



## ***Local Service Committee Meeting***

***Tuesday 13<sup>th</sup> February 2024 6pm***

***Zoom Id - 832 7042 4390    password - 096 544***

***Hove Park School  
Nevill Campus  
Nevill Road  
Hove  
BN3 7BN***

Steve L LSC Chair welcomed us to the meeting.

Moment of Silence to remember the still suffering addict both inside and outside the rooms.

Barry read the 12 Concepts.

**In attendance:** -     Steve L - LSC Chair  
                               Steve P - LSC Vice-Chair  
                               Mark - LSC Treasurer / Poster Co-Ordinator  
                               Emma-Jane - LSC Minutes Secretary / PI Liaison and Co-Ordination Officer /  
   Panel Leader Langford Centre  
                               Anna - LSC Vice-Minutes Secretary  
                               Kat - LSC Literature Secretary  
                               Aaron - Panel Leader Daubeney House

**Visitors:** -             Conor - LSC Group Rep Crawley  
                               Barry - visitor  
                               Dominic - visitor  
                               Lauren - visitor  
                               Paul - visitor  
                               Tyler - visitor  
                               Joshua - visitor  
                               Andy - visitor

**Apologies:** - Louise - LSC Vice-Literature Secretary  
Rose - Panel Leader Bowerman House  
Brian - Panel Leader Lighthouse  
Liv - Panel Leader Recovery Project  
Jill - Panel Leader Bowerman House / LSC Tea Person

### **Approval of last Minutes**

Last month's minutes approved with amendments to the clean time requirement of HMP Lewes and HMP Ford.

### **Positions Vacant**

LSC Vice-Treasurer - 4 years clean time

Panel Leader HMP Lewes - 4 years clean time (to be reviewed in update of LSC Guidelines)

Panel Leader HMP Lewes - 4 years clean time (to be reviewed in update of LSC Guidelines)

Panel Leader HMP Ford - 3 years clean time (to be reviewed in update of LSC Guidelines)

Panel Leader HMP Ford - 3 years clean time (to be reviewed in update of LSC Guidelines)

Panel Leader Priory Hospital - 3 years clean time

Panel Leader Priory Hospital - 3 years clean time

Panel Leader The Recovery Project - 2 years clean time

Panel Leader Lighthouse - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Zoom Tech Support - 2 years clean time and tech savvy

### **Nominations**

Aaron put themselves forward as Panel Leader Lighthouse, gave CV and was voted in.

Mark will put themselves forward as Panel Leader Recovery Project if the Project is able to change the day of the meeting to a Monday or Tuesday as he can't do Wednesdays, will contact Recovery Project to find out if this is possible and report back to LSC next month to be voted in.

Barry put themselves forward as Panel Leader HMP Lewes, gave CV, voted in provisionally. Will attend LSC for 3 months to then be voted in by LSC, will start the vetting process.

Dominic put themselves forward as Panel Leader HMP Ford, gave CV, currently does not have the clean time to be Panel Leader but will start the vetting process and will attend LSC for 3 months to then be voted in by LSC, by this time will have the required clean time for Panel Leader.

Tyler put themselves forward for Poster Co-Ordinator, will attend for 3 months to then be voted in by LSC.

Joshua put themselves forward for Panel Leader CGL Richmond House, will attend for 3 months to be then voted in by LSC.

Paul put themselves forward for Panel Leader CGL Richmond House, will attend for 3 months to be then voted in by LSC.

**Treasurers opening Balance £475.00**

**£9.05 tea balance**

### **Bowerman House**

Is going well and all set to handover to Jill this Thursday.

### **Recovery Project**

Liv handed her service as Panel Leader Recovery Project in. Mark will put themselves forward as Panel Leader Recovery Project if the Project is able to change the day of the meeting to a Monday or Tuesday as he can't do Wednesdays, will contact Recovery Project to find out if this is possible and report back to LSC next month.

### **Daubany House**

Aaron has to hand his commitment in due to being employed by Daubeny House, but someone has been covering the commitment, they will attend next month's LSC to be voted in by LSC.

### **The Lighthouse**

Now back face to face. Everyone sharing positively, 13 attended first meeting. Were asked to stay on for tea and questions after the meeting. Going well with active participation from 11/13 clients. Need an alternate to take it in two weekly. Aaron was voted in as Panel Leader Lighthouse to alternate with Brian.

### **Langford Centre**

Had to change the time of the meeting from 11.00am - 12.00pm to 3.30pm - 4.30pm on the first Wednesday of the month, this has all been confirmed by the Langford Centre. This should work well with those attending the meeting as they were complaining the meeting was too early in the morning. This is a mixed meeting but tends to be male heavy on attendance.

### **Literature**

Kat will be handing over Literature to Louise LSC Vice-Literature Secretary at next month's LSC, as this is her last LSC as Literature Secretary. Louise Vice-Literature Secretary to be voted in as Literature Secretary at next months LSC. Recently ordered Literature so fully stocked. Steve L would like some more Literature for his stocks.

### **PI Liaison and Co-Ordination**

PI Liaison role should be a joint role between the Chair and Vice-Chair of the LSC as they are the only positions that can vote at UKPI and UKH&I meetings. Currently the LSC is locked out of Basecamp and can not get into it despite Emma-Jane and Steve L's best efforts. This should be a PI Co-Ordination role only, making sure presentations get set up correctly and co-ordinate the members of the LSC doing these presentations. Steve L attended Surry LSC and learnt more at that meeting about UKPI and UKH&I than has in the last 5 months as LSC Chair, Basecamp access needs fixing as a matter of

priority, Steve L will contact UKPI again to try and get this fixed. This is Emma-Jane's last LSC in this role, will be vacant at next LSC.

### **Priory Hospital Burgess Hill & Dorking**

Steve L attended Surry LSC to sort out the Priory Hospital in Dorking wanting an H&I meeting brought into it, there have been problems with the contact in the Priory Hospital for both Sussex and Surry LSC, will be communicating via email going forward so there is a paper trail to follow with this set up.

Steve L emailed Priory Hospital with following email - "Our commitment is to install a regular online meeting service for Burgess Hill and Ticehurst. Until we have sat down with our Surrey connection, we cannot confirm if Dorking will be managed the same way. Given that there are still some 20 + days left. We remain confident we can start by the end of the month. We are about to purchase a new Zoom application. Which will be exclusively available to us for use for Priory Hospital clients. For added security purposes, the Zoom codes and passwords will be reviewed/reset regularly. (Any changes would be forwarded to the Priory at least 24 hours in advance.) We would control all audio and video connections through our own hosting/co-hosting. The link will be opened 15 minutes before the meeting actually starts. We will bring suitable guest speakers along (up to three) to share their experience, strength, and hope. Plus, host/co-host. The meeting would start with a clear statement/preamble, some NA reading cards the meeting will then be opened up to Priory clients to respond, ask questions, and fully participate. What we now need from you, please.

1)What start/finish/duration times would you prefer to have for the meetings?

*We would like to take on Monday 3 to 4 pm if possible as we have ward rounds on the other days*

2)What day of the week?

*See above*

3) How many meetings per month?

*We can have weekly meetings or fortnightly if this works*

(We would prefer to manage a maximum of up to 4). Thanks for your time and patience."

"As we move forward with Burgess Hill and Ticehurst. May we start out fortnightly? If that works out, gets good support. We can look at weekly meetings."

This is an all-male facility so any Panel Leaders must be male.

### **Poster Co-Ordination**

Mark handed his position as Poster Co-Ordinator; Tyler will take over once they have attended LSC for 3 months and voted in at LSC. It is up to everybody to get involved in Poster Runs, the Poster Co-Ordinator just keeps track and a record of where and when Posters are sited.

### **HMP Ford**

Steve L and Mark attended HMP Ford 15<sup>th</sup> January 2024 to do a presentation to the clinical staff and pharmacists, and 30<sup>th</sup> January 2024 to talk to the whole of the SMS management team and where possible some of the Uniformed Staff, this was changed once they arrived and no meeting took place. Mark is no longer able to pursue a commitment going in to HMP Ford, so will concentrate their energy somewhere else.

It was asked whether the time and effort being put into this is worth it and maybe we should leave it alone for a bit as it taking up a lot of the LSC's time and effort when it could be spent elsewhere.

LSC will continue to peruse it gently, gently, softly, softly and Steve L will continue with vetting process for HMP Ford, but LSC will not go in to give anymore presentations unless requested by HMP Ford to do so.

Male only prison so only males may become Panel Leaders for HMP Ford. Once vetted and received pass can attend both HMP Ford and HMP Lewes on same pass.

### **HMP Lewes**

Still waiting for connections with HMP Lewes. Panel Leaders need to be key trained and radio trained by HMP Lewes, once vetting completed.

Male only prison so only males may become Panel Leaders for HMP Lewes. Once vetted and received pass can attend both HMP Lewes and HMP Ford on same pass.

### **AOB**

12 Concepts, PI and H&I Manuals to be made available at each LSC committee meeting.

LSC Guidelines v4 have been removed from LSC minutes as out of date and incorrect, LSC Guidelines v1-3 are unavailable to the LSC, SAOC to be contacted about this. Guidelines reviewed and updated aiming for ratification at ASC of these March / April. Steve L, Steve P and Mark will be reviewing and updating the guidelines.

Steve L will add new LSC members to LSC What's App Group.

### **Request for funds**

Steve L authorisation to spend roughly £125.00 for a full year. Zoom account for exclusive LSC use. Initially, to facilitate Priory Hospital Zoom meetings. (item amended for clarity, re-approved in LSC meeting 14<sup>th</sup> May 2024).

Steve L £30.00 ink cartridges; £5.00 paper; £9.35 postage; total £44.35.

Kat £5.00 petrol.

Tyler £15.00 petrol.

Aaron £10.00 petrol.

Barry £10.00 petrol.

**Treasurers closing Balance £395.00**

**£9.05 tea balance**

Request for Funds from ASC £105.00.

### **Business for next month's LSC**

Arrange a date and time for all LSC members to come together for a Social Event to get to know each other better.

Approach to UKPI and UKH&I to provide a Local Learning Day for all Sussex NA members to come along to.

Invited to Surrey LSC Training Day Event on 21<sup>st</sup> April 2024 11am - 3.30pm, if anyone is wishing to attend, please let them know by 10<sup>th</sup> March 2024.

### **Positions Vacant at close of meeting**

LSC Vice-Treasurer - 4 years clean time

LSC Minutes Secretary - 2 years clean time

LSC Literature Secretary - 2 years clean time

PI Co-Ordinator - 2 years clean time

Poster Co-Ordinator - 2 years clean time

Panel Leader HMP Lewes - 4 years clean time (to be reviewed in update of LSC Guidelines)

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Panel Leader HMP Ford - 3 years clean time (to be reviewed in update of LSC Guidelines)

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Panel Leader Priory Hospital - 3 years clean time

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Panel Leader Recovery Project - 2 years clean time

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Zoom Tech Support - 2 years clean time and tech savvy

Please can all members of the LSC committee announce in groups that these positions need filling.

Next LSC committee meeting Tuesday 12<sup>th</sup> March 2024 6pm.

Steve L thanked everyone for attending this month's LSC.

Dominic led us out in the We version of the Serenity Prayer.