

**SCOTTISH POLICE FEDERATION
NORTH AREA
EQUALITY COMMITTEE**

**Wednesday 7 August 2013
Woodhill House, Westburn Road, Aberdeen**

Minutes of Meeting

Attendees

Neil Cameron- People & Development Div, Aberdeen
Gordon Forsyth - B Div, Turriff
Steve Thomson - B Div, Ellon
Stephen Cook - Road Policing, D Div
Jackie Muller - SPF Equality Secretary - Ex Officio
Graham Sloan - North Area Equality Secretary

Apologies

Ewan Strachan
Scott Godfrey

Welcome

Neil Cameron (NC) welcomed everyone to the meeting and noted the apologies.

Minutes of Previous meeting - Task Update

The previous minutes were agreed and task 3/13 remains on-going and a more complete update added to task 4/13.

Equality Secretary Update

Jackie Muller (JM) provided an update within her role as national Equality Secretary highlighting the meetings she had attended since the group last met.

The Flexible Working for Police Officers in Scotland document, that had been circulated for comment, will now go to the Equality Subject Committee with a request that they recommend to JCC that the document go to the PNB Scotland committee for endorsement.

JM is looking to prepare an equality folder, providing guidance to reps and members with a proposal to seek JCC approval to fund the preparation of the folder and associated reference leaflets.

JM highlighted that there are some issues where legacy SOP's are causing confusion especially where officers are working outwith their legacy force area.

In discussion it was apparent that some new PSoS SOP's had been published the previous day on force Intranet.

Task - GS to confirm which SOP's had been issued and pass to JM.

Task - GS to confirm with David Ross the national policy on transfer of officers in

the North Area and across Scotland.

At the Equality Subject Committee, Jayne Monkhouse, OBE, has been invited to give a presentation of the latest equal pay data.

Ill health reviews are being carried out but reviews should only be carried out in line with existing legacy force policies.

Maternity and Paternity

The process for officers and how equality reps can be involved and assist officers was discussed. The production of the SPF leaflets and guidance for staff and how they would be circulated and made available was also discussed and viewed as a positive way to make members aware.

Part time / Flexible working

The guidance document for staff and supervisors was circulated previously for comment which had been returned, with the document now going to Equality Subject Committee for endorsement. The guidance leaflets were again viewed as something positive for members.

Disability

Since last meeting one officer with a disability in terms of the Equality Act had been in contact for some advice and while an Equality file had been created there was no other action necessary or sought at this time.

It was confirmed that all reps not only equality reps needed to know about the Resolution Information Sheets and the process for dealing with an equality issue.

Task - GS to circulate the document and guidance to all NAC reps via area Secretary.

Gender Pay Gap

JM provided an update that data is available and will be presented to the Equality Subject Committee later this month and she would be recommending to JCC that it be progressed through the Scottish Standing Committee of PNB.

Monitoring

This is an on-going matter from the last meeting with the monitoring form to be issued at the next North Area Committee for reps to complete. See task 3/13.

Consultations

JM advised that a Special Constables Strategy document was out for consultation with replies by 9th August.

Competent Business

The transfer policy as previously mentioned was discussed.

Review of Task

The new tasks were confirmed and added to the task table.

Time and Date of next meeting

The November meeting had been scheduled for Thursday 28th but there was a request from JM to change to 27th, this was agreed and meeting room is available, between 11am and 2pm.

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

Wednesday 2 October, 2013

Wednesday 27 November, 2013 (note 1100hrs start time)

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

JM provided details of the dates for the meeting in 2014:

15 January

9 April

16 July

1 October

Closure

NC closed the meeting at 1300hrs and thanked the members for their attendance.

Tasks list			
No.	Task	Allocated to	Result
1/13	Availability of legacy SOP's on PSoS Intranet site	Neil Cameron	Update 27 May, policies now available on Intranet site.
2/13	Sharing of absence management information from PSoS	Graeme Ednie	Arrangements in place for GE to receive monthly lists for each legacy area.
3/13	Monitoring form to be completed by all NAC reps	Graham Sloan	To be circulated at next NAC meeting in September
4/13	Dundee University Survey on police uniform	Graham Sloan	Information from the survey obtained and passed to JM and David Cummings as H&S lead aware.
5/13	Confirm which SOP's had been issued by PSoS and pass to JM.	Graham Sloan	
6/13	Confirm with David Ross the national policy on transfer of officers in the North Area and across Scotland.	Graham Sloan	
7/13	To circulate the RIS document and guidance to all NAC reps via area Secretary.	Graham Sloan	

