



HM Prison &  
Probation Service

**Her Majesty's Prison and Probation Service**

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Our Ref: FS WIN

01<sup>ST</sup> March 2019

Dear Directors & Deputy Directors

HMPPS has exceptionally agreed to provide one day's facility time for members from each Division to attend The Women in Napo Conference on Friday 5<sup>th</sup> April.

Employee relations would ask you to look favourably on requests for annual leave/time off in lieu to travel on the 4<sup>th</sup> if requested, and also on enabling their attendance at Conference. Please can you cascade this to your divisions.

If you have any queries, please contact the employee relations team  
[employeerelations@noms.gsi.gov.uk](mailto:employeerelations@noms.gsi.gov.uk)

Yours sincerely

Francis Stuart

A handwritten signature in black ink, appearing to read 'Francis Stuart', enclosed in a light blue rectangular box.

**Francis Stuart**

**Head of Employee Relations**

CC: Kate Stock – Senior Employee Relations Manager