



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Minutes

Ref: CS/DJK/LS

Minutes of the Joint Central Committee meeting held at the Hilton Grosvenor, Glasgow on Tuesday 19th and Wednesday 20th August 2014.

### 1. ATTENDANCE AND OPENING

#### **SPF Office Bearers:**

Calum Steele	- General Secretary
Robert Milligan	- Deputy General Secretary
Brian Docherty	- Chairman
Graeme Ednie	- Vice Chairman

#### **North Area Committee:**

Neil MacDonald  
Steven Thomson  
David Hamilton  
Graham Sloan  
Neil Cameron  
Paul Hogan

#### **East Area Committee:**

Stewart Ross  
Amanda Givan  
Nigel Bathgate  
Gordon Dixon  
Raymond Dutton  
Heather MacDonald

#### **West Area Committee:**

Malcolm MacDonald  
Jim Foy  
Andy Hastie  
Andrew Smith  
Charlie Sweeney  
Andrea MacDonald

## **Subject Secretaries**

David Kennedy	Conduct Secretary
Peter Jones	Health & Safety Secretary

## **Observers**

John Ferguson	North Area Committee
Martin Bertram (Day 2 only)	West Area Committee

## **Also in attendance**

Lesley Stevenson	Business Administrator
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Apologies were received from David Blacklock who was replaced by Charlie Sweeney, Philip Maguire who was replaced by Andy Hastie and Jackie Muller, Equality Secretary.

The Chairman opened the meeting, thanked everyone for their attendance and invited all to take a full part in the meeting. He also welcomed Graeme Ednie to his first meeting since his election as SPF Vice Chairman and Neil MacDonald and Steven Thomson to their first meeting as JCC Representatives.

He asked that whenever someone left or joined the meeting it be recorded in the Minute.

The Separate Central Committees met between 10 and 11am.

## **2 MINUTE OF PREVIOUS MEETING**

The Minute of the last meeting were accepted as a true record.

## **3 LEGAL ADVICE AND ASSISTANCE**

The Committee was informed that since the last JCC meeting there had been 17 new cases; 5 conduct cases (25/14, 35/14, 36/14, 37/14 & 38/14), 5 RTA cases (29/14, 33/14, 39/14, 40/14 & 41/14), 1 discrimination case (23/14), 1 CRTP case (32/14), 2 injury cases (24/14 & 34/14), 1 medical appeal (31/14), 1 pensionable service case (30/14) and 1 DVLA (28/14) case. A further three files were rejected.

The Deputy General Secretary informed the Committee that Peter Watson had left Levy & McRae and had started his own company.

## **4 PNB**

The General Secretary said the last and final meeting of the PNB (as a Pan UK Body) had been held in London on 22/23 July. He said the PNB SSC would continue as an interim arrangement until the Criminal Justice Bill became law at which time the

PNB would exist in its own right for Scotland only. He said the PNB SSC had met on 15 July in Edinburgh where the main matters discussed included maternity pay and leave, pensions and mileage payments relative to transfer.

The new President of ASPS, Niven Rennie had been elected PNB SSC Staff Side Chairman.

The General Secretary reported that he had written to the Cabinet Secretary for Justice and the Scottish Police Authority in relation to the Equality Working Group and maternity related issues.

The General Secretary had also been in discussions with Police Scotland on allowances and expenses particularly in relation to transfers and relocations and mileage expenses. There remained an outstanding issue over 'volunteers'.

He said he had recently issued PNB Circulars 14 to 18/2014 which had included details of a 1% pay rise.

On pensions, the General Secretary advised it was looking increasingly likely that the legislation would struggle to be on the statute book for the 1st April 2015. The delays to date were demonstrated by a series of cancelled meetings and as such there were no firm developments to report on pension issues. Final details on the creation of a Pensions Board had to be worked out and data was being moved from the legacy force pension authorities to the SPPA.

The General Secretary reported that speculation over changes to commutation were just that. He reported that changes had occurred to commutation factors in England & Wales but no details were yet known for Scotland.

Given the proximity of the referendum, the committee agreed the General Secretary should secure some independent economic analysis.

## **5 SCOTTISH POLICE CONSULTATIVE COMMITTEE**

The last meeting was held on 16 July in Edinburgh where Conduct Regulations, PAT, Pathways to Policing and Working Time for inspectors were discussed. Minutes would be circulated once available.

## **6 JOINT NATIONAL CONSULTATIVE COMMITTEE (JNCC)**

The Committee was informed that the last meeting was held on 10 July in Randolphfield. Amongst the items discussed were, resilience; travel; parliamentary liaison; terms and conditions; policy and procedure; equality; on-call; ill-health retirement policy; rehab/restrictive duties; occupational health and employee assistance programme; force intranet and pnn network. Minutes will be circulated when available.

## **7 LOCAL NATIONAL CONSULTATIVE COMMITTEES (LNCCs)**

### **North**

Graham Sloan told the Committee that the North Area Committee met on 3 July in Inverness and was chaired by ACC Campbell Thomson. TOIL was discussed and it was noted that there was a large outstanding liability of hours and banked rest days in D Division alone. The Chairman told the Committee that he had previously asked for information relative to this issue in order that he could raise it at the JNCC meetings. This was noted. The General Secretary said that a meeting with John Gillies, Director of Human Resources would be held in the near future regarding this matter. He said he was aware that the PSoS had a draft scheme to manage TOIL and it would be discussed with a view to implementation by 1<sup>st</sup> January 2015.

### **East**

The next meeting of the East Area Committee LNCC would be held on 25 September. A meeting was held on 19 June at which ACC McCormack, ASPS and Serious Crime Directorate attended. Issues regarding escort duty, acting duties and travel issues were discussed.

### **West**

The Committee was informed that the next meeting of the West Area Committee LNCC would be held on 27 August.

## **8 FINANCE STANDING COMMITTEE (FSC)**

The last meeting of this Committee was held on 30 July 2014 and the Minute had been circulated. The SPF Voluntary Fund Accounts and Grant Account were circulated at the meeting and were approved by the JCC.

The Committee discussed the recommendation from the FSC to carry out a refurbishment of the premises at Woodside Place. After discussion the Committee agreed to the FSC proposal.

The Committee discussed expenses and it was noted the current procedure in place for reclaiming expenses was occasionally not being complied with, with insufficient details being provided to evidence the business need. The Committee agreed that in the event of non-compliance, credit facilities should be withdrawn.

The General Secretary told the Committee that he had made initial approaches to Hays and Mercers Consultants in respect of their undertaking work on job evaluation and remuneration. He would provide an update on this matter at the next meeting.

## **9 LEGISLATION AND REGULATION STANDING COMMITTEE**

The Committee was informed that the last meeting of this Committee was held on 30 July 2014 and the Minute had been circulated.

The Committee discussed the Air Weapons and Licensing (Scotland) Bill and agreed that the SPF should have the flexibility to modify previously adopted positions in light of the limitations of the consultation.

## **10 OPERATIONAL DUTIES STANDING COMMITTEE**

The last meeting of the Operational Duties Standing Committee was held on 30 July and the Minute had been circulated. The Committee discussed various aspects of the NATO Conference in Wales. The operational plans for this event were still being developed.

The Committee also discussed the national promotion process. David Hamilton and Nigel Bathgate had met with the national promotion process lead who was keen to establish a monitoring group with SPF involvement. The Committee discussed how this would best be done.

## **11 CONDUCT SUBJECT COMMITTEE**

The last meeting of the Conduct Subject Committee was held on 29 July and the Minute had been circulated. The Committee discussed a 'pre-interview statement which would replace the proposed 'caution'. A meeting had been arranged to discuss 'warnings' and how they might impact on officers' careers. Further dates are to be arranged for conduct and performance regulations training.

## **12 EQUALITY SUBJECT COMMITTEE**

The last meeting of the Equality Subject Committee was held on 29 July and the Minute had been circulated. The Committee had discussed the following proposal from the Equality Subject Committee:

*The Equality Subject Committee (ESC) asks the Joint Central Committee (JCC) to:*

- *Agree the need to ensure the profile of the Scottish Police Federation (SPF) is more reflective of the wider membership*
- *Commit to redressing the balance;*
- *Support the use of Positive Action to do this; and*
- *Agree that funding should be made available to support the aims of the undertaking.*

## **Background**

*During 2013 the SPF carried out a monitoring exercise to establish the profile of its representatives, the results of which have been presented by the Equality Secretary to the JCC & ESC.*

*The ESC has, through a small working group, considered the data and taken the view that, when compared to similar data published by Police Scotland, that the organisation is not wholly representative of our membership.*

*Section 158 of the Equality Act 2010 permits service providers such as the SPF to take steps to encourage members from groups with different needs, or with a past track record of disadvantage or low participation to seek election to and participate generally in the activities of the SPF.*

*The work undertaken has identified that there is a disproportionately low participation in the activities of the SPF by people who share a protected characteristic. "Disproportionately low" is defined as "low compared with the level of participation that could reasonably be expected".*

*There are number tests which must be taken to show that positive action is needed, the main one being benchmarking which the SPF has already undertaken through the monitoring exercise undertaken in 2013 to identify the profile of representatives and by comparing it with that of the membership using data produced by Police Scotland (This data was previously presented to JCC)*

*Positive Action is a voluntary action but if supported by the JCC could help to ensure that the SPF is more representative of its membership.*

## **Proposal**

*The ESC believes that the following actions would provide a proportionate way to undertake positive action in the months leading up to the quadrennial elections:*

- SPF representatives attend showcase events in across the whole of Police Scotland (including conferences, oath ceremonies, long service award ceremonies etc.)*
- SPF representatives to liaise with other interest groups that includes those who have a protected characteristic (SWDF, GPA, SEMPER etc.);*
- The use of SPF marketing materials;*
- The use of positive action terminology when giving notice of elections;*
- A consistent professionally produced 'brand' that is used across all media platforms (banners, website, social media etc.);*
- Use of an Equality tag line and attach to all internal communications;*
- Ensuring that appropriate facilities are available to those with protected characteristics are available whilst attending SPF meetings;*
- To monitor the results of such action over the coming quadrennial election periods and make any necessary and appropriate changes to the manner in which positive action is delivered.*

## **Cost**

*As the SPF already has banners and marketing materials used at other events and representatives currently attend events such as those mentioned in the proposal, it is likely that any cost to implement positive action will be minimal*

## **Benefits**

*The ESC hopes that using positive action in the months leading up to the quadrennial elections will encourage not only a more representative SPF in respect of those with protected characteristics but also, by default, be a positive and useful way to promote the work of the SPF and its elected representatives and increase the number of nominations of officers who are younger in age and/or service.*

The recommendation was discussed in full and it was agreed that information highlighting the SPF should be sent out to all interested parties not just to specific areas.

Nigel Bathgate told the Committee that the Gender Equality and Worklife Balance group would be ending in the near future and that the Flexible Working SOP should be published imminently. A meeting would be held on 9 September.

The General Secretary told the Committee that a proposal to establish an Equality Sub-Group had been rejected at PNB but that it had since been suggested that such a group be established in Force.

The Committee discussed overtime and bonuses when calculating annual leave and it was noted that the General Secretary had written to the Equality Secretary asking for an examination of this to take place. He had also responded to a letter from the STUC on the same subject.

## **13 HEALTH AND SAFETY SUBJECT COMMITTEE (H&S)**

The last meeting of the Health & Safety Subject Committee was held on 29 July and the Minute had been circulated. The Committee discussed the recording of working time during the Commonwealth Games and the H&S Secretary urged members to record it on Scope. They also discussed the equipment carried in police cars and it was noted that a formal position was hoped for in the near future.

## **14 POLICE RELATED CHARITIES**

### **Police Treatment Centre (PTC) and the St George's Trust**

It was noted that Gordon Dixon had been appointed Chair of the Board of Trustees. A Strategy Day would be held in September. Stewart Ross explained that England and Wales's members were looking at broadening the base of the membership of the PTCs to include PCSOs. The JCC expressed opposition to this. Malcolm MacDonald raised the question of why two of the three trustees of the PTC are full time office

bearers from the East Area. He said this raised resilience issues.

The Chairman asked for information about the collection tins in police offices and Stewart said he would report back on this matter.

### **Scottish Police Benevolent Fund**

Amanda Givan told the Committee that the SPBF AGM would be held that night and that DCC Neil Richardson would attend. The Fund would be discussing investment decisions, annual grants and future activity.

### **Scottish Police Bravery/Lewis Fulton**

The Committee discussed a paper that had been prepared which would be fully explored at the next meeting.

### **Police Dependents' Trust**

The Chairman reported that the Charity Commission had visited the Trust recently and gave it a clean bill of health.

### **National Police Memorial Day**

The National Police Memorial Day will be held in Belfast on 27/28 September. It was noted that the event will be held in the Edinburgh International Conference Centre in 2015.

## **15 JCC CIRCULARS ISSUED SINCE LAST MEETING**

A paper was circulated and was noted.

The Committee discussed JCC Circulars 32-35 which had only been issued the previous day.

The General Secretary said the Trustees had been discussing options for improving the SPF's tax position for the benefit of the membership.

Graham Sloan said he had been contacted by a member relative to Force Memo 173 issued on 17 July regarding an extra day's leave for support staff during the Commonwealth Games and asked what the position was regarding compensation for police officers. The General Secretary said compensation was as provided by regulations and also that an extra day of leave for any rank would be unlawful as it is not in the gift of either the Scottish Ministers, Scottish Police Authority or the Chief Constable to grant same.

## **16 COMMONWEALTH GAMES**

The Deputy General Secretary said the Commonwealth Games had been a public success but in terms of police planning and deployment they had presented enormous difficulties. The Committee discussed a range of problems and how outstanding overtime claim issues were being resolved. Re-rostered days in particular were an issue and the changes in SCOPE and consequent overtime payment delays. The matters raised would be included in the de-brief.

## **17 ELECTION OF SUBJECT SECRETARIES**

Nominations had been received as follows;

David Kennedy	-	Conduct Secretary
Jackie Muller	-	Equality Secretary
Peter Jones	-	Health & Safety Secretary

All three were unopposed and thereafter duly elected into the positions.

## **18 MOTION**

The following motion was passed to the JCC from the West Area Committee:

“That the West Area Committee asks Joint Central Committee to seek agreement with PNB Scotland to appropriately compensate officers for all of the months worked in calculating the amount of Annual Leave hours (in respect of public holiday entitlement) allocated to those who, for whatever reason, will not complete the full qualifying period in 2014/15.”

This motion was defeated.

## **19 CORRESPONDENCE**

The General Secretary told the Committee that out with correspondence of a routine nature; he had received;

- an invitation to the International Association Women Police Annual Training Conference in Cardiff in August 2015;
- a letter from PSoS confirming that financial arrangements were in place for area committee meetings;
- a letter from the Scottish Law Commission relative to the 9<sup>th</sup> Programme on Law reform;
- a letter from the Force relative to Campaign Against Violence days and part-time workers;
- a letter regarding the migration to a single scope system and the management of TOIL;
- a letter from the Chief Constable relative to unacceptable risks for officers travelling during CWG;

- an invitation to the New Zealand Police Association 79<sup>th</sup> Annual Conference in October 2014;
- an invitation to the Prison Officers' Association (POA) Annual Conference on 29/30 October in Peebles;
- an invitation from APEX Scotland to their Annual Lecture on 2 September 2014;
- a thank-you letter from Steve Williams for retirement gift and a letter from the PFEW for the Chairman to attend the PFEW Bravery Awards.

It was noted that the invitation to the New Zealand Annual Conference would be declined and that Amanda Givan and Graham Sloan would attend the POA Annual Conference.

## **20     COMPETENT BUSINESS**

There were no items.

## **21     CLOSURE**

The Chairman closed the meeting and wished everyone a safe journey home.

A vote of thanks was given to the Chairman.

**BRIAN DOCHERTY**  
Chairman

**CALUM STEELE**  
General Secretary

## CONSTABLES' CENTRAL COMMITTEE

Minutes of a meeting of the Constables' Central Committee held in the Hilton Grosvenor, Glasgow on Tuesday 19th and Wednesday 20th August 2014.

### 1. ROLL CALL

Neil MacDonald	North Area
Steven Thomson	North Area
Stewart Ross	East Area
Amanda Givan	East Area
Malcolm MacDonald	West Area
Jim Foy	West Area
Brian Docherty	Ex-Officio
Calum Steele	Ex-Officio
Graeme Ednie	Ex-Officio
David Kennedy	Conduct Secretary
Peter Jones	Health & Safety Secretary
John Ferguson	North Area Observer

### 2. APOLOGIES

Apologies were received from Jackie Muller, Ex-Officio. The Committee wished Jackie a speedy recovery during her current absence.

### 3. ADOPTION OF STANDING ORDERS

Standing Orders were adopted for the duration of the meeting.

### 4. OPENING OF MEETING

The meeting was opened by Peter Jones who welcomed all attendees. He was still currently the Chair of the Constables' Central Committee; however Peter had intimated that due to his election as National Health & Safety lead, he was required to resign from this post.

Peter then called for nominations for this vacancy as chair of the CCC. Jim Foy was duly proposed by Stewart Ross and seconded by Amanda Givan. There being no further nominations, Jim Foy was duly elected as Chair of the CCC.

Jim then chaired the meeting for the duration of the Committee.

## **5. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were accepted as a true record of the meeting.

## **6. MATTERS ARISING**

### **(a) PNB**

The General Secretary informed the committee that there was no items of business of the PNB which was solely of interest to the Constables rank. He would however provide a fuller update at the JCC later that day.

### **(b) JCC AGENDA**

No items on the agenda relative to the Constables' orank.

## **7. COMPETENT BUSINESS**

The General Secretary raised a matter of Competent Business in relation to next Year's Conference. He requested that due consideration be given to discussions at the Conference. This will be discussed at the next Area Meetings.

## **8. CORRESPONDENCE**

One item correspondence had been received. This was from Peter Jones in him resigning from the Chair of the CCC. Jim Foy thereafter thanked Peter for his endeavours on behalf of the CCC and wished him all the best in his new role.

## **9. DATE OF NEXT MEETING**

The next meeting will be held in the Hilton Grosvenor, Glasgow on Tuesday 4th November 2014.

## **10. CLOSURE**

The chair closed the meeting and thanked everyone for their attendance.

**MALCOLM MACDONALD**  
Secretary

**JIM FOY**  
Chair

## SERGEANTS' CENTRAL COMMITTEE

Minutes of a meeting of the Sergeants' Central Committee held in the Hilton Grosvenor, Glasgow on Tuesday 19th and Wednesday 20th August 2014.

### 1. ROLL CALL

David Hamilton	North
Graham Sloan	North
Nigel Bathgate	East
Gordon Dixon	East
Andy Hastie	West
Andy Smith	West
Robert Milligan	Ex-Officio

### 2. APOLOGIES

Philip Maguire

### 3. CHAIRMAN'S OPENING REMARKS

David Hamilton opened the meeting by welcoming everyone present and invited a full participation from the group.

### 4. PNB SCOTTISH STANDING COMMITTEE

David Hamilton was unable to attend the last meeting due to CWG commitments. The issue in relation to Temporary Inspectors and working on Public Holidays has been resolved. There is no payment if temporarily promoted.

### 5. DEPLOYMENT SURVEY

David Hamilton advised that due to other matters this issue was not dealt with at last JNCC, it is on the agenda for the next meeting.

### 6. TRANSITIONAL IMPACT

There are now issues with resourcing following on from CWG and also the "Duty Change Model" whereby officers are changed off a nightshift for court duties.

There has been no training or guidance issued in relation to the new single version of SCOPE. **ACTION - DH to contact Superintendent Jennings**

### 7. COMPETENT BUSINESS

DH had been contacted by Andrew Ward of the SCC of the PFEW who had invited the Committee to send representatives to their annual Custody Conference. It was

felt that due to the nature and risks involved in this area it would be advantageous for representatives to attend on behalf of the Committee. **ACTION - DH to request funding to send representatives to this conference.**

#### **8. CLOSURE OF MEETING**

David Hamilton closed the meeting and thanked everyone for their input. He was acknowledged in the normal fashion.

**DAVID HAMILTON**  
**Chairman**

**GORDON DIXON**  
**Secretary**