

SCOTTISH POLICE FEDERATION
WEST AREA COMMITTEE



MINUTES

WAC MEETING MARCH 2015

Minutes of the West Area Committee Meeting held on Thursday 5 March
2015



Ref: MM/AM/LW/NM

West Area Committee Meeting Minutes

Minutes of the West Area Committee meeting held on Thursday 5 March 2015 at 10 am

1 ATTENDANCE AND OPENING

Andrea MacDonald (Chair)
Malcolm Macdonald (Secretary)
Martin Bertram (Deputy Secretary - Health & Safety)
John Campbell (Deputy Secretary - Equality)
Jim Foy (Vice Chair)
Dennis Cairns
Robert Brown
Ian Florence
Christopher Thomson
Marketa Hola
Jennie Macfarlane
Neil MacKay
Paul Connelly
Andrew Fairie
Catherine McNally
John Haynes
John Hunter
Gary Mitchell
Gemma Beattie
Kenny Kean
Alistair MacKinnon
Stuart Finnie
Garry Kirkwood
Grahame Gosling
Gordon Cumming
Colin Fraser
Billy Atkinson
Gerry Welsh
Campbell Smith
Stevie Innes
Andy Smith
Andy Hastie
Phil Maguire
David Bruce
Fiona Morris
Graeme Cobb



Joseph Irvine
John Munn
Joe Conway
Terence Robertson
Gemma Mazur
Lorna Hogarth
Gary Gray
Jacquie Stuart
Joe Thomson
Dawn Bethune
Eddie Mather
Amar Shakoor
Charlie Sweeney

Observers -

Clare McGuckien

Apologies were received from -

Michael McCaughey
Scott Wilson
Jim Bradley
Alan Heron

The Chair welcomed all attendees to the first West Area Committee meeting of 2015 and introduced the Office Bearers and staff to newly elected representatives. The Chair then asked for all members to introduce themselves to the Committee and explained the protocol for any new members wishing to speak on any matters raised during the meeting.

Members were informed that time would be allocated after lunch to hold Divisional Meetings.

Members were made aware that there is a new process in place in respect of the attending of Scottish Police Federation meetings outwith Federation premises. WAC Circular 14/15 refers.

The Chair informed members that separate Committee meetings should be kept to rank specific business and any other matters should be brought to the full Committee for discussion.

2 ADOPTION OF STANDING ORDERS

Standing Orders were adopted for the duration of the meeting.



3 MINUTES OF PREVIOUS MEETING

The minutes from the previous meeting were circulated via e mail to all members on 30 January 2015, along with the minutes for the separate Committees.

The minutes were adopted as a true record of the proceedings.

The actions from the previous meeting had all been addressed with 6 of the 7 actions now complete and 1 ongoing.

Actions from previous meeting:

1. Bravery Awards – Vice Chair

Return to 'Bravery Awards' working group and provide an update regarding the issues discussed and agreed at the WAC in December.

Update – This was raised at the JCC meeting held on 11-12 February 2015.

It is anticipated that the awards will be made in May 2015.

COMPLETE

2. Completion of Forms - Secretary/Chair

Notified of forms being issued to officers in relation to targets and performance, forms to be completed at after each tour of duty.

Action – This information to be raised in the first instance with the Divisional Commander at 'K' Division, and, thereafter if necessary with Mr Mawson to confirm why these forms have been issued to Officers and report back to WAC at next meeting.

This issue was also raised by the General Secretary when he appeared in front of the Justice Sub-Committee to give evidence in relation to the PSOS policy on stop/search.

Update - Letter sent to the Divisional Commander of 'K' Division on 15 December 2014 and we have been assured that this process has now been stopped.

COMPLETE

Further action raised - A similar form is being used in Greater Glasgow Division, the Secretary will liaise with the Area Commander regarding this issue.

Members were assured that any information submitted would remain anonymous where possible.



3. Notebooks - Deputy Secretary (H&S)

Issue raised with notebooks – not fit for purpose

Action – The Deputy Secretary (H&S) will send out a WAC Circular asking for response in this regard.

Update - WAC Circular 99/14 and attached questionnaire was sent on 19 December 2014 for information and completion.

COMPLETE

4. Water /Safety Equipment - Deputy Secretary (H&S)

Action -Raise issue re concerns with new guidance for water safety equipment

Update - Contact made with the National Health & Safety Secretary who submitted a report from the College of Policing to Chief Superintendent Gordon. This is a detailed report in which it provides guidance to officers attending water based incidents.

Report being forwarded to DCC Richardson.

COMPLETE

5. SCOPE issue - Chair

SCOPE Issue – seek clarification on response regarding SCOPE records for TOIL request and supervisory comment.

E mails sent to National SCOPE Management Team on 19 January 2015 and 17 February 2015.

Update - Chair updated the Committee that there is no clear answer as yet. The Chair has asked for clarification regarding refusal option. Member of the Committee informed that there is no refusal option; there was a refusal option in previous versions of SCOPE but not in the current version.

ACTION ONGOING

6. Hi-Viz Vests - Deputy Secretary (H&S)

Action – Hi-Viz Vest – not fit for purpose but officers told to wear at all times.

Update - WAC Circular 9/15 was sent on 28 January 2015 including previous circular and information attached regarding upper body carriage and Hi-Viz jacket. (WAC circular 52/14 refers).



COMPLETE

7. Motion - Secretary

Action – Submit motion to JCC regarding attendance at Area Committee meetings.

Update - Letter sent on 15 December 2015 and motion presented at the JCC meeting on 11 February 2015. The motion was passed and the relevant rules will be amended.

COMPLETE

4 LEGAL ADVICE AND ASSISTANCE

The Vice Chair informed the members that 6 files had been submitted to Woodside Place since the last WAC.

3 RTA

1 Misconduct

1 CICA Appeal

1 Medical Appeal

There were no questions.

5 POLICE NEGOTIATING BOARD (SCOTLAND STANDING COMMITTEE

PNB

The General Secretary told the Committee that the last meeting of PNB was held on 4 February in Edinburgh. John Randall, Independent Secretariat had retired and a replacement was currently being sought. It was noted that a Temporary Chair would be appointed in the interim. He said the PNB were considering exigencies of duty and both sides had agreed to work together to produce a list of examples of what was, and what was not an exigency of duty. He also said that the Scottish Government wished to draft a determination on the Commonwealth Games allowance and that this would be done by an exchange of correspondence. He also said the Government was looking to redraft the arrangements for travel allowances.

The General Secretary said that the Staff Side had been considering the 2015 Police Pay Claim and had taken into consideration claims made elsewhere in the UK and average pay claims in the public and private sectors. He said he had put the Official Side on notice that he would be submitting a claim based on some of these factors and the Official Side had responded with statements on their negotiating principles which had included public sector pay generally and the Equality Act amongst other things.



He reported that the Equality issues previously advised had now been progressed through the Equality Working Group, chaired by the SPF Vice Chairman. The North Area Secretary had written to the Minister for Youth, Employment and Women highlighting concern regarding maternity provisions.

PENSIONS

The General Secretary said that members were obviously concerned about the 1st April implementation date of the Career Average Related Earnings (CARE) Scheme. He said that some useful information for members had been prepared by the Scottish Public Pensions Agency (SPPA) which should be published shortly. He said the consultation on the new regulations had been completed but due to delays at the Home Office it was unlikely that the initially laid down timescales would be met.

The Chair informed members that the Pensions Office was currently engaged with a company that were assisting them in circulating information packs. The packs will be sent to those who are most affected in the first instance. The packs will be issued based on the information the Pensions Office have.

They are not in a position to give pension forecasts but they will give a forecast in the case of an ill health retiral.

SCOTTISH POLICE CONSULTATIVE FORUM

It was reported that the last meeting of this group was held in Edinburgh on 4 February 2015. At this meeting Pathways to Policing, the PNAC Assessment Course and the Strategic Command Course, and working time for Inspectors and Superintendents were discussed.



6 JOINT CENTRAL COMMITTEE CIRCULARS

The following JCC Circulars have been circulated to the membership –

58/14	08.12.14	Police Scotland 2015 Pension Reforms Survey - Information
01/15	14.01.15	Human Trafficking & Exploitation (Scotland) Bill - Consultation
02/15	15.01.15	SPPA PPS Circular 2015-1 - Information
03/15	27.01.15	Pensions - Early Retirement Factors - Consultation
04/15	27.01.15	JCC Agenda and Agenda Papers February 2015 - Information
05/15	29.01.15	Public consultation on the Review of the WTD - Consultation
06/15	02.02.15	JTAC Threat Assessment - SPF meeting processes and protocols - Information
07/15	09.02.15	Draft SPF Regulation Hand-out - Information
08/15	09.02.15	Subject/Standing Committee Minutes January 2015 - Information
09/15	12.02.15	Draft Police Scotland 2015/16 Annual Police Plan - Consultation
10/15	02.03.15	Election for Conduct Secretary - Information

With reference to JCC Circular 10/15, the Secretary informed the members of the following;

The Secretary informed the WAC that David Kennedy has been elected to the post of Deputy General Secretary, a role which he will commence at the end of March 2015. This now leaves the post of National Conduct Secretary vacant. The Secretary advised that any representative interested in the post would ideally be conduct trained and sit on either the Conduct Committee or the JCC. The Vice Chair has submitted his nomination for the post as has a member from the North Area.

The Secretary wished the Vice Chair good luck with his nomination and informed the WAC that if he is successful, an urgent circular will go out to the WAC seeking nominations for the role of Vice Chair with the responsibility for Conduct. Due to the fact that there has to be a 28 day notification period for nominations, there is a possibility that, if the Vice Chair is successful, the WAC could be temporarily left with four Office Bearers instead of five as an election cannot be held until the September WAC Meeting.

A member asked if it was possible for someone to take on the role temporarily if a void was left and the Secretary answered that it may be possible with permission from the Chief Constable.



7 WEST AREA COMMITTEE CIRCULARS

The following WAC Circulars have been issued to the membership -

95/14	09.12.14	Pensions Reform Survey
96/14	09.12.14	Reminder Area Committee Elections
97/14	15.12.14	Business Travel SOP
98/14	15.12.14	Armed Policing Operations SOP
99/14	18.12.14	Police Notebooks
100/14	19.12.14	Outstanding Vacancies WAC
101/14	30.12.14	Chair - Christmas Message
01/15	05.01.15	Equality
02/15	12.01.15	Commonwealth Games Enquiries
03/15	14.01.15	Human Trafficking & Exploitation (S) Bill - Consultation
04/15	22.01.15	Identification at SPF offices
05/15	26.01.15	New DAS Legal Helpline number
06/15	27.01.15	Pensions - Early Retirement Factors - Consultation
07/15	27.01.15	Federation Elections
08/15	28.01.15	CICA - Reminder re. process
09/15	28.01.15	High Viz /Upper body carriage system
10/15	03.02.15	Draft SPF Regulation Hand-out - Information (REPS ONLY)
11/15	12.02.15	Subject/Standing Committee Minutes January 2015 - Information
12/15	12.02.15	Heightened Security Threat
13/15	12.02.15	SPF Rules, Regulations and Standing Orders - Information
14/15	13.02.15	JTAC Threat assessment - SPF MEETINGS
15/15	13.02.15	Fed Reps contact details re Conference 2015
16/15	16.02.15	Guidance Document re Near Miss Reports re OBL's
17/15	26.02.15	Reminder JTAC Threat Assessment - SPF Meetings
18/15	02.03.15	Election for Conduct Secretary - Information

The Secretary asked that if any member is having any difficulties receiving WAC circulars or if anyone has an alternative preferred email address, to please let the West Area staff know and they would be added to the mailing list.

There was a brief discussion regarding SOPs sent to the Federation for consultation from the Force. The Committee agreed that it was not necessary to send all SOPs to divisional representatives and stated that they are content that the full time officials to respond accordingly.



8 WAC CHAIRS AND SECRETARIES MEETING

The minutes from the meetings held on 1 December 2014 were not approved at the meeting on 8 January 2015 as this was not quorate. They were approved at the pre-WAC meeting on 2 March 2015 and circulated thereafter to all members of the WAC.

A pre WAC meeting was held on 2 March 2015, the minutes of which will be circulated to members in due course.

9 JCC – FINANCE STANDING COMMITTEE

Member Services

Members were informed that subscription to the Voluntary Fund is set to increase by 13 pence per week from the 1 April 2015, which will amount to £11.18 per month in Legacy Strathclyde and £10.32 per 4 weeks in Legacy Dumfries and Galloway.

Remuneration

The Chair updated the Committee regarding the issue of remuneration. The Chair explained that an independent pay benchmarking report was undertaken by Mercers. It was agreed that the National Office Bearers would not be involved in this process and that all Area Office Bearers would receive the same.

The Finance Standing Committee made three recommendations, based on Mercers report, for the JCCs consideration. All three recommendations were agreed at the JCC on 11 February 2015. Acceptance of these recommendations means that the remuneration will be approximately £10,500 per annum, subject to future salary increases.

This matter will also be documented within the JCC minutes.

The Secretary informed the Committee that the matter is now complete and cannot be raised again for another 2 years as per SPF Rules, Regulations, and Standing Orders.

10 JCC – LEGISLATION AND REGULATIONS STANDING COMMITTEE

The minutes from the meeting held on 21 January 2015 were circulated via WAC Circular 11/15 on 12 February 2015. There was a further meeting held on 23 February 2015 to solely discuss the SPF response to the Human Trafficking and Exploitation Bill.



11 JCC - OPERATIONAL DUTIES STANDING COMMITTEE

The minutes from the meeting held on 21 January 2015 were circulated via WAC Circular 11/15 on 12 February 2015.

The Operational Duties West Area Standing Committee meeting was held on 18 February 2015 but was not quorate. As a result the minutes from the meeting held on 25 November 2014 were not approved. They will be circulated following the next meeting when approved.

The Secretary informed members that the Operational Duties Committee dealt with a lot of important issues and as such, stressed the importance of attending meetings. If any member was unable to attend, they should notify the West Area staff as soon as possible.

The Secretary informed the members that any shift pattern or proposal must come through the Operational Duties Committee for consultation before it can be agreed. Members were informed that there is currently no work ongoing on any National pattern.

One member asked if there was any update regarding the variation on an early shift from 0700hrs to 1000hrs in Roads Policing.

The Secretary informed the member that this issue has been taken up with Divisional Senior Management. Work to rectify this issue currently rests with the Working Practices Review Board

One member asked when the Work Force Agreement is due for review.

The last review was carried out in 2013 and The Secretary is not aware of any upcoming review at this time.

12 JCC - CONDUCT SUBJECT COMMITTEE

The Vice Chair updated the members.

The National Conduct Subject Committee met on 20 January 2015 and the minutes were circulated via WAC Circular 11/15 on 12 February 2015.

The last West Area Conduct Standing Committee meeting was held on 13 January 2015 – minutes were sent to those who attended the meeting only on 21 January 2015 and will be approved at the next meeting before circulation to the WAC.

The Vice Chair reported that there are now 217 live cases being monitored, 160 of which are criminal complaints. The majority of criminal allegations remain DPA and Assault. The Vice Chair informed members that the twice yearly review of live cases is now due and where necessary the Vice Chair will update all officers on progress.



The new conduct regulations are now 'bedding in' and the Vice Chair informed members that there have been a number of errors in procedure and learning outcomes identified.

On matters of minor misconduct, there is no requirement to have oral representation when a detailed written response will in most cases suffice. This cuts down on unnecessary meetings being arranged purely to submit responses.

One of the issues identified was officers being asked for operational statements on criminal matters. The Vice Chair advised that officers should not be asked to make operational statements on criminal matters.

The Vice Chair also informed the committee that there had been confusion regarding whether an officer can be dismissed during a misconduct meeting. The Vice Chair clarified that officers cannot be dismissed at a misconduct meeting but can be dismissed at a misconduct hearing.

One member asked if Neglect of Duty is criminal misconduct or non-criminal.

The Vice Chair informed the member it could be both depending on the circumstances. The officer would be told whether it was a criminal charge or not. It would need to be a relatively high tariff before the Crown would look upon it as a criminal matter.

One member asked if there had been any update with regards to the Police Diploma and plagiarism.

The Vice Chair informed the member that there had been no further updates since the last one provided from Professional Standards regarding this issue.

The Chair then informed the member that a new academic SOP is being worked on and any matter of plagiarism would now be dealt with as an 'academic misconduct'.

The Vice Chair reported that members cannot simply dismiss a firm of solicitors funded by either DAS legal expense scheme or the SPF and appoint a firm of their choosing without prior consent. Doing so may result in all costs being met by the individual officer. Officers should be mindful of attempting to switch provider based on press articles or recommendations from external sources not connected to the SPF.

13. JCC - EQUALITY SUBJECT COMMITTEE

The Deputy Secretary (Equality) updated the members.

The National Equality Subject Committee met on 20 January 2015 and the minutes were circulated via WAC Circular 11/15 on 12 February 2015.

The last West Area Equality Standing Committee meeting was held on 6 January 2015 – minutes have been sent to the committee only on 21 January 2015 and will be approved at the next meeting before circulation to the WAC.



The Deputy Secretary (Equality) thanked the members who have put themselves forward for the Equality sub-committee and also thanked those members who previously sat on the committee and did not stand for re-election for their efforts. The Deputy Secretary (Equality) advised members of the Equality committee that there will be ample opportunity for them to pick up work and experience in relation to Equality issues. The Deputy Secretary (Equality) asked that any queries of an equality issue are noted and are directed to him and he would then allocate any work further?

With regards to occupational maternity pay this item is currently at The Scottish Standing Committee of the PNB and awaits agreement and approval. At present there are 97 officers on maternity leave and 5 officers on paternity leave.

At present in the West there are currently 39 officers on half pay and 24 on no pay. There are currently 42 officers involved in the ill health process. In addition to this there one medical appeal which is due to call soon.

The Deputy Secretary (Equality) distributed envelopes to each member containing a monitoring form. The Deputy Secretary (Equality) asked that all members complete the form and return the form directly to himself or to post directly to Jackie Muller, the National Equality Secretary for SPF by the 31 March 2015.

The Deputy Secretary (Equality) informed members that the JCC has given its full support to this work being carried out due to their commitment to the elimination of victimisation, discrimination and harassment because of any of the protected characteristics under the Equality Act (age, disability, gender reassignment, marriage/civil partnership, pregnancy or maternity, race, ethnic or national origin, nationality or colour, religion or belief or sex or orientation). The Deputy Secretary (Equality) advised that the information will be confidentially retained by the National Equality Secretary and will not be used for any other purpose.

The Deputy Secretary (Equality) had a meeting with the Head of Resource Management, Mr Stevie Diamond regarding making Divisional Resource managers aware of their responsibilities in relation to Flexible Working Plans. He has since received an email from him that he intends this to become more consistent and that means no local issues such as "Local Policies". There are currently 349 officers on Flexible Working Plans in the West Area.

The topic for the Equality input at conference will be disability and all Area Leads have been involved in working on this subject. There will be a presentation on disability at the conference.

Since the last WAC the Deputy Secretary (Equality) has attended a meeting with the National Equality Secretary and other Area Leads for discussion in formatting a new training programme for all reps. It is hoped that this training will be rolled out in the near future.

The Equality Bulletin was circulated (WAC Circular 01/15) in January which outlined the Fit for Work Scotland scheme. This is a scheme run by the Scottish Government and gives advice to employers, employees and GPs in relation to absence. This scheme has the potential to assist officers back to work from sickness absence and may allow the Force to claim tax exemption of up to £500 annually per person for the cost of reasonable adjustments. It can also provide for independent medical reports when required to be referred for by a GP. Ultimately this could be a significant saving on the group schemes by reducing the number of officers on half or no pay.



14. JCC - HEALTH AND SAFETY SUBJECT COMMITTEE

The Deputy Secretary (H&S) updated the members.

The National Health and Safety Subject Committee met on 20 January 2015 and the minutes were circulated via WAC Circular 11/15 on 12 February 2015.

The West Area Federation Health and Safety Committee met on Wednesday 7 January 2015, the draft minutes of which have been sent to the members of the committee.

The Joint Central Committee Health and Safety subject committee met on 20 January 2015, the minutes were circulated on WAC Circular 11/2015.

The West Area Health and Safety Committee met on 9 February 2015 the minutes of which have been circulated for approval. The Deputy Secretary (H&S) was unable to attend this meeting due to other Federation commitments.

The National Health and Safety Committee met on 16 February 2015 which was attended by Brian Jones, Chair from the East Area.

The Joint UK Health and Safety meeting met on 5 February 2015.

West Area Meeting - 7 January 2015

No winter hats are being supplied as there is no money to purchase same this was confirmed at UPPE meeting. Informed at this meeting that new hats will be purchased next financial year and they will be yellow. It was asked if there was any way officers can apply for hats in stock for specialist was informed 'NO'.

PAVA roll out is taking place and there is a schedule. 'E' and 'J' Divisions took precedence as their CS was out of date by a year.

Airwave batteries are being replaced over the next few months starting in January in 'G' division.

Vehicle checks were discussed at length where cleaning and general maintenance was discussed and the ownership of same due to the age and mileage now on police vehicles. It was agreed a national approach is required. Possibly looking at future inspections by Federation, also if vehicles are in such poor condition to notify a Health and Safety representative for examination purposes. The checking of the vehicles is the responsibility of all who drive same.

Throw lines was discussed in respect of the removal of same at the national Health and Safety meeting it was felt that this was a wrong decision.



UPPE meeting - 26 January 2015

New Home Office guidelines are coming out this month in respect of body armour standards. ACC Higgins wanting to compare and contrast body armour for those in USA in particular for Firearms.

A National SOP on dress standards is being written for consultation around 24 February 2015 it has not yet been received, for implementation around 28 April 2015.

Short shields are not in stock but can be purchased if required, no decision made to remove same at this time.

Bite back spray was mentioned for deploying against dogs. This is used in legacy Grampian, further work being carried out in this respect. English forces also use the spray.

Joint UK - 5 February 2015

PSNI looking at a wearing policy for body armour, they located one from 1989 which is being revamped.

Joint training in public order approved and paid for by PSNI for mutual aid working. Instructors trained in methods to train officers, already started in Metropolitan Police.

PSNI preparing for Easter parades 2016, it will be the 100 year anniversary 24-29 April 2015.

Target Blue Eye is a device that can be bought on internet and it is not illegal to possess but it can detect TETRA signals and identify police vehicles.

The UK Government is looking towards a new radio system to replace Airwave between now and 2020.

One member asked if there would be a replacement for TETRA if it were to stop being used and the Deputy Secretary (H&S) informed the member that there is work ongoing regarding this issue.

West Area Health and Safety Committee - 9 February 2015

Although The Deputy Secretary (H&S) was not at the meeting, from the minutes, it appeared that the Commonwealth Games report submitted by Tom Gorman, West Health and Safety advisor, had been discussed at length with some recommendations being actioned. Peter Jones, National Health and Safety Secretary has been actioned with recommendations 2 and 3 to take to Health and Safety Well Being meeting. The Deputy Secretary (H&S) is awaiting a copy of this report to ascertain its contents.

Ear Pieces were discussed at the meeting and Colin Heppenstall, PSOS informed the committee that the roll out of the new earpieces has been deferred until next budget. Peter Jones suggested an approach to SPA for funding as it has been proven that they are required. Colin Heppenstall to make enquiries with SPA.



Custody Suites - 13 out of 26 have had fire drills. It was agreed that the responsibility for these lies with the Division.

SCOPE reports - no peaks drawing concern.

Near Miss Reports - WAC Circular 16/15 has been circulated to provide a description as per HSE description of near miss. 67 of 71 of near miss reports from 'U' division were submitted in respect of breaching OBL's.

On examining these reports, 6 were 'Near Misses' as per the circular. They were brought to the attention of Superintendent Kerr who responded recently, The Deputy Secretary (H&S) is looking through these answers to see if a meeting is required.

Chief Inspector Jones stated that from her record, 15-20 of these reports were not breaching OBL's. Chief Inspector Jones to give it a watching brief.

National Health and Safety meeting 16 February 2015

Water rescue was discussed in respect of a report provided by the College of Policing and approved by ACPO Health and Safety Group. This was provided to DCC Richardson who requested that Peter Jones and Stephen Merchant, PSOS Health & Safety Manager take an action to discuss new findings from this report and identify any significant learning points.

Stephen Merchant tasked to ensure that there were no ambiguities with Near Miss reporting. Although Near Miss document already completed by Federation as per WAC circular 16/15.

Health and Safety advisor recruitment was discussed there are 12 posts with 5 vacancies ongoing to fill posts.

Crime reporting is now in place to link up assaults on Police and SCOPE database.

15. COMMONWEALTH GAMES

The Secretary provided a report on the current status of the matters still outstanding from the Commonwealth Games.

There were 1920 Overtime claims that were being challenged by the Force. All of the officers were written to and details were provided in the correspondence as to why the claim was being challenged. They were also provided a summary of the relevant regulations.

If the officer wished to challenge this they were directed to a Single Point of Contact (SPOC) in each division. It was the responsibility of the officer to provide as much information as possible as to why they believed their claim was legitimate.

If the matter remained unresolved then there was an appeal process in place to examine and determine officer's entitlement. There were approx. 100 claims examined by the panel some of which resulted in officer being paid more money than they had actually claimed. It also provided the



group with examples where the notification processes adopted had resulted in some officers being able to challenge determinations made by the SPOC's.

Again if the officer was still of the belief that they were correct a protocol was put in place that they make arrangements to attend at the SPF office and discuss with the relevant Area Secretary. It was also stressed to those who made contact that if an appointment was made that they be in possession of all the relevant paperwork associated with their claim including memos and details of hours worked.

This work will continue until resolved, which should be in near future.

The committee agreed that the Secretary would deal with the remaining cases and agreed to remove the subject of the Commonwealth Games from future WAC agendas.

ACTION – Remove item from agenda.

16. MOTION(S)

No correspondence relative to motion(s) received by the Secretary within the 28 day notification period prior to the date of the meeting.

**** Standing Order 4.2 applies to all West Area Committee meetings and as such notification of any motion(s) should be given in writing to the Secretary at least 28 days before the date of the meeting.****

Notes

A copy of the motions for Central Conference was handed out to each member of the Committee; there are five West Area motions in total. The motions were for information only and were not discussed at the meeting.

17. CORRESPONDENCE

The following items of correspondence had been received:

- Email from Stuart Davidson regarding re 20 December 2014
- Letter from Police Treatment Centres dated 16 February 2015 re AGM



18. COMPETENT BUSINESS

The only items of competent business received by the Secretary within the 28 day notification period prior to the date of the meeting were:

- Conference Arrangements
- Training for Representatives / Induction Day
- LNCC Update

Conference Arrangements

All representatives will be delegates for Conference. Members were informed that Conference would run from Monday 30 March 2015 until Thursday 2 April 2015. Delegates should arrive on Monday for registration and full conference business would commence on Tuesday morning. There would be a formal dinner on the Tuesday evening which all delegates are expected to attend. Conference will conclude on Thursday 2 April 2015.

If anyone is unable to attend Conference they should advise the West Area staff as soon as possible.

The Secretary informed members that all vehicle details must be provided prior to conference.

Training

The Secretary informed members that a training portfolio and agenda was currently being worked on by the National Vice Chair. All representatives will receive basic training and there will be specific training for all members and reserves of committees. Members presently serving on committees will be trained first and foremost.

The Secretary advised all members of the committee to record all meetings with members in a notebook/diary for evidence purposes and where possible ask members to send their enquires/issues by email to ensure audit trail.

An induction day will be held at Merrylee House for all newly elected representatives, dates to be confirmed.

LNCC Update

The last meeting was held 5 January 2015, the Secretary provided an update of the content of the meeting.



Divisional Updates

There was a brief update on each of the Divisional meetings, the following issues were raised:

Travelling to work in Police Uniform

One member raised the matter of officers being told that they should not travel to work in uniform and that if they did so, they would be subject to misconduct proceedings.

Members were informed that this instruction was for the Officers safety only and that non-compliance would not amount to misconduct proceedings.

ACTION – Vice Chair to progress this with PSD.

There was general discussion regarding office security.

ACTION – Chair to progress matter with General Secretary.

CID Rain Jackets

One member informed the meeting that rain jackets were not issued and officers had been told to wear their body armour outside their outdoor jacket.

The Deputy Secretary (H&S) advised that this matter was being considered at the Uniform and Personal Protective Equipment Working Group.

Security Threat

The Chair informed the members that when attending meetings, confirmation of attendance is compulsory and members must also notify vehicle details in advance of the meeting. She also informed the members that location of meetings would be redacted from agendas/minutes.

TOIL

A member raised concerns about the management of TOIL and the Secretary advised that this is being progressed by the Working Practices Review Board.



19. CLOSURE

The Chair asked the members to send their responses regarding Central Conference to West Area staff as soon as possible.

The Chair closed the meeting and thanked the members for attending.

20. DATE OF NEXT MEETING

The next meeting will take place on Thursday 4 June 2015.

Andrea MacDonald
Chair

Malcolm Macdonald
Secretary



SCOTTISH POLICE FEDERATION
CONSTABLES' WEST AREA COMMITTEE MEETING

MINUTES

Minutes of the Meeting of the Constables' West Area Committee
held on Thursday 5 March 2015 at 10 a.m.

1. ROLL CALL

No apologies received

2. OPENING OF MEETING

The meeting was opened by the WAC Secretary

3. ELECTIONS

Chair:

Gary Mitchell was proposed, seconded and there being no other nomination was duly elected.

Secretary:

Fiona Morris was proposed, seconded and there being no other nomination was duly elected.

Vice Chair:

Dawn Bethune was proposed, seconded and there being no other nomination was duly elected.

Deputy Secretary:

Scott Wilson was proposed, seconded and there being no other nomination was duly elected.

4. COMMITTEES

Nominations for members and reserves for the various committees were called and following elections the members are as follows:

**JCC:**

Members – Malcolm Macdonald, Jim Foy

Reserves – Gary Mitchell, Dawn Bethune, John Campbell, Dennis Cairns

Health and Safety:

Members – Gary Mitchell, Dawn Bethune, Colin Fraser

Reserves – Gary Gray, Graeme Cobb

Conduct:

Members – Gary Mitchell, Scott Wilson, Dawn Bethune

Reserves – Dennis Cairns, Lorna Hogarth

Equality:

Members – Fiona Morris, Colin Fraser, Gemma Beattie

Reserves – Gemma Mazur, Ian Florence

Operational Duties:

Members – Chris Thomson, Terry Robertson, Campbell Smith

Reserves – Gordon Cumming, Graeme Cobb, Kenny Kean

Benevolent Fund:

Members – Fiona Morris, Jim Foy, Scott Wilson, Dawn Bethune

Following the elections the WAC Secretary requested that the members be reminded that attendance at Police Federation meetings should be treated as a tour of duty. The WAC Secretary quoted the following from the Police Regulations.

Meetings of Police Federation for Scotland treated as police duty

15.—(1) The attendance of a constable at one of the following meetings of the Police Federation for Scotland is to be treated as an occasion of police duty—

- (a) a quarterly meeting of an area committee;
- (b) an ordinary meeting of the joint central committee;
- (c) a meeting of the conferences arrangements committee;
- (d) the annual meeting of the joint central committee with the joint central committee of the Police Federation for England and Wales and the central committee of the Police Federation for Northern Ireland; or
- (e) the biennial meeting of a central conference.

(2) Subject to the approval of the chief constable, the attendance of a constable at an additional meeting of an area committee of the Police Federation for Scotland or at a meeting of an area sub-committee is to be treated as an occasion of police duty.

(3) Subject to the approval of the Scottish Ministers, the attendance of a constable of the Police Service at a meeting of the Police Federation for Scotland, other than such a meeting as is mentioned in paragraph (1) or (2), is to be treated as an occasion of police duty.

(4) In this regulation a reference to a particular committee of the Police Federation for Scotland is a reference to that committee mentioned in the Police Federation (Scotland) Regulations 2013(a).



5. MINUTES OF PREVIOUS MEETING

The minutes had been circulated and were approved.

6. MATTERS ARISING

6.1 Pay, Allowances and Conditions of Service

There was no update.

6.2 Shifts

There was no update.

6.3 Committees

(A) Health and Safety

There would be an update at the full committee meeting.

(B) Equality

There would be an update at the full committee meeting.

(C) Operational Duties

The WAC Secretary reported that a new proposal for a shift pattern for the C3 public advice desk was currently at consultation stage.

(D) Conduct

There would be an update at the full committee meeting.

6.4 JCC Report

It was reported that there would be no separate meeting for Constables at Conference.

6.5 New Business

There were no items of new business

7. CORRESPONDENCE

There were no items of correspondence.

8. MOTIONS

There were no motions.



9. ANNUAL CONFERENCE

There was no update for the Constables' board however a full update would be provided at the full committee meeting.

10. DATE OF NEXT MEETING

The next meeting would be held on Thursday 4 June 2015.

11. CLOSE OF MEETING

The Chair closed the meeting and thanked everyone for their attendance and participation.

Gary Mitchell
Chair

Fiona Morris
Secretary



**SCOTTISH POLICE FEDERATION
SERGEANTS' WEST AREA COMMITTEE MEETING**

MINUTES

Minutes of the Meeting of the Sergeants' West Area Committee.
Held on 5 March 2015 at 10 a.m.

1. ROLL CALL

Andy Hastie (Secretary)
Andy Smith (Chair)
Jennie Macfarlane (Vice Chair)
John Munn (Deputy Secretary)
Andy Fairie
Paul Connelly
Amar Shakoor
Jacqui Stuart
Billy Atkinson
Neil MacKay
Stuart Finnie
Alistair MacKinnon
Gerry Welsh
Phil Maguire

2. OPENING OF MEETING

The Meeting was opened by the Chair Andy Smith who welcomed everyone especially the new members of the Sergeants board and explained the workings of this particular meeting as this was to have the voting in of the Chair, Secretary, Vice Chair and Vice Secretary and also those members to sit on the various committees

3. ELECTIONS

Chair – Andy Smith

Vice Chair – Jennie Macfarlane

Secretary – Andy Hastie



Deputy Secretary – John Munn

Members of Committees

Following a vote the following members were elected to the committees.

Conduct Committee

Members – Stuart Finnie, Andy Smith, Phil Maguire

Reserves – Paul Connelly, Amar Shakoor

Equality Committee

Members – Andy Hastie, Jennie Macfarlane, Gerry Welsh

Reserves – Stuart Finnie, Alistair MacKinnon

Health & Safety

Members – Andy Hastie, Stuart Finnie, Billy Atkinson

Reserves – Andy Smith, Paul Connelly

Joint Central Committee

Members – Andy Smith, Phil Maguire

Reserves – Andy Hastie, Jennie Macfarlane, John Munn, Paul Connelly

Benevolent Fund

Members – Phil Maguire, Andy Fairie, Andy Smith, Paul Connelly

Operational Duties

Members – Andy Hastie, Andy Smith, Stuart Finnie

Reserves – Phil Maguire, Alistair MacKinnon, Amar Shakoor

4. MINUTES OF PREVIOUS MEETING

Minutes of the previous meeting had been circulated and were approved.



5. MATTERS ARISING

5.1 Custody Division

Discussion took place in respect of Custody division and the constant backfilling of both Sergeants to cover absences and also of constables being taken from shifts to cover which has a knock on effect in relation to OBL's. Discussions also centred around the opening of offices at weekends only and having properly trained staff to cover. It was recognised that training is increasing here however it appears more staff are still required and need further training.

Further discussion took place regarding the risk management of prisoners in relation to the level of trained staff and providing the proper care to prisoners. Whilst it was noted that there was a review of Custody Division there are still the same issues being raised.

ACTION: FOR CUSTODY DIVISION FEDERATION REPRESENTATIVES TO ARRANGE MEETINGS WITH CUSTODY DIVISION COMMANDERS

5.2 Divisional Variations

There appears to be a continuing trend of varying single officers and also unnecessary variations. In respect of single variations, resource managers are being made aware of this and that it has been agreed not to do it by Divisional Commanders but it is still being done. It was also noted that Court variations are not always done correctly and this is having a knock on effect on OBL's. A general view from the Sergeants board is that a review is required on the OBL's across the board, and in particular of CP supervisors who are frequently varied to full nightshift which in turn causes issues in respect of supervision of CP officers and affording them continuity.

6. CORRESPONDENCE

There were no items of correspondence.

7. MOTIONS

There were no motions

8. COMPETENT BUSINESS

Court on Annual Leave

Discussions took place regarding officers attending court during annual leave and a limit of three weeks for a reply from the PF. Onus is consistently on the officers and supervisors to chase up the PF for a reply in particular with 2 weeks to go when if the officers have had no



success and then go annual leave it is left to the Sergeants to contact PF. There was a continued discussion over some officers being told to contact the court 'witness line' and office bearers confirmed there is no such thing for police officers now. It was recognised that some divisions are considering using performance regulations for officers who attend court on annual leave but have not sent in the excusal on time.

TOIL Balances

Discussions on Sergeants being required to have officers reduce their toil balances to under 20 hrs. It is noted that officers cannot be forced to use the TOIL and should not be either.

Welfare and Development

It was recognised that there appears to be a move away from the welfare and development of officers and there is concern rising within supervisors. There was discussion about the possibility of target lead appraisals and the emphasis on officers being given up to 100 cases a year to attain. This is being looked at by JCC.

Training

Training for officers and in particular sergeants was discussed and it was agreed training is poor. There has to be a more competent way of training for supervisors in performance regulations and it was agreed that in many instances training via the etrainer is not suitable.

9. DATE OF NEXT MEETING

The next meeting would be held on Thursday 4 June 2015.

10. CLOSE OF MEETING

Meeting was then closed by the Chair who thanked everyone for their participation

Andrew Smith
Chair

Andrew Hastie
Secretary



**SCOTTISH POLICE FEDERATION
INSPECTORS' WEST AREA COMMITTEE MEETING**

MINUTES

Minutes of the Meeting of the Inspectors' West Area Committee
held on Thursday 5 March 2015 at 10 a.m.

1. ROLL CALL

Charles Sweeney (Chair)
Grahame Gosling (Vice Chair)
Joseph Conway (Secretary)
David Bruce (Deputy Secretary)
Garry Kirkwood
John Haynes
John Hunter
Joseph Thomson
Catherine McNally
Andrea MacDonald

No apologies were received.

2. OPENING OF MEETING

The Chair opened the meeting and thanked everyone for attending. Thereafter due to the recent elections the Chair handed over proceedings to the WAC Chair until the post holders were elected as above.

3. ELECTIONS

Following a vote the following members were elected .

Chair – Charles Sweeney

Vice Chair – Grahame Gosling

Secretary – Joseph Conway

Deputy Secretary – David Bruce



Conduct Committee

Members – Grahame Gosling, Charles Sweeney, David Bruce

Reserves – Garry Kirkwood, Joseph Conway

Equality Committee

Members – John Haynes, John Hunter, Grahame Gosling

Reserves – Catherine McNally

Health & Safety

Members – John Hunter, Joseph Conway, Grahame Gosling

Reserves – Charles Sweeney, Garry Kirkwood

Joint Central Committee

Members – Charles Sweeney, Andrea MacDonald

Reserves – John Haynes, Joseph Conway, Grahame Gosling, John Hunter

Benevolent Fund

Members – Charles Sweeney, Joseph Thomson, Grahame Gosling

Operational Duties

Members – Joseph Thomson, Joseph Conway, Grahame Gosling

Reserves – Charles Sweeney, John Haynes



4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting had been circulated and were held to be accurate.

5. MATTERS ARISING

5.1 Working Hours

The WAC Chair informed the committee that a request had been made to PSoS under FOI for information on absence in the Inspecting ranks and a response was received on 29 November 2014.

It was noted that a number of absences were due to stress or conditions that may be stress related. This coincides with the longer working hours that many in the Inspecting ranks were expected to work.

A general discussion took place with members noting that in some, if not all divisions Inspectors and Chief Inspectors rostered for a 0800hrs start are regularly reporting for duty at 0600hrs to prepare for meetings which can start at 0700hrs.

The discussions through PNB will not only focus on the stress caused by long working hours but also on the effect of additional responsibilities, cost cutting and the culture within the service on our members.

5.2 Staff Survey

The WAC Chair informed the meeting that the staff survey is due out soon and encouraged members to be honest in their responses and to utilise the narrative where they feel appropriate. This is a very important document and all should be encouraged to complete it.

6. COMMONWEALTH GAMES

The committee noted its disappointments in the memo from ACC Mawson in relation to recompense for Inspectors who were required to work additional hours and carry out duties not normally associated with their rank.

A letter had been sent to the Chief Constable regarding this but no reply has been received to date.

An update would be provided at the next meeting.

7. MOTIONS



The WAC Chair informed the meeting that no rank specific motions had been received however she did state that in total 10 motions had been put forward for Central Conference. These would be discussed at the meeting of the full committee.

8. CORRESPONDENCE

There were no items of correspondence.

9. AOCB

Travel allowances

The Secretary informed the meeting that he had a positive meeting with the Divisional Commander (Ayrshire) and that Casual Users Allowance had been reinstated to one Inspector. In relation to Essential User's Allowance, this was a matter currently undergoing a Force wide review.

10. DATE OF NEXT MEETING

The next meeting would be held on Thursday 4 June 2015.

11. CLOSE OF MEETING

The Chair closed the meeting and thanked everyone for their attendance and contribution.

Charles Sweeney
Chair

Joseph Conway
Secretary