



Scottish Police Federation North Area Committee

Minutes of the 3rd quarterly meeting of the Scottish Police Federation – North Area Committee held on Monday 1st and Tuesday 2nd September 2014 at the Atholl Palace Hotel, Pitlochry.

1. Members Present

Full Time Officials

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

Constables	Sergeants	Inspecting Ranks
Linsey Burns	Derek Baxter	Neil Cameron
Stephen Cook	Andy Bilton	Murdo MacLeod
Brian Dick	Gary Brown	Gordon Milne
Neil MacDonald	John Crawford	Ewan Strachan
Angus Morrison	Gordon Forsyth	
Mike Purdie	George Murray	
Sandy Smart	Steven Ross	
Davie Smith	David Threadgold	
Steve Thomson		
Shaun White		

Observers present:

Peter Jones, SPF National Health & Safety Lead

2. Opening of Meeting

The Chairman opened the meeting and welcomed members present and he encouraged everyone present to take an active part in the meeting and to contribute to discussion and debate.

3. Apologies for Absence

Apologies were received from;

Steve Raeburn - replaced by Andy Bilton
Stuart Ednie
Grant Letham
Murray Heston
Paul Hogan
Iain Smith
Bob Thomson

Excusals during meeting;

Sandy Smart left meeting day 1 at 1630 hrs (JNCC update)
Murdo Macleod, attended day 1 only, annual leave
Steve Cook, attended day 1 only, court

4. Election(s) of Full-Time Official(s)

The Chairman advised that in accordance with the Police Federation Scotland Rules - Rule 6, there had been three nominations received, within the specified period, from Brian Dick, Derek Baxter and Graham Sloan all of whom sought election to the vacant post of Secretary.

Referring to the nominees in alphabetical order, the Chair sought confirmation they were all formally nominated and seconded following which presentations were made by each nominee to the members of the Committee.

At the conclusion of the presentations and in accordance with rules a vote was undertaken at the conclusion of which Graham Sloan was elected as the new Secretary of the North Area Committee.

The Chair thanked all the nominees for their interest in the role and congratulated Graham on his success. This did however create a vacancy for the position of Vice Chair and in accordance with the rules nominations for this post had also been sought and nominations had been received from four Committee members but one had been withdrawn leaving Brian Dick, John Crawford and Steve Thomson seeking election to the post of Vice Chair.

Referring to the nominees in alphabetical order, the Chair sought confirmation they were all formally nominated and seconded following which presentations were made by each nominee to the members of the Committee.

At the conclusion of the presentations and in accordance with rules a vote was undertaken at the conclusion of which John Crawford was elected as the new Vice Chair of the North Area Committee.

Graham Sloan and John Crawford thereafter adopted their new roles for the remainder of the meeting.

5. Approval of Previous Minutes

The Minutes of the previous Meeting which were circulated in advance of the Meeting were formally approved having been proposed and seconded by Brian Dick and Steve Thomson.

6. Matters Arising

6.1 Action/Decision Log

The action and decision logs had been circulated in advance of the Meeting and the contents were noted by the Committee.

Action 0003/14

The Chair advised the Committee no further examples had been received from members of the Committee and suggested the item could be closed.

The meeting agreed to **close** the action.

Action 0004/14

The Chairman advised as a consequence of the lack of responses to the previous action he had been unable to complete the development of a membership survey.

The meeting agreed to **close** the action.

Action 0008/14

The Chairman advised he had completed and circulated a draft communication strategy to NAC members and would further explain under agenda item 6.2.

The meeting agreed to **close** the action

Action 0009/14

The Chairman advised the former Secretary had met with the Deputy General Secretary on 5th June 2014 and expressed the concerns of the NAC in respect of CWG2014 rostering arrangements.

The meeting agreed to **close** the action.

Action 0010/14

The Deputy Secretary advised the “with cause testing” item was now included on the agenda of the Area Conduct Subject Committee and he would provide updates under the Conduct standing agenda item.

The meeting agreed to **close** the action.

Action 0011/14

The Deputy Secretary advised the “counter corruption interview” item was now included on the agenda of the Area Conduct Subject Committee and he would provide updates under the Conduct standing agenda item.

The meeting agreed to **close** the action.

Action 0012/14

The Vice-Chair advised that this matter had been referred to the Equality Subject Committee but they had not met since the last NAC. Members may recall that a draft Protective/Rehabilitative Duties SOP was circulated in late June for comments it impacts on IHR. Some areas remain under discussion and this SOP has not, as yet, been signed off. There is no definitive time line for IHR but there have been delays. Far more officers going through IHR than in previous years, especially officers who have been occupying long term restricted roles are now asking to be considered for IHR.

The meeting agreed to **close** the action.

Action 0013/14

The Vice-Chair advised that the Subject Committee had not met and this work was ongoing, since the last NAC there had been 3 appeals in A & B Division, one rejected and the other two remain ongoing with one in N Division which remained ongoing.

The meeting agreed to **close** the action.

Action 0014/14

The Vice-Chair advised that the Subject Committee had not met and this work was ongoing. At a national level the Sergeant Central Committee have been trying to carry out some work with existing levels and it has also been raised in the LNCC.

Action 0015/14

The Chair advised that Sandy Brodie had changed roles but this matter now sat with PSoS on the Custody Division North Health & Safety Committee as it had been raised within this Forum.

The meeting agreed to **close** the action.

Action 0016/14

The Chairman advised the former Secretary had resolved this matter and intimated the election process in detail to the NAC members by e-mail on 27th June. This matter had now been concluded.

The meeting agreed to **close** the action.

6.2 Communication

The Chairman circulated a communications briefing paper to the Committee and then discussed the contents. The Committee were supportive of the content of the paper and agreed for the Chair to develop its content further.

Action 0017/14

Chair to further develop the communications paper circulated and report back to the Committee.

The Chairman thereafter presented a Compensation Process Map to assist representatives in dealing with members' queries in relation to certain aspects of overtime and compensation for working during annual leave. The Committee welcomed the production of such a document and there was general discussion about the subject and the benefits of such a document being agreed with PSoS. Issues about the knowledge and training of Sergeants who process overtime claims was also discussed.

7. Standing Items

7.1 JCC Update

The Chairman advised that the JCC had meet on 19th/20th August 2014 and the minutes would be circulated in due course.

PNB

The last and final meeting of the PNB (as a Pan UK Body) had been held in London on 22nd/23rd July. 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. The PNB SSC had met on 15th 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 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'.

PNB Circulars 14 to 18/2014 which had included details of a 1% pay rise and been issued.

Pensions

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 and Wales but no details were yet known for Scotland.

Commonwealth Games

The Deputy General Secretary reported 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.

INCC

The Committee was informed that the last meeting was held on 10th 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.

7.2 Subject Committees

- **Conduct**

Conduct Training planned for 25th June in Inverness had to be cancelled due to a lack of numbers and many invitees did not respond to the event invitation at all.

Action 0010/14

Item raised with David Kennedy, there is now a policy on “with cause drug testing” that relies on two credible sources normally the case but could be one source dependant on that source.

Substance Misuse Policy came into force 29/04/14, available on PSoS Intranet page. Refusal to provide “with cause” will lead to Misconduct proceedings.

Action 0011/14

New management of CCU headed by Chief Superintendent Clark Cuzen nationally supported by one Superintendent Intelligence (Carol Auld) and two Superintendents for Operations, the one for North/East Areas is Superintendent Shaun Scott. CCU keen to work closely with SPF and are receptive to any concerns including willing to attend next NAC to address the Committee and answer any questions.

Action 0018/14

To invite CCU to attend and provide an input to the NAC.

Conduct Update.

The Deputy Secretary advised the Committee of the wording for the caution for misconduct interviews:-

“I am now going to conduct an interview with you in terms of Regulation 12 of the Conduct Regulations. The interview is going to be recorded. You are not under any obligation to answer my questions. The interview offers you an opportunity to make representations in response to the misconduct allegation”

“The recorded interview may feature in any subsequent Misconduct Hearing.”

With regard to the effect of a warning on postings and applications for roles the Deputy Secretary advised that David Kennedy was raising this with DCC Richardson regarding the effect that 5(3) warnings have on postings etc, if you received a warning under the old Regulations it stands for 3 years, in the new Regulations its 12 months unless a final written warning then its 18 months.

PSoS PSD are looking at Social Media after CWG, they are aware of some of the members posting inappropriately, the Committee were reminded of the dangers of Social Media.

The current case load sat at 71 including 15 for Operation Hortum.

Further Conduct/Performance Training to be arranged, dates not yet confirmed.

In response to questions about Conduct Committee members the following task was raised.

Action 19/14

Secretary to circulate lists of each Subject Committee membership to NAC for their information.

Visit of T/Assistant Chief Constable Campbell Thomson

The Chairman introduced T/ACC Thomson to the Committee and invited him to address the group. Mr Thomson began by expressing his gratitude for the opportunity to engage with the Federation at this level.

Mr Thomson focused on several issues and highlighted the following, within both A & B Division the recruitment and retention of staff was an issue and he had been working with various partners in the local authority, housing and the federation looking at ways to tackle this. The issue of the amount of TOIL and RRD's banked was also a concern and he expressed a need for flexibility of approach with regard to addressing this. Following the CWG it is important that we do capture learning now and this must not be lost as we go forward.

With regard to Health & Safety, Mr Thomson discussed the vacancies for Health & Safety Advisors in the North and he was pushing for these vacancies to be filled. He also touched on the Ryder Cup and the consequence of staffing a further big event within D Division following CWG and other events this year.

The Chair thanked Mr Thomson for his input and invited questions from the Committee.

There were a number of questions posed concerning, review of the MIT, the length of time to process Ill Health Retirement, half pay and no pay issues for officers suffering from mental illness, resourcing levels in D Division and the view of staff morale.

At the conclusion of the question and answer session Mr Thomson confirmed his willingness to work with the Federation and resolve issues directly where he could but he was also sighted on the positive work being done. The meeting in turn thanked him for his attendance and contribution, he thereafter left the meeting.

- **Equality**

The Vice-Chair confirmed that the NAC Equality Sub Committee had not met since the last meeting of the NAC, the meeting was cancelled due to CWG. The Sub Committee is due to meet next on 1st October, the venue is to be confirmed but one with video conference is preferred. Shall be looking at training within the group at the next meeting.

Absence Review

The Vice-Chair then gave a brief update that currently 69 officers were absent longer than 28 days. (A & B 19, D 31, N 19) This figure is up by 10 from the time of the last NAC meeting.

Some staff who are on the A & B list are currently undergoing the IHR process, some staff on the list have been granted an IHR and will be out of the Service by late September. Appeals for half pay decisions in respect of officers who are undergoing IHR continue but these appeals have been unsuccessful. The IHR process is taking a considerable time for some with many being longer than 6 months.

Grievance

Presently aware of two ongoing that are receiving Federation support, one in N and one in A Division.

Flexible Working

One recent issue in B Division where an officer returning from maternity submitted a change to her flexible pattern but this was not being accepted by Area Commander. It is highly likely will see more difficulty in this area where officers are having their pattern reviewed and it no longer meets the operational demands. With some additional negotiation the matter was resolved but will have to manage some expectations.

The Vice-Chair invited any questions.

- **Health & Safety**

The Vice-Chair confirmed that the NAC Health & Safety Sub Committee had not met since the last meeting of the NAC, again this was cancelled due to the CWG. The Sub Committee is due to meet next on 29th September and will be meeting in Inverurie. Shall be looking at training within the group at the next meeting.

North Area Health & Safety Meeting

The Vice-Chair advised that the North Area meeting chaired by ACC Thomson had met on one occasion since the last NAC meeting on the 26th August.

National Health & Safety Meeting

Met on 12th June and Graham Sloan attended with the national lead, it is due to meet again on 18th September.

The Vice-Chair invited any questions.

7.3 Standing Committees

- **Finance**

The Chairman confirmed that the Finance Standing Committee had met on 30th July and he updated on the discussions at that meeting. The annual accounts were reviewed and scrutinised before presentation to the JCC in August for adoption. The refurbishment costs and options for Woodside Place were also discussed.

- **Legislation & Regulations**

Consultation on Protective/Rehabilitative Duties SOP was circulated to NAC on 19th June. In addition to a response submitted by the former Secretary one further response was received from Sandy Brodie.

The Consultation on the Air Weapons Licensing Bill was also circulated with only one 'no comments' response received. The Secretary had submitted a full response on the document to Woodside Place.

- **Operational Duties**

The Chairman introduced the topic of the National Promotion Process and highlighted that some of the Full-Time Officials had met with Aileen Reid, the PSoS Project Lead for the promotion process. Members were asked for their views on the process and any reasons why in some areas small numbers of officers are applying for promotion having sought an application pack. The Chair noted the comments of the group to feedback to Aileen.

The Chairman further highlighted the process to be followed when changing shift patterns/new VSA, there have been some occasions recently where the process has not been followed and issues have been unnecessarily created.

7.4 Force/Area Meetings Update

LNCC

The LNCC met in Inverness on 3rd July, Graham Sloan and John Ferguson attended, it was chaired by T/ACC Thomson. It was business as usual with the following points worthy of note:-

The EAP, Employee Assistance Programme for D Division was discussed by Alan Manning and the intention for the current L&B provider (AXA PPP) to take on D Division, no date given for start date.

It was also highlighted that a national Occupational Health and EAP provider would likely be in place next year.

Divisional Management Meetings

N - John Crawford has been attending these meetings in the absence of Graeme Ednie.

A - Graham Sloan meets on a monthly basis with Superintendent Milton, issues with staffing and probationers remain.

B - Graham Sloan attends the area SMT meetings and Chief Superintendent McLaren continues with his routine meetings with reps, the next is due on 9th Sept.

D - John Ferguson has routine meetings with Superintendent Angela McLaren.

8. New Business

8.1 SPF Training

The Deputy Secretary advised the SPF Vice-Chair had requested this item be included on the agenda to provide the NAC the opportunity to discuss and identify the training they felt would enable them to undertake their roles effectively and efficiently.

The reps broke into small groups to capture the training needs and feedback to the Chairman.

9. AOCB

SPF Annual Bravery Awards

The Secretary introduced the following advising the group that the SPF intends to hold an annual bravery award. It is proposed that each SPF Area will form a small Group, possibly one officer from each Rank Committee along with an Office Bearer to review/discuss nomination for the award from that Area. Nomination will come from Area representatives and be passed to this Working Group. The most deserving cases will be forwarded to Woodside Place and a further Group comprising the SPF Chair and one Full-Time Official from each Area will draw up a shortlist. Which in turn will be considered by a panel drawn from JCC and a secret ballot will be used to identify the winner.

An award ceremony on the first evening of JCC is proposed. The award will be a Medal with certificates to all nominated.

The Secretary undertook to circulate more information once he had it to the members of the Committee

Action 0020/14

Rank Committee Secretaries to identify one member and reserve to sit on the SPF Bravery Group.

Annual Leave Memo 2015

The Secretary introduced this item referring to the recently issued PSoS memorandum regarding the manner in which annual leave is to be processed in 2015. This is a change of process within A & B Division and the Secretary had received many messages and calls from members who were unhappy at the change. Reps had also been fielding such calls and queries. Much of the annoyance to members focused on the wording of the memo which stated that following consultation with Staff Associations and in agreement the annual leave process would be adopted across the country. On the publication of this memo none of the Full-Time Officials in the North were aware of the content of the memo or of any involvement in the process with the SPF.

It was later established that the SPF were represented at the Working Practices Review Group by the Deputy General Secretary when this subject was tabled. It was not a matter that required endorsement or the agreement of the SPF and was that purely of notification of their intention to implement that process. The Deputy General Secretary believed he had copied the meeting papers for the Working Practices Review Group to the Full-Time Officials in the North for their information but he had not. He is now aware of this mistake and has apologised.

The Chairman is due to attend the next Working Practices Review Group and will seek an update on developments regarding this.

Aberdeen Office

Peter Jones introduced this item, he indicated that it was planned to have a feasibility study carried out on the office with a view to its suitability for reorganising the office space to host the Area Subject Committees and other meetings for up to 12 people in the office. The company identified to carry out the feasibility work require an initial payment before they undertake their full survey. Prior to this funding being authorised the view of Committee was sought.

In the first instance he sought the commitment to the Aberdeen office as a meeting place and as the SPF office in Aberdeen. The Committee endorsed this and were in agreement for this work to be undertaken.

Action 0021/14

The Chairman to seek the necessary approval for funding.

10. Correspondence

The Secretary advised he had no items of correspondence to be brought to the notice of the Committee.

11. Time and Date of Next Meeting

The Chairman advised the next Meeting of the North Area Committee would be held on Monday 1st and Tuesday 2nd December at the Atholl Palace Hotel, Pitlochry commencing at 1300 hours on Day 1 and 0900 hours on Day 2.

The Committee were reminded that in accordance with the rules the elections for Full Time Officials for the new quadrennial would take place at that meeting.

Dates of future meetings

2nd/3rd March 2015

1st/2nd June 2015

31st August/1st September 2015

30th November/ 1st December 2015

12. 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.

He was thanked by the Meeting in the customary manner.

David Hamilton
Chair

Graham Sloan
Secretary