



SCOTTISH POLICE FEDERATION WEST AREA COMMITTEE

Ref: MM/AM/LW

Minutes of the West Area Committee Meeting held in the Glynhill Hotel on 3 March 2016 at 10 a.m

1. ATTENDANCE AND OPENING

WAC Office Bearers

Andrea MacDonald - Chair
Gary Mitchell - Vice Chair
Malcolm Macdonald - Secretary
Martin Bertram - Deputy Secretary (Health & Safety)
Fiona Morris - Deputy Secretary (Equality)

West Area Committee

Marketa Hola
Ian Florence
Chris Thomson
Gary Phillips
Andy Fairie
Paul Connelly
Emma-Louise Smith
Cath McNally
John Haynes
Gemma Beattie
Tracey Bryan
Kenneth Kean
Alistair Mackinnon
Stuart Finnie

Garry Kirkwood
Gordon Cumming
Colin Fraser
Gerry Welsh
Campbell Smith
Andy Smith
Phil Maguire
William Worn
Joe Irvine
John Munn
Lynne Gray
Joe Conway
Gemma Mazur
Terence Robertson
Thomas Crombie
Alan Heron
Joe Thomson
Eddie Mather
Amar Shakoor

APOLOGIES

Jennie Macfarlane
Andy Hastie
Scott Wilson
Graeme Cobb
Jennifer Shanks
Steven Innes
Lee Hamilton
Lorna Hogarth
Michael McCaughey
Gary Gray

Lynne Gray intimated that she would be leave the meeting at 3.15pm

The Chair opened the meeting and welcomed everyone to the First Quarterly Meeting, making a special welcome to the seven new Divisional Representatives namely-

Tracey Bryan ('K' Division - Constable)
Colin Fraser ('L' Division - Constable)
Lee Hamilton (CID - Detective Constable)
Phil Maguire ('Q' Division - Inspector)
Emma-louise Smith ('G' Division - Inspector)
William Worn ('U' Division - Constable)

Gary Philips ('G' Division – Constable)

She also congratulated Phil Maguire on his recent promotion to Inspector.

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

Secretaries of the separate Committees were requested to submit their minutes to Lynne Welsh by the end of the month in order that the full Committee Minutes can be circulated timeously.

2. **ADOPTION OF STANDING ORDERS**

As per the SPF Rules, the Standing Orders took effect as soon as the meeting was opened and would remain in place throughout the meeting, including separates unless specifically suspended for any reason.

3. **MINUTES OF PREVIOUS MEETING**

The minutes from the previous meeting were circulated via e mail to all members on 12 February 2016 along with the minutes from the Constables and Inspectors Committee Meetings. The Sergeants Committee minutes were circulated on 1 March 2016.

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

Actions from previous meeting

The following actions were raised at the previous WAC Meeting and updates were provided.

(1) Honoraria

WAC Office Bearers to discuss the matter of honoraria with National Office Bearers at Woodside Place.

This matter is JCC Policy and all information is contained within relevant JCC Minutes and Standing Committee Minutes from February 2015, and was discussed in full at the WAC Meeting in December 2015 again. The matter is now closed.

(2) Re Pensions Roadshow

Make contact with The Staff Representatives on the Scottish Police Pensions Board (SPPB) re possible Circular.

Andy Hastie and Chris Thomson to contact Staff Representatives on Scottish Police Pension Board to discuss a Circular with information from Pensions Roadshow. The matter is ongoing.

(3) Apologies – WAC Meetings

Elected Federation Representatives not attending regular meetings and not intimating apologies.

The WAC Secretary will write to members who did not attend WAC meeting and did not intimate their apologies. Letters were sent 11 December 2015. The matter is complete.

(4) Re LVRD

The WAC Secretary to update members at the next WAC Meeting on the meeting with LVRD (Licensing and Violence Reduction Division) held on 23 December 2016.

The WAC Secretary updated the members regarding a recent meeting he and the WAC Chair had attended along with the Deputy General Secretary on 23 December. Any further information has to be forwarded to the WAC Secretary. The matter is complete.

(5) Stop Search

Highlighted error in stop search form.

The WAC Secretary has raised the matter with the General Secretary, SPF. The matter is complete.

(6) Conduct

Check if there is Guidance available for Federation Representatives to assist when dealing with enquiries from members in relation to PIRC and circulate same.

WAC Circular 9/2016 issued on 21 January 2016. The matter is complete.

(7) Use of Police Vehicles to assist members of the public

Check re guidance regarding transporting members of public in Police vehicles.

The WAC Chair reported that with regards to issues arising from Officers giving people a lift home, advice would be that Officers should indeed assist the public, but carefully consider circumstances.

(8) Payments for attending Court whilst on Maternity Leave

Lorna Hogarth has to forward details to WAC Deputy Secretary (Equality) to make enquiries and report back.

This matter was completed at recent WAC Equality Meeting.

(9) Airwave – Poor airwave coverage at Queen Elizabeth Hospital and Glasgow Royal Infirmary.

Correspondence has been sent to Superintendent Hazel Hendren. There was general discussion about the use of airwave within hospital buildings and Paul Connelly asked that any examples be sent to him for collation.

There was further discussion about the airwave batteries. The Deputy Secretary (Health & Safety) advised that if a battery fails it should be recorded as a near miss.

ACTION – Deputy Secretary (Health & Safety) to confirm that use of force forms contain a section relative to the use of airwave communications.

4. LEGAL ADVICE & ASSISTANCE

Fifteen applications for Legal Advice have been submitted to SPF HQ since the last WAC Meeting:

- 5 x injury on duty
- 1 x confidential nature
- 3 x held in reserve
- 3 x RTA
- 2 x FAI
- 1 x Employment Dispute

5. JOINT CENTRAL COMMITTEE NATIONAL UPDATES

The minutes from the meeting held on 9 and 10 February 2016 will be circulated via WAC Circular once approved at the next meeting on 10 and 11 May 2016. The Chair informed members that the formal minutes of JCC meetings will not be circulated until after approved at the next meeting therefore the updates are provided from Office Bearers notes only at this time.

PNB

The Staff Side (SS) which comprises of the Federation, ASPS and SCPOSA met on 25 January 2016 and the PNB met on 3 February 2016.

Work continues on a number of issues in the Technical Working Group which met on 26 January 2016. The group is looking at exigencies of duty, overnight allowance and held in reserve.

The Equality Secretary reported on the Equality Working Group agenda and said that equal pay data had been examined. She said that work was ongoing in relation to temporary inspectors, CRTP, annual leave, rest days and free days, part time Officers and pro-rata payments.

Since the break-up of the PNB UK and the establishment of Pay Review Bodies in England and Wales (E&W) and Northern Ireland (NI), representatives from the three countries now meet periodically in a UK Police Remuneration Forum where they discuss pay claims and related matters. PNB Scotland SS has submitted a pay claim for 2016 and negotiations will now take place.

Pensions

It is important that the membership understands that forthcoming changes to National Insurance are government changes to taxation and not an increase to pension contributions. There will be a marginal reduction to take home pay as a result of this. (1.4% rebate for NI is being removed.)

David Hamilton reported on Scottish Public Pension Agency (SPPA) matters including the work of the Scottish Police Pension Board (SPPB) which included benefit statements; ill health retirements; pension forecasts and scheme evaluation. The Committee discussed the requirement for easily understood documentation explaining the benefits of the CARE pension scheme.

Changes to the annual allowance will, in the main, only affect Superintendents and above but there is the potential for it to affect some federated ranks especially those who are in a temporary rank, return to original rank for a short period and then have a substantive promotion.

Anyone in this position is advised to seek independent financial advice.

Anyone who has received correspondence from the SPPA about their annual allowance should contact Finance and have the figures checked.

One member made an enquiry regarding casual overtime for temporary Inspectors. The WAC Chair stated that they should get paid for working public holidays but will seek clarification on this matter and report back at the next WAC Meeting.

ACTION – To clarify payment of casual overtime for temporary Inspectors.

Scottish Police Consultative Forum (SPCF)

The SPCF last met on 3 February 2016 prior to PNB. Members discussed various aspects of policing including the Pathways to Policing Project, Senior Officer Conduct Regulations, Review of the Superintendent Role, Working Time for Inspecting and Sergeant Ranks and Special Constable Regulations.

The Pathways to Policing Project which is focussing on recruitment and probationer training continues to give concern to the SPF representatives on the SPCF.

The Review of the Superintendent Role is almost complete and the draft report is now being circulated for comment.

Undoubtedly this will have an impact on the Inspecting and Sergeants Ranks and there was a great deal of discussion around the interim report on the findings from the Inspecting Ranks Time for Justice Report.

All agreed that the issue must be addressed and it was agreed that the SPF and the Director of People and Development would meet to discuss the way ahead.

This meeting took place on 23 February 2016 and a small working group of Inspector and Sergeants is being formed to progress this matter.

Scottish Police Authority (SPA)

The Chair and General Secretary attended a meeting on 11 January 2016. There have been a number of personnel changes within the SPA and this was the main topic.

There will be a meeting of the HR Committee on 11 March 2016 to consider Ill Health Retirals.

Scottish Police Budget & Finance

The Chair and General Secretary have had recent discussions with the Service and the Authority on budget and finance. At present these are of a confidential nature.

There is a lot of work ongoing in terms of police budget and any updates will be provided at future WAC Meetings.

Joint Negotiating Consultative Committee (JNCC)

The Chair explained to the new Federation Representative's that local meetings (LNCC) take place and they feed back to the Joint Negotiating Consultative Committee (JNCC).

The last meeting took place on 26 January 2016 and the issues discussed included travelling to distant islands; 90 and 150 day letters regarding half pay; funding legal advice and assistance from the Police Authority; taxation; promotion; transfer; ill-health and the question of an SPF representative on posting panels.

With regards to legal Advice and Assistance, there are certain cases where if it is an on duty incident then the Police Authority should be funding the case and we now have a process set up in regards to this.

6. JCC CIRCULARS

The following JCC Circulars have been issued.

62/15	07.12.15 -	Sub-Committee on Policing: complaints handling - Consultation
63/15	15.12.15 -	PS Annual Police Plan 2016-17 (Draft) - Consultation
64/15	15.12.15 -	JCC Minutes November 2015 - Information
1/16	06.01.16 -	SPF Representative Elections for Vacancies - Information
2/16	14.01.16 -	Inheritance Tax Exemptions for Emergency Services Personnel - information
3/16	21.01.16 -	Briefing Paper Special Constable Regulations – Proposed Amendments - Consultation
4/16	26.01.16 -	JCC Agenda and Agenda Papers February 2016 - Information
5/16	08.02.16 -	Subject and Standing Committee Minutes January 2016 – Information
6/16	08.02.16 -	Increase in NI following the introduction of the New State Pension

The WAC Secretary informed the members that JCC Circulars referring to consultation documents are often circulated for information only as the full time Office Bearers take on the responsibility to respond as it can be time consuming however the Chair highlighted that if there are any consultations referring to particular matters where a local Federation Representative had specialist knowledge, then it would often be passed to that Representative for comments.

All circulars are available on the SPF website.

7. **WAC CIRCULARS**

The following WAC Circulars have been issued.

- 74/15 09.12.15 - Police Treatment Centre - Donation Rate Increase
- 75/15 11.12.15 - WAC Meeting Dates 2016
- 1/16 06.01.16 - Meeting Dates 2016
- 2/16 06.01.16 - SPF Representative Elections for Vacancies - Information
- 3/16 06.01.16 - Draft SOP- Maternity & Paternity and proposed Pregnancy and Maternity booklet
- 4/16 08.01.16 - Detained into Public Holiday Working
- 5/16 13.01.16 - Reminder re WAC Circular 2/16 - SPF WAC Vacancies (REPS ONLY)
- 6/16 14.01.16 - Scottish Police Federation - Bravery Awards
- 7/16 15.01.16 - Inheritance Tax Exemptions for Emergency Services Personnel - Information
- 8/16 21.01.16 - IOR Implementation Questionnaire (REPS ONLY)
- 9/16 21.01.16 - PIRC Advice (REPS ONLY)
- 10/16 09.02.16 - Increase in NI following the introduction of the New State Pension
- 11/16 10.02.16 - Amended Meeting Date - June WAC
- 12/16 18.02.16 - Federation Training
- 13/16 29.02.16 - Amended Meeting Dates

The WAC Secretary highlighted the change to the dates of the AGM and the Fourth Quarterly Meeting. Notification had been given in advance by WAC Circulars 11/2016 and 13/2016.

He also highlighted WAC Circular 12/16 regarding Federation training. The WAC Secretary informed members that the dates for the training had been confirmed and the training would be taking place on 3-5 May 2016. This training is for newly elected Representatives or Representatives who have had no formal training.

8. **WAC OFFICE BEARERS AND CHAIRS AND SECRETARIES MEETING**

The minutes from the meeting held on 1 December 2015 were approved at the meeting on 29 February 2016 and were circulated to the WAC on 29 February 2016

The Pre WAC Meeting was held on 29 February 2016. The minutes are not yet available but the meeting was generally concerned with the agenda for today's meeting.

9. **JCC FINANCE STANDING COMMITTEE**

The last meeting took place on 18 January 2016 and the WAC Secretary attended this meeting in place of the Chair.

Our new finance team; Accounts Manager and Accounts Administrator are working well and presented the risk registers and accounts. They are introducing new practices that are assisting in terms of efficiency and cost effectiveness. This matter can't be discussed further at this time however an update will be provided in the minutes once approved.

10. **LEGISLATION AND REGULATION STANDING COMMITTEE**

There have been no meetings.

11. **JCC - OPERATIONAL DUTIES STANDING COMMITTEE**

The Chair informed the meeting that as well as the National Operational Duties Committee, the West remains the only local Area who still has a local Operational Duties Committee.

The WAC Secretary provided an update.

The last meeting of the JCC Operational Duties Committee was held at Woodside Place on 18 January 2016. The minutes of this meeting will be circulated once approved at next meeting on 13 April 2016.

The Committee received a presentation from Chief Superintendent David Moffat on the Pathways to Policing review. This centred on the National Fitness test being standardised to only the Bleep test. There is also a full review of the Probationary Training Programme which will also include a mandatory 480 hours that a probationer must spend with a Tutor Constable.

There were no matters for discussion regarding Accelerated Career Development Programme, Police Diploma or Special Constabulary.

A matter was raised regarding Post Incident procedures which seemed to concentrate solely on Firearms incidents, when these are relevant to many other incidents. There is an on-going consultation in regards to the Force SOP which covers this.

The changes for British Summer Time will now be added to the current Work Force Agreement.

The Standing Committee was provided an update on the review of Superintending Ranks Strategy Review Group. The SPF is represented on the Strategy Group by the General Secretary and on the Project Group by the WAC Chair. This review will be concluded by April 2016.

WAC Operational Duties Committee update

The minutes from the West Area Operational Duties Committee meeting held on 12 November 2015 were circulated to the WAC on 14 January 2016.

There has been one meeting of the West Area Committee since the last WAC meeting which was held on 14 January 2016 at Merrylee House. The minutes of this meeting are in draft and have still to be approved at the meeting on 19 April.

There have been two consultations complete since our last meeting, those being;

(1) The LVRD Task Force shift. This pattern received unanimous support of all Officers who are part of this team and will be signed off by both ACC Higgins and the WAC Secretary prior to the next meeting of the Working Practices Review Board.

(2) The second was a consultation for the Ayrshire Division Locality Policing teams. The WAC Secretary thanked Inspector Joe Conway for carrying out this consultation on behalf of the West Area Committee; the results of this consultation will be shared with the Senior Management team so that this can be implemented in the near future. This involved 125 Officers and was completed by 26 February 2016. The response was low and only 48 Officers responded. 30 were in favour and 18 were against. However when further examined it was found that this proposal would only effect 30 Officers and it was established that of this number 26 had responded. 24 were for and two were against.

The members were informed that any consultation on a local shift pattern must come through the WAC Secretary or if it is on a National level, it must go through the Deputy General Secretary. No one else has the authority to agree on a shift pattern on behalf of SPF as an organisation. If any Officer hears of shifts being created and passed locally, they should contact the Federation as soon as possible in order that the implementation can be stopped. A business case has to be provided and an Equality Impact Assessment carried out along with a list of Officers affected by the proposal.

The Federation will then engage in consultation and once the results are known, the WAC Secretary will write to the respective Divisional Commander or Head of Department on behalf of the SPF. The proposal will then be presented to the Working Practices Review Board which is a Force Committee chaired by ACC Higgins who will sign off on the proposal. If the pattern affects only the West area, then the WAC Secretary will sign it and if it is a National pattern, it will be signed by the Deputy General Secretary.

There are currently two other matters being considered and they are for Lanarkshire OMU and Greater Glasgow Concern Hub.

Paperwork is awaited in regards to both these proposals so to date the formal consultation has not yet taken place.

The WAC Secretary informed the WAC that the National Firearms shift pattern has now been agreed and will be implemented from 4 April 2016.

There continues to be discussion to review the current patterns for Roads Policing and Dog Branch, but there is no further information available at this time.

One member asked if the SPF had been consulted or involved in discussion regarding the European Games which will take place in Glasgow in two years' time? Although this would not be on the same scale as the Commonwealth Games, it is important that forward planning was in place to ensure Officers were aware of entitlements etc.

The Secretary confirmed that as far as he was aware, the SPF had not been consulted regarding the forthcoming European Games but would raise this matter with the National Office Bearers and report back to the WAC at the next meeting.

ACTION - WAC Secretary to raise matter with the National Office Bearers and report back at next WAC Meeting

12. JCC - CONDUCT COMMITTEE

The minutes from the meeting held on 19 January 2016 will be circulated via WAC Circular once approved at the next meeting on 12 April 2016. The minutes from the West Area Conduct Committee meeting held on 27 October 2015 were circulated to the WAC on 21 January 2016.

The last West Area Conduct Committee Meeting was held on 7 January 2016. The draft minutes have been sent to the Committee only on 16 February 2016 and will be approved at the next meeting prior to being circulated to the WAC.

There has been one meeting of the WAC Conduct Committee held on 7 January 2016. Matters were of an on-going nature and new business where discussed. The minutes are with the Committee for approval, and then full circulation. The date of the next meeting is 14 April 2016.

The Vice Chair thanked the Committee for their continued work and all Federation Representatives who have submitted conduct matters or carried out actions in this field. He has continued to attend national meetings, engage with PSD, CCU, Divisional Conduct Managers and our partners within the legal assistance scheme.

The West Area continues to have the bulk of conduct cases, holding 65 % of all conduct cases in Scotland.

There are two suspended Officers, which is one less than the last report, and one Officer has resigned prior to misconduct proceedings.

We have had good results with both criminal cases, and the most recent misconduct meeting produced a positive result, as expectations were that the Officer had a slim chance of not being required to resign and/or dismissed. The Officer was more than relieved with the result and the WAC Deputy Secretary, Martin Bertram did an excellent job in presenting the mitigation plea.

We have a number of misconduct cases coming towards the hearings/meeting stage.

Conduct matters have been sustained and substantial, with the volume of Officers subject to criminal report being of most concern. There is clearly a lack of understanding with some of the importance and seriousness that being a Subject Officers creates. Where possible, guidance and or direction to get advice prior to any submissions (verbal or written), is in the Officers best interest.

PSD

There is a continuing good relationship with the department with planned and informal meetings and daily contact. Early intervention on matters is helpful to the membership as it can resolve and or dilute the seriousness of some matters by providing a fuller factual picture as to circumstances.

We continue to have some concerns regards the standard of investigation being carried out, in particular statement quality. Some of the main issues are:

- Limited enquiry being carried out
- Opinion evidence being submitted
- Exculpatory evidence either missing and or not pursued

In some cases the approach suggests a process to prove an allegation rather than investigate the whole circumstances. There appears to be a genuine desire to improve this, and the lack of role specific training has been highlighted to them in that regard.

Early intervention does cause concern with some Officers; this may be down to poor pre-meeting explanations, or just simply perception. There are no issues with this process as it fits with welfare checks and needs assessment, as well as potential for avoidance of continued risk.

There appears to be movement in matters that have been in play for long periods of time, although this still is more an issue with criminal matters rather than non-criminal, Data Protection Act (DPA) being the most common. There is still a need to manage Officers concerns and expectations in this area.

There are concerns regarding how Divisions carry out initial stage enquires, Officers being verbally requested to submit statements, not having full allegations to respond to,

the status of the matter whether a simple complaint, misconduct allegation and/or criminal matter and process and paperwork not being applied in the correct manner.

The basics of confirmation by e-mail for Officers is best practice, in the absence of paperwork served, this keeps both sides correct. Early intervention and support in misconduct can lead to better results, and prevent matters being assessed at a higher level than perhaps is required, if it gets assessed at a high level at the start it is difficult due to the governance that we work under, to redress this.

Divisional complaints are something that should be included in meetings with Divisional Commanders. On a Divisional level it is always worth reinforcing, witness, suspect, or accused status, initial enquiry status, and requests ideally by e-mail. This is simply to keep everyone right and would and should not be seen as defensive.

CCU

This area of business is still creating issues; we are raising matters at both local and national levels. They appear to have serious difficulties in dealing with voluntary attenders, this is substantially DPA matters, and the lack of notice to the Federation is poor and creates delay with Solicitors attending.

We have agreed a minimum quarterly meeting with management at CCU to align pre - WAC, however recent concerns are far more fluid and require live intervention in most cases. Again training of Investigating Officers (IO's) is an issue.

Legal Advice and Assistance

The system has been functioning well in its new format, and sadly has been well tested. The service that Officers receive is of a high standard in the West area. There have been some personnel changes at Levy and McRae which have had no impact on the service delivered and or support provided.

There have been some instances where Officers have engaged their own choice of Solicitors; this is not something that the scheme covers. There are also situations where Officers may have previously engaged solicitors through the old scheme, but now face new allegations. It is vital if they make contact that they are directed to contact Merrylee House before instructing solicitors, to ensure they have funding approved.

The SPF site has the day and emergency numbers as well as the contact form for legal assistance; it can be accessed under the members services tab and then the Legal Advice and Assistance Field. The form must be saved before the Officer starts to complete it.

PIRC

There has been no overall improvement in the actions of certain individuals operating in this role and there are still concerns regarding the structure of PIRC enquiries .

Any Federation Representative aware of PIRC involvement at local levels should ascertain what powers they are acting under and who is attending to speak with the Officer(s), and update the Vice Chair accordingly and where sought, provide support at the meeting. In most cases, meetings with Officers to take a statement will be simply that, it is the Officers that are assisting them and not compelled to give them any statement. There can be very genuine reasons for them to seek a more forensic statement from Officers, but their actions and powers are subject to law. If in doubt, Federation Representatives should seek guidance from the Vice Chair or the National Conduct Secretary at Woodside Place.

Training

This continues to be developed nationally to address the needs of Representatives. The Database for misconduct Representatives is in place and it is being populated, time allowing.

The forms from the previous WAC were very helpful and have identified those who are both trained and those who are interested in conduct work. As the year goes on it is hoped that we will get to a stage where practical experience can be expanded and developed.

Conduct forms submitted should, where possible, include dates of allegation, nature of allegation, and dates of contact with Officer. They should also include details of the IO.

Other Matters

The Vice Chair informed the members that anyone wishing to attend a West Area Conduct Meeting as an observer should contact him in advance as all are welcome at meetings.

ACTION

The WAC Secretary stated that he would be corresponding with the Deputy General Secretary in relation to the volume of work involved in managing Conduct cases in the West Area which currently carries 65% of all SPF conduct cases.

13 JCC – EQUALITY SUBJECT COMMITTEE

The WAC Deputy Secretary (Equality) provided an update.

The minutes from the meeting held on 19 January 2016 will be circulated via WAC Circular once approved at the next meeting on 12 April 2016.

The minutes from the West Area Equality Committee meeting held on 8 September 2015 were circulated to the WAC on 14 January 2016.

The last West Area Equality Committee Meeting was held on 5 January 2016. The draft minutes have been sent to the Committee only on 6 January 2016 and will be approved at the next meeting prior to being circulated to the WAC.

The Deputy Secretary for Equality reported that since the last West Area Committee there had been a meeting of the West Area Equality Committee and a meeting of the National Equality Committee. At the West Area Committee Meeting the Vice Chair presented her report following a survey conducted by her on behalf of the Committee to try and establish potential problems identified by Officers when advising the Service that they were pregnant. She reported to the Committee that she had received 50 responses and that the most commonly experienced problems were

- PAY
- WORKING PLANS
- SINGLE POINT OF CONTACTS
- APPRAISALS
- RISK ASSESSMENTS
- SOPS

The Deputy Secretary confirmed that at the following the meeting she would circulate the draft Maternity SOP to the full West Area Committee for consultation. She confirmed that most of the points raised within that report were items which were within the proposed SOP and encouraged members to participate in the consultation as this would be an ideal opportunity to respond to the concerns raised. The Deputy Secretary again took the opportunity to reiterate her thanks and that of the National Equality Lead, Jackie Muller, to Gemma Beattie for the work that she had undertaken over and above her core duties

The Deputy Secretary at this time also thanked the members of the WAC for their submissions in relation to the draft Maternity SOP these were forwarded to the National Lead who would feed them back. She advised the Committee that there were a number of pertinent points raised.

At the meeting of the JCC Equality Subject Committee, the Deputy Secretary advised that it had been reported that the Uniform and Standards of Dress SOP consultation had

been closed. She reported that several written submissions had been put forward, however not all areas had been agreed upon.

The Deputy Secretary reported that at the PNB (Scotland) Equality Group it was reported that the following recommendation to the full PNB had been agreed "In light of current case law the official side and staff side of PNBS have reached agreement on the carry-over of statutory annual leave into the next leave year, Officers are required to take their statutory annual leave which is 20 days before their occupational annual leave. She further reported that if an Officer is on sick leave or is on maternity, adoption or shared parental leave and is unable or unwilling to take their leave in whole or in part the outstanding statutory leave will be carried forward into the next leave year, however any outstanding occupational annual leave cannot be carried forward in these circumstances. Any of the statutory leave carried forward must be taken within 18 months of the end of the leave year in which it was accrued and it is carried forward automatically it does not have to be requested.

The Deputy Secretary reported that training for Equality had been discussed. There had been an input at the basic training courses and at the local Equality meetings there was a short input on a number of topics but it had been agreed that more in depth training was required for Representatives and not only those on the Equality Committee.

The next meeting of the JCC Equality Subject Committee would be held on 26 April 2016 whilst the WAC would be on the 5 April.

The Deputy Secretary had attended a meeting at Tulliallan for a group that had been set up to look at Wellbeing in the Workplace, this had involved a number of policing groups and partner agencies and she reported back on that. She also informed the WAC of a meeting that she had attended within 'V' Division which was a consultation with Police Officers and staff following the staff survey. She reported that a further mini survey is due to be carried out this year and that another full survey was due in 2017.

Six points have been highlighted from the Survey where it was felt that Police Scotland fell down –

- Wellbeing
- Training and Development
- Leadership
- Communication
- Engagement
- Recognition in feeling valued

The consultation is now at a close and feedback nationwide has highlighted the same issues. A paper will be submitted to the Force Executive.

Police Diploma

The Deputy Secretary (Equality) informed members that she had been contacted by the SPF National Conduct Secretary Jim Foy in regards to the application process for the Police Diploma.

Some examples of issues causing concern included resubmitted applications which had previously scored highly, now failing due to a low score. The Deputy Secretary (Equality) stated that this matter had been discussed at the Pre WAC earlier this week. She thanked Chris Thomson for the examples he had submitted and confirmed that she had contacted the East and North areas to see if they have had similar feedback. She will also contact the Police College for feedback.

There appeared to be some confusion as to who was assessing the papers however, it appears that they are selected from a Local Police Assessor Panel and a Chair is appointed for each panel which consists of three members, including a member of staff from People and Development, all of whom are suitably trained. It has also become apparent that SPF should have been invited to observe the process but no invitation had been received.

The Deputy Secretary (Equality) requested that any examples are submitted to her to allow the matter to be progressed.

The WAC Chair informed members that the Diploma has undergone a considerable change so there is the possibility that this could include a change to the standard of requirement. This however had not been communicated well.

14. JCC – HEALTH AND SAFETY SUBJECT COMMITTEE

The WAC Deputy Secretary (Health & Safety) provided an update.

The minutes from the meeting held on 19 January 2016 will be circulated via WAC Circular once approved at the next meeting on 12 April 2016.

The minutes from the West Area Health and Safety Committee meeting held on 22 July 2015 were circulated to the WAC on 11 January 2016.

The last West Area Health and Safety Committee Meeting was held on 6 January 2016. The draft minutes have been sent to the Committee only on 25 February 2016 and will be approved at the next meeting prior to being circulated to the WAC.

The Joint UK Health and Safety meeting met on Thursday 28 January 2016 which the Deputy Secretary (Health & Safety) attended.

The Joint Central Committee Health and Safety subject Committee met on Tuesday 19 January 2016, the minutes have yet to be circulated.

The West Area Health and Safety Board met on Wednesday 20 January 2016 the minutes of which have yet to circulate for approval.

The National Health and Safety Board met on Monday 01 February 2016. The WAC Deputy Secretary (Health & Safety) did not attend.

West Area meeting 06 January 2016

The West Area Health and Safety Committee met on the 6 January 2016, the minutes from this meeting have been circulated to the Committee.

An issue was raised in respect of the windows at Baird Street Police office with the ingress of water and severe damage this has caused. An inspection had been carried out and submitted to Division so that they can progress this with Estates to get the matter resolved. The Area Commander has closed the Holmes rooms within the top floor in the meantime for safety reasons.

Updates were provided in relation to the national meetings and attempts to progress matters.

Joint UK 28 January 2016

The minutes of the meeting have not yet been circulated and when they are they will be forwarded onto the Health & Safety (H&S) Committee.

Discussions surrounded SPF investigating Road traffic crashes with BMW X5 aquaplaning and exiting the road on the left causing the back of the vehicle to kick out.

Spit hoods: - Forces within England and Wales are reluctant to issue them to staff. An increase of spitting incidents had been reported in the area. The Metropolitan Police have now included spitting as a separate report on injury reports. PFEW have an App and on this they have a Health and Safety section whereby Officers can report incidents which will be forwarded onto their force as well as the PFEW.

Roadside safety:- Issues had been raised regarding the lack of training for staff attending fast roads and for locus protection on these roadways, Evidence of an incident on the A77 within Glasgow was reported where roads policing Officers had great difficulties in stopping vehicles due to resources and the potential for Officers who were dealing with the situation further down the road to be placed in danger.

Airwave:- This is work in progress and we will continue to get updates. The system is going to 4G with EE (O2 now) with Airwave being bought over by Motorola recently.

Body Armour:- University of London are doing a study into body armour and in particular in respect of female body armour. They are looking for funding from the Federations to assist in this survey. A letter will be sent to all Federations with a request to fund this project.

Discussions took place around Dr Gyi's research in Northern Ireland. The project is ongoing as well as work by state pathologist around plates and sizes. This work is in relation to what size of plate is required to give the maximum protection of the vital organs.

Fatigue – PFEW are currently running a survey since 1 February looking at issues including shifts and fatigue.

Custody – PFNI have issues with closures of custody suites and the follow on with the abstraction for the staff from the front line. This is also an issue within Scotland and the Deputy Secretary (Health & Safety) provided evidence of custody closures and lengthy travel for staff within custodies. The Deputy Secretary (Health & Safety) provided an update in respect of custody project. It is hoped that meetings will take place in all areas and staff will be encouraged to attend and try and get from the practitioners what fits the area in which they work. It is also hoped to identify custody as Rural, Remote and Urban depending on the location of the custody suite.

Shift work – The Million Well Woman report was due in December. This is being looked at by HSE who will publish a paper and a report on the effects of shift work and breast cancer.

TUC and GMB are promoting a campaign titled “dying to work” in respect of terminally ill employees. This is trying to provide legislation to protect this category of employees. Generally the experience of such Officers is positive in respect of pay etc. but they are looking for Federation Support. The Joint group are happy to endorse this.

First Aid Training – The National health and Safety Secretary has tabled this for the National health and Safety Board meeting. The Joint UK health and safety group have clear concerns around this move to e learning contrary to clear HSE guidance.

JCC Health and Safety Committee 19 January 2016

At this meeting, the matter of Airwave cover at Hospitals was raised. This would also be raised by the National Health and Safety Secretary at the National Health and Safety Board meeting on Monday 1 February 2016. Further to this, an email had been received from a West Area Representative regarding the Airwave team where the matter of Airwave lite was raised in regards to practitioners in these areas to assist. Details of Officers who attend the Royal Infirmary have been provided. This has been forwarded onto Supt. Hendren to see if staff that attends the new infirmary can also assist.

The issue with regular vehicle checks and equipment checks was raised in terms of the need to retain this information at Divisions. The National health and Safety Secretary took this to the National Health and Safety Board meeting on Monday 1 February 2016.

Winter hats – This was discussed and ACC Higgins has passed this to procurement to progress and arrange supply.

Winter clothing – It was noted that OSD through the Mountain Rescue Team had provided a report with recommendations for what additional kit should be supplied. This has been supported by the North Area command team.

Note books - It was reported that ACC Higgins had agreed the current notebooks were not fit for purpose and asked for work to be done with results to be reported back to him. All Officers are encouraged to complete the survey in respect of the notebooks.

The Health & Safety Secretary advised that he had raised outstanding concerns regarding the statutory requirements in respect of PPE (Personal Protection & Equipment) and this would be progressed by and reported through the Force UPPE (Uniform Personal Protection Equipment) Working Group.

An issue was raised in respect of CHS markings and the fact that they cannot record HIV +ve on CHS and only mark contagious with a SID log submitted covering the fact of the HIV. The Deputy Secretary (Health & Safety) was given this task as it came from the West area. People living with HIV are protected under the Equality Act 2010 as HIV is defined as a disability from the point of diagnosis for the purposes of legal protection from discrimination, which means it is a legal requirement to treat people living with HIV fairly and with dignity and respect, further to this in custody people living with HIV should not be segregated or singled out.

West Area Health and Safety Board 20 January 2016

Vehicle check list - It was agreed that this action sits in two parts; a checklist of vehicle equipment and a check of a vehicle's roadworthiness. There was consensus among members that greater scrutiny around ensuring that the checks of a vehicle's roadworthiness are completed appropriately, however there was differing opinions about how this greater scrutiny should be enforced. The Deputy Secretary (Health & Safety) stated that he will ensure that this issue is raised at the National Board with an emphasis on Officers ensuring that both tyre pressure and tread depth are measured regularly.

Stats – No other notifiable spike other than an increase in spitting incidents in West and reportedly in 'L' and 'G' Division

National Health and Safety Board meeting 1 February 2016.

The minutes are in draft format and will be forwarded once approved.

Water safety equipment- A report on provision of the equipment will be forwarded to the Finance and Investment Board. The National health and Safety Lead requested that a detailed Risk assessment be carried out on the use of the equipment, which was taken on board by the Force Health and Safety team.

Fire Management strategy – Out sourcing is being carried out by the force to complete the first risk assessments on all Police buildings. The Board approved the Fire Safety Policy statement and roll out of the Fire Safety Manual across Police Scotland.

DeFibs- A report was submitted with three options in relation to having these within all custody areas. It was agreed that this would enhance 'Keeping people safe' and would benefit both staff and members of the public however, it is a discretionary spend which there is no finances to invest. This matter is ongoing.

A member enquired about the "near miss" definition contained in the report and asked if it was possible to have another category to cover no injury assaults as a result of a near miss as SCOPE does not currently permit this. Stephen Merchant, Health and Safety Manager agreed to look into this and took an action to progress and report back

First aid Training – The National Health and safety Secretary discussed the Health and Safety Executive paper circulated in advance of the meeting and suggested that the current first aid kit provision is inadequate and asked how confident the Force were about the new Moodle training package given this sits out-with current Health and Safety Executive guidance on the subject.

Following discussions, the Deputy Chief Constable (Designate) instructed training needs analysis be undertaken in respect of first aid training provision by Training Leadership and Development. SPF, SPA and UNISON requested involvement in this exercise. The outcome should be reported to the Health and Safety Board.

From the document circulated to members from the Federation National Health and Safety Secretary, it was highlighted that the Federation has concern that checks of police vehicles are not being carried out using the agreed kit list. Stewart Taylor, Fleet Manager advised this subject lies with the Vehicle User Group and stated that this could be progressed through the group.

The National Health and safety Secretary, again from the document circulated by the Federation, highlighted the problems his members are experiencing with Airwave coverage within hospitals and asked if there is a fix that can be implemented. The Deputy Chief Constable asked for this to be raised with 5C to see what further work can be done to assess.

The National Health and Safety Secretary highlighted that from the information provided from the Federation there were concerns around the response vehicles

attendance on fast roads incidents and that for some time there has been a lack of training for Officers regarding "locus protection/kits".

A general discussion followed and it was agreed that the Force will decide the basic minimum requirement for a locus protection kit for each vehicle and the training issue will also be addressed.

After a general discussion, Road Policing are going to assess what further training inputs could be provided.

The Fleet Manager notified members of the defective offside door latches that have been discovered on the new Peugeot 308 cars and that the manufacture is considering a "safety recall" if required. Meantime, safety checks have been carried out by Vehicle Fleet staff in December and one or two vehicles in the East have been found to be defective.

Other issues raised:-

Health and Safety Executive have inspected five premises in the West, Maryhill, Jackton, London Road, Paisley and Dumbarton. The HSE are meeting with Managers from the Health and Safety advisors today and there is no update as yet. They found issues in respect of Asbestos and the management of same. The force has been served with an improvement notice.

It was reported that a custody was able to kick open an escape hatch in a van in 'G' division. Discussion followed with the Fleet Manager who was aware of this and has fitted stronger security to this vehicle. These vehicles are being slowly replaced with better vehicles.

There had been an Incident on the M77 in the early hours of the morning during adverse weather conditions whereby Officers were dealing with a person threatening suicide from an overbridge. Only two RPG vehicles were available and they closed off the carriageway whilst 'G' divisional staff dealt with the incident.

Unfortunately the person jumped and Officers were on the roadway dealing with the matter seeking an ambulance. At this time some vehicles attempted to get through the road block by driving on the hard shoulder causing RPG staff to place themselves in dangerous situations to stop this action as if they didn't the vehicle would have driven upon the staff at the overbridge. Due to the injuries of the victim, one of the RPG vehicles stood down from the locus so as to provide emergency assistance with the ambulance to take the victim to the hospital.

The re-inspection of Divisional Headquarters has been completed and the reports have been submitted to the Divisional Commanders.

One member raised the matter of new Police vehicles. It was thought that the vehicles purchased would be either Vauxhall Astra or Ford Focus however there appear to be several Peugeots purchased which have not been fitted with an internal boot carriage system as initially hoped. There are concerns that the boot of the vehicle will not be large enough to accommodate the necessary items normally carried in police vehicles. The Deputy Secretary (Health & Safety) will request Peter Jones, National Health & Safety Secretary to take the matter forward and report back

Action - National Health & Safety Secretary to progress matter of the carriage system within the Peugeot vehicles.

15. MOTIONS

There were no motions.

16. CORRESPONDENCE

There were 3 items of correspondence which the Secretary read to the Members;

- Letter of resignation from Sergeant Jacquie Stuart dated 19.12.15
- Letter of thanks from Sergeant Cammy Lowe to Fiona Morris (received 16.2.16)
- Letter of resignation from Constable Dennis Cairns (E mail dated 29.2.16)

17. 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:-

Local Negotiating Consultative Committee (LNCC)

The WAC Secretary advised that there have been no meetings since the last WAC Meeting. The date of the next meeting is awaited.

5C Local Negotiating Consultative Committee (5CLNCC)

The last meeting of 5C LNCC was held on 5 February 2016 and was chaired by ACC Val Thomson.

An update was provided in relation to the previous action log where the SPF had requested sight of the EIA and job descriptions into the Job Evaluation project as some Divisional Champions will be of Federated Ranks.

HR reported that there would be No freeze on Police Staff Recruitment but vacancies would be assessed on business need and it being a critical role. Temporary roles for the ACR's would still be filled.

Chief Superintendent Spiers of C3 Division presented a report into the North Area consultations for the Area Control Rooms. He reported that the Resource Planning for this area was now based in Dundee and that there would be an uplift on service centre staff numbers in both the East and West Areas. He commented on the hard work being undertaken by all staff in C3 Division.

There was a resource review under way already in the East Area Control room at Bilston Glen where Police Officers had been identified to return to control room duties.

ACC Thomson commented that the concerns that were part of the "Shaping the Future" programme were settling down and offered that the SPF visit those affected areas and discuss the changes or improvements with the staff concerned.

Chief Superintendent McNulty from Criminal Justice Division reported on the change programme ongoing with COPFS where there will be one regional PF in the 6 Sheriffdoms.

There will be two central case processing units for Scotland based in Paisley and Stirling, where hopefully this will resolve local issues and will include witness scheduling.

A report from 11 January 2016 identified that there had been over one thousand warnings given under the Police Warning Scheme. This resulted in over 1000 less Standard Police Reports being processed by COPFS.

Abbreviated reports have also been increased to reduce report writing for Officers and a consideration was being made to allow enhanced reports to go straight to COPFS.

COPFS will also have availability for seven day case marking which will allow for an earlier consideration to release prisoners on report or undertaking. There will also be an impact that reports cannot be delayed over a weekend for example.

A report was presented in relation to the current changes within Custody Division's estate, in particular issues at Stewart Street and Saltcoats P O's. Custody Division still carried a volume of staff vacancies and in the near future Custody and Criminal Justice will merge into one Division.

There was discussion regarding the forthcoming changes reporting custody cases.

The Deputy Secretary (Equality) informed the meeting that the Procurator Fiscal's will work weekends from 1 April 2016.

The Local Policing Commanders (LPC) meeting discussed the possible impact that this will have on Officers having to complete reports within a shorter time frame. Policing events such as football may all impact on court costs in future.

One member stated that this is in fact voluntary by The Procurator Fiscal Service and not a requirement as such and as far as aware, the Unions have not been approached as to the Administration Staff working.

Local Policing Commanders Meeting (LPC)

This meeting was chaired by Temporary ACC Williams at Kilmarnock Police Office on 15 December 2015. The Chair informed the new Representatives that all Divisional Commanders attend this meeting and it is chaired by the Assistant Chief Constable. An invitation is extended to the West Area.

Matters discussed were in relation to Operation Deep Clean (productions) which would be complete by 31 December 2015. Criminal Justice Division would also create a Criminal Justice Board where they could identify demand profiles and increased areas of business in territorial Divisions.

They would prepare a report on the recording of Police Warnings Scheme and a report would be presented at the January 2016 meeting of the LPC.

A Hate Crime Day of Action had also been scheduled to take place on 17 December 2015.

Licensing and Violence Reduction Division's next CAV day was 18 December where over 300 Police Officers were to be deployed across Scotland. There were 50 Domestic Abuse packages being handled in the West Area. They were also engaging in a Domestic Abuse Campaign for 13 days during the festive period.

A report was presented that will allow the Air Weapon Surrender policy to take place between 8- 28 February and that the INNKEEPER licensing system would go live on 23 February 2016.

The Analysis and Performance would be developing a share point page.

A discussion also took place due to the Police Budget Shortfall and a report would be presented to the SPA on 16 December 2015.

All other matters were of a routine nature and the open format of the meeting was concluded by Temporary ACC Williams.

Local Policing Commanders Meetings were held on 12 January and 9 February 2016

Both of these meetings were held at Dalarnock and chaired by Temporary ACC Williams.

Ill Health Retirement – There will be no more panels for ill health retirals before the end of the financial year, there have been 103 for this year with 39 of them being from within the West area, there are currently 67 still in the process.

Absence Management – The service average is sitting at 4.2% with the West area sitting at under 5%. It has been reported that the new Chief will be focussing on welfare issues such as absence management; there is also an appetite to look to utilising the Performance Regulations.

Resource Management Units – At the January meeting the matter of Resource Management Units was discussed most Commanders did not believe this to be a positive move forward as it would take away resourcing from local areas. This however has been put on hold due to the recruitment of police staff for business critical posts only at present.

It was reported at February's meeting that the replacement of desktop computers within 'G', 'Q' and 'K' divisions was complete but was not yet available for 'U' and 'L', no mention was made of 'V'. It was also reported that a pilot scheme has been implemented in 'C' Division in an attempt to sharpen up the e-mail facilities.

PSD – Reported on a crossover between the 2013 and 2014 Conduct Regulations and are seeking to have them amended accordingly. She also reported on conflict between these Regulations and the Lord Advocate's guidelines in the use of discretion.

Complaint from Police Officer

The Chair informed the Members that correspondence had been received from a Chief Inspector with regards to federation correspondence not being circulated to Officers of this rank. The Chair asked all Representatives to remember that Chief Inspectors are a Federated rank and to ensure that correspondence/information is circulated accordingly.

The WAC Secretary highlighted the need for the careful use of language when representing the Federation. A recent incident had been brought to the attention of the WAC Office Bearers which could have potentially resulted in a formal complaint being made. On this occasion no complaint was made as the Officer concerned wished to raise the matter only for information. Members were advised to bear in mind that any formal complaint raised has to be investigated.

18. CLOSE OF MEETING

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

**ANDREA MACDONALD
CHAIR**

**MALCOLM MACDONALD
SECRETARY**



SCOTTISH POLICE FEDERATION Constables' West Area Committee

Ref: IF/LW

Minutes of the Constables' West Area Committee Meeting held at the Glynhill Hotel on 3 March 2016 at 10 am.

1 ROLL CALL

Apologies were received from Gary Gray, Lorna Hogarth, Scott Wilson and Lee Hamilton.

2. OPENING OF MEETING

The Chair opened the meeting and welcomed all present. He made a special welcome to the newly elected Federation Representatives. The Chair informed all in attendance that items for the agenda should be submitted in advance of the meeting.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting had been circulated and were approved as a true record of the meeting.

4. COMMITTEE VACANCIES

4.1 Conduct Committee

Joe Irvine was elected as a member on the Conduct Committee and Gemma Mazur was elected as a reserve on the Conduct Committee.

4.2 JCC

Chris Thompson was elected as a reserve on the JCC.

5. **MATTERS ARISING**

5.1 Pay and Allowances

The WAC Secretary reported that there were no rank specific issues and that a full report would be provided at the WAC Meeting. He further informed the members that Scottish Standing Committee will be on hold till after the Scottish elections.

5.2 Shifts

The WAC Secretary reported that there was an ongoing consultation for the concern hub in greater Glasgow. At the request of the Chair, the WAC Secretary explained the processes which should be allowed for a new shift pattern before it can be introduced and highlighted that all shift patterns must have the agreement of the Federation.

5.3 Committee Reports

(a) Health & Safety

There was a question in relation to Hi-Viz waterproof trousers for Officers in rural areas working on unlit rural roads. The WAC Secretary stated that this is an ongoing issue and near miss forms should be submitted. The trousers should be available to Officers if required.

There was a question regarding equipment in cars especially torches. The members were informed that a response would be made at the full WAC Meeting.

(b) Equality

There have been complaints regarding the Diploma process in relation to consistency of examples provided, poor or no feedback and the Appeals process not being clear. Many Officers were not aware that they only have seven days to reply. It was agreed that the application process needs to be looked at.

Several examples were discussed and the WAC Deputy Secretary (Equality) requested that any examples should be forwarded for her attention at Merrylee House.

(c) Operational Duties

The WAC Secretary reported that there were no rank specific issues and a full report would be provided at the WAC Meeting.

(d) Conduct

The WAC Secretary reported that there were no rank specific issues.

A WAC circular (9/2016) has been sent to Federation Representative's in relation to working practices and powers of PIRC.

The WAC vice Chair provided advice posters and leaflets for distribution.

5.4 J.C.C Report

The WAC Secretary informed members that he was Secretary of the Constables' Central Committee and that there had been a lack of rank specific items on the agenda at recent meetings. He requested that any rank specific issues should be submitted to him for inclusion on the agenda.

6. **CORRESPONDENCE**

A letter of resignation had been received from Constable Dennis Cairns. The Chair passed on his thanks to Dennis.

7. **MOTIONS**

There were no motions.

8. **COMPETENT BUSINESS**

There were no items of Competent Business.

9. **CLOSE OF MEETING**

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

Joe Irvine
Chair

Ian Florence
Deputy Secretary



SCOTTISH POLICE FEDERATION Sergeants' West Area Committee

Ref: JM/LW

Minutes of the Sergeant's West Area Committee Meeting held at the Glynhill Hotel, on 3 March 2016 at 10 am.

1. ROLL CALL

Apologies were received from Andy Hastie

2. OPENING OF MEETING

The Chair opened the meeting and welcomed all present.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting had been circulated and were approved.

4. MATTERS ARISING

4.1 Committee Vacancies

Due to vacancies arising, elections were held and the following members were elected:

Conduct Committee

Paul Connelly – Member
Amar Shakoor - 1st Reserve
Alan Heron - 2nd Reserve

Equality Committee

Andy Smith - Member.

Benevolent Fund

Andy Fairie - Member

Lynne Gray - 1st Reserve

Operational Duties Committee

Amar Shakoor - 1st Reserve

Alistair MacKinnon - 2nd Reserve

Tommy Crombie - 3rd Reserve

Sergeant's Committee Vice Chair - Position still to be confirmed as vacant.

4.2 Custody

Discussion took place with regards to the continual back-filling of custody posts. Present Custody Division vacancies have not been filled, however work is presently ongoing in order to endeavour to reduce front line Officers variations to custody duties.

Work is also ongoing in relation to Rural, Remote and urban custody structuring.

Lack of cell capacity in holding stations was also highlighted with examples given of prisoner transfers which involved distance intensive transfers from East to West Commands.

Lack of suitable observation cells was also highlighted and again the problems experienced operationally as a result. Examples of all too frequent open door observations were discussed and obvious Officer Safety concerns raised.

Duty Officer/Custody Officer training was discussed with the overwhelming consensus of the members gathered, who had varying experiences of the custody role, being that present training was not "fit for purpose". Work is required urgently to redress this issue with a more suitable training programme which will take account of the "realities" of day to day working in such a demanding role and the impending Criminal Justice legislation, which places further pressures on the decision making process for Duty Officers.

Proposals for Procurators Fiscal adopting a seven day working week was welcomed by the members gathered. This would hopefully reduce the number of persons held in custody over weekends, however this in turn would also mean Officers being involved in preparing police custody reports on Fridays and Saturdays, the busiest operational days

of the week and subsequently reduce the amount of available operational resources for deployment.

Further discussion took place with regards to the new Criminal Justice Bill which places further emphasis on Duty Officers making custody decisions without any proper direction from Force Executive.

It was requested by the members present that the Force should be doing more to provide directions that would allow Duty Officers to make the most appropriate custody decisions.

4.3 Variations

The meeting was advised of ongoing work into shift variations and an outcome is expected soon, however examples were provided of the continuing issue of single Officer variations. The safety of Officers allocated such variations was re-iterated particularly during the present heightened security status within the United Kingdom.

Work is also ongoing into a review of the current policing model.

4.4 Probationers EVR

The existing probationer Evidence Valuation Report continues to cause confusion and further guidance is needed in order that these forms can be completed accurately.

Work is also ongoing with regards to Probationer pre-learning packages which will hopefully result in more time spent on operational roles for Probationary Officers. A return to Divisional training was also a consideration.

The proposal that all Probationary Officers are guaranteed a minimum of 480 hours operationally with a Tutor Constable was greeted with much derision by the members. This proposal was thought highly unlikely to be achievable in the "Real World" of operational policing where lack of frontline resources and ever increasing abstracted duties are now the "norm".

5. **CORRESPONDENCE**

On a lighter moment an e-mail message was read out with regards to the daily struggles endured in the Operational Sergeant's role, which created a great deal of mirth and overwhelming agreement within the room.

6. **AOCB**

The issue on Sergeants making WTR claims was raised and the importance of ensuring all Sergeants are aware that such claims should be made was stressed. With a review of the Sergeant role taking place, it was considered particularly important that all additional hours worked, which have grown to be expected unfortunately, are recorded

which will in turn provide an accurate evaluation of the excess hours/workload Operational Sergeants endure daily.

Discussion thereafter took place with regards to the negative opinion Senior Managers may have of supervisors who submit such frequent claims and that it may be considered poor time management rather than the actual reality of under resourced/regularly abstracted shifts.

It was suggested that a notebook entry detailing excess hours worked would be a good working practice for all Sergeants to consider.

The underlying principle around this issue is that the Force has a legal responsibility to record and monitor the hours its employees work and to take appropriate action if this infringes on the welfare and safety of those employees without delay. The use of WTR claims cannot be understated and should be utilised more often than at present.

Discussion took place around the "Erosion of the Sergeants Role". Factors highlighted included the lack of trust by Senior Managers in Sergeants' ability to make decisions.

The establishment of Resource Hubs taking away the ability of local supervisors to make decisions on the deployment of their own Officers as they see fit for the differing communities they serve.

The general consensus of the members gathered was that the establishment of resource hubs with little or no knowledge of the diverse communities policed, was a "disaster waiting to happen" in times where the public are continually calling for the return to "Real Community Policing" values.

7. DATE OF NEXT MEETING

The next meeting will be held on 2 June 2016.

8. CLOSE OF MEETING

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

Andy Smith
Chair

John Munn
Deputy Secretary



SCOTTISH POLICE FEDERATION Inspectors' West Area Committee

Ref: JC/LW

Minutes of the Inspectors' West Area Committee Meeting held at the Glynhill Hotel on 3 March 2016 at 10 am.

1 ROLL CALL

Apologies were received from Graham Gosling, Jenny Shanks and David Bruce. All other representatives were present.

2 OPENING OF MEETING

The Chair opened the meeting and welcomed the divisional representatives to the meeting. He especially welcomed Inspectors' Emma Louise Smith 'G' and Phil McGuire 'Q' on their first meeting.

3 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting had been circulated and were accepted as a true record of that meeting.

4 MATTERS ARISING

4.1 Committees

The Chair informed the meeting that he had sought advice from the full time officials and had decided that in the interests of efficiency the following persons would undertake roles within the various committees to cover for long term absence.

Conduct Committee

Garry Kirkwood - Full Member
Jim Bradley - Reserve

Equality

Emma Louise Smith - Reserve

David Bruce - Reserve

Health and Safety

Phil McGuire - Full Member

Operational Duties

Jim Bradley- Full Member

JCC

Phil McGuire - Reserve

Emma Louise Smith - Reserve

4.2 Working Time regulations

The WAC Chair informed the meeting that this work was continuing and that this item would be a regular feature on the agenda moving forward.

She also stated that there was still some work to be done around getting people to log the hours they actually work in working Time regulations on SCOPE, and highlighted that this was especially problematic in the CID where Detective Inspector's in particular were being required to work excessively long shifts without the required compensation.

4.3 Inspectors Survey

The WAC Chair informed the meeting that the results of the survey have still not been made public; however they were imminent and expected before Easter. She expected that the narrative in the survey would be as equally important as the quantitative information and would go to show that in many areas working conditions were deteriorating and that members were being asked to work excessive hours and in unsafe conditions. She was confident that the results of this survey would mirror that of the recent work being done by the Superintendents association and that both bodies would be working closely together in the future.

5 **CORRESPONDENCE**

No correspondence had been received.

6 **MOTIONS**

There were no motions.

7 **AOCB**

There were no items of competent business.

8 **DATE OF NEXT MEETING**

The next meeting will be held on 2 June 2016.

9 **CLOSURE OF MEETING**

The meeting closed at 1100 hrs.

Joe Thomson
Chair

Joe Conway
Secretary