



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

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POA Circular 075/2024

For information & Action: England & Wales, Northern Ireland, Scotland, Special Hospitals, Private Sector, IRCs

30th September 2024

Dear Colleagues

GENERAL SECRETARY ELECTION

POA Circular 057/2024 promulgated the timetable for the above election.

This Circular confirms the administrative arrangements, dealing with the following issues.

- a) **Ballot Guidelines for Branch Officials.**
- b) **Position of members failing to provide an approved address or not receiving a ballot paper.**
- c) **Notice advertising the election.**
- d) **Period of Office for the successful candidate.**

a) **Ballot Guidelines for Branch Officials**

A list of instructions is attached at **Annex 'A'**. It is imperative, that arrangements locally reflect these and that all committee members are advised accordingly.

Arrangements have been made for Governors to be advised via HMPPS, Scottish Prison Service and the Northern Ireland Office. Local arrangements need to be made by branch officials in Special Hospitals, private providers and Isle of Man, in order to ensure that management is aware of the position.

b) Position of members failing to provide an approved address or not receiving a ballot paper

The NEC have provided Civica Election Services with the latest information available in respect of members addresses for postal ballots.

If for any reason any member does not receive a ballot paper, they must complete the pro forma and **Annex 'B'** and follow the instructions. Civica Election Services will forward the ballot paper to the member once they have verified the members right to vote.

THE PRO-FORMA AT ANNEX B SHOULD NOT BE RETURNED TO CRONIN HOUSE.

c) Notice advertising the election

Notice confirming the arrangements outlined in this Circular is enclosed – **Annex 'C'**.

d) Period of Office for the successful candidate

The period of office for the position of **General Secretary** will be **at the close of Annual Conference 2025 until the end of Annual Conference May 2030.**

Distribution of the Ballot Papers will begin **on Friday 11th October 2024** and have been addressed to individual members at their approved ballot address.

If Ballot Papers have not been distributed locally by **Thursday 31st October 2024**, you should advise Nicola Hubert at Cronin House immediately via email nicola@poauk.org.uk.

Please ensure the contents of this Circular are brought to the attention of all members.

Yours sincerely



MICK PIMBLETT

Assistant General Secretary

ENCLOSURE



POSTAL BALLOT GUIDELINES

Ballot papers are sent directly to members on an individual basis. Where the ballot papers are addressed to members at an establishment:

- **It is for management to distribute the ballot papers as internal mail;**
- **It is for the individual members to post the completed ballot papers;**
- **the Branch should play no part in distributing or collecting ballot papers.**

Branch Officials should:

- hold a branch meeting to discuss the ballot;
- encourage members to vote;
- urge management to distribute ballot papers promptly;
- tell the Scrutineer and Cronin House if management do not distribute ballot papers promptly.

Branch Officials must NOT distribute ballot papers UNLESS:

- the particular official's normal duties involve distribution of internal mail; and
- management instruct him/her to do so.

Branch Officials must NOT:

- pressurise members to vote in any particular way;
- vote on behalf of anyone else;
- set up a polling booth or polling station;
- collect completed ballot papers;
- provide a facility for posting completed ballot papers.

PLEASE ENSURE AN INDIVIDUAL COPY OF THESE GUIDELINES IS PROVIDED FOR EACH OF YOUR COMMITTEE MEMBERS



Dear Member

APPROVED ADDRESS FOR BALLOT PURPOSES

Members are required by legislation to confirm in writing the “**approved address**” they wish to use for balloting purposes. A ballot to elect the General Secretary is currently underway.

If you wish to vote, please complete the information below and EMAIL it to Civica Election Services, on support@cesvotes.com

PLEASE ENSURE THAT YOUR ENTITLEMENT TO VOTE IS PROTECTED.

The address I wish to use for Balloting Purposes is shown below: **PLEASE USE BLOCK CAPITALS**

Membership No:

Name:

Address:

.....

.....

..... **Postcode:**

Signed:.....

Date:.....

NB: ONCE COMPLETED EMAIL TO:

support@cesvotes.com

**This form must be returned by 5pm on
Monday 4th November 2024**

OFFICIAL USE ONLY: DATE ENTERED ON COMPUTER:..... initials.....



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POA ELECTION OF GENERAL SECRETARY

A ballot for the above election is now taking place.
Ballot Slips will have been despatched direct to members commencing

Friday 11th October 2024

Completed Slips should be received by the Independent Scrutineer Civica by

12 Noon on Tuesday 12th November 2024

**Ballot papers will be sent to those members who have completed and returned
the approved address pro-forma.**

**Any member who has not provided this information should contact a branch
committee member or email/ telephone Civica Election Services on
support@cesvotes.com or 020 8889 9203.**

**DO NOT DELAY
USE YOUR VOTE BEFORE THE CLOSING DATE**