

**SCOTTISH POLICE FEDERATION
EAST AREA COMMITTEE**

**Minutes of the First Quarterly Meeting held on Wednesday 15 May 2013
within the Queensferry Hotel, North Queensferry**

Members Present

Inspector Andrew McIntyre	C – Forth Valley
Inspector Andrew Malcolm	C – Forth Valley
Inspector Graham Capes	C – Forth Valley
Inspector Allan Symington	E - Edinburgh
Chief Inspector Alwyn Bell	E - Edinburgh
Inspector Colin Gagen	E - Edinburgh
Inspector David Watt	J – The Lothian’s & Scottish Borders
Inspector Gillian Tennant	J – The Lothian’s & Scottish Borders
Inspector Heather MacDonald	J – The Lothian’s & Scottish Borders
Inspector Raymond Dutton	J – The Lothian’s & Scottish Borders
Inspector Scott McCallum	P - Fife
Inspector Fraser Downie	P - Fife
Sergeant Iain McGregor	C – Forth Valley
Sergeant Ian Williamson	C – Forth Valley
Sergeant Murray McKenzie	C – Forth Valley
Sergeant Nigel Bathgate	E - Edinburgh
Sergeant Scott Young	E - Edinburgh
Sergeant Willie Stevenson	E - Edinburgh
Sergeant Brian Jones	J – The Lothian’s & Scottish Borders
Sergeant Colin Chalmers	J – The Lothian’s & Scottish Borders
Sergeant Graeme Shearer	J – The Lothian’s & Scottish Borders
Sergeant Stuart Oliver	P - Fife
Sergeant Thomas Clague	P - Fife
Sergeant Wilkie McCloskey	P - Fife
Constable Mhairi Davidson	C – Forth Valley
Constable Grant McDowell	C – Forth Valley
Constable Paul Redwood	C – Forth Valley
Constable Reuben Merrick	E - Edinburgh
Constable Mark Wilson	E - Edinburgh
Constable Thomas Murphy	J – The Lothian’s & Scottish Borders
Constable Neil Elder	J – The Lothian’s & Scottish Borders
Constable Matthew Spencer	P - Fife
Constable Steven Herd	P - Fife
Constable Kevin Payne	P - Fife
Stewart Ross	Secretary
Amanda Givan	Deputy Secretary
Gordon Dixon	Chair
Ian Muir	Vice-Chair

OBSERVER

Inspector Peter Russell

E – Edinburgh

APOLOGIES FOR ABSENCE

Inspector Andrew Sneddon

P – Fife

Sergeant Keith Bendall

J – The Lothian's & Scottish Borders

Constable Richard Scott

J – The Lothian's & Scottish Borders

Constable Jeff Whelan

E – Edinburgh

Constable Karl Cleghorn

E – Edinburgh

OPENING OF MEETING

The Chairman welcomed everyone to the First Meeting of the new East Area Transitional Area Committee (TAC). Representatives were duly reminded that their attendance at TAC Meetings and Committees was a duty parade and that approval had been given from the Chief Constable for their attendance, he further stressed the importance of representatives attending and contributing on behalf of their respective ranks.

The Chair then asked for all discussions to be conducted through him and declared the meeting open.

ADOPTION OF STANDING ORDERS AND RULES OF PROCEDURE

The new area Standing Orders and Rules of Procedures had previously been circulated to the TAC Members for their information prior to the meeting. The Chair asked if these could be adopted or if anyone had comments.

A member queried notification for full time position nominations having to be with the Area Secretary within 28 days prior to a Meeting whereas, the notification of interest for Office Bearer positions only had to be with the Secretary 14 days prior to the meeting. Discussions took place and the Chair agreed to look at this again with a view to standardising the time scales.

Action: Officials to revisit timing on Standing order 22.2(a) and 22.2(b)

A member questioned point 21.1 of the Standing Orders in relation to the elections of full-time official's timescales being changed from Triennial to Quadrennial Elections. They queried how this decision had been made and the Chair advised that it was a Joint Central Committee (JCC) decision made by representatives appointed to JCC.

Clarification was sought over rules quoted from the Police Federation (Scotland) Regulations, 1985, and the Secretary explained that these Regulations were to be adhered to until the new Regulations were discussed at the June JCC.

The Standing Orders were therefore approved pending the amendment to timescales for notifications for elections. A proposal was made by Scott Young which was seconded by Peter Russell and the Standing Orders were adopted for the duration of the meeting.

INDIVIDUAL RANK COMMITTEE MEETINGS

The three individual ranks split to discuss rank specific issues and to elect the Office Bearers and representatives to JCC. Nominations were also sought for representatives for Health & Safety, Conduct and Equality Committees and for attending Divisional Management Meetings. A Conference Arrangements Committee (CAC) Representative from each rank was also required.

MINUTES OF THE LAST MEETING

Due to this being an inaugural meeting, no previous minutes were available.

NEW BUSINESS

(a) JCC UPDATE

The Secretary advised the TAC that a JCC Meeting was held on 5 and 6 March 2013. He updated the Committee on discussions which had taken place at PNB in relation to Pension changes in England and Wales and work streams taking place with the Scottish Staff Side of PNB. The Committee was updated on an agreement reached for full time official's entitlement to claim mileage expenses at the agreed HMRC rate and a monthly travelling allowance. Hospitality expenses to Delegates and Observers at Annual Conference have been rescinded with immediate effect. The longstanding float held by JCC members has been removed however, the General Secretary has been granted increased authority on spending authorisation.

A query was raised regarding the General Secretaries increased spending allowance. The Secretary clarified that an increased allowance from £5,000 was required as JCC had appointed Mercers Actuaries to carry out work to establish the possibility of reducing contribution rates on pensions in return for a reduced accrual rate compared to England and Wales. As the bill for this will be greater than the £5,000, there was a need for an increased budget.

A point was raised regarding the Pensions Review and a member's justified enquiry regarding an Equality Impact Assessment being carried out. The Secretary advised that he was unsure if one had been carried out but the Equality Secretary who was not present at the TAC meeting would be able to answer the above question.

A TAC member asked for clarification regarding representatives claiming mileage and asked if officials would be claiming mileage to and from their home address. The Secretary advised that this would not be the case.

(b) STANDING COMMITTEES

Police Reform

The Committee was updated on the withdrawal of both the Scottish Police Federation and ASPS from the HR JNCC. This group had been created to deal with HR issues but had not been successful and would thereafter be administered through normal JNCC meetings.

Health & Safety

Amanda Givan, Deputy Secretary, advised the Committee that she held the Health and Safety Portfolio for the East Area and that Davy Cummings was the National Health and Safety lead. She explained that the Force did not have a structure set in place for Health and Safety procedures or meetings as yet, as discussions were still on going on how it would be structured nationally.

Following a recent fatality in the Forth Valley Area much discussion ensued regarding general patrol vehicles being sent onto motorways due to the lack of Road Policing Unit cover. Many concerns were raised regarding this serious Health and Safety issue for the membership. The Deputy Secretary advised that the National Health and Safety Secretary had addressed this issue with the Roads Division.

A member advised that the Road Policing Unit had intended placing guidance into cars nationally offering advice to the membership attending motorway calls. This advice will also be available for Control Room staff.

Comments were also raised regarding the current uniform and which items members should be wearing. The Deputy Secretary advised that there was a list of acceptable uniform items on the Police Scotland Intranet. Complaints had been received from the membership regarding the removal of the fleece jumper from the list of available uniform, with no alternative being offered. A replacement for this is required and this issue will be discussed in the appropriate forum. It was felt that the fluorescent bomber jackets were too warm to wear in the warmer weather and a lighter weight replacement was needed.

Clarification was sought surrounding the scheduling of East Area Health and Safety Committee Meetings and the Deputy Secretary advised that these had been diaried and dates would be circulated.

Action: Deputy Secretary to circulate dates
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Discussion then revolved around the old Force Health and Safety Meetings and a question rose as to how they would be structured within Police Scotland as concerns lay around important issues needing to be addressed. The Deputy Secretary once again informed the Board that we could not put a structure in place for Health and Safety procedures or meetings until this had been done nationally.

Conduct

Ian Muir, Vice Chair, advised the Committee that he held the portfolio for Conduct within the East Area with David Kennedy taking on the role of National Conduct Secretary.

The Vice Chair advised that he had been looking for nine Conduct Representatives to make up the Area Conduct Committee he had thanked all who had volunteered and advised that he now had fourteen nominations and due to over subscription would be looking to choose nine who had already been trained and had previous Conduct experience. He further advised that the Area Conduct Committee Representatives once chosen would be provided with a one day training course due to new Conduct Regulations coming into force. A member asked when the new Conduct Regulations would be circulated. The Vice Chair advised that the current ones still applied and were being adhered to but he hope to see the new ones soon with the expectation that they would be ready for June's JCC.

Much discussion ensued regarding the new regulations and how Misconduct Hearings would look. Several points were clarified and the Committee was advised that David Kennedy would be monitoring Conduct Hearings nationally to ensure fairness throughout the Force for the membership.

Some debate took place regarding the possibility of the Force being asked to put a disposal structure in place so the membership would have a better idea of potentially what could happen to them at a Misconduct Hearing. The Vice Chair advised that the new regulations were structured in such a way that if an officer was taken to a Misconduct Hearing that the officer would know the range of penalties if the allegation was to be found proved.

A member made mention of the unnecessary stress due to time delays put on members when cases were passed to Area Fiscal Offices. They felt that there was no consistency and timescales were not being adhered to. It was asked that the Vice Chair contact East Area Fiscals to establish a working relationship and to see if timescales could be tightened up. The Vice Chair agreed to make contact.

Action: Vice Chair to make contact with East Area Fiscals
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Equality

Stewart Ross, Secretary, advised that he was East Area Lead for Equality with Jackie Muller holding the National Equality Secretary role.

He advised that there were still vacancies available on this Committee for the East Area and that an inaugural meeting would take place on 6 June 2013 when Jackie Muller would be present to provide a half day training.

The issue of flexible working was raised and discussed at length and the Secretary advised that we would need to wait and see what the National route would be before the Area Committee is set up.

A member raised their concerns regarding how pregnant officers were treated. Discussions then centred around Officers being used "as

administrative pawns” with no consideration being given towards the individual. This was discussed and the Secretary asked for evidence to be passed onto him for further investigation.

A question surrounding an alleged comment on the Police Scotland Web Chat regarding disabled officers being removed from back office functions was discussed and the Secretary clarified that these officers were covered by the Equalities Act and that reasonable adjustments had to be made to make it easier for them to work. He felt that as we were now one significantly larger organisation more protection was offered to individuals under the Equalities Act

Finance

Due to this being an inaugural meeting there were no salient points to discuss.

Operational Duties

Due to this being an inaugural meeting there were no salient points to discuss.

Legislation Regulations

Due to this being an inaugural meeting there were no salient points to discuss.

(c) BENEVOLENT FUND

Deputy Secretary advised that 8 funds from the previous Forces had been amalgamated and monies passed from these funds to the Scottish Police Benevolent Fund. She further advised that a website had been set up at www.spbf.org.uk for officers and police staff and she asked the Committee to urge all to make use of the fund and to assist officers. Application Forms can be obtained either through the Federation Offices or via the website.

In an attempt to increase membership the fund has been opened up nationally to include Police Staff and posters have been circulated throughout the stations. A member queried the gift aid option on charitable donations and asked if this applied to the Benevolent Fund. The Deputy Secretary advised that gift aid could not apply to the Benevolent Fund as it was deducted from source but, it had gone through the Charity Aid Foundation and any additional tax relief would be recovered by the Benevolent Fund.

It was asked if there was a possibility for members to increase their subscription to the Benevolent Fund and the Deputy Secretary clarified

that everybody had to pay the same amount as it was deducted from salary but individuals were welcome to make additional donations should they wish to do so.

(d) POLICE TREATMENT CENTRE & ST. GEORGE'S FUND

The Chair advised that he and the Secretary were Trustees of both. He updated the Committee on fund raising for the expansion of facilities at Castlebrae.

He further advised that the St. George's Fund currently had three hundred children from police families where a parent had died or were incapacitated. The St. George's Fund has recently purchased a building from the PTC in Harrogate which will be utilised by families in need of respite.

(e) MEMBER SERVICES

Vice Chair advised that on 1 April 2013, a new Scotland wide Group Insurance Scheme run by Carmichael and Partners Ltd was implemented. The Carmichael Scheme was chosen by the Scottish Police Federation as it gave best value for members.

The Vice Chair reminded the Committee to encourage the membership to return their Nomination Forms timeously to Woodside Place as this would help update information held on the database for each individual. He stressed how important it was to make sure the membership realised that these forms had to be returned completed whether they required Spouse/Partner cover added or not.

The Deputy Secretary agreed to e-mail all Committee members to remind them of what was required from the membership.

Action: Deputy Secretary to E-mail the Committee re Nomination Forms

The Secretary further advised that the Insurance Broker was looking to produce an information booklet and wallet card for the membership detailing the cover provided. He also advised that all information could be found on the Scottish Police Federation Website www.spf.org.uk

(f) AREA JNCC & DIVISIONAL UPDATES

The Secretary advised that there would be local divisional meetings where issues would initially be raised. If no resolution, the issue would then be passed to the Area JNCC which is made up of the three Staff Associations and chaired by the ACC. Failing that, issues would be passed to the National JNCC which is made up of full time Officials from Woodside Place, the Deputy Chief Constable and the Chief Constable.

No meetings have been held as yet. The format and frequency has also to be agreed.

(g) REFORM - FEDERATION

The Secretary advised the Committee that on the 1 April 2013 the new National Scottish Police Federation phone number changed to 0300 303 0027. This number can be answered by any office throughout Scotland.

Also implemented was the new National Database for the Scottish Police Federation which allows information to be shared nationally.

Work currently under way in the re-designing of the Scottish Police Federation website was discussed and the decision taken not to have a members log in area as information can be seen by all. This should be up and running hopefully, in the next month.

A member suggested that a membership feedback or user survey be set up on the website to ask/ensure that the Federation were getting things right. The member was concerned that with less representatives looking after the membership there was a risk that issues could be missed. The Secretary agreed to take this on board.

A member asked who would be responsible for updating the website and the Secretary advised that it would be updated by staff at Woodside Place.

Action: Secretary to look at potential of a feedback page on the website

The Committee was updated on an office site that had been identified in Livingston and the Secretary advised that the Scottish Police Federation is in the process of purchasing the building. It was hoped that the move will take place around September 2013.

A member asked what the current East Area Communication Strategy was and if there was a National one given the reorganisation of the Scottish Police Federation. The Chair advised that the East Area did not have one at present but he was keen to introduce one he also agreed to make enquiries to see if there was a National one.

Action: Officials to create an East Area Communication Strategy

(h) DIVISIONAL UPDATES

The Secretary advised that there were no divisional updates for this meeting but hoped the Area Leads would advise at the next meeting. Issues being discussed within the Area at present included shifts, officers returning to work following sick leave and the cancellation of annual leave for 2014.

The single points of contacts for Divisional Meetings are as follows:

City of Edinburgh	David Watt Nigel Bathgate Mark Wilson
The Lothian's & Scottish Borders	Tommy Murphy Brian Jones Raymond Dutton
Fife	Stevie Herd Stuart Oliver Fraser Downie
Forth Valley	Paul Redwood Iain McGregor Graham Capes

(i) LEGAL ADVICE AND ASSISTANCE

A member requested clearer guidance for the membership regarding their right to have a solicitor and how that cover would be provided through the Group Insurance Scheme. The Vice Chair advised that an e-mail had been circulated previously to all representatives advising them on DAS Legal Advice/Assistance as provided through the new Insurance Scheme. This included advice and representation on pre-interview, misconduct advice and representing at interview stage. He further advised there was a 24/7 help line available which subscribing members could call.

(j) MAJOR EVENTS

The Chair touched on some up and coming major events in the East Area. Some discussion centred on Rosters and Work Force Agreements. Examples of annual leave being cancelled for August 2014. This was discussed and the Secretary advised that this should be looked upon as exceptional circumstances.

A Committee member advised of discussions taking place regarding the standard of accommodation for Training Courses for members when away from home following a recent two day training course at Catterick Army Barracks in preparation for G8 and he asked if there was a standard expected by the Federation. The Deputy Secretary advised that there was an expectation of a single occupancy room and shower facilities but given the fact that the training was in army barracks it would be expected that shared accommodation would be all that would be available. She also pointed out that there was a difference between training accommodation standards and actual

deployment and that Woodside Place had previously assessed this accommodation as suitable.

Concerns were raised regarding an increase in officers being expected to use their own vehicles for deployments. Committee Members were concerned that these officers were not aware of the regulations and could actually be breaking the law if not adequately insured. The Committee members felt officers needed reminded that transport should be provided for them. Their own vehicles should not be used and under no circumstances, should CS Spray and PPE be transported in private vehicles. The Chair agreed to take this issue to JNCC.

Action: Chair to take the issue of officers using their own vehicles for deployments to JNCC

ANY OTHER BUSINESS

A Motion was proposed by Graham Capes and seconded by Iain McGregor.

Motion:

'This Transitional Area Committee asks the JCC to suspend the current 'honoraria' awarded to full time office holders and to return to those previously awarded by legacy force Joint Branch Boards until a full review of process and rationale for the awarding of any future 'honoraria' is completed.

It is also requested that such a review includes the development and implementation of clear job descriptions, priority setting and tasking processes and performance monitoring and management structures for each full time role, which will provide ongoing evidence of individual effectiveness and suitability to remain in post and for consideration during the awarding of any future discretionary 'honoraria' based on an individual's role and performance following their period of office.'

Explanatory Note:

Recent events in respect of the review of the 'honoraria' to full time office holders led to concerns being expressed by a large number of elected representatives of legacy Force Joint Branch Boards and members of the Scottish Police Federation.

These appear to primarily relate to the monetary values of the reviewed 'honoraria' and the process and rationale employed to identify and award same.

It is understood that full time representatives work in excess of their 'normal' working week but do not claim recompense in line with the regulations which

they often have to defend for others, however clarity is required if 'honoraria' is or should be awarded in lieu of overtime.

It is also understood that they may have to be absent from home overnight, deal with challenging situations and accept responsibility for specific issues, however not all members are aware of this and no records appear to be maintained to evidence this additional working time or demand.

The full time representatives are committed officers and there is a collective responsibility to 'protect them from themselves' and ensure they do not become overwhelmed through their desire to achieve success for the members they represent.

The re-structure of the SPF and full time representatives provides a timely opportunity to ensure that the reduced number of representatives are given clear direction on what is required of them by their respective TAC's and the JCC. To enable this, a clear job description, priority setting and tasking process, performance monitoring and management structure requires to be developed and implemented for each full time role.

This will ensure that these representatives are working in line with what has been agreed by the TAC and Joint Central Committee as the wishes of the membership and they will not have to shoulder the burden of having to make these decisions alone, providing them support when questioned by members as to what they are doing and equally importantly, not able to do.

This will also provide an agreed evidenced basis to establish ongoing individual effectiveness and 'value for money' being provided and for consideration during the awarding of any future discretionary 'honoraria' following their period of office.

Following on from extensive discussion Committee members voiced the membership's disaffection towards the Federation and its representatives. The majority of the Committee members felt that there had not been adequate discussion surrounding honoraria and it was felt that a review would be the best approach to get full discussions out in the open. Following a lengthy debate a vote took place and the Motion was carried this will now be taken back to the JCC for action.

CONFERENCE ARRANGEMENTS COMMITTEE

Feedback on the Annual Conference was requested and the Committee members voiced their opinions. The main concerns raised were the venue not being fit for purpose, the costs involved, the amount of down time during the day, outdated input and their disappointment that this has now gone Biennial.

CORRESPONDENCE

The Chair advised the Committee of an invitation to attend the Police Memorial Service on Wednesday 4 September 2013 at Tulliallan.

He also advised that a letter of resignation had been received from Jim Milne who was retiring from the Force.

Mention was made of the Charity Golfing Event to be held at Fairmount, St Andrews on 6 June 2013 in aid of the Police Treatment Centre.

The Chair also advised that permission had been sought and granted from the Chief Constable, Mr House, for all representatives to attend the East Area Committee Meetings.

CLOSURE AND DATE OF NEXT MEETING

The Chair took this opportunity to advise the Committee that it was Andrew McIntyre's last meeting before he retired and he wished to thank him on behalf of the membership for his commitment to the Scottish Police Federation.

The next East Area Meeting will be held on 25 September 2013 at 10 am within the Queensferry Hotel, North Queensferry.

The Chair thanked every one for attending and for their valued input into proceedings. The meeting was then brought to a close.

Stewart Ross
Secretary

Gordon Dixon
Chairman