

**SCOTTISH POLICE FEDERATION  
NORTH AREA  
EQUALITY COMMITTEE**

**Tuesday 21 May 2013  
SPF Offices, Union Street, Inverness**

**Minutes of Meeting**

Attendees

Neil Cameron- People & Development Div, Aberdeen  
Gordon Forsyth - B Div, Turriff  
Steve Thomson - B Div, Ellon  
Steve Raeburn - Inverness  
Jackie Muller - SPF Equality Secretary - Ex Officio  
Graham Sloan - North Area Equality Secretary  
Graeme Ednie - North Area Secretary - Observer

Apologies

Stephen Cook  
Ewan Strachan

**Welcome**

Neil Cameron (NC) welcomed everyone to the meeting and as this was the first meeting of the group it would take time to see how things will develop, how long the meetings will take and where best to hold the meeting.

**Office Bearers**

Graham Sloan (GS) has area responsibility for Equality and would fill the role of Secretary to the group. It was confirmed by those in attendance that Neil Cameron and Steve Thomson (ST) would hold the roles as Chair and Vice Chair respectively.

**Equality Secretary Update**

Jackie Muller (JM) provided an update on her role as national Equality Secretary, her attendance at an Area Equality meeting was in an ex-officio role to provide legal updates, training and to assist and mentor local equality representatives.

**Maternity and Paternity**

JM updated the group that current legacy force policies remain in place and there was a need to be aware of the policies. Adoption would also be included under this heading and in general discussion there was a need for clear guidance to be available.

It was identified that current PSoS Intranet SOP's were not available with apparent links to legacy SOP's not available.

***Task - NC to raise this with HR nationally***

Graeme Ednie suggested that equality information could be located on the SPF system for reps and full time officials to access. GS would progress this as information became available.

### **Part time / Flexible working**

JM encouraged reps to be involved in the process of part time applications from the start to assist officers with applications and to then monitor results.

Guidance for staff and supervisors is being progressed by JM with PSoS.

### **Disability**

JM highlighted the difference between reasonable adjustments and restricted duties following a return to work following a short term absence and the use of an Audit Trail in applying for reasonable adjustments.

In general discussion it was clear there could be difficulties in identifying staff that may need assistance in their return to work and how PSoS will share its absence management information.

***Task - GE to contact PSoS to ascertain how absence management information would be shared.***

### **Gender Pay Gap**

JM provided an update that it was often referred to as an Equality Pay Gap and that the Scottish Government had indicated a commitment to addressing the GPG. JM hoped to progress this through the Scottish Standing Committee of PNB.

### **Monitoring**

There was general discussion around the monitoring form provided and GS undertook to issue at the next North Area Committee for reps to complete.

***Task - GS to circulate forms for completion at next NAC meeting.***

### **Consultations**

JM advised that SOP's would be circulated for comments that have specific impact on equality. There was also general discussion around the completion of Equality Impact Assessments.

### **Competent Business**

JM wished to raise two further items and provided an update on the Public Sector Equality Duty and information she had received regarding a survey that had been carried out between Tayside Police and Dundee University in connection with female officer uniform. There was no knowledge around the table about this survey.

***Task - GS to establish more information about the survey.***

### **Time and Date of next meeting**

It was agreed the meetings should be held in advance of the National Equality meetings and the following dates selected.

Wednesday 7 August, 2013

Wednesday 2 October, 2013

Thursday 28 November, 2013

The meeting will commence at 1000hrs and be held in Meeting Room J, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen, AB16 5GB. Video conference

facilities are available.

### Closure

NC closed the meeting at 1230hrs with the members taking part in a briefing session with JM for the remainder of the afternoon.

<b>Tasks list</b>			
<b>No.</b>	<b>Task</b>	<b>Allocated to</b>	<b>Result/Update</b>
1/13	Availability of legacy SOP's on PSoS Intranet site	Neil Cameron	Update 27 May, policies are now available on Intranet
2/13	Sharing of absence management information from PSoS	Graeme Ednie	Complete – arrangements in place for GE to receive monthly lists for each legacy area.
3/13	Monitoring form to be completed by all NAC reps	Graham Sloan	To be circulated at next NAC meeting in Sept.
4/13	Dundee University Survey on police uniform	Graham Sloan	Information from the survey obtained and passed to JM and David Cummings as lead on uniform.