



Scottish Police Federation – North Area Committee

Minutes of the inaugural meeting of the Scottish Police Federation – North Area Committee held at the Kingsmills Hotel, Inverness on Tuesday 7th and Wednesday 8th May 2013.

1. Members Present

David Hamilton	Chair
Graham Sloan	Vice Chair
Graeme Ednie	Secretary
John Ferguson	Deputy Secretary

Linsey Burns
Stephen Cook
Brian Dick
John Drysdale
Neil MacDonald
Angus Morrison
Alexander Smart
Davie Smith
Steve Thomson
Shaun White

Derek Baxter	
Gary Brown	
John Crawford	
Gordon Forsyth	
Ewan Henderson	(replacing Steve Raeburn – day 2 only)
Alan Kidd	(replacing Scott Godfrey)
Grant Letham	
George Murray	
Steve Raeburn	(day 1 only)
Stephen Ross	

Neil Cameron	
Les Donaldson	
Stuart Ednie	(replacing Bob Thomson)
Paul Hogan	
Willie MacLennan	
Gordon McDonald	
Gordon Milne	
Iain Smith	
Ewan Strachan	
Iain Ward	(replacing Alistair Black)

2. Opening of Meeting

The Chairman opened the inaugural meeting of the Scottish Police Federation - North Area Committee, welcomed everyone present acknowledging the depth and breadth of the experience around the table and encouraged all present to take an active part in discussions.

He informed the Committee that in accordance with the Police Federation (Scotland) Regulations 2013, Regulation 12(2) it was not his intention to routinely schedule meetings of the individual rank committee's rather if there was a business need for them to do so then such intention required to be notified to the Secretary at least two weeks prior to the date of the NAC meeting. This would ensure that suitable arrangements were made at the venue and the agenda could be planned accordingly.

He advised that on this occasion there were a number of important decisions to be taken which were unique to rank and it was his intention to follow the agenda as far as item 5 after which the Meeting would break into separate rank Committees. He requested each rank Committee in the first instance identify a Chair and Secretary and thereafter give consideration to the following;

In accordance with Rule 17A paragraphs (4),(5),(6) & (7) the election of two members from each rank to the Joint Central Committee and the identity of up to four reserves.

The Chairman informed the Meeting that after the separate rank Committees had concluded their meetings it was his intention to reconvene the Joint Committee and proceed through the agenda. He asked the Secretaries of each separate rank Committee to record the decisions taken and be in a position to provide all details required.

He advised the North Area Committee was also required to establish Area Subject Committees on Equality, Health & Safety and Conduct and confirmed to the Meeting the Secretaries of each of these Subject Committees had been identified as Graham Sloan (Equality) Peter Jones (Health & Safety) and John Ferguson (Conduct).

In addition to these three roles the Joint Committee also required to identify up to nine members for each of these business areas at a later point in the meeting. Whilst it was a matter for the Joint Committee to agree the individuals for each Subject Committee having regard to rank and the geographical nature of the North Area he suggested it would be advantageous for each rank Committee to discuss this process and provisionally identify volunteers for each business area.

Sergeants Rank Committee

Representatives

David Hamilton
Graham Sloan

Reserves

Derek Baxter
Gary Brown
John Crawford
Steve Ross

Inspecting Ranks Committee

Representatives

Mike Kennedy
Paul Hogan

Reserves

Gordon Milne
Les Donaldson
Willie MacLennan
Neil Cameron

The Secretary advised that in accordance with Rule 17A(8) the next meeting of the JCC to be held on 11th/12th June 2013 required to be attended by former representatives in accordance with Rule 17(3) and the newly constituted JCC would first meet in September on dates yet to be confirmed.

7. New Business

7.1 JCC update

The Secretary advised he had circulated the Minutes of the JCC meetings held in January and March to all Representatives and that it was his intention to routinely circulate all relevant correspondence to provide Representatives with advanced notice of all on-going business. He proposed to utilise this agenda item to ensure that Representatives were updated on all business developments nationally and afford the Meeting an opportunity to raise and discuss any relevant matters. The Meeting agreed with the Secretaries proposal.

- **Honoraria**

The Chairman advised the Committee that in order to ensure members were accurately informed on the statutory position and previous decisions relating to the payments of Honoraria this item had been included on the agenda for wider clarification and discussion.

The Secretary advised the Committee of the motion presented in the name of the Joint Central Committee and discussed at SPF Annual Conference 2011 as follows;

That this Joint Central Committee asks Annual Conference to amend the Police Federation (Scotland) Rules, Rule 22(3)(j) by deleting the existing wording and replacing it with the following words:

“On the cost of paying or altering the remuneration or honoraria paid to any member of a Joint Branch Board with the proviso that such expenditure shall be subject to the approval of the Joint Central Committee.”

The explanatory note accompanying the motion stated:

“The arrangements for office bearers remunerations were put in place at a time when there were only JBB Secretaries in such positions. This motion seeks to update arrangements and make them open and transparent.”

The motion was carried with support from 89% of delegates present.

At its meeting on 8th January 2013 the JCC Finance Standing Committee examined the subject of honoraria, identified the sum expended nationally in 2012 and agreed the following recommendations:

“The FSC agreed to recommend to the JCC the equitable redistribution of that sum amongst the full time office bearers (other than the five national office bearers) to ensure no overall increase in the cost to the SPF post SPF reform.”

“The FSC recommend to the JCC that if the recommendation above is approved, any current full time office bearer suffering a loss of honorarium suffer that loss over two years applying 50% of the reduction each year.”

“The FSC recommend to the JCC that the transitional office bearers be paid honoraria for 2013/14 and 2014/15 at the same rate as paid to full time office bearers (other than the five national office bearers).”

“The FSC recommend to the JCC that the Treasurer be remunerated in line with the honoraria paid to the General Secretary and Chairman of the JCC.”

The Secretary informed the meeting that the arrangements for honoraria for the five national office bearers were provided for within the Police Federation (Scotland) Regulations 2013 and were not part of the FSC considerations.

He continued that at the meeting of JCC in January 2013 there were 31 persons present of which 14 stood to be directly affected by the recommendations under consideration. However the recommendations were discussed and subsequently approved in full. There were no dissenters and importantly there was no vote.

Following the JCC meeting the subject of SPF honoraria was inaccurately reported in the media and therefore the matter was now raised at the NAC to

provide clarity and ensure the subject was openly discussed, debated and a position agreed.

The Chairman thanked the Secretary for explaining the decision making process and invited comments from the Committee.

The Meeting thereafter discussed and debated the subject at length after which it unanimously agreed support for the payment of honoraria to area full time officials to take cognisance of the unique demands on their individual roles and to provide a compensation mechanism, in the absence of any overtime or on-call entitlements, for the extensive hours frequently worked and for domestic disruption.

The Meeting however agreed a full independent review of honoraria was required to produce and publish a clear and transparent evidenced based policy document. The Meeting felt such review should include, but not be limited to, the concept of honoraria, the creation of job descriptions and role requirements as well as detailing the amount of remuneration paid in respect of each role.

The Secretary proposed and the Meeting agreed he would draft and present a suitably worded motion encompassing the views expressed by the Meeting for consideration the following day.

Secretaries note: The Meeting concluded at 1700 hours and reconvened at 0900 hours, Wednesday 8th May 2013.

The Secretary circulated a motion which he had drafted in accordance with the previous discussions and decisions and sought the views of the Committee regarding the contents. After discussion and some minor textual amendments the following was agreed;

MOTION

“The North Area Committee asks the Joint Central Committee to undertake an independent evaluation of honoraria to establish whether the basis upon which recommendations were made was appropriate in the new Police Service of Scotland and restructured Scottish Police Federation.”

SPF - North Area Committee

EXPLANATORY NOTE

The North Area Committee [NAC] recognises the demands placed upon its full time officials and the strategic role they undertake within the SPF structure. The Committee is unanimously of the view it is appropriate for full time officials to be remunerated for amongst other things role responsibility, additional hours worked and the disruption to their private lives.

The NAC also recognises that each former Joint Branch Board made their own evaluations as to the honoraria due to each of their full time officials and this was the basis upon which honoraria paid to full time officials of each Transitional Area Committee was determined.

The Committee believes part of an independent evaluation must consider an appropriate level of honoraria, role requirements and job descriptions require to be established that clearly define all full time roles.

Notwithstanding any previous decisions taken, the North Area Committee believes it is vital that all decisions taken in respect of honoraria are transparent, impartial, evidence based and importantly published in a policy document created for that purpose.

The NAC requests that terms of reference are agreed by the three area committees in advance of any re-evaluation being undertaken.

Action - 0001/13

The Secretary agreed to ensure the Motion was submitted for consideration by the JCC at its meeting in June.

- **Local Policing Plans**

The Secretary referred to JCC Circular 24/2013 in relation to Local Policing Plans and reiterated the General Secretaries views regarding the importance of the statutory provisions Section 47, The Police & Fire Reform (Scotland) Act 2012 in relation to consultation between the local commanders and the Joint Central Committee of the SPF.

He informed the Committee interim plans had already been published on the Police Scotland website and confirmed little consultation had taken place with SPF officials prior to their publication. He advised these interim plans were only for one year and thereafter the plans would operate on a triennial cycle.

The Secretary submitted it was vital for the North Area Committee to co-ordinate its efforts to ensure its liaison and consultation with the local commanders was effective and efficient for not just local policing plans but also general consultation and conflict negotiation where required. Consequently he proposed and the Meeting approved the allocation of single points of contact as follows;

Chief Superintendent Adrian Watson - Vice-Chair (T)

Chief Superintendent Mark McLaren - Vice-Chair

Chief Superintendent Julian Innes - Secretary

Chief Superintendent Hamish McPherson - Deputy Secretary

- **Representation Concerns**

The Secretary advised he and the Chair were concerned at potential representation gaps with regards to members of the federated ranks working within support services such as SCD, Command & Control, Custody Division, Operational Support and that these concerns would be voiced nationally in an effort to find a workable resolution for all federated ranks within these areas.

Action – 0002/13

The Chairman agreed to raise this issue at a national level with a view to identifying a process that would satisfactorily address the concerns of the Committee.

- **Annual Conference 2013**

Secretaries Note: This item was raised under AOCB

The CAC representatives at the Meeting requested feedback from Members regarding the Conference held in April this year in order that they could feedback comments to a future CAC meeting.

The Meeting expressed overall disappointment at the content and quality of this year's event and raised a number of specific issues in relation to the charity auction and the lack of effort and commitment from some areas of the organisation.

The CAC representatives agreed to articulate the views of the Committee at the appropriate time.

7.2 Standing Committees

The Secretary reminded the Committee of the requirement to establish Area Subject Committees on Equality, H&S, and Conduct and advised that each Subject Committees shall comprise:

- JCC Subject Secretary - ex-officio
- One member of the Area Executive as Secretary of the Area Subject Committee
- The Area Subject Committee shall appoint a Chairman
- The Area Subject Committee Chairman shall not be a member of the Area Executive
- The Area Subject Committee shall comprise a maximum of 9 plus the Secretary
- The Area Subject Committee shall nominate its Secretary and two further members to serve on the JCC Subject Committee

- The Area Subject Committee shall have no more than 4 meetings per annum for no more than one day per meeting

The Meeting discussed the three Subject Areas and from amongst their number identified representatives to assume responsibility for each specific business area.

The Chairman thereafter requested members break into their three groups for a short while to identify from amongst their number a Chair and two members (one of whom may include the Chair) to serve on the national JCC Subject Committees.

- **Health & Safety**

In the absence of Peter Jones the Secretary confirmed the following NAC representatives would form the Area Health & Safety Committee;

John Drysdale, John Crawford, Derek Baxter, Grant Letham, Shaun White, Linsey Burns, Gordon Milne, Bob Thomson and Gordon MacDonald.

This Area Subject Committee had elected John Drysdale as their Chair and John Crawford as their Vice-Chair. The Chair and Vice-Chair were also elected as the JCC Subject Committee Representatives.

No meetings had yet been confirmed but would be notified to members by Peter Jones in the near future.

The Secretary advised that arrangements would be made for Peter Jones to ensure Minutes of all meetings and related correspondence would be circulated to all Committee members.

The Secretary also informed the Committee it was his intention to invite Davy Cummings, SPF Health & Safety Secretary to the next NAC meeting.

- **Conduct**

John Ferguson confirmed the following NAC representatives would form the Area Conduct Committee;

Brian Dick, Alexander Smart, Stephen Ross, George Murray, Gordon MacDonald, Angus Morrison, Iain Ward, Les Donaldson and Gary Brown.

This Area Subject Committee had elected Brian Dick as their Chair and Alexander Smart as their Vice-Chair. The Chair and Vice-Chair were also elected as the JCC Subject Committee Representatives.

No area meetings had yet been confirmed but would be notified to members by John Ferguson in the near future.

John undertook to ensure Minutes of all meetings and related correspondence where appropriate were circulated to all Committee members.

The Secretary informed the Committee it was his intention to invite David Kennedy, SPF Conduct Secretary to the next NAC meeting.

- **Equality**

Graham Sloan confirmed the following NAC representatives would form the Area Equality Committee;

Neil Cameron, Steve Thomson, Gordon Forsyth, Steve Raeburn, Steve Cook, Ewan Strachan and Scott Godfrey.

This Area Subject Committee had elected Neil Cameron as their Chair and Steve Thomson as their Vice-Chair. The Chair and Vice-Chair were also elected as the JCC Subject Committee Representatives.

Graham Sloan undertook to ensure Minutes of all meetings and related correspondence where appropriate were circulated to all Committee members.

The Secretary informed the Committee it was his intention to invite Jackie Muller, SPF Equality Secretary to the next NAC meeting.

- **Finance**

The Secretary advised that in accordance with approved arrangements the NAC representative on the JCC Finance Standing Committee was to be either the Secretary or Chair of that Committee. Consequently David would attend and Graeme would deputise as required. Minutes of meetings would be circulated when available.

The Secretary also advised that new finance arrangements were such that with the exception of a small petty cash account the Area Committees did not have a budget and therefore there would be no requirement for account auditing or approval at any time as this would be done annually at JCC.

- **Operational Duties**

The Secretary informed the Committee that in accordance decisions taken by JCC the NAC required to identify from amongst its number two representatives to serve on the national JCC Operational Duties Standing Committee and sought nominations from the Committee.

In the absence of clarity as to the remit of the Standing Committee the Meeting agreed the Chair and Secretary would represent them in the meantime and reconsider their position at the next NAC meeting when hopefully further information was available.

- **Legislation & Regulations**

The Secretary informed the Committee that in accordance decisions taken by JCC the NAC required to identify from amongst its number two representatives to serve on the national JCC Legislation & Regulations Standing Committee and sought nominations from the Committee.

In the absence of clarity as to the remit of the Standing Committee the Meeting agreed the Chair and Secretary would represent them in the meantime and reconsider their position at the next NAC meeting when hopefully further information was available.

7.3 Members Services

The Secretary advised the Meeting of the new national Group Insurance Scheme and summarised the significant amount of work which was underway to ensure information regarding the changes to members services were communicated to members and they in turn provided up to date information regarding their cover requirements and importantly their nominated beneficiaries.

During the course of this process however a number of issues and process gaps had been identified which had recently been fed back to SPF Woodside Place who were now in the process of addressing some of the issues of concern.

The Meeting agreed the cover secured represented excellent value for money which, for most members, provided improved cover at lower cost.

The Secretary advised that in addition to the Group Insurance Scheme the processes required to support the introduction of the new SPF Death Benefit Scheme were now underway and a new nomination form with a covering letter had been electronically forwarded to all former members of the North of Scotland Police Death Benefit Scheme. Some completed membership forms were now being returned but he advised the process would likely take some time to conclude.

The Chairman advised the Committee that in Tayside, the Death Benefit Scheme had been an integral part of the Benevolent Fund. Tayside Division was therefore starting from scratch with the new scheme. The Death Benefit Scheme nomination form was available for download from the Tayside Divisional intranet and he encouraged the Tayside Divisional representatives to promote the scheme to their colleagues.

The Secretary informed the Committee that all the relevant policy documents were available on the SPF website at www.spf.org.uk and any member making enquiries in relation to policy detail should be directed there in the first instance.

The Chairman asked the Minute acknowledge and record the thanks of the Committee to all SPF staff for their efforts throughout transition which involved unprecedented demand on them particularly from serving and retired officers with enquiries regarding members services. This had been particularly difficult for them when considering they were yet to receive any guidance or training in new IT systems.

7.4 Conditions of Service

The Secretary introduced this agenda item by explaining that it was his intention to utilise this standing item to include updates of such matters as pay, conditions and pensions not covered elsewhere within other agenda items.

He reminded the Committee of the contents of JCC Circular 28/2013 in relation to the creation of a Pay Review Body and the abolition of the Police Negotiating Board.

He advised the Pay Review Body, as recommended by Tom Windsor, was, in the words of Home Secretary Theresa May “intended to take as wide a view of police remuneration as possible, to act in a strategic, forward looking manner and not be constrained by the inefficiencies and time delays brought about by the current system of collective bargaining.”

This development had enormous implications on Scotland albeit that much had already been done in anticipation of this change not least the establishment of a Scotland Standing Committee of the PNB which had the potential to form the basis of a future negotiating body for Scotland’s Police Officers.

He stressed the importance of SPF turning its attention to the future by ensuring it maximised every available opportunity to secure the best possible collective bargaining arrangements that were free from ministerial interference and legally binding.

The Secretary advised there was no further update on pensions following the input to Annual Conference by the General Secretary but for the purposes of the minute he summarised the position as follows;

As a result of the Public Sector Pensions Reform Bill passing stage one it was apparent that the retirement age for police officers would be 60, the future pension scheme would be based on career average earnings (CARE) and future pension increases to pensions in payment would be linked to the CPI and not the RPI.

The consequence of the Bill was that the Scottish Government was compelled to design a police pension scheme within the parameters laid out. This had resulted in the establishment of a pensions working group of the PNB SSC on which the General Secretary sat. It was highly likely that the Police pension Scheme in Scotland would share many of the features as in the England and Wales scheme but there was a suggestion of some room for movement on minor details provided the overall cost was within the same cost envelope.

Finally he advised members of the announcement by the Justice Secretary at SPF Annual Conference that the governments public sector pay policy would permit a basic rise of up to one per cent and that whilst welcoming the indications of a police pay award this year the SPF would make a claim through its negotiating body rather than have a wider public sector pay policy apply to its members.

7.5 Legal Advice & Assistance

The Secretary informed the Meeting that he had included this item on the agenda with the intention of providing a progress update of on-going legal cases. On reflection he questioned the requirement for the item and proposed it be deleted from future agendas.

The Meeting agreed to **delete** the item from the agenda.

7.6 Force/Area Meetings update

- **JNCC**

The Secretary advised the Meeting that arrangements for local and national JNCC had yet to be confirmed but he envisaged they would be in the near future.

Not surprisingly there were already a number of important issues which required to be raised and discussed at JNCC and these included the following;

- On-call arrangements
- Variable Shift Arrangements
- Transfer and Relocation
- Reimbursement of Expenses
- SPC Travel arrangements
- Free local bus travel
- Subsidised travel for Police Officers

The Meeting discussed the importance of the JNCC process both at a local and national level and expressed concern that arrangements had not already been

confirmed. The Meeting agreed the Secretary should raise their concerns with ACC Penman in an effort to progress JNCC arrangements as a matter of urgency.

Action - 0003/13

The Secretary agreed to discuss the Meetings concerns regarding JNCC with ACC Penman at his meeting with him on 13th May.

7.7 Action Log

The Meeting discussed the advantages of maintaining an action log to record the progress of agreed business of the NAC and the Secretary agreed to devise a list which he would circulate with the Minutes. It was also agreed this item would appear on future agendas under a matters arising heading.

8. AOCB

The Chairman advised he had been notified of one other items of competent business for discussion. He informed the Committee that it was his intention to restrict this agenda item solely for items of an urgent or pressing nature which had been identified after the publication of the agenda.

- **The Police Federation (Scotland) Regulations 2013 - Part 4**

The Secretary acknowledged the difficulties some members had encountered whilst trying to make arrangements to attend this first NAC Meeting and expressed disappointment this had been the case.

It was clear the terms of the Police Federation (Scotland) Regulations 2013 - Part 4 provided the statutory authority for Area Committee and Sub-Committee meetings but he highlighted the distinct differences between Regulations 11 & 12 (Area Committees) and Regulation 13 (Sub-Committees).

The Secretary reminded the Committee the SPF Structure arrangements had been nationally agreed following consultation with Scottish Ministers and the Chief Constable and he made reference to correspondence dated 28 February 2013 between the General Secretary and the Chief Constable.

Notwithstanding the SPF structure arrangements and its position in relation to the reasonable costs associated with the travel, accommodation and meal requirements of Representatives from North Area it was clear following attempts a local resolution that Police Scotland did not share that position.

It was also clear that in order to satisfactorily resolve this matter, consultation between Police Scotland and SPF was urgently required at a national level in an

effort to provide clear and unequivocal agreement in relation to SPF meeting arrangements and all associated costs. This would ensure a consistent approach across the country.

The Committee discussed this issue at length and subsequently agreed the contents of the following motion to JCC in June;

MOTION

“This North Area Committee asks the Joint Central Committee to engage as a matter of urgency with the Chief Constable or his designated deputy or deputies to discuss the provisions of the Police Federation (Scotland) Regulations 2013, Regulations (11), (12) & (13) and agree liability in respect of the costs associated with all SPF meetings such agreement to be published in writing for the information of all relevant parties.”

SPF - North Area Committee

Action - 0004/13

The Secretary agreed to draft an explanatory note and ensure the Motion was submitted for consideration by the JCC at its meeting in June.

9. Secretary's Correspondence

The Secretary advised the Meeting of the following items of correspondence;

- Formal invitation to ACC Penman to attend next NAC meeting

He advised that Mr Penman had graciously accepted the invitation and would join the meeting on the afternoon of Tuesday 17th September 2013 in Perth.

- Scottish Police Memorial Service

He drew the meetings attention to the recently circulated correspondence regarding the Service to be held at the SPC on Wednesday 4th September 2013.

10. Time and Date of Next Meeting

The Secretary advised that the next Meeting of the North Area Committee would be held on Tuesday 17th and Wednesday 18th September 2013 at the Mercure Hotel, Perth commencing at 1300 hours on day 1 and 0900 hours on day 2.

11. Closure of Meeting

The Chairman thanked the Committee for their active and constructive participation and closed the Meeting by wishing everyone present a safe journey home.

The Chair was thanked by the Meeting in the customary manner.

David Hamilton
Chair

Graeme Ednie
Secretary