentially sourcing a new supplier	

ELD funding of RD and RDA

This motion had been brought to RSC in September and discussed in report; passed.

Motion	Intent	Made/2nd	Resource implications	Action if any:



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14-18: European Service Learning Day 09.09.18				
That the UK Region funds the (in post at the time of the event) RD & RDA to attend ESLD3 in Prague.	The RD and RDA have huge experience to share at this body, and would learn a lot about how better to serve the UK Fellowship	RD NWENWASC	The event is in Prague, and would cost in the region of £700, for the full event, including travel, accommodation and per diem allowances	Passed unanimously

Treasurer’s Report/Closing Balance: **£15,193.74**

Proposed changes to guidelines for new business at next RSC

Insufficient time to discuss in detail; the following points had been raised during the meeting, but RCMs have not been formally asked to consider these prior to next RSC meeting:

Remove words ‘independent examiner’ in financial reporting

Update motion form to reflect CBDM

Update UKCNA bid template to reflect policy 17-18

Close of business

Upcoming dates and location for RSC meetings

March RSC	Location	Venue details	Hotel details
9-10.03.19	St Helier, Jersey	Best Western Royal Hotel David Pl, St Helier, Jersey, JE2 4TD https://goo.gl/maps/SeEp2Hebgfm	Best Western Royal Hotel £108 for a twin room £80 for a single room Maritza.dasilva@morvanhotels.com
May RSC	Location	Venue details	Hotel details
11-12.05.19	Preston	Cotton Court Business Centre Church Street	Holiday Inn Preston The Ringway, Lancashire



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		Preston PR13BY https://goo.gl/maps/bL6dkjtCtH52	Preston PR1 3AU https://goo.gl/maps/k3yLPp29VdE2 booking details to follow
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Bank details for EFT of contributions to RSC

Thank you to all Areas and meetings that can contribute to their UK Region and are doing so. Every amount is significant. All donations can be made direct to NA UK Region, either online or in any Barclays Bank branch.

Account details:

Account name: NA UK RSC

Sort code: 20-95-61

Account Number: 63074064

[Link to November 2018 Post Region Report and Supporting Documents](#)

Approved