



SCOTTISH POLICE FEDERATION WEST AREA COMMITTEE

Ref: MM/AM/LW

Minutes of the West Area Committee Meeting held in the Glynhill Hotel on 3 September 2015 at 10 am

1. ATTENDANCE AND OPENING

WAC Office Bearers

Andrea MacDonald	-	Chair
Malcolm Macdonald	-	Secretary
Martin Bertram	-	Deputy Secretary
Gary Mitchell	-	Vice Chair

West Area Committee

Graeme Cobb
Amar Shakoor
Stephen Innes
Charles Sweeney
Gemma Beattie
Andrew Fairie
Joseph Thomson
Marketa Hola
Gerry Welsh
Catherine McNally
Alan Heron
Ian Florence
Alistair MacKinnon
Campbell Smith
Gordon Cumming

James Bradley
Christopher Thomson
Joseph Conway – am only
Andy Hastie
Fiona Morris
John Munn – arrived 10.10am
Andy Smith
Scott Wilson – Left the meeting at Lunch
Lorna Hogarth – arrived 1 pm
Jennie Macfarlane
Paul Connelly
John Hunter
Stuart Finnie
Jennifer Shanks
Phil Maguire
Lynne Gray
Joseph Irvine
Gemma Mazur
Terence Robertson
Gary Gray
Edward Mather

APOLOGIES

Michael McCaughey
John Haynes
Grahame Gosling
David Bruce
Thomas Crombie
Garry Kirkwood
Gerry Welsh
Dawn Bethune
Neil McKay

GUESTS

Peter Jones - National Health & Safety Secretary

The Chair welcomed everyone to the third quarterly meeting of the West Area Committee and informed the members that time would be allocated after lunch for Divisional Meetings.

The Secretaries of the separate Committees were asked to ensure that the Minutes are sent to Lynne Welsh before the end of the month in order that the full Committee minutes can be circulated timeously. The minutes should be checked by the Chair of each Committee before submission.

Members were informed that the election for the post of Deputy Secretary (Equality) would be held after the separates.

The WAC Chair informed members that the new Chair of the Scottish Police Authority would be announced later that day.

The WAC Chair advised that an Email from SPF was today sent to all MSP's regarding consensual stop and search. This was read to the members. Members were also informed that a copy of the recently circulated stop search booklet was also available on PDF. Any Federation Representative requiring a copy should contact Merrylee House.

The WAC Chair stated that the First Minister's recent Parliamentary speech had highlighted Policing. A press release was thereafter issued by SPF HQ and this was read to the members.

Peter Jones, National Health & Safety Secretary was attending the meeting and the Chair requested that Item 15 (Health & Safety) be moved forward on agenda and this was agreed.

2. ADOPTION OF STANDING ORDERS

As per the new Rules, the Standing Orders took effect as soon as the meeting was opened and would remain in place throughout the meeting, including separates unless specifically suspended for any reason.

3. MINUTES OF PREVIOUS MEETING

The WAC and separate minutes from the previous meeting were circulated via e mail to all members on 31 July 2015 (with the exception of the Sergeants' minutes). The minutes were approved as a true record of the meeting.

The Chair highlighted the actions from the previous meeting.

Action 1 - Re Conduct

A member raised concern about Supervisors requesting that Officers provide operational statements.

ACTION COMPLETE

Action 2 - Re Conduct Ongoing cases

Details to be forwarded to the National Conduct Secretary of a case which has been ongoing for four years. National Conduct Secretary to obtain an update on the case and update the Vice Chair

ACTION ONGOING - Vice Chair to raise this matter with PSD.

Action 3 - Re Health & Safety

Issue with vehicle safety checks. Officers have not been provided with correct equipment to do this. WAC Deputy Secretary (Health & Safety) to deal with this issue.

ACTION COMPLETE

Action 4 - Re Health & Safety

(a) Re Protective Equipment. Require to check safety of police vehicles on the road in terms of kit list etc. There needs to be an agreed kit list for ALL police vehicles including those used by CID Officers.

Deputy Secretary (Health & Safety) to send vehicle check survey out again for completion prior to the next area Committee meetings.

WAC Circular 36/15 sent out on 8 June 2015

ACTION COMPLETE

(b) Find out what Force policy is with regards to CID Officers stopping at RTA's as they do not have the appropriate equipment. Peter Jones, National Health & Safety Secretary to report back prior to next WAC.

ACTION COMPLETE

Action 5 -Re National Memorial Day

Information to be provided to all Representatives. Federation will register any Federation Representative wishing to attend and Officers can be given details in order to register direct.

WAC Circular to be issued in respect of details of National Police Memorial Day and how to register.

WAC Circular 38/15 sent out on 10 June 2015 with details of how to register and Memorial Day information booklet.

ACTION COMPLETE

Action 6- Re Competent Business

Circulate information regarding allowances for part time Officers as some may not have been amended pro rata when overtime was worked.

WAC Circular 39/15 sent out on 10 June 2015.

ACTION COMPLETE

Action 7 – Equality Committee

Arrange date for Area Equality Committee Meeting

WAC Circular 37/15 sent out to members of the Equality Committee on 09 June 2015.

ACTION COMPLETE

Action 8 – Re JCC

Re Motion recently approved at JCC regarding amendment to Rule 13.

Member raising this issue to put concerns regarding the amendment in writing to the WAC Secretary for submission to the JCC.

ACTION COMPLETE

Action 9 – Re Stop Search and variations

All WAC Representatives to provide examples to WAC Secretary in relation to stop search and variation issues at Division.

ACTION ONGOING

Action 10 – OBL's

Question to ACC Mawson at WAC AGM regarding OBL's. Member to provide details to ACC Mawson who will make enquiries and respond accordingly via WAC Chair.

ACTION COMPLETE

Action 11 - Re Motions

With reference to motion which is being progressed by the National Operational Duties Committee, all Representatives to provide examples of Officers not receiving rest/refreshment breaks.

ACTION ONGOING

Action 12 - Re Notebook survey results

Deputy Secretary (Health and Safety) to raise results with ACC Higgins.

ACTION ONGOING

4. ELECTION OF DEPUTY SECRETARY (EQUALITY)

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 post of Deputy Secretary (Equality) was 1700hrs on Wednesday 5 August 2015 and as a result the following nominations were received within the stipulated timescale.

- Fiona Morris
- Andy Hastie

The election for the post of Deputy Secretary (Equality) then took place and after the vote, Fiona Morris was duly elected as Deputy Secretary (Equality).

5. LEGAL ADVICE AND ASSISTANCE

A total of fifteen applications for Legal Advice had been submitted to SPF HQ since the last WAC Meeting:

- 1x CICA
- 1x Ill Health
- 1x Disability discrimination
- 4x Injury on duty
- 3 x FAI
- 5 x RTA

The Vice Chair advised that the matter of the layout at Dalmarnock had been raised in relation to Officers attending for hearings. It was felt that it was obvious why the Officer was attending and this could be made more discreet.

The Vice Chair asked that Officers be reminded to contact Merrylee House as soon as possible when they are notified of forthcoming court dates.

A member asked if consideration could be given to having a specific care plan/set of questions for Officers taken into custody, as we do with military personnel.

Action - The Chair to raise this matter at the 5C LNCC.

6 JCC NATIONAL UPDATES

The Chair informed the members that the minutes from the last meeting of the Joint Central Committee held on 18 and 19 August 2015 were not yet available. However, an update was provided

PNB

The General Secretary reported that the Official Side had agreed a 1% pay rise from September 2015.

He advised that a new Independent Chair for the PNB, Mr Ian Mackay, had been appointed.

He also reported that a Staff Side claim on maternity leave and pay had been accepted by the Official Side but that some further detail remained to be resolved at an Equality Working Party meeting later in the week.

The General Secretary advised that a Technical Working Group was working on examples of exigencies of duty and was also to consider an overnight allowance.

He reported that a meeting had been held in Glasgow on 5 August 2015 of the UK Police Remuneration Forum. This had been created on the demise of the PNB UK and debated ongoing pay related issues in Scotland, England & Wales and Northern Ireland. The following matters were discussed, Widows Pension (Northern Ireland); the Ombudsman's ruling regarding Officers retiring between 2001-2006; overnight allowance; skills and experience tests in E&W; medals to be issued posthumously to Officers killed in the line of duty and the requirement for a manual on overseas deployment.

Pensions

The General Secretary reported that widows/widowers who remarried were being generously provided for in relation to pensions in Northern Ireland. However this was not the case in Scotland where Scottish Ministers had no legislative authority to implement such provisions. The Home Office had indicated there would be re-instatement of pensions for some widows/widowers who remarried but that the provisions would not go as far as they had in Northern Ireland.

He reported that the SPPA was undertaking a massive task in preparing to make payments to Officers who had retired between 2001 and 2006 as a result of the recent Ombudsman's ruling. He said the amount of money involved was large but it would not impact on the costs of the scheme. He said roughly three thousand retired Officers stood to benefit and each of them had been written to by the SPPA.

The General Secretary informed the Committee that he was aware of recent social media activity regarding a solicitors firm which was considering a challenge to the Government's pension reforms. He reminded the Committee that during the entire consultation process the Staff Side had been advised by expert lawyers and Counsel on Pensions. He was also in possession of updated legal advice which clearly stated that there were still no grounds to challenge the new pension scheme. He advised that a JCC Circular would be prepared and placed on the SPF website. (34/15 refers)

One member asked if the information regarding the 1% pay rise would be communicated to members by circular and the Chair confirmed that this would be the case.

Action – Any correspondence received in respect of pay increase to be circulated to WAC.

One member raised the matter of members having grounds for a challenge in terms of pensions.

The Chair stated that the matter had been discussed fully and advice had been sought from pension's experts who had reported that there was no realistic chance of success in such a challenge.

Pension predictions were discussed and the Chair informed the members that the Officers who were to be affected by the changes to pensions will get an annual statement with effect from November 2015. In time all Officers will receive a statement.

Any information to members with regards pensions has to come from the SPPA.

One member asked if it would be possible for the SPPA to provide forecasts for end of service, with the usual caveats applied.

Action – The Chair to raise this issue with the employee representatives on the Scottish Police Pensions Board.

Scottish Police Consultative Forum

Pathways To Policing

An update was provided regarding the Pathways to Policing project which is looking at the way in which the Force recruits and the fitness test which is carried out during the application process.

PDR Lite

An update was provided regarding the process to be put in place temporarily for appraisals until a Police Service of Scotland Performance Development Review is developed.

One member highlighted that there are approximately 50 Officers per month due to retire over the next few months and asked if there were plans for recruitment to replace those Officers.

Recruitment is taking place however there appears to be an increasing number of Officers failing fitness and academic tests.

Working Hours – Inspecting Ranks

This was discussed at great length and progress is now being made. DCC Richardson recently chaired a Gold Group which was attended by the General Secretary and representatives from ASPS.

Members discussed whether Police Scotland was properly recording working time and it was agreed that members also need to record their own working time as it is a legal obligation.

Scottish Police Authority

The National Chair had attended the last meeting and gave an update on the SPA scrutiny report on Ill health retiral which was to be published in the near future. Other items discussed included Standing Operating Procedures; EIA's; Health and Wellbeing; Absences; Firearms Enquiries and C3 resourcing and restructuring.

Scottish Police Budget and Finance

The General Secretary updated the Committee and said that the £17 million funding gap was predicted to grow to £30 million. The Committee discussed Officer numbers, ill health retirements, National Insurance changes and the shrinking Scottish budget.

Police Treatment Centre

The Scottish Trustees updated the Committee about decisions which had recently been made by the PTC Trustees in closed sessions.

Changes to be implemented from 1 January 2016 include allowing PCSOs to join, retired Officers must now pay half of the cost of any stay at the PTC and a deal with the Ambulance Service to allow their staff access to the PTC based on a donation which had been made.

This information was not well received by the Committee and engendered a significant amount of debate. No one agreed with these changes and the General Secretary was asked to write to the PTC CEO, Patrick Cairns and request a full explanation and a face to face meeting to discuss these matters.

There are a whole range of concerns regarding this decision and the General Secretary advised that PFNI shared our views and concerns.

Investigation would also be made to see if such changes can be made within the Rules. The members were happy with the actions of the JCC and it was agreed that we would also ask for an explanation as to why the matter was discussed at a closed session. We will also liaise with the RPOA as the matter affected their members.

The WAC Secretary informed members that the PTC would have the responsibility to write to all Retired Officers informing them of the changes and the Federation would not deal with any administration involved.

ACTION – Seek explanation why the matter was raised under a closed session

PTC – AGM

The Chair informed the members that the Annual General Meeting of the Police Treatment Centres was due to take place in June 2016. Members were informed that unless there were any matters of urgency, we would not attend the meeting as we had a postal vote.

DAS Legal Protection

The Deputy General Secretary was asked to give a brief update with regards to the Legal Protection Insurance as this had been monitored recently in terms of efficiency and value for money.

Members were advised that the legal scheme was now being brought in house and the initial assessment of applications for Legal Advice/Assistance would be dealt with by Elaine Connor, formerly of the Scottish Police Authority, who had recently been employed by SPF to take on this role. This should prove to be more cost effective. This should also have some impact on the Legal Protection scheme. Full details would be circulated in due course.

7. **JCC CIRCULARS**

All circulars were available from the SPF website. An amendment had been made to Circular 37/15 and this had been re issued.

26/15	04.06.15	Proceeds of Crime Act 2002 (Cash Searches: Constables in Scotland: Code of Prac.) Order 2015 – Information
27/15	02.07.15	HMICS - Response to Consultation of Scrutiny Plan 2015-2017 - Information
28/15	21.07.15	Scottish Police Memorial Service – Information
29/15	23.07.15	HMICS Call Handling Assurance Review - Information
30/15	27.07.15	HMICS Call Candling Review – URGENT Consultation
31/15	30.07.15	JCC Minutes May 2015 - Information
32/15	03.08.15	HMICS Review of Call Handling - Information
33/15	04.08.15	Tapered Annual Allowance - HMRC Factsheet - Information
34/15	11.08.15	Police Pensions - Legal Challenge - Information
35/15	04.08.15	2015 JCC Agenda & Agenda Papers August 2015 - Information
36/15	13.08.15	Subject & Standing Committee Minutes July 2015 – Information
37/15	27.08.15	SPF Rules, Regulations and Standing Orders - NOW AMENDED

8. WAC CIRCULARS

32/15	05.06.15	Parking SOP for Consultation
33/15	05.06.15	Uniform & Appearance Standards (Police Officers) SOP for Consultation
34/15	05.06.15	Proceeds of Crime Act - Information
35/15	05.06.15	Info to all members - SPA Staff Survey
36/15	08.06.15	Vehicle Fleet Questionnaire
37/15	09.06.15	Equality Standing Committee Meeting
38/15	09.06.15	National Police Memorial Day
39/15	10.06.15	Part Time Officers - Payment of Additional Allowances
40/15	15.06.15	Additional Info re Memorial Day - re WAC Circular 38/15
41/15	02.07.15	Nominations post of Deputy Secretary
42/15	13.07.15	WAC Office Bearers - Merrylee House
43/15	20.07.15	Urgent/Confidential - re Stop Search
44/15	20.07.15	Federation Training
45/15	29.07.15	VSA Variations
46/15	29.07.15	REMINDER - Revised Fleet Questionnaire Form
47/15	31.07.15	Meeting Dates
48/15	04.08.15	HMICS Review of Call Handling - Information
49/15	04.08.15	Tapered Annual Allowance - HMRC Factsheet - Information
50/15	06.08.15	Nominations post of Deputy Secretary
51/15	06.08.15	Federation Meetings - Duty time
52/15	11.08.15	Police Pensions - Legal Challenge - Information
53/15	20.08.15	Subject & Standing Committee Minutes - July 2015
54/15	28.08.15	SPF Rules, Regulations and Standing Orders amended due to typo and re Issued on 02.09.15

9. WEST AREA CHAIRS AND SECRETARIES MEETING

The WAC Secretary reported that there had been two meetings.

The minutes from the meeting held on 23 July 2015 were approved at the meeting on 31 August and were circulated to the WAC on 31 August 2015

The minutes of the Pre WAC meeting held on 31 August were circulated to those in attendance on 2 September 2015 and would be circulated to the full WAC after approval at the next meeting.

10. JCC - FINANCE STANDING COMMITTEE

The minutes from the meeting held on 29 July 2015 were circulated via WAC Circular 53/15 on 21 August 2015.

There were no questions.

11. LEGISLATION AND REGULATIONS STANDING COMMITTEE

The WAC Secretary reported that the minutes from the meeting held on 29 July 2015 were circulated via WAC Circular 53/15 on 21 August 2015.

There were no questions.

12. OPERATIONAL DUTIES STANDING COMMITTEE

The WAC Secretary reported that the minutes from the meeting held on 29 July 2015 were circulated via WAC Circular 53/15 on 21 August 2015. The minutes from the Operational Duties Standing Committee held on 14 May 2015 were circulated to the full WAC on 17 August 2015.

The last West Area Operational Duties Standing Committee meeting was held on 13 August 2015, the minutes of which were not yet available.

Members were asked to take cognisance of the amount of work taken on by the Operational Duties Committee and advised that anything in relation to variations /shifts etc. should be streamed through this committee. The WAC Secretary reported that at the Constables Committee meeting, the amount of time spent by Officers in communities having to deal with firearms enquiries was discussed.

Any information for the Operational Duties Committee should be forwarded to either the WAC Secretary or to the Chair of the West Area Operational Duties Committee.

Members were informed that any issues in relation to custody should be forwarded to the WAC Chair. The WAC Chair informed members that as a result of the 5C LNCC in July, a SPOC had been appointed within Custody Division. A memo was issued to Custody Division on 27 August 2015 regarding Officers having to cross local boundaries. The relevant section of this memo was read to the members for their information.

TOIL BUYBACK

One member raised this matter highlighting that there appeared to be some confusion in a memo regarding TOIL buyback.

The WAC Secretary informed the members that the regulatory position that the Force has taken is lawful and confirmed that there has been a change of process. The Federation have the support of Senior Management within the West as they are also concerned about the new process. The current position is that if TOIL is not used in 90 days then it will be paid.

The member stated that there is poor communication from the Force so Officers are not clear about the procedure and the memo does not reflect clearly what is happening which is causing problems.

One member stated that when SCOPE is accessed, it shows that TOIL it is still available to the Officer but payroll have in fact already paid the Officer for it. Any update takes time to show up on SCOPE and this causes confusion.

Action – Issues to be raised at the Working Practices Review Board by the Deputy General Secretary.

The WAC Secretary stated that the initial memo that was presented was poorly drafted and quoted the wrong Regulations. He informed the members that the Deputy General Secretary was having a meeting with the Force Resource Manager and we would ask him to raise our concerns.

Action – WAC Secretary to contact Deputy General Secretary to request that the matter be raised with Force Resource Manager.

One member asked why Officers are being used to do backfill and the Division are left with additional demands. It was also noted that posts are not being advertised for PCSOs when they leave their job and this also has to be covered by Officers on the shift.

The WAC Secretary stated that this matter has been raised. The difficulty arises due to the fact that to enable PCSOs to work in custody they have to do 16 day training course. We have a duty of care and responsibility for anyone brought in to custody and those working in Custody Division have to be trained to a certain level.

The Chair informed the members that this had all been raised at the JNCC meeting in July.

The Deputy Secretary (Health & Safety) informed members that there is a project ongoing in relation to Custody and Criminal Justice looking at the distribution of staff and their roles and responsibilities.

13. CONDUCT STANDING COMMITTEE

The Vice Chair reported that he had attended and met with PSD and had constructive and frank meetings with the Senior Management team of PSD and CCU, with the intention to foster and build on the good working relations with them and seek improvements in the processes for the membership.

A formal meeting had taken place with the partners, solicitors and staff at Levy and McRae, which was valuable to establish foundations for this role and the Vice Chair continued to meet with Divisional Senior Officers in particular those with conduct portfolios to establish productive relationships.

With regards to training, this was moving forward and it was hoped to get as many Representatives involved as possible. A formal training package was being prepared. The Vice Chair reported that a database had been set up with Representatives that have conduct skills and abilities and where possible, Officers were being given suitable development opportunities. Members were asked to notify the Vice Chair if they were interested in conduct work as the wider goal is to have a resilience built into not just the West but the whole of Scotland that allows us to respond with confident and effective trained representatives to matters that arise.

The West Area currently has 1340 allegations which equate to 60% of all Police conduct matters in Scotland. Within that there are 117 On Duty matters and six Off Duty matters. There were 217 quality of services issues, these tend to be no response to call, and poor interaction and service delivery, and on duty incivility.

Off duty matters tend to be Breach of Peace and Section 38 of the Criminal Justice and Licencing (Scotland) Act 2010. The resolution desk is working well with 513 complaints being dealt with, ranging from minor to serious complaints.

Early intervention is being used where Officers attract four or more complaints, they are carried out by Divisional Commanders, and the PSD position is very much that this is a chat to establish any issues the Officer may have including welfare, with support being given where necessary. If any Federation Representative is made aware of this type of meeting it is worth monitoring to ensure the ethical application is applied.

PIRC continues to be monitored. The General Secretary has had written exchanges with them over some of the practices they have and how PIRC staff conduct themselves. The Federation have little influence on this structure operationally, however we do where inappropriate practice and or treatment of our membership occurs.

There have been 51 referrals, and no major issues in the West. There will also be forthcoming direction regarding the cessation of "Good Samaritan" lifts as there have been a rise in issues related this practice.

Figures for the West:

- 3 Officers suspended
- 98 Officers on restricted duties
- 38 Officers subject to misconduct allegations
- 57 Officers subject to on duty conduct allegations
- 19 Officers subject to off duty conduct allegations
- 87 Officers subject to on duty criminal allegations
- 50 Officers subject to off duty criminal allegations
- 21 cases were completed in July, however 21 new cases were added

These matters date back to 2012 up to the current period.

There are a number of on-going matters that will no doubt see Representatives becoming involved in as we progress. The Vice Chair asked that if anyone was aware of conduct matters arising for Officers who want our support and assistance that they are directed to contact him as soon as possible.

The Vice Chair highlighted the problems associated with Officers posting details to social media sites and warned that Officers should be cautious as to what information they share in this respect. This has been raised due to the recent information on websites regarding police pensions and it has become apparent that many Officers are posting full address details etc.

One member asked if there was a timescale on complaints.

The Vice Chair stated that it is normally left as a 12 month window. It is something that is monitored and if it looks inappropriate then it would be investigated further.

One member highlighted that many Officers have received letters from a tax company offering assistance in claiming back tax on Federation subscriptions. There was general concern as to where they obtained Officers home details.

The Vice Chair informed members that due to the use of social media, many Officers were submitting personal information e.g., home address, occupation etc. There are issues over freedom of information and we know for a fact that many journalists search sites for any available information on Police Officers. There is a poor security level on such sites and people are not aware of this. There is also exchange and sale of personal data.

The Chair informed members that in response to that particular company, it appeared that they were getting their information from the electoral roll, Census, insurance comparison sites, credit applications etc. all of which is legitimate.

Members were reminded that these companies also charge for such assistance which Officers can basically do themselves.

One member highlighted a security issue regarding letters being sent from PSOS with police franking stamp on outside of envelope

ACTION – CHAIR TO ADDRESS MATTER WITH PEOPLE AND DEVELOPMENT

The Chair informed the members that there had been a press release regarding the report on stop and search and it was recommended that consensual stop and search is removed completely. A response was issued by the National Chair which was read to the members.

The Chair informed members that the stop search booklets previously issued to Representatives were available in PDF form and anyone wishing a copy should contact Merrylee House.

14. EQUALITY SUBJECT COMMITTEE

The Chair noted thanks to Jackie Muller for assisting the West Area in absence of the WAC Equality Secretary and thanked the members of the Equality Committee for their additional work over the past few months.

The minutes from the Equality Standing Committee held on 7 April 2015 were circulated to the full WAC on 15 July 2015.

The West Area Equality Committee met on 14 July 2015 and the draft minutes were circulated to the Committee only on 30 July 2015.

In the absence of a full-time equality lead, the West Area Committee appointed Andy Hastie as SPOC for any local equality cases. The National Equality Secretary confirmed that she would be available to give any assistance if required.

Concerns were raised and discussed regarding the way issues from pregnant Officers within the West Area were dealt with. Graham Sloan and Nigel Bathgate both confirmed that North and East Areas did not experience the same issues highlighted. It was agreed by the Committee to undertake some local consultation with Officers who are, and have been, pregnant and establish what the issues are.

There appears to be a lack of Monitoring Forms being returned to the Equality Secretary from the West Area - Fiona Morris undertook to obtain a full list of WAC members so that these can be compared to those returned.

The National Equality Secretary expressed disappointment at the number of members who failed to attend meetings without submitting apologies.

15. HEALTH AND SAFETY SUBJECT COMMITTEE

The minutes from the Health and Safety Standing Committee held on 8 April 2015 were circulated to the full WAC on 23 July 2015.

The last West Area Health and Safety Standing Committee meeting was held on 22 July 2015 and the draft minutes were sent to the Committee on 1 September 2015.

Health and Safety Update 5 March 2015

The West Area Health and Safety Committee met on Wednesday 22 July 2015, the draft minutes have been sent to the members of the Committee.

The Deputy Secretary (Health & Safety) attended the Joint UK Health and Safety meeting which met on 11 June 2015.

The Joint Central Committee Health and Safety Subject Committee met on 28 July 2015, the minutes were circulated via WAC Circular 28/2015.

The West Area Health and Safety Board met on 07 August 2015 the minutes of which have been circulated for approval.

The Deputy Secretary (Health & Safety) attended the National Health and Safety Committee on 14 August 2015.

West Area Committee 22 July 2015

At this meeting Andy Hastie was elected as Chair of the Committee with Stuart Finnie elected as the Vice Chair.

The National Health & Safety Secretary raised issues in respect of stress at the Health and Wellbeing meeting chaired by DCC Richardson. At this meeting DCC Richardson stated that the Force was compiling a strategy towards stress related illnesses and were going to instigate a campaign.

With regards to reports of Police hats supplied without chin straps, this was taken to UPPE meeting where a response from stores was requested.

The hat does have a strap, it's the black patented strap which sits above the peak which now doubles as a chin strap, it can be extended and pulled down for a chin strap otherwise it sits neatly on top rather than tucked in under the cap. This has been confirmed by Andy Hastie.

Instruction from UPPE meeting being put out for all snoods with drawstrings to have the strings cut and removed, snoods held in stores will be recalled.

The notebook survey was distributed to this group prior to the meeting and it has been decided to establish a short term working group to look at replacing this notebook with one that is more suited to operational policing.

The National Health & Safety Secretary informed the Committee that he had received a memorandum from Colin Heppenstall in respect of body armour which had failed the last level of testing. This matter was raised with Mr Higgins as a matter of urgency which resulted in all sets being replaced within three months. The sets failed the KR1 level but still were at KR2 level. Most of these sets were issued to West SCD Officers.

The Deputy Secretary (Health & Safety) attended meetings with OST who are compiling a new training manual. He attended a meeting on Friday 21 August 2015 along with Tom Gorman from APHSA.

OST training is implementing changes so that the training is more in line with actual needs, long term may also include bespoke training for specialists departments.

He highlighted that he had also been contacted by the OST trainers who informed him that there are in the region of 800 Officers out of 'card', this causes great concern as it may leave the Officers unprotected if any unfortunate situation arises where they have utilised their PPE. This was reiterated at a recent I6 meeting when it was highlighted that 'G' Division have over 160 out of 'card' with no reasonable excuse. There is a responsibility on the Officer to ensure that they maintain their 'card' in respect of OST.

One member highlighted that Line Managers would have previously been given advance notice, via SCOPE, of this information which would give them a chance to get courses arranged in time. This appears to have ceased. It would be beneficial if this could be reinstated.

Action - Deputy Secretary Health & Safety to progress this matter.

Complaints have been received in respect of Custody Division, the issues raised are being passed onto Superintendent MacCormick, who has been working to resolve these concerns. There hasn't been a meeting of the Custody Project for some time.

The Deputy Secretary (Health & Safety) along with the other Health & Safety leads and the National Health & Safety Secretary have carried out visual inspections of all West Area Divisional Headquarters in Dumfries, Kilmarnock, Motherwell, Paisley, Dumbarton and Govan.

Reports have been compiled and sent the Divisional Commanders.

An inspection of C3, Govan has been carried out and it is planned carry out a similar inspection at C3 Motherwell on 08 September 2015.

An issue has been raised in respect of the Queen Elizabeth hospital and airwave coverage. The Airwave team have been advised and state that the contract with Airwave does not include inside building coverage and as such negotiations are on-going to try and resolve this problem. This will not be a quick fix and all matters of loss of coverage should be recorded through C3.

An inspection was carried out at Greenock Police Office by SPF and SPA. During the inspection 56 different issues were identified, one of which was the inappropriate Fire Doors within the building. Greenock custody suite had an occurrence whereby the Fire Service attended. The Fire Service subsequently returned to Greenock and carried out an inspection where the report was believed to be highly critical and resulted in ACC Val Thomson closing the Greenock Custody Suite to allow new Fire doors to be fitted. A follow up walk through is planned for later this month.

Vehicle inspections forms received

'G' Division – 10

'K' Division – 10

'L' Division – None

'Q' Division – 37

'U' Division – 26

'V' Division – 7

This again is a poor response to what should be checked every week. It was suggested that if Representatives were not directly linked to checking vehicles, that someone else do these checks and collate the responses for submission.

Initial training has been delivered to Committee members in respect of inspections.

Joint UK 11 June 2015

There is no update in respect of the HSE investigation into the Metropolitan Police regarding working time.

The Metropolitan Police have sent a memorandum to all ex-Firearms Officers within their area (past 20 years) to identify themselves, as they are looking into the use of Asbestos filled buildings for their training. This memorandum has also gone to all other Forces as some Officers may have transferred out. The National Health & Safety Secretary has corresponded with Chief Superintendent Ferguson in respect of this memorandum to ascertain if PSOs are going to do something similar with Firearms and Public Order Officers. No update in respect of this at present.

JCC Health and Safety Committee 22 April 2015

The minutes have been circulated main topics were in respect of water safety, fleet inspections and OBL's.

West Area Health and Safety Board 7 August 2015

Items raised included the ongoing vehicle inspections, inspections of Divisional HQs, inspection of Greenock and the subsequent result of same.

Also raised at this meeting was the impact custody closures has on travel and delays for Officers. Matters highlighted to us have been passed onto Custody Division for their information and attention.

Sure fire earpiece was discussed as ACC Mawson would like a personal issue to all and not just probationers and staff attending noisy events. A paper was submitted by Health & Safety Advisor to UPPE in relation to this. Our stance is that it should be personal issue akin to PPE.

An issue has been identified recently in respect of locus protection equipment in rural and exposed areas for long periods of time and in adverse weather conditions. Equipment can be provided from emergency planning however after 48 hours it is not deemed to be an emergency.

Work is being carried out to identify if any equipment is stored by PSoS so that it can be deployed anywhere there is a need.

National Health and Safety Board 14 August 2015.

At this meeting the water safety report was discussed along with the previous reports whereby DCC Richardson upheld his decision to remove water safety equipment from the vehicles. Attempts were made for Mr Richardson to provide clear instruction as to what he expects an Officer now to do however he was not forthcoming in this regard.

This matter will be raised at the next Joint UK meeting to see if there is any other avenue we can take this. In the meantime if any special event is planned near to or on water a request for this equipment should be made.

One member asked if the notebooks classed as not being fit for purpose were still being used due to the fact that there was stock that still had to be used up. It was confirmed that the stock available would have to be used up regardless.

There has not been a meeting with Custody Project for some time but the Deputy Secretary (Health & Safety) has received an e mail in respect of this.

Inspections at Ayr Police Office – during the inspection 56 issues were highlighted, including inappropriate fire doors in building.

The Deputy Secretary (Health & Safety) advised that there has been no update from the Joint UK but a meeting would take place on 17 September 2015 and there would hopefully be an update after that.

Ear pieces were discussed and it was agreed that this should be personal issue to all. A paper has been submitted in relation to this.

One member asked if near miss forms are being completed and returned.

The Deputy Secretary (Health & Safety) informed that he has only had two responses. The matter is ongoing.

One member stated that Officers don't always know how to identify what a near miss is and this causes problems especially with low staffing levels.

The Deputy Secretary (Health & Safety) stated that there was a good description available on the intranet which also provides some scenarios.

16 **MOTIONS**

There were no motions submitted.

17. **CORRESPONDENCE**

The Secretary advised that six items of correspondence had been received:

- 09.07.15 Letter of resignation from Colin Fraser, Constable Representative, 'L' Division
- 22.07.15 E mail re nomination for post of Deputy Secretary (Equality) from Fiona Morris
- 31.07.15 E mail re nomination for post of Deputy Secretary (Equality) from Andy Hastie
- 12.08.15 Email of retiral from Charles Sweeney, Inspector Representative, Crime Division West
- 27.08.15 Letter from Police Treatment Centres re Annual General Council Meeting 2016
- 28.08.15 E mail of retiral from John Hunter, Inspector Representative, Greater Glasgow Division

18. **COMPETENT BUSINESS**

LNCC

The WAC Chair attended the meeting on 17 July 2015 and updated the members.

Matters raised included custody issues, ill health retirement, ACR, variations, mistakes when planning major events, lack of resources in Response and CPT.

LPC – The Chair attended the Local Policing meeting and matters discussed included Concern Hubs, TOIL, change to National Insurance contributions, HR update, return to work interviews, backlog, Custody Division and the recent staff survey, the results of which were still awaited.

National Police Memorial Day

The Chair informed members that WAC circular 38/2015 had been sent out with the necessary details for anyone who wished to attend. Registration was now closed. The Helicopter Unit will lay a wreath for the Officers who died in the Clutha incident.

SPF Training

The Secretary advised members that we had not yet been informed by SPF of the places allocated. Members should receive confirmation directly from SPF Headquarters.

Bravery Awards

The Bravery Awards will be presented at the November meeting of the JCC. The awards will be sponsored by PMAS and will now be a national event. Full details will be circulated prior to JCC in November.

The WAC Chair highlighted that all items of Competent Business should be directed to the WAC Secretary

One member highlighted issues with an Officer who had taken ill whilst on annual leave. When the Officer had tried to claim the time back, he was told that he would have to submit a medical certificate it was confirmed that the SOP states that if Officers are off less than seven days without a fit note then they are unable to claim time back. Most GP's will charge to supply a medical certificate for this purpose. Divisional Commanders will abide by the SOP.

The Secretary will check progress on this and report back.

Action - WAC Secretary to make enquires and report back at next WAC.

Retiral presentations were made to Inspector Charlie Sweeney and Inspector John Hunter who were attending their last WAC Meeting.

19. CLOSE OF MEETING

The Chair closed the meeting and wished the members a safe journey home.

ANDREA MACDONALD
Chair

MALCOLM MACDONALD
Secretary



SCOTTISH POLICE FEDERATION Constables' West Area Committee

Ref: FM/LW

Minutes of the Constables' West Area Committee Meeting held in the Glynhill Hotel on 3 September 2015 at 10 am

1. ROLL CALL

Apologies were received from Dawn Bethune and Lorna Hogarth.

2. OPENING OF MEETING

The Secretary opened the meeting and welcomed all present.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting had been circulated and were approved.

4. ELECTION OF CHAIR

The Secretary called for nominations for the post of Chair of the West Area Constables Committee and both Joseph Irvine and Ian Florence were nominated and seconded. Following voting Joseph Irvine was duly elected.

5. COMMITTEE VACANCIES

5.1 Conduct Committee

There was one vacancy for a reserve on this Committee, Eddie Mather, Chris Thomson and Gary Gray were all proposed and seconded.

Following voting Gary Gray was duly elected.

5.2 Equality Committee

There was one vacancy for a reserve on this Committee. Marketa Hola was nominated and seconded and there being no other nomination was duly elected.

5.3 Health & Safety Committee

There were two vacancies for reserves on this Committee, Kenneth Kean and Gordon Cumming were both nominated and seconded and there being no other nominations were duly elected.

6. MATTERS ARISING

6.1 Pay, Allowances and Conditions of Service

The WAC Secretary reported that a pay increase of 1% had been approved and would be effective from 1 September. He further reported that there would be a full update at the Joint Meeting.

6.2 Shifts

The WAC Secretary updated the Committee with regards to a local shift pattern proposal which had not followed the correct protocols. He reminded the Committee of the processes which should be followed for a new shift pattern.

An issue was raised regarding the current RPC shifts with the reverse variation and the early shifts being routinely amended to a 10am start with the explanation being that there is a higher demand for RPC officers at this time. The WAC Secretary confirmed that the Work Force Agreement allows for a 10am variation on the early shift, however would welcome examples.

6.3 Committee Reports

(A) Health and Safety

A full update would be provided at the full Committee meeting.

(B) Equality

A full update would be provided at the full Committee meeting; however the WAC Secretary reported that the lack of a Deputy Secretary for Equality had caused problems.

(C) Operational Duties

The Chair raised the issue of firearms enquiries now coming under the remit of CPT Officers and the additional volume of work that this created. Representatives from 'V' and 'L' Divisions confirmed that this was having an impact in their Divisions. The WAC Vice Chair advised that the training for these officers would be insufficient as it did not include the ancillary training, for example PNC. A representative from 'G' Division confirmed that their Division still had a department which deals solely with firearms enquiries. The WAC Secretary reported on the impact that this and the redundancies within the Citations would have on resources across the Force especially with the introduction of new Air Weapon Legislation.

A member reported on issues surrounding excessive travelling being experienced when officers are moved between offices, the National Health and Safety Secretary, provided an update in relation to this.

A member reported an issue surrounding the lack of suitably trained response drivers within his Division.

(D) Conduct

The WAC Vice Chair advised that there was nothing rank specific and an update would be provided at the full Committee Meeting.

6.4 JCC Report

The WAC Secretary advised that an update would be provided at the full Committee Meeting.

7. CORRESPONDENCE

The Secretary had received a letter from Gary Mitchell resigning from the post of Chair of the Constables' West Area Committee following his election to the post of WAC Vice Chair (Conduct). The Chair thanked Gary for his time as Chair of the Committee and wished him every success in his new post.

8. MOTIONS

There were no motions.

9. NEW BUSINESS

A member raised the issue of under reporting of Near Misses within the workplace. The National Health and Safety Secretary updated the Committee regarding the HSE guidelines in relation to Near Misses.

10. CLOSE OF MEETING

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

Joseph Irvine
Chair

Fiona Morris
Secretary



SCOTTISH POLICE FEDERATION Sergeants' West Area Committee

Ref: AH/LW

Minutes of the Sergeants' West Area Committee Meeting held in the Glynhill Hotel on 3 September 2015 at 10 am

1. **ROLL CALL**

Apologies were received from Neil Mackay.

2. **OPENING OF MEETING**

The Chair opened the meeting and welcomed the members.

3. **MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting had been circulated and were approved as a true record.

4. **MATTERS ARISING**

4.1) Acting/Temporary Ranks

Discussion took place about why there are so many acting/temporary ranks on shifts when so many officers who have been successful in the promotion process are still waiting to be promoted. It appears to many that the force have a reluctance to promote into a 'true' vacancy

4.2) Questionnaire Update

An assessment and report is being compiled in respect of Resources, Admin, I.T. etc. for JCC. The Sergeants' Committee recognised that highlights need to concentrate on the role of Sergeant and give insight into the role via Federation and Sergeants' courses.

4.3) PDR Update

Discussion took place regarding the new PDR system which started on 1 October and reflects every officer over 5 months. Information regarding the objectives relates to main management, Health & Safety and welfare. Objectives are not figure based and there is no wish list. Everything is based on performance and not used for promotion. There is no deadline on completion and at the moment the form was still being worked on. Ratio would be one Sergeant for eight officers. Discussion took place on how it would affect applicants for Competency Related Pay and if it is an unrealistic timescale. Questions raised in relation to why not used for promotion. It would appear to be a recording tool only for performance and training needs which require to be evidenced and documented. Although it is not a graded system that can be used for promotion it can be disclosed on applying for promotion. It is to encourage Supervisors to talk to officers.

4.4) Variations

Discussion took place regarding the basis being divisional variations as opposed to a more realistic sub divisional. Officers are supposedly covering but this doesn't always happen. It was suggested that Proactive OBL's will probably be removed. Officers starting at other offices is being looked into due to issues that it may cause in relation to equipment ,CS radios etc.

4.5) TOIL Buy-Back

Discussion around this issue which is affecting the vast majority of officers, especially those who had TOIL projected into the future. Mostly of this is being paid resulting in officers going into negative TOIL. The Sergeants Committee recognised that although TOIL is apparently a debt due by the Force, it is very popular with officers as it is there for any unforeseen circumstances and avoids unnecessary sickness and special leave. In line with the Regulations, TOIL not used within the three month period will be paid even if a subject sheet is submitted to request it not to be. Although we have no discretion with the TOIL it should be noted that we don't have any pressure to take it. Some members reported that they were over encouraged to take it rather than it being paid.

As an aside to the TOIL it was raised that all Sergeants should add their extra duty time for preparing for the briefing prior to the start of shift or continuing on after stand down, via Working Time Regulations on SCOPE. This would ensure that the FORCE is aware of the commitment from Sergeants and also covers Health and Safety.

4.6) Custody

It was recognised by all Sergeants, especially those Custody trained that a review is ongoing within the Custody Division. In particular, males checking females and vice

versa, as well as male officers watching female prisoners on constant observation and again vice versa. Although there is CCTV there is still a concern re protection of staff from any complaints. It was recognised there is still discussion on going and Custody Division are engaging with the office bearers at Merrylee House.

6) **CORRESPONDENCE**

In discussion it was raised that Sergeant Jennie MacFarlane was standing down from the Equality Committee. 1st reserve Amar Shakoor moved up. Sergeant Phil Maguire stood down from Sergeants Representatives on JCC and 1st reserve Paul Connelly moved up. It was agreed to confirm all Committee places and reserves at next meeting in December.

7) **MOTIONS**

There were no motions.

8) **COMPETENT BUSINESS**

There were no items of competent business

9) **CLOSE OF MEETING**

The Chair closed the meeting and thanked the members.

Andy Smith
Chair

Andy Hastie
Secretary



SCOTTISH POLICE FEDERATION Inspectors' West Area Committee

Ref: JC/LW

Minutes of the Inspectors' West Area Committee Meeting held in the Glynhill Hotel on 3 September 2015 at 10 am

1 ROLL CALL

Apologies were received from John Haynes, David Bruce, Gary Kirkwood and Graham Gosling. All other Representatives were present.

2 OPENING OF MEETING

The Chair opened the meeting and welcomed the Divisional Representatives to the meeting, in particular to Jenny Shanks the new Representative for Renfrewshire and Inverclyde Division.

3 MINUTES OF PREVIOUS MEETING

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

4 MATTERS ARISING

4.1 Resignation of Chair

The Chair then informed the meeting that as it was his last day in service he would formally resign his position as Chair of the Inspectors Committee as well as the JCC, Conduct Committee and from his position as first reserve for the Health and safety Committee.

The Committee accepted his resignation and thanked him for his work since taking over the Chair. Joe Thomson was then proposed and seconded to replace

him and there being no other candidates was duly elected as the new Chair of the Inspectors Committee.

4.2 Committees

Following the retiral and resignation of Charles Sweeney and John Hunter, there were a number of vacancies for Inspector Representatives in Federation Committees. However, with the exception of the Equality Committee where Cath McNally moved up from reserve, there were no other changes proposed in order that those that were not in attendance could register their interest.

The Secretary agreed to obtain an updated list of Committee Representatives and bring it before the Inspectors' Committee during December's meeting

4.3 ICC Update

The WAC Chair, Andrea MacDonald then informed the meeting that an update on the latest ICC meeting would be given to the main meeting.

4.4 Working Time regulations

The WAC Chair again informed the meeting that officers were still having their shifts varied at short notice and for no apparent reason. She asked Representatives to provide the full time officials with any examples of this practice in order that they could be taken to the force.

5 CORRESPONDENCE

No correspondence had been received.

6 MOTIONS

There were no motions.

7 ANY OTHER COMPETENT BUSINESS

There was no further business to discuss.

9 CLOSE OF MEETING

The Chair closed the meeting at 1100 hours and thanked the members for their attendance.

Joe Thomson
Chair

Joe Conway
Secretary