



SCOTTISH POLICE FEDERATION

Established by Act of Parliament

West Area Committee

Equality Sub Committee

Minutes of a meeting of the above Committee held on Tuesday 4 June 2013 at the Federation Office, 151 Merrylee Road, Glasgow

1. Attendees

John Campbell Deputy Secretary (West Area Committee)
Fiona Morris
Pamela Fleming
Stevie McIntosh
John Adams
Ian Haynes
Grahame Gosling
John Hunter
Jackie Muller ex Officio (SPF Equality Secretary)

2. Apologies.

There were no apologies received.

3. Opening of Meeting

Due to there being no Chair elected, the Secretary, John Campbell, welcomed all present to the inaugural meeting of the West Area Committee for Equality and invited everyone to take an active part in the proceedings.

4. Minutes of Previous Meeting

There were no previous minutes.

5. Election of Office Bearers

The Secretary then called for the election of a Chair for the Sub Committee. Pam Fleming was nominated and seconded for the post and duly elected as Chair.

The Chair then called for the election of a Vice Chair for the Sub Committee. John Adams was nominated and seconded for the post and duly elected as Vice Chair.

The Chair, Vice Chair and Secretary will represent the Sub Committee on the National Subject Committee for Equality.

6. National Update

The National Secretary for Equality, Jackie Muller, then gave a brief synopsis of what will be expected from the members of the Sub Committee.

She confirmed that suitable training was being developed and hoped that those who had not yet attended Equality training would receive this later in the year. In addition, local training could be provided in respect of specific areas on request.

She then outlined her role and explained that, as an Ex-Officio, she would be available to attend the Sub Committee meetings to provide national updates, advice, legal updates and training when required. It is important for the Sub Committee members to feel supported in their roles and her role would be one of mentor.

Locally it is imperative that all queries with an equality perspective be directed through the Local area lead in the first instance to allow for proper recording

The Secretary of this committee will be responsible for all administration of this Committee.

7. Maternity/Paternity Issues

It was also recognised by all members that one of the anomalies that existed due to the merger of the two legacy Forces in the West was that for most equality issues, different policies and standard operating procedures existed. The Equality Secretary will be discussing this with DCC Richardson later this month to ensure consistency across Police Scotland.

An issue was raised in relation to the number of individuals currently on maternity/paternity leave, the service bracket and posting of these individuals. The Secretary was tasked to liaise with the Equality Unit to ascertain if this information could be provided.

There was then some general discussion in relation to the subject which included the fact that those individuals who return from maternity/paternity leave do not have the automatic right to return to the same role within the organisation. It is recognised that they are still employed by the organisation but the only obligation on the Force is to provide them with a role commensurate with their rank and service. The Equality Secretary agreed to provide an input specific to Maternity and paternity leave at the next meeting of the Committee and in the meantime will draft some guidance to assist representatives.

The National Secretary reminded members of the data provided at Annual Conference in respect of the impending possibilities of increased uptake of maternity and paternity benefits and leave.

8. Part Time/Flexible Working.

The National Secretary reminded members of the current legacy Force SOPs and again reiterated her desire to have these amalgamated and re-written to cover the whole Force.

The Vice Chair was tasked to forward all legacy SOPs from Dumfries and Galloway regarding equality issues to the Secretary.

It was recognised that whilst it was desirable that Officers would be supported in their applications for part time/flexible working it was also noted that sometimes individuals can be unrealistic in their plans.

Careful monitoring of applications would quickly highlight any concerning trends and members were asked to ensure they offered support to any members making applications for part time or flexible working.

9. Disability

Concerns were raised by the Sub Committee in relation to reviews of reasonable adjustments already agreed and in place and for individuals.

The National Secretary reminded the members that it was good practice, and required by legislation, to carry out proper monitoring and reviews to protect not only the individual but also the Force. However, it was vital that the reviews were undertaken bearing in mind the individual's right to privacy in regards to specific medical information.

There was general discussion at this point regarding Officers from the legacy Strathclyde Force who had recently been involved in Force reviews of this nature from both as a Supervisor and as a subject. The National Secretary reminded members that individuals are not required to give personal medical details or specifics regarding their disability, only to discuss the appropriateness of the reasonable adjustments. Thereafter, if required, the Force Medical Advisor should discuss medical requirements.

This had also been raised at a meeting of the Chairs and Secretaries and the National Secretary had already sought examples from all areas. This item has now been placed on the agenda of the meetings between the National Secretary and Deputy Chief Constable Richardson and she would also be writing to him formally to highlight the issues.

The National Secretary reminded members of the importance of individuals engaging and completing the audit trail designed to ensure that appropriate reasonable adjustments were put in place. Copies of these should then be forwarded to the Secretary of this Committee for recording on the database.

10. Gender Pay Gap

The National Secretary reminded members that during the last round of negotiations in Scotland the Scottish Government had committed to addressing the gender pay gap. To date this has not been high on the agenda but the National

Secretary hoped to have it placed on the agenda of the PNB Scottish Standing Committee as a matter of priority.

11. **Consultations**

The National Secretary advised that she would respond to consultations where appropriate and would seek comments from equality representatives where necessary. She acknowledged the heavy workload everyone carried but asked that wherever possible representatives gave consideration to these documents and respond.

12. **Specific Duties**

The National Secretary confirmed that the Force had on 30 April 2013, as required by the Equality Act 2010(Specific Duties)(Scotland)Regulations 2012, published a report on equality mainstreaming and other areas of business. This was the first such report published and as such was a little light on data but this may have been due a to lack of consistency in recording by legacy Forces. It does however contain some useful data and will be circulated to Equality Committees.

13. **Date of Next of Next Meeting(s)**

West Area Equality Committee

12 August 2013 1000hrs
1 October 2013 1000hrs
26 November 2013 1000hrs

JCC Equality Committee

20 August 2013 1130hrs
15 October 2013 1130hrs
10 December 2013 1130hrs

14. **Close of Meeting**

The Chair closed the meeting and thanked those present for their attendance.

After the closure of the meeting the National Secretary explained the procedures in place for recording equality matters.

Brief training in respect of the completion of the RIS forms and ACPOS Principles of Grievance was delivered.

J. Campbell
Secretary

P. Fleming
Chair