



SCOTTISH POLICE FEDERATION

Established by Act of Parliament

Ref: MM/AM/LW

West Area Committee Minutes

Minutes of the Meeting of the West Area Committee held at the Glynhill Hotel, Renfrew on Thursday 4 December 2014 at 10 am

1 ATTENDANCE AND OPENING

Andrea MacDonald (Chair)
Malcolm Macdonald (Secretary)
Martin Bertram (Deputy Secretary)
John Campbell (Deputy Secretary)
Jim Foy (Vice Chair)
Jennie Macfarlane
Pamela Fleming (am only)
Philip Maguire
Andrew Hastie
Catherine McNally
Gary Mitchell
Stuart Finnie
Charles Sweeney
Lawrence Ramadas
David Blacklock
Graeme Cobb
Joe Thomson
Dennis Cairns
Fiona Morris
Dawn Bethune
Colin Fraser
Joseph Conway
Stuart Davidson
Stephen McCulloch
Andrew Smith
Andrew Hawes
Tom Findlay
Andrew Fairie
Garry Kirkwood
Louis Jeffrey
Gemma Beattie
David Bruce
Eddie Mather
Billy Atkinson

Paul Connelly
Neil Mackay
John Haynes
John Hunter
Grahame Gosling
Kenneth Kean
Alistair McKinnon
Gordon Cumming
Scott Wilson
Campbell Smith
Jacquie Stuart
John Munn

Observers

Alan Heron

Guests

Jackie Muller – National Equality Lead
Tahir Moghul (Scottish Police Muslim Association)
Alistair Sword – Retiral Presentation

Apologies

Robin Ferguson
Gerry Welsh
Martin Greenlees

2 ADOPTION OF STANDING ORDERS

Standing Orders were adopted for the duration of the meeting.

3 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were circulated by e mail to all members on 20 October 2014, along with the minutes for the separate committees.

The minutes were adopted as a true record of the proceedings.

The actions from the previous meeting had all been addressed and were now complete.

Actions From Previous Meeting

Chair

Contact the SCOPE Team to ascertain if SCOPE has a 'decline' button for TOIL requests.

Response received on 8 September 2014. There is no 'decline' button but there is a reporting tool that can capture the number of times a request has been refused.

Further Action - Chair to seek clarification from the SCOPE Team if the reporting tool shows the difference between a TOIL request being declined and being withdrawn.

Deputy Secretary (H&S)

No set OBL's in 'V' Division.

Deputy Secretary to raise this matter at the 'V' Division H & S Meeting on 8 September 2014.

This matter was raised at the meeting on 8 September 2014 and there is work ongoing to implement OBLs in 'V' Division as soon as possible.

COMPLETE

Deputy Secretary (H&S)

Make OBL's a standing item on the WAC H&S Committee Meeting.

Added to Agenda for future meetings.

COMPLETE

National H&S Lead (Peter Jones)

To contact Chief Superintendent Shearer, Custody Division to raise the issue of Custody Division memos not being circulated Forcewide.

Chief Superintendent Shearer has confirmed that this will be done.

COMPLETE

Secretary

Paul Connelly to feedback issues regarding airwave cover. The Secretary will also speak to Airwave Team regarding this matter.

The Secretary contacted Colin Gill at Contact, Command and Control Division and received a response on 25 September 2014.

COMPLETE

Chair/Secretary

Raise at Chairs and Secretaries meeting the late delivery of payslips.

This matter was raised, however it appeared to be a local matter for the West Area and should therefore be dealt with at the LNCC. At the LNCC, Susan Beaton tasked to review the matter. E mail sent to her on 25 November 2014 asking for an update prior to the WAC, however this was not available.

Information regarding the supply of payslips by employers is available on www.gov.uk

ONGOING

National H&S Lead (Peter Jones)

To ascertain who processes Working Time Regulation claims.

Peter Jones has been advised that once submitted it is merely an acknowledgement that is required from Supervisors not authorisation so therefore no additional work.

COMPLETE

Vice Chair

To make enquiries with 'Q' Division regarding an instruction that all Working Time Regulation claims have to be authorised by an Inspector.

This is not solely an issue in 'Q' Division, this is as a result of a Force Directive.

COMPLETE

Secretary

Jennie McFarlane to send a copy of the Greater Glasgow Division memo regarding overtime policy – all overtime has to be processed by Inspectors.

Copy received by Secretary, this is linked to the previous action.

COMPLETE

Chair/Secretary

To liaise with the National Chair about the possibility of issuing a JCC Circular rebutting the claim in Force Memo 174/14 (annual leave) that the Federation were consulted. If not, put out a WAC circular. Also, could the SPF also consider as a matter of course when the Force publishes incorrect information.

Raised at the JNCC and the Chief Constable instructed that the word “agreement” be removed from the SOP, this has been done in the latest draft.

There is an open minute of the meeting of the Working Practices Review Board at which this was first raised and the Federation input was incorrectly recorded, the Chief Constable also instructed that this should be amended and that has also been done. This is available on the Force website and the Intranet.

The Force has been advised if this happens again, as well as a retraction the SPF will be issuing a rebuttal.

COMPLETE

Chair

To have a WAC Circular issued regarding the update on Freedom and Choice in Pensions.

WAC Circular 71/2014 sent out by e mail on 8 September 2014.

COMPLETE

Vice Chair

To have a WAC Circular issued regarding the Lewis Fulton Bravery Awards and the criteria for nominations.

Further Action - Vice Chair to report to the Bravery Awards Working Group that the WAC position is that there should only be one award for the overall winner, no 'runner up' awards as has been suggested. Alternatively to follow the same process at the Strathclyde Joint Branch Board and all winners receive certificates and medals with no awards for being nominated.

Secretary

Contact Graeme Ednie regarding training requirements. Graeme contacted on 5 September 2014 by e mail

COMPLETE

4. ELECTION OF OFFICE BEARERS

The elections for Officers of the Area Committees of the Scottish Police Federation are governed by Rule 6 of the Police Federation (Scotland) Rules.

Rule 6.1 of the SPF rules provides the West Area Committee must elect from amongst its numbers the following Officers.

Secretary
Chairperson
Deputy Secretary x 2
Vice Chairperson

Rule 6.2 of the SPF rules provides that a member seeking election as an Officer as mentioned above shall intimate in writing his or her intention to stand for election to the Secretary and shall give not less than 28 days' notice. For the purposes of this Rule 'in writing' shall include by facsimile or electronic mail.

Rule 6.2.1 of the SPF rules provides a candidate for election must have a nominator and seconder from the members of the Area Committee.

The deadline for nominations for the West Area Committee was 1700hrs on Wednesday 5 November 2014.

As a result the following nominations were received within the stipulated timescale.

Secretary - Malcolm Macdonald
Chair - Andrea MacDonald
Vice Chair - Jim Foy
Deputy Secretary (Health & Safety) - Martin Bertram
Deputy Secretary (Equality) - John Campbell & Andrew Hastie

Therefore the nominees for Secretary, Chair, Vice Chair and Deputy Secretary (H&S) were duly elected into those posts.

The election for the post of Deputy Secretary (Equality) then took place. Both candidates were given the opportunity to address the Committee before the official vote.

Voting papers were distributed and Scrutineers were appointed.

After the vote, John Campbell was duly appointed as Deputy Secretary (Equality).

5. LEGAL ADVICE AND ASSISTANCE

The Vice Chair informed the members that 12 files had been submitted to Woodside Place since the last WAC.

5 Injury on duty
5 RTA
1 Employment Tribunal
1 file was rejected.

There were no questions.

6. POLICE NEGOTIATING BOARD SCOTLAND

The Staff Side met on 30 September 2014. Chief Superintendent Niven Rennie, ASPS Chairman, had been appointed as Staff Side Chairman and the new ASPS General Secretary, Craig Suttie will also be a representative on the Staff Side replacing Carol Forfar.

The Committee was informed that the last PNB Scotland meeting was held on 7 October 2014 in Edinburgh. It was noted that the Official Side had clarified that it had not rejected the Staff Side's claim on maternity pay and said it would circulate its position in the near future.

There was also an issue relating to the Independent Chair, his term of appointment and meetings beyond that. It was noted that the PNB Scotland constitution would be addressed early next year in future legislation.

The SPF General Secretary and Official Side Secretary had met with ACAS to discuss future arrangements for failures to agree and dispute resolution. It was noted that Staff Side representatives would also be asked to attend future meetings on this subject.

A PNB Circular had been issued incorporating the agreement on the additional travel allowance for the Commonwealth Games.

It was agreed that a PNB Scotland Equality Working Party would be established.

The SPF National Equality Lead had tabled a question regarding timescales for the Equality Working Party and asked about Terms of Reference (TOR). This was discussed and it was noted that the TOR were currently being drafted by the HR department of the Police Service of Scotland.

An advert for the Independent Chair of the PNB Scotland had been posted on the SPF website and members were asked that any suitable candidate be notified of this advert.

PENSIONS

An update was provided regarding the Scheme Advisory Board and Pensions Board and the need for equal employer and employee representation and at this time that meant three for each. The Staff Side agreed that the SPF should nominate two of these three with the third being nominated by ASPS and SCPOSA.

Members on the Pensions Board will there to act purely in accordance with the requirements of the legislation and could not be directed by either employee or employer.

Two names have been put forward by the JCC as employee members of the Pensions Board.

An update was provided on the position of firefighters in Northern Ireland relative to their retirement age. Mercers have been engaged to examine whether a change to Northern Ireland firefighters pensions could have implications for the Police pension proposals in Scotland.

Members also discussed ill health provisions for the 1987 and 2006 pension schemes.

SCOTTISH POLICE CONSULTATIVE FORUM

The last meeting had been held on 7 October 2014 in Edinburgh. It was noted that work was continuing on Senior Officer Conduct Regulations and it had been agreed that the English type caution, warning of negative inference, would not be used in Scottish conduct interviews.

It was also noted that it had been agreed that PSoS would set up a priority meeting to discuss working time and Inspecting Ranks/Superintendent Ranks working hours but no meeting date had been set.

Work is continuing on Senior Leadership Development and all PNB, Scottish Government and SHHD Circulars are to be reviewed to establish their continuing relevance.

One member asked if the PNB circular regarding travel expenses (in relation to Commonwealth Games) should be used for travel in general or should reference still be made to legacy Standard Operating Procedures?

The Chair informed the members that the Commonwealth Games travel arrangements were a stand-alone matter but that the issue of travelling expenses should hopefully be resolved by February and thereafter we should have a national SOP. Meanwhile Officers should refer legacy Standard Operating Procedures.

7. JOINT CENTRAL COMMITTEE CIRCULARS

The following JCC Circulars have been circulated to the membership:-

AGENDA PAPER		
Meeting	West Area Committee	
Date	4 December 2014	
Venue	Glynhill Hotel, Renfrew	
Item No.	7	
Subject	Joint Central Committee - Circulars	
Lead	Secretary	
37/14	08.09.14	SPF Voluntary Fund - Information
38/14	23.09.14	SPA - Armed Policing Call for Evidence - Consultation
39/14	24.09.14	JCC Minutes August 2014 - Information
40/14	01.10.14	Central Meeting Register - Information
41/14	02.10.14	SPF - Election of Area Officers - Information
42/14	13.10.14	SG - Draft Budget - Consultation
43/14	13.10.14	The Smith Commission - Consultation
44/14	27.10.14	JCC Agenda and Papers November 2014 - Information
45/14	27.10.14	HMICS - Review of Standing Authority for Armed Response Vehicle Crews within PS - Info
46/14	28.10.14	HMICS - Stop and Search Audit and Assurance Review - Information
47/14	29.10.14	PIRC Annual Report 2013-14 - Information
48/14	03.11.14	Subject & Standing Committee Minutes 14-15 October 2014 - Information
49/14	05.11.14	Rules and Standing Orders for Central Conference - Information
50/14	11.11.14	Water Rescue and Life Saving Capability - Consultation
51/14	12.11.14	HMICS - Crime Audit 2014 - Information
52/14	13.11.14	Police Pension DRAFT Regulations - Consultation
53/14	18.11.14	Election for Deputy General Secretary - JCC ONLY
54/14	19.11.14	Prisoners - control of release (Scotland Bill)
55/14	2.12.14	Area Committee Elections
56/14	26.11.14	Calculation of Holiday Pay
Action Required		
Notes Recommendations Future Actions		

8. WEST AREA COMMITTEE CIRCULARS

The following WAC Circulars have been issued to the membership:-

AGENDA PAPER		
Meeting	West Area Committee	
Date	4 December 2014	
Venue	Glynhill Hotel, Renfrew	
Item No.	8	
Subject	West Area Committee Circulars	
Lead	Secretary	
71/14	08.09.14	Freedom and choice in pensions
72/14	08.09.14	Voluntary Fund - Information
73/14	17.09.14	Extensions to Travel Policy
74/14	30.09.14	Bravery Awards
75/14	02.10.14	SPF - Election of Area Officers - Information
76/14	06.10.14	Election of Office Bearers
77/14	13.10.14	SG - Draft Budget - Consultation
78/14	13.10.14	Force Memo 195/14
79/14	13.10.14	SPF Conference
80/14	28.10.14	HMICS - Review of Standing Authority for Armed Response Vehicle Crews within PS - Info
81/14	28.10.14	JCC Agenda - November 2014
82/14	28.10.14	HMICS - Stop and Search Audit and Assurance Review - Information
83/14	29.10.14	PIRC Annual Report 2013-14 - Information
84/14	05.11.14	Rules and Standing Orders
85/14	05.11.14	Group Insurance - update
86/14	05.11.14	Equality Forms
87/14	06.11.14	Nominations for Office Bearers
88/14	07.11.14	CICA INFO
89/14	13.11.14	HMICS Crime Audit
90/14	13.11.14	2015 Police Pension Draft Regs
91/14	20.11.14	Subject and Standing Committee Minutes - Oct. 2014
92/14	26.11.14	Calculation of Holiday Pay
93/14	26.11.14	Prisoners - control of release (Scotland Bill)
94/14	2.12.14	Area Committee Elections
Action Required		
Notes Recommendations Future Actions		

9. WAC CHAIRS AND SECRETARIES MEETING

The minutes from the meeting held on 1 September 2014 were circulated on 15 September 2014. The minutes from the meeting on 2 October 2014 were circulated on 10 October 2014.

A Pre WAC Meeting was held on 1 December 2014, the minutes of which will be circulated to members in due course.

10. JCC – FINANCE STANDING COMMITTEE

Members Services

Members were informed that the Members Services Insurance was due for renewal. There was some debate regarding this as it was felt that this should be put out to tender to Brokers.

The WAC Secretary informed the members that in legacy Strathclyde, on the death of a serving officer the family were issued with an immediate advance payment of £7500. The WAC Secretary proposed to the Finance Standing Committee that the SPF continue to make this payment, which was to assist with funeral costs etc. This proposal has been agreed by the SPF Trustees.

Honoraria

One member asked if there was any update regarding the issue of honoraria.

The Chair informed the members that, as per the will of the three Area Committees, two independent Consultancy Firms had been approached to carry out a review and Mercers has been appointed. An interim report is due to be presented to the JCC in February 2015. In the interim work is still ongoing.

11. JCC – LEGISLATION AND REGULATIONS STANDING COMMITTEE

The minutes from the meeting held on 15 October 2014 were circulated via WAC Circular 91/2014 on 20 November 2014.

There were no questions.

12. JCC - OPERATIONAL DUTIES STANDING COMMITTEE

The minutes from meeting held on 15 October 2014 were circulated via WAC Circular 91/2014 on 20 November 2014.

The Operational Duties West Area Standing Committee meeting held on 9 October 2014 was not quorate.

The next meeting was held on 25 November 2014 where the minutes from the meeting on 28 May 2014 were approved and thereafter circulated on 26 November 2014. The minutes from the meeting on 25 November 2014 will be circulated when approved.

13. JCC - CONDUCT SUBJECT COMMITTEE

The Vice Chair updated the meeting.

The National Conduct Subject Committee met on 14 October 2014 and the minutes were circulated via WAC Circular 91/2014 on 20 November 2014.

The last West Area Conduct Standing Committee meeting was held on 28 October 2014 and the minutes were sent to the committee on 23 October 2014 and thereafter to the WAC on 21 November 2014. The minutes will be fully approved at the next meeting.

The Vice Chair informed the meeting that there were several points worthy of note from the last national and area standing committees;

The Crown have confirmed their position that operational statements should not be requested from subject officers, hence from now on the advice to officers is that no operational statement should be submitted in respect of any criminal allegation against them.

Work is ongoing in relation to the number of officers being prosecuted for both DPA and RTA offences. These are Crown directives and decisions as opposed to PSoS. The Chief Constable recently rejected an appeal against disposal in a misconduct hearing and the case is now finalised.

The Federation continues to maintain a good working relationship with Senior Management and many of the officers working in both PSD and CCU. Feedback from members under investigation is generally very positive in relation to how they are dealt with. For this very reason it is important that any concerns over working practices of anyone attached to these departments are raised with us at the earliest opportunity. These would in turn be raised and addressed through senior management.

The Vice Chair reported that there are now 191 live conduct cases being monitored and as a result the quarterly reviews will now be every 5 months or so. Whilst they are enormously time consuming they do result in several updates becoming

available, the closure of many cases at this end and allows the individuals concerned to be updated.

There is concern regarding a very small minority of supervisors who believe they are best placed to 'advise' members on what will happen to them at any conduct hearing. In the vast majority of cases these supervisors have never been involved in the conduct process and almost certainly have never attended any hearing. In short, they have no experience of how the process works. I would ask supervisors not to be playing guessing games and putting our members under unnecessary stress. In certain cases these supervisors could find themselves being cited as witnesses to a hearing in order to explain why they made certain comments. Not a situation they would be comfortable with.

Officers with a particular concern over what is likely to happen should consult with a local representative who can in turn raise the matter with the Vice Chair if they need further clarity.

Issues have arisen with regards to disclosure of forms to chairs at the conduct meetings being arranged under the 2014 regulations, these are being progressed by the National Secretary and updates will follow.

A training day will be held at the January area conduct committee where the focus will be on conduct meetings/hearings. The meeting dates have been forwarded to all committee members and reserves. Anyone unable to attend should update Lynne Welsh at the earliest opportunity. Again, the biggest issue for many people is the length of time it takes to progress cases, in particular those that are sitting with the Crown. This will continue to be raised with the Force. PSD are also concerned about this but individual officers are asked not to make direct contact with Crown on such matters.

One member asked if there was any update with regards to plagiarism cases. The Vice Chair informed the members that another meeting was due with PSD.

14. EQUALITY SUBJECT COMMITTEE

The Deputy Secretary (Equality) updated the members.

The last West Area Equality Subject Committee meeting was held on 30 September 2014 and the minutes were sent to the Committee on 3 November 2014 and will be circulated to the WAC when approved.

At the last WAC the subject of two Divisions having their own policy in respect of Flexible Working Plans was raised, in particular relating to two officers who had had their plans rejected due to the Divisional policy.

The Deputy Secretary (Equality) subsequently had a meeting with ACC Mawson regarding this and both Officers have now had their plans, which conform to the SOP, approved.

ACC Mawson has also expressed his concern in regard the Divisional Policies and has asked that should this occur again, that it be brought to his attention. Any member's dealing with an issue regarding a Flexible Working Plan application should contact the Deputy Secretary (Equality) if they require advice and record it on the equality forms, which were sent out in a recent circular. Initial advice on this matter remains that the member should be asked to identify their needs from their wants. At present there are 479 officers working agreed Flexible Working Plans in the West Area.

In the West Area there are 81 officers on paid Maternity Leave and 4 on unpaid Maternity Leave. There are also 6 officers on unpaid Paternity Leave. The FAQ sheet is now on the SPF website and it is important that members are directed to this in the first instance.

It was agreed at the last National Equality meeting that the subject of Disability would be promoted at the Annual Conference. This work at present is being undertaken by the National and Local Leads. Again, if members know of anyone who has had a positive experience and interaction with the Force in dealing with their disability and reasonable adjustments and would be willing to talk about their experience, please contact the Deputy Secretary (Equality) after the WAC.

In regards ill health there are 24 officers on half pay and 20 on nil pay.

Since the last WAC, the Deputy Secretary (Equality) had attended several meetings and panels in relation to the promotion process. This had taken the form of attending a feedback session at Jackton which was also attended by Jennie Macfarlane.

This provided Divisional SPOCs with the opportunity to feed back the views from members across the West Area who had gone through the promotion process. The Deputy Secretary (Equality) attended a meeting with the Area Equality Leads from the Federation and the Force Leads which was held in Dundee.

From this meeting it was discovered that there has been a one year review of the process carried out and this will be shared with the Federation in due course. The promotion process will be suspended between 11 December 2014 and 11 January 2015 (all candidates waiting for an interview are being advised of this), the intention is to achieve a 4 month wait from successful submission of forms to interview (currently sitting at 8 months) and finally a new 5 hour on line training package entitled Preparation for Selection is due to be rolled out in the New Year. This has come about as a result of candidate feedback.

The Deputy Secretary (Equality) had attended 8 promotion panels for the Constable to Sergeant process and the same number for the Sergeant to Inspector process.

The Deputy Secretary (Equality) had also attended an Equality For All Event hosted by the Scottish Police College. This provided an opportunity to meet new recruits and give them an outline of what the Federation can do in respect equality and diversity matters.

One member asked regarding officers losing their posts due to the policy on disability and wanted to know if there was any change since legacy Strathclyde.

The National Equality Lead, Jackie Muller, informed the member that there will be an input at the SPF Conference 2015 which will focus on disability and will demonstrate that we have officers with disabilities that are still policing on the front line.

15. JCC - HEALTH AND SAFETY SUBJECT COMMITTEE

The Deputy Secretary (H&S) updated the members.

The last West Area H & S Standing Committee meeting was held on Wednesday 1 October 2014 and the minutes have been sent to the committee only on 10 October 2014. They will be approved at the next meeting before circulation to the WAC.

The Area meeting was on Wednesday 1 October 2014 the next one is scheduled for Wednesday 7 January 2015.

The JCC Health and Safety Committee met on 14 October 2014 at Woodside Place, minutes were circulated on 20 November in WAC circular 91/2014.

The West Area Health and Safety Committee met on 12 November 2014 and the next is due in January, date to be arranged.

The National Health and Safety Subject Committee met on Thursday 20 November 2014 during this meeting a report was submitted in respect of throw lines and life vests within Police vehicles.

This report showed that there various different methods throughout Scotland in respect of the allocation of this equipment. Also in the report it was identified that the Fire Service is the lead emergency service in inland water rescue. It was agreed that all throw lines and life jackets to be removed from response vehicles and that a pool be held for instances of planned events. It was requested that C3 have in place a system that any emergency of person in water the fire service are routinely contacted to attend this reducing the risk for officers entering same. It was also agreed that Risk Assessments and training in respect of this to be emphasised.

There is a report being submitted to DCC Fitzpatrick in respect of the use and placing of Defibrillators on a national arena as again legacy procedures were all different.

HMICS report on Custody Division was discussed and the requirement for Vesda detection systems being in place in all custody suites which will cost in the region of £380,000 also the replacement of the cell doors at Paisley was mentioned at a cost of £144,000. These figures will be part of the custody future proofing there suites. DCC Richardson commented that if a matter is identified, it should be reported early no matter of the budget constraints.

At the West Area meeting the near miss reporting was discussed whereby 'Q' Division appear to be ahead in reporting such incidents and further advice to be sent out to Divisions from Health and Safety advisors. The reporting of near miss forms for OBL's only was also discussed and Divisional Commanders were looking for a more practical method to be agreed by the Federation.

ACC Mawson agreed with this and was looking for an agreement along the lines that where an Officer identifies a shortage of staff he approaches Line Managers who will investigate and respond. If the Officer is not content with the response then he/she should submit a near miss form. ACC Mawson will send this out as an instruction to his Commanders as well.

ACC Mawson wanted it to be made clear he was in no way trying to interfere with Officers submitting near miss forms.

The HSE statement and guidance on operational levels is not prescriptive however they state:

“The determination of the numbers of police officers required for any police activity is an operational decision for each individual force and not one for HSE. However the force has a legal requirement to conduct a suitable and sufficient risk assessment for each type of activity, which should include consideration of the number of officers necessary to ensure the health and safety of those involved, taking into account the nature of the activity, time and location. If there is a significant change in circumstances then the assessment must be reviewed and suitable arrangements put in place to manage the risk which may include altering the minimum number of officers required”.

It is appreciated that there is no quick fix for this situation but one aspect that has been sought, is an improvement in near miss recording where officers perceive a risk and or hazard, this not only offers a structured recording of issues, it creates

evidence for the service to highlight the pressures on officers and in turn seek safer working practices, and allows proper transparent examination of circumstances.

Near miss reporting on all other matters is also an issue, again on both an area and national level, the low figures recorded are simply unrealistic for the volume of staff, area covered, and tasks undertaken.

HSE define a near miss incident as:

“any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.

It is appreciated that there is substantial work to be done, where good and safe systems of work and PPE are in place it not only creates a safer and healthier working environment, it reduces, accidents, injury, and absence. The savings financially from better practice is also evidenced as high.

Accidents and injuries discussed and there were no spikes in this area.

The Deputy Secretary (H&S) attended the National Custody Health and Safety meeting on 12 November 2014 during this meeting the following was discussed:-

- Inspections of custody suites - Custody Division are doing an inspection on all of their custody suites and requested assistance from Federation and Unions. The Deputy Secretary (H&S) agreed to assist in these and has since covered Govan, Cathcart was covered by the APHSA representative. The dates for the others have to be arranged. These inspections are in line with HMCIS report.
- The custody suites at Paisley and Hamilton had been done prior to this meeting at the request of custody division in response to the HMCIS report. We have access to SCOPE but there is difficulty signing in and this matter is being progressed.

One member raised the issue of the new notebooks not being fit for purpose and highlighted specifics which were causing issues.

Action – Deputy Secretary (H&S) asked for full details to be forwarded to him and he will progress the matter.

A member raised an issue regarding the high visibility vests. Members do not believe that they are fit for purpose but the instruction from the Force is that they have to be worn at all times.

Action – Deputy Secretary (H&S) to progress this matter.

One member asked for confirmation that the water safety equipment was to be removed from Police vehicles. This was of concern to many members as they are often the first on the scene at an incident. It was felt that removing this equipment would be too much of a risk to members.

The Deputy Secretary (H&S) advised that the National Lead H&S (Peter Jones) is pursuing this matter on a national basis.

Action – Deputy Secretary (H&S) to put this matter on the Agenda for the WAC H&S Committee

One member highlighted 24 instances of unsafe staffing levels within his Division. The member concerned has been invited to attend a meeting with the Divisional Management to discuss the matter further and had requested that an Office Bearer attend the meeting with him.

The member was advised that the protocol for dealing with Divisional matters lay, in the first instance, with the Divisional Representatives to liaise with the Divisional Management to resolve the matter. If this was not possible the Office Bearers would then become involved and, if necessary, take the matter to the LNCC for resolution.

The same member then raised his concerns that the issue of unsafe staffing levels was being discussed 'off table' by the Office Bearers and the Force Executive. The member was informed that this was not the case and that the matter has been raised at the LNCC, the JNCC and most recently on 24 November 2014 at the Local Policing Engagement Event.

16. MOTION(S)

One motion had been received by the Secretary within the 28 day notification period prior to the meeting.

“That this West Area Committee asks the Joint Central Committee to consider an addition to Rule 11 and insert at 11(8) a subsequent statement, “that when anyone is elected to be a member of a subject committee, that person will cease to be a member of said committee if that member fails to attend at 3 consecutive meetings except when appropriate apologies are tendered “.

Explanatory Note

It is becoming more and more evident that Area Committees are failing to have a number of subject committee meetings due to non-attendance by some members, thus preventing that meeting to be formally quorate as per rule 11.

This does a disservice to the SPF and its members.

The proposer accepts that there may be reasons for non-attendance but sufficient notice of these meetings are given and if an apology is received within a 28 day period this would allow a reserve to be permitted to attend

THIS MOTION WAS CARRIED

ACTION – Secretary to submit Motion to General Secretary, SPF

17. CORRESPONDENCE

The following items of correspondence had been received:-

- Letter from Graeme Ednie, SPF Vice Chair regarding Death Benefit Payments, dated 3 November 2014
- Resignation From Alistair Bell 'V' Division, dated 6 September 2014
- Letter regarding election of WAC Chair from Andrea MacDonald, dated 3 October 2014
- E mail regarding election of WAC Secretary from Malcolm Macdonald, dated 6 October 2014
- E mail regarding election of Deputy Secretary (H&S) from Martin Bertram, dated 6 October 2014
- E mail regarding election of WAC Vice Chair from Jim Foy, dated 13 October 2014
- E mail regarding election of Deputy Secretary (Equality) from John Campbell, dated 20 October 2014
- E mail regarding election of Deputy Secretary (Equality) from Andrew Hastie, dated 21 October 2014

18. COMPETENT BUSINESS

No notification of items of competent business had been received by the Secretary within the 28 day notification period prior to the date of the meeting.

Conference Motions

Members were informed that Conference 2015 would take place on 30 March - 2 April 2015 within the Turnberry Hotel, Ayrshire.

Anyone wishing to submit a motion should submit it in writing along with an explanatory note to the Secretary.

The Conference Arrangements Committee has been disbanded but a small Conference Management Committee is being set up and each Area had to nominate a Representative.

Fiona Morris, who has previous experience of the Conference Arrangements Committee, was proposed and seconded and agreed to take on this role.

Elections

The Secretary updated the members in relation to WAC Circular 94/14 that had been issued regarding this matter. Nominations were to be submitted by 12 December 2014.

Smith Commission

The Federation had been asked to comment and copies of the SPF response were made available for Divisional and Departmental Representatives to take back to their Division/Department and distribute to their members.

Forms

One member informed the meeting that Officers were being issued with forms which they had to complete at the end of their shift detailing the duties completed, including stop/searches etc, during their tour of duty. Members were informed that the purpose of this was for the information of the Divisional Commander to keep a record of what is being done and by whom.

The Secretary stated that this matter would be raised with the Divisional Commander in this first instance and if necessary reported to ACC Mawson as per his instructions at LNCC. Given that this matter was already on the Agenda at LNCC this would be done by an Office Bearer.

ACTION – Secretary to raise matter with the Divisional Commander

19. **CLOSURE**

The Chair closed the meeting and thanked the members for attending.

20. **DATE OF NEXT MEETING**

The next meeting will take place on 5 March 2015 within the Glynhill Hotel, Paisley Road, Renfrew.

Andrea MacDonald
CHAIR

Malcolm Macdonald
SECRETARY

SCOTTISH POLICE FEDERATION
CONSTABLES WEST AREA
COMMITTEE

**Minutes Of The Meeting Of The Constables' West Area Committee Held
At Glynhill Hotel, Renfrew On Thursday 4 December 2014**

1. Roll Call

There was no note of any apologies.

2. Opening of Meeting

The Chair opened the meeting and welcomed all present, thanking the newly elected representatives for standing. The newly elected Constables' Representatives' are Gemma Beattie and Kenneth Kean, K Div, Gordon Cumming L Div and Graeme Cobb U Div. The Chair also welcomed Jackie Muller, the National Lead for Equality, who was attending the Meeting as an observer.

The Chair also took the opportunity at this time to thank the full time officials for their contribution to the tributes paid to the victims of the Clutha and their families on Saturday 29 November.

3. Minutes of Previous Meeting

The minutes of the previous meeting have been circulated and were approved.

4. Matters Arising

4.1 Pay, Allowances, Pensions and Conditions of Service

Malcolm MacDonald provided an update with regards to outstanding issues in relation to the Commonwealth Games.

4.2 Shifts

The WAC Secretary advised that the shift pattern for Road Policing had been agreed and would commence in March 2015. He also updated the Committee regarding the proposals for the concern hub at N Division.

It was noted that a Motion had been proposed for Conference in relation to shifts and refreshment breaks.

4.3 Standing Committees

There were a number of vacancies for members of various committees however, it was agreed that as this was the last meeting prior to elections they would not be filled. This decision would not adversely affect the running of the standing committees.

(a) **Health and Safety**

There would be an update at the full committee meeting,

(b) **Conduct**

There would be an update at the full committee meeting.

(c) **Equality**

There would be an update at the full committee meeting.

(d) **Operational Duties**

There would be an update at the full committee meeting

4.4 Joint Central Committee Report

The WAC Secretary advised that the dates for Conference would be 30 March to 2 April 2015; a number of Motions had already been received.

4.5 New Business

There was no note of new business.

5. Correspondence

There was no correspondence.

6. Motions

There were no Motions.

7. Competent Business

The Secretary advised that a member of her Division had conducted a poll in relation to the new issue notebooks. She stated that there had been 340 responses and 97% stated that they were not fit for purpose. A member had an issue due to being left handed and had received a response from Policy Support. Martin Bertram agreed that a poll should be held across the West Area. Jackie Muller, the National lead for Equality, agreed to liaise with Peter Jones to progress this nationally.

8. Date of next meeting

The next meeting will be held on Thursday 5 March 2015

9. Close of Meeting

The Chair closed the meeting and thanked everyone for their attendance and participation.

F Morris
Secretary

G Mitchell
Chair

SCOTTISH POLICE FEDERATION
SERGEANT'S WEST AREA
COMMITTEE

**Minutes Of The Meeting Of The Sergeants' West Area Committee Held At Glynhill
Hotel, Renfrew On Thursday 4 December 2014**

1. ROLL CALL

Apologies were received from Sergeants' Gerry Welsh and Robin Ferguson.

2. OPENING OF MEETING

The meeting was opened by the chair Andy Smith who welcomed those present. He informed the Committee of the newly elected Sergeants representative's ; Andrew Fairie, Neil Mackay, Paul Connelly, Alistair MacKinnon, Gerry Welsh, John Munn, Alan Heron, Billy Atkinson and Jacquie Stuart. He extended a particular welcome to the new representatives in attendance.

3. ADOPTION OF STANDING ORDERS

Standing orders were adopted for the duration of the meeting.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting had been circulated and were adopted as a true record.

5. MATTERS ARISING

5.1 Committees

The initial discussions centred on the Committee nominations however it was agreed to hold these until the next meeting of the board in March 2015.

A member of the Sergeants Committee intimated their resignation from all standing Committees that they were currently a member of.

This resignation had apparently been prompted by the member being told that a discussion in relation to health and safety issues would be conducted 'off table' by the Deputy Secretary with a portfolio for Health and Safety which the member found to be unacceptable. (it should be noted that during the full WAC meeting this point was addressed adequately by the Deputy Secretary)

5.2 Custody Division

In-depth discussions followed in respect of this, in particular staffing levels on shifts caused by back filling for absences. Apparently there is a review ongoing. However, there is still a substantial effect on the OBL's for shifts, (both response and CPT) which is having a direct effect on officer safety.

Discussions took place in relation to several offices in Glasgow who regularly take prisoners from other divisions. It was questioned why part time offices have Sergeants within them

when they are not accepting prisoners when other full time offices are struggling for Sergeants to staff them. It was confirmed and agreed that any OBL breaches as well as specific incident near misses should still be recorded as such.

5.3 Training For New Scope

It was agreed that the training issues regarding the New SCOPE had been resolved and this item was to be taken off future agendas.

5.4 Divisional Variations

Discussions centred on the differing variations for Christmas Day and why this changed in respect of different day to day resources. There was concern over Sergeants being varied, in particular CPT to cover Response and also a growing trend for varying Sergeants to cover city centre out with the city centre plan. There was concern raised for officers using their own cars to go to other offices and officers should clarify with their insurance companies that they have the appropriate cover.

ACTION, Secretary to compile a memo to be sent out in respect of car insurance.

Discussions continued regarding variations on a public holiday. Sufficient notice is still required. (less than 8 days' notice = double time + 1 day back) It was confirmed that on a Public Holiday Officers can be required to work.

ACTION - Chair to make enquiries with U and G division Sgts in CPT regarding their variations.

6. CORRESPONDENCE

There were no items of correspondence.

7. MOTIONS

There were none at this time from the Sergeants board.

8. COMPETENT BUSINESS

A discussion took place regarding the Conference and the possibility of a Sergeants meeting or a forum however, it was stressed that it should only deal with issues relating to Sergeants.

9. DATE OF NEXT MEETING

The next meeting will take place on 5 March 2015.

10. CLOSE OF MEETING

The Meeting was closed with a vote of thanks for the chair.

Andrew Smith
Chair

Andrew Hastie
Secretary

SCOTTISH POLICE FEDERATION
INSPECTOR'S WEST AREA COMMITTEE

Minutes of the December meeting of the Inspector's West Area Committee
held within the Glynhill Hotel, Renfrew on Thursday 4 December 2014 at 1000
hours

1. ROLL CALL

Present

Charles Sweeney – Chair
David Blacklock – Secretary
John Hunter- Vice Chair
Grahame Gosling –Deputy Secretary
Stuart Davidson
Joe Conway
Andrea McDonald
Joe Thomson
Catherine McNally
Louis Jeffrey
John Haynes
Garry Kirkwood
David Bruce

There were no apologies.

2. OPENING OF MEETING

The Chair opened the meeting and thanked all for attending

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were agreed. Accepted by Joe Conway and seconded by and Stuart Davidson.

4. ICC UPDATE

The WAC Chair provided an update from last JCC meeting

WTR - Update being pushed through PNB and a work group has been set up. Superintendents surveys tend to show same issues Inspectors are facing.

Commonwealth Games payment – ACC Higgins has been given responsibility to progress from Chief Constable and an early resolution is hopeful. Chief Supt Ivor Marshall has a report ready for ACC Higgins which will hopefully be signed off.

Concerns were also raised regarding roles undertaken by Inspecting ranks at the games e.g. driving duties were raised.

Annual Conference 2015.

It was agreed that there was a need for a separate meeting. The President of ASPS will give an insight into their role.

Grahame Gosling raised the issue of inspecting ranks and in particular Chief Inspectors not recording WTR and also having excessive banked rest days. The Chief Constable has previously put out a memo advising of need to record WTR but there has been little compliance.

David Bruce reported that the issue of the long working hour's culture appeared mainly to be a West Area issue albeit discussion confirmed that this seemed to be spreading to other areas.

Louis Jeffrey raised issue of distribution of workloads between Inspectors in same sub divisions.

5. Standing Committees

Equality – vacancy 1 reserve
Nominee Catherine McNally
Proposed John Haynes
Seconded by Charlie Sweeney

Health and Safety – vacancy 1 member
Nominee Louis Jeffrey
Proposed Charlie Sweeney
Seconded David Blacklock

Operational Duties – vacancy 1 member
Nominee Joe Thomson
Proposed Andrea McDonald
Seconded Stuart Davidson

6. CORRESPONDENCE

There were no items of correspondence.

7. MOTIONS

There were no motions.

8. AOCB

Annual Conference will take place on 30 March/1 April 2015 at Turnberry.

ACTION – WAC Chair and Committee Secretary to put FOI request to Force requesting figures relating to absence level for Inspecting Ranks and numbers off with stress related illness.

Essential car users allowance – clarification was required regarding removal of this allowance in Ayrshire Division. There was no increase in police vehicles to compensate for this. To clarify if this is a force wide decision or locally made . Joe Conway to clarify with U Divisional Commander.

9. DATE OF NEXT MEETING

The next meeting will take place on Thursday 5 March 2015.

Charlie Sweeney
Chairman

David Blacklock
Secretary