



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 19 of 2014

Ref: CS/DJK/LS

8 May 2014

Dear Colleague

### **Subject and Standing Committees 22/23 April 2014 - Information**

I refer to the above and attach herewith the Minutes of the Conduct, Equality and Health & Safety Subject Committee meetings; and the Finance and Operational Duties Standing Committee meetings for your information.

Yours sincerely

**Calum Steele**  
**General Secretary**



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Conduct Subject Committee

Ref: CS/DJK/LS

### MINUTES

22 April 2014

#### 1. Attendance

North Area Committee	John Ferguson
North Area Committee	Brian Dick
East Area Committee	Steven Herd
East Area Committee	Gordon Dixon
West Area Committee	Jim Foy
West Area Committee	Philip Maguire
West Area Committee	Graham Gosling
General Secretary	Calum Steele
Chairman	Brian Docherty
Vice Chairman	David Ross
Conduct Secretary	David Kennedy
Business Administrator	Lesley Stevenson

Apologies were received from the Deputy General Secretary and Sandy Smart.

#### 2. Opening of Meeting

The Chairman opened the meeting by welcoming everyone to the Conduct Subject Committee meeting.

#### 3. Minutes of Previous Meeting

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

#### 4. Legal Assistance

The Conduct Secretary told the Committee that if legal advice/assistance is being sought regarding misconduct cases the member is being asked to provide a statement of fact giving as much detail as possible. This is to assist a proper assessment of the case.

In relation to cases being funded by the Scottish Police Authority (SPA) there was currently one small claim case and 15 driving offence cases. The Committee discussed this issue and it was noted that the high number of driving cases could be due to the

distances officers were driving in the new PSoS. The Deputy Chief Constable had said he would look into the matter.

The Conduct Subject Committee agreed that the Conduct Secretary would speak to Peter Jones, Health & Safety Secretary on this matter. The Conduct Secretary told the Committee about the E-learning package and said he was awaiting further information on it. There was concern about drivers not having completed a two week course but due to the e-learning package were now able to use blue lights and sirens. He said that they were looking for someone to take ownership of the e-learning package and the Chairman advised that it should be taken to LNCCs. It was agreed that the Conduct leads would raise the matter locally and the Conduct Secretary would keep the matter under review.

The Committee discussed the DAS Scheme and it was noted that it was going well. Brian Dick raised the matter of local solicitors being used. This was discussed and it was noted that telephone and video conferencing were the normal tools used, keeping costs down. Members were asked to submit any area related issues to Woodside Place.

The Conduct Secretary told the Committee that negotiations were ongoing with DAS relative to funding solicitors for work carried out before a copy complaint was served. For example, this could happen where an accused officer was interviewed but not immediately charged and information pertinent to the case came to light and would affect the Crown's decision on the case. It was noted that discussions would take place with the Trustees and DAS. The Vice Chairman advised that he had a quarterly review meeting on the 29<sup>th</sup> April with DAS and he would raise the matter at that meeting. Members agreed that any amendment to the scheme would have to be mindful that this new provision required to be strictly controlled.

Members discussed the funding of cases by the SPA and in particular the process used to appeal a decision by the DCC to reject an application. It was reported that this was being discussed at the SPA. Brian Dick asked the Conduct Secretary if the decision time taken by the DCC in relation to on-duty matters was improving. He was told the situation was now a lot better and that a system put in place by Woodside Place helps with this.

## **5. Complaints Against the Police**

The Conduct Secretary gave the Committee statistics from the SPA on complaints against the police. It was noted that the East and North Area complaints had increased and that complaints from the West had slightly reduced.

It was noted that there were 12 officers currently suspended which was down considerably since the inception of Police Scotland.

The Committee discussed data protection cases and the Conduct Secretary told the Committee that the Crown Office had confirmed that any such complaint would be looked into robustly. He said he was awaiting details of a case from England and Wales where an officer had been acquitted because it had been shown he had not received appropriate data protection training. The General Secretary said that police officers who had been convicted of data protection offences was a subject that had attracted the

interest of the Scottish Parliament following FOIs submitted by the Herald and the BBC. He had made a comment to the BBC for a programme to be aired in the future which he thought would explain the difficulties faced by the service and individual officers in relation to data protection.

The Conduct Secretary said he was to speak with the Crown Office relative to officers facing criminal complaints and operational statements. In response to a question from the Chairman he said he should have the matter resolved within six weeks.

## **6. Conduct**

The Conduct Secretary told the Committee that the PSoS Conduct Regulations 2014 had been circulated. Training is ongoing and John Ferguson thanked the Conduct Secretary as the training courses had been well received. The Conduct Secretary said that there had been some suggestion that an English PACE type caution be used in the process in Scotland. He had advised the Scottish Government and PSoS that SPF would be totally opposed to such an initiative. Jim Foy raised the question of force training for supervisors and the Conduct Secretary said that sergeants were getting a half day training and inspectors were getting a full day. Both Graham Gosling and Philip Maguire raised reservations about the quality of force training both for operational officers and investigators.

## **7. Performance**

The Conduct Secretary told the Committee that the PSoS Performance Regulations 2014 had been circulated. He had some concerns about the adoption of new procedures particularly where performance matters were dealt with as conduct issues. Training is ongoing.

Members raised concerns regarding the new performance regulations being sent out to officers on sick leave and it was agreed that this would be raised with DCC Richardson.

## **8. Police Appeals Tribunal**

The Conduct Secretary told the Committee that there had been one Police Appeal Tribunal (PAT) since the last meeting but the appeal was unsuccessful. Members discussed the new PAT arrangements which were to be debated at a meeting to be attended by the Conduct Secretary and the Deputy General Secretary.

## **9. Police Investigations and Review Commissioner**

The Conduct Secretary told the Committee that he would be attending a meeting on the next day to discuss several issues relating to custody. Members raised some concerns about the way PIRC staff were carrying out interviews with police officers.

Around 160 responses to the PIRC Survey had been received to date. The survey closes on 28 April.

## **10. National Vetting**

There was no update.

## **11. Domestic Abuse Training**

The Conduct Secretary told the Committee that he had had meetings with the DCC and Chief Superintendent Thomson about domestic abuse training. It was agreed that this item would be kept on the agenda to await outcomes.

## **12. Competent Business**

The General Secretary reported that the Force Substance Misuse SOP had been approved at the JNCC the previous week.

The Chairman and General Secretary had met ACC Mawson relative to stop and search and a report from the SPA on this issue was awaited.

The Conduct Secretary was to meet with Peter Watson of Levy & McRae to discuss social media sites and the risks to members.

The Chairman said that in relation to the Commonwealth Games the Conduct Secretary would be contacting Martin Clougharty. It was also reported that the Federation would have a single point of contact number in operation over the relevant period.

Brian Dick raised the practise of the police reclassifying offences post-conviction. It was agreed that an item, Reclassifying Offences be added to the next agenda in order that this issue could be examined and reported on.

## **13. Closure**

Date of next meeting: 29 July 2014

The Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home.



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Equality Subject Committee

Ref: CS/DJK/LS

### MINUTES

22 April 2014

#### 1. Attendance

North Area Committee	Graham Sloan
North Area Committee	Steve Thomson
East Area Committee	Andy Malcolm
West Area Committee	John Campbell
West Area Committee	Grahame Gosling
General Secretary	Calum Steele
Chairman	Brian Docherty
Vice Chairman	David Ross (Chair of Meeting)
Equality Secretary	Jackie Muller
Business Administrator	Lesley Stevenson

Apologies were received from Nigel Bathgate, Pam Fleming and Neil Cameron.

#### 2. Opening of Meeting

The Chairman opened the meeting by welcoming all present.

#### 3. Minutes of Previous Meeting

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

#### 4. PNB Gender Equality & Work Life Balance Working Group

The Equality Secretary told the Committee that the last meeting of this Group was held in London on 26 March. She advised that agreements had been reached (for the whole of the UK) on the carry-over of Working Time leave (up to 20 days) into the next leave year where an officer has been unable to take that leave because of sickness or maternity and the undertaking of an Equal Pay Audit for the year ending March 2013. Also agreed, but with the exclusion of Scotland, were circulars on Part Time Officers allowances for additional hours worked and Compensation for rest days and free days within a period of annual leave. She said that there had been a desire by the official to have the matter discussed at the PNB SSC. The Vice Chairman said that this issue was discussed at the JNCC Terms and Conditions Working Group. Members acknowledged that the outstanding issues would be addressed both at that JNCC group and at PNB

SSC. The General Secretary confirmed that a Working Group was to be set up to look at equality issues and would report to the PNB SSC and JNCC and that the equality secretary would be included in this group.

## **5. Scottish Police Staff Associations Equality Working Group**

The Equality Secretary gave an update on the Advancement of Women in Police Scotland and read out correspondence between herself, Nicola Sturgeon and Margaret Curran.

The Vice Chairman gave an update on the Scottish Police Staff Associations Equality Working Group meeting he had attended in place of the Equality Secretary. He told the Committee that Gavin Buist ASPS had contacted Jeanne Freeman asking for ASPS and the SPF to be invited to the SPA HR Sub-Committee meetings.

Members discussed data gathering in relation to the promotion diploma and promotion itself. There had been discussion of the low numbers of women in the middle ranks and the Chief Constable had been keen that all eligible female offices apply. The Vice Chairman advised that the data gathered would be analysed and a decision made as to how best to use it.

## **6. Maternity/Paternity/Adoption**

The Equality Secretary said that there was an issue over the maternity leave period which had been changed during the re-writing of Police Regulations and the General Secretary would write to the Official Side Secretary on this matter. The claim for increase of OMP to 18 weeks was discussed and noted that the Force, when calculating cost, did not include the money they could claim back in SSP – discussions are ongoing on this matter.

DCC Richardson had agreed that SOP's in relation to these matters required some amendment and the Equality Secretary would ensure this took place. Other issues would be raised at the Scottish Police Consultative Forum (SPCF).

An electronic guidance document was in production and would be placed on the SPF website once complete.

The Vice Chair was to ask the JNCC Working Practices and Review Group to include the Equality Secretary at their meeting.

## **7. Part-time/Flexible Working**

Members received an update on the flexible working document and it was reported that there was no copyright issue with the College of Policing as the document had been written by J Monkhouse.

The Committee discussed the flexible working SOP and it was noted that a number of amendments had been agreed. The Vice Chairman said he would ensure this was done.

The Committee discussed the fact that no EIA's for VSA's had been received since the last meeting. The Committee noted that part time working arrangements were being arranged around individuals rather than roles and this presented problems in that EIA's were not being undertaken.

The Vice Chairman advised the meeting that the flow chart detailing the process for the introduction of a VSA had been agreed and published on the Force Intranet which should address some of the issues relating to VSAs.

## **8. Disability**

The Equality Secretary told the Committee that a number of amendments to the Disability SOP were agreed with DCC Richardson and would be discussed further with the Vice Chairman.

An issue relative to officers diagnosed as insulin dependent diabetics and driving police vehicles was raised and would be investigated further by Nigel Bathgate and the Equality Secretary.

The Committee discussed the PSoS Performance Regulations and their potential impact on attendance management and officers with illnesses/injuries. It was agreed that the related SOP required amendment and the Vice Chairman said he would ensure that this was done appropriately.

## **9. Training/Legal Updates**

The Equality Secretary said that since the last meeting she had met with the three area leads and had carried out one days training. Training for local Equality Committees had also been provided and would also be offered to more local area representatives.

## **10. Monitoring**

There was no update.

## **11. Fitness Testing**

The issue of fitness testing discriminating against men was discussed and it was noted that F Morris, G Capes and S Thomson were to look at fitness testing in the three areas.

## **12. Area Updates**

Graham Sloan reported that the North Area had met a fortnight ago and grievance training had been carried out immediately thereafter. He said that officers were embarking on the ill health retiral process without advising SPF.

Andy Malcolm reported that the East Area had met on 7 April 2014. Amongst the issues discussed was part time/flexible working and it was noted that the SPF was becoming more heavily involved as issues relative to VSA's were raised. He said that disability issues were also being raised including type-1 diabetes and driving. He said that equality training in the East had now begun.

John Campbell reported that in the West Area 84 officers were on paid maternity leave and 14 on unpaid maternity leave. Seven officers were on paternity leave, 34 were on half pay and 21 on no pay during sickness absence. He further reported that eight grievances had been dealt with in the last quarter; three of those involved had been assisted by the SPF. He said 23 officers were at that time going through the ill health process.

### **13. Competent Business**

The General Secretary said that the Force intended to use the 'Bradford Score' in relation to sickness monitoring and attendance management. The Equality Secretary confirmed that she had raised the apparent discrimination of this process and that the Force was also using different scores in legacy force areas. Other members reported that local job vacancies were being advertised with provisos that the supervisors of applicants should submit Bradford Scores along with the applications. The Chairman said he would like details of this sent to him so that he could raise it with the Force.

### **14. Closure**

Date of next meeting: 29 July 2014

The Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home.



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Health & Safety Subject Committee

Ref: CS/DJK/LS

### MINUTES

22 April 2014

#### 1. Attendance

North Area Committee	Peter Jones
North Area Committee	John Crawford
North Area Committee	John Drysdale
North Area Committee	Graham Sloan
East Area Committee	Amanda Givan
East Area Committee	Brian Jones
East Area Committee	Paul Redwood
West Area Committee	Martin Bertram
General Secretary	Calum Steele
Chairman	Brian Docherty
Vice Chairman	David Ross (Chair to the Meeting)
Business Administrator	Lesley Stevenson

Apologies were received from the Deputy General Secretary.

#### 2. Opening of Meeting

The Chairman opened the meeting and thanked everyone for their attendance.

#### 3. Minutes of Previous Meeting

The Minute of the previous Health & Safety Subject Committee meeting had been circulated and was approved with the removal of the words "for ratification" from item 14. Competent Business.

#### 4. Previous Actions

There were no previous actions and it was agreed that this item could be removed from future agendas.

## **5. National Health & Safety Meetings**

### **5.1 Joint UK H&S Meeting**

The minutes of the last meeting would be circulated when received. Members discussed pregnancy; the Northern Ireland new parents pack, roadside safety, shift survey and a carbon monoxide incident.

### **5.2 Association of Police Health & Safety Advisors (APHSA)**

Peter Jones had been unable to attend the last meeting of this group but was to meet Alex Kirk and Gary Stimpson the following week.

### **5.3 Force Executive H&S Meeting**

Peter Jones attended the last meeting of this group on 19 March. Amongst the items discussed was SPA governance. Health and safety seminars were to go ahead on 13/14/15 May and it was hoped around 90 people would take part. The Vice Chairman said he would report comments made on governance to the SPA.

## **6. Local Area Committee Updates (inc WPIs)**

### **6.1 North Area**

Graham Sloan reported that no relevant issues had been raised in the North Area.

### **6.2 East Area**

Amanda Givan reported that no major issues had been raised in the East Area although the four divisions appeared to be approaching issues differently and this potentially could create difficulties.

### **6.3 West Area**

Martin Bertram reported that at the West Area Committee it had been noted that some police vehicles had huge mileages on them, in one case in East Kilbride 160,000. He also said there had been issues with officers regularly losing meal breaks and high visibility jackets. He advised that these issues were being monitored locally and would if necessary be raised at the Territorial Health and Safety Meeting.

### **6.4 SPA**

There was no update. It was agreed that this item would be removed from future agendas.

## **7. Uniform**

Peter Jones told the Committee he was to send a letter to Colin Heppenstall regarding EIA's. Discussions were ongoing relative to kit-lists, earpieces and a potential change from CS spray to PAVA.

## **8. National Operational Planning**

Peter Jones had reviewed training packages relative to the Commonwealth Games. He said that following risk assessments of x-ray machines it had been agreed that officers would work with this on a 20 minute rotation.

Amanda Givan had spoken with Chief Inspector Stuart Orde regarding probationer training as there were some concerns that training on basic police powers, officer safety and diversity may not be completed satisfactorily within the three and a half weeks available for the last recruits before the Commonwealth Games commenced. Members discussed officers with little training and cadets being used to police the Games and agreed that there were serious concerns which the Vice Chairman agreed to raise at the Probationer Training Review Group.

Peter Jones raised the transport arrangements for the Ryder Cup and the Committee also discussed body armour and the fact that it had been removed by officers at the Scottish Open.

## **10. National Incidents Statistics**

It was noted that statistics to the end of March had been received and Amanda Givan said there were no significant issues contained within. Peter Jones expressed the view that once again there appeared to have been massive underreporting of incidents.

## **11. National Federation Training**

Peter Jones and Amanda Givan attended a Health and Safety Course run by North Yorkshire JBB on 10/11 April. They reported that it was a good course and they were to investigate the viability of it being delivered to representatives in Scotland.

## **12. SPF Custody Sub Group**

Peter Jones attended a meeting of the above group earlier in the day. The next meeting of the H&S Custody Division Group would be held the following week. Peter told the Committee that he had carried out a site visit at the new Kittybrewster police building and said that the custody facilities there were expected to be the best in the UK.

The General Secretary told the Committee that he had spoken to Prison Officer Association representatives at the Labour Party Conference who had recently returned from a course on high-risk prisoners. It had been clear to them that their members did not have the necessary skills to observe medical conditions and that clearly there were implications for police custody staff. It was agreed that Peter Jones would liaise with representatives of the POA and report back to the next meeting.

The Committee also discussed transporting prisoners, adverse custody reports, needlestick injuries and spitting and the filling of police court and security officer posts with police officers.

### **13. Operational Support Division (OSD) SPF Sub Group**

Peter Jones told the Committee that he had attended a meeting of the above group earlier in the day and reported that Operational Support Division had not held a H&S meeting yet and advised that he would raise this with the Operational Support Command Team.

Amongst other matters discussed were insurance for dog handlers carrying dogs in their own vehicles and the hot-bedding of body armour, ballistic body armour and the firing range. Members also discussed an incident where a homemade firearm had discharged and a case of a faulty CS canister.

### **14. Competent Business**

The Chairman asked and Peter Jones agreed to become involved in the Association of Chief Police Officers Public Order Policing Strategy (ACPOPOPS) and the new Public Order Monitoring Group.

The General Secretary said that he would approach the JNCC Working Practice and Review Group to have the H&S Secretary invited to future meetings.

### **15. Closure**

Date of next meeting: 29 July 2014

The Vice Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home. The Chairman gave particular thanks to David Ross and wished him a long, happy and healthy retirement.

# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF



## Joint Central Committee Finance Standing Committee

Ref: CS /DJK/LS

### MINUTES

23 April 2014

#### 1. Attendance and Opening and Minutes of Previous Meeting

David Hamilton	North Area Committee
Gordon Dixon	East Area Committee
Andrea MacDonald	West Area Committee
Calum Steele	General Secretary
Brian Docherty	Chairman
Graham Neilson	Treasurer
David Ross	Vice Chairman
Doug Keil	Business Manager
Lesley Stevenson	Business Administrator

Apologies were received from the Deputy General Secretary.

The Minute of the previous meeting was approved.

#### 2. Voluntary Fund Account

Accounts were circulated and approved. The Treasurer reported that the audit would begin on 14 May and would take around two weeks to complete. He said the accounts circulated at the meeting would change following the audit as accountants would advise on how things were best recorded and allocated.

David Hamilton asked a question relative to the Co-op Bank and expressed the view that the organisation had too much money sitting in cash. The General Secretary said a decision to move money from cash to investment had already been made and the Trustees were to take advice on this in the near future.

The Treasurer answered questions on repairs and renewals and conference materials.

Members discussed the minute of the Trustees meeting held on 21 February and in particular charitable donations; gifts and hospitality; rebranding materials; party political conference attendance and advertising. The Committee agreed the expenditure recorded was appropriate.

The Committee noted the charitable opportunities available to the East and West areas through the support of Yorkhill Children's foundation and Children's First Charities and also MacMillan Cancer Support. The Committee noted that whilst all these Charities has cross Scotland Relevance, the opportunities for The North Area to maximise benefits from charitable support were limited. David Hamilton agreed to raise this with colleagues in the North Area.

Members agreed that the #itswhatwedo campaign had been extremely successful and had further agreed to recommend to the JCC that advertising should be extended to cover cinemas. The Committee agreed that due to likely expiry of the current investment in advance of the next meeting of the JCC, a further £20,000 should be invested into online advertising to take the campaign through to October.

### **3. Trust Accounts**

The Treasurer reported that a four day audit would start within a week and the Committee discussed Member Services and legal advice and assistance. Members also discussed how money from the Trust could be used for members' benefits and the General Secretary said he had hoped to meet in the near future with the Transport Minister to discuss a number of different options.

David Hamilton suggested there was potential to build hostels and Gordon Dixon mentioned holiday homes in relation to Trust monies and the General Secretary said all viable suggestions would be explored further.

Members discussed Member Services and whether there would be a 'renewal' next year. The Committee acknowledged renewal of product was inevitable and some members questioned whether this should include broker. The Committee considered the implications for this and agreed the question of best fit would always remain under review.

The Committee noted that to date member benefits in excess of £ 3 Million had been paid and that the salary protection presented a vulnerability given the staggering increase in members on half and nil pay.

The Committee also noted a number of confidential decisions on expenditure relative to member benefits and agreed they were appropriate.

### **4. Investments**

The Treasurer reported the total value of investments at midnight was circa £ 5.2 Million.

### **5. SPF Accommodation**

The Chairman said that Woodside Place may need rewired and that the Deputy General Secretary was investigating this.

## 6. HMRC

The Treasurer said that HMRC had accepted his submission for a vast reduction in liability and had estimated this at £160,000 plus interest plus penalties (deferred for two years). The Committee noted this penalty was for a six year period and that HMRC had been fulsome in their praise of the accounting and accountability systems the SPF had put in place.

## 7. Corporate Gifts

Members agreed it was appropriate to make presentations to mark the retirements of Stevie McCann, Ian Rennie and Steve Williams.

Andrea MacDonald reported that the West Area Officials had received 3 non cash gifts from members with all gifts falling within scale one. No other gifts were reported.

## 8. Honoraria

The Chairman explained that as agreed at the JCC Meeting held on 11/12 February 2014, the JCC Working Group Report was rejected and the subject was passed to the Finance Standing Committee for review. At that JCC meeting, minor amendments on matters of accuracy to Section 12 of the Report were agreed as follows:

### 12. FINDINGS

The Group found there had been disparity in the way legacy Joint Branch Boards managed and published details of honoraria. The Group considered that this was a significant factor behind the disquiet of Area Committees members in relation to this matter.

The Group found that the JBB Secretaries, the JBB Secretaries and Chairmen, the Finance Standing Committee and the JCC [*old:- did not make accurate calculations*] [*new:- had used the wrong methodology*] when assessing the total sum being spent on honoraria / salary enhancements pre 2013. That figure was £194, 840, not £200,000.

The Group found that the JBB Secretaries, the JBB Secretaries and Chairmen, the Finance Standing Committee and the JCC [*old:- did not make accurate calculations*] [*new:- had used the wrong methodology*] when dividing what they saw as the total sum. Account should have been taken of all office bearers who were to be given payments.

The Finance Standing Committee recommendation to equitably distribute the total sum being expended pre April 2013 on honoraria (i.e. £194,840) to post April 2013 relevant office bearers was not followed and in fact the first year cost was set at £251,548.50.

The Business Manager said that since the JCC meeting he had had a number of discussions with members about aspects of accuracy in the Report but on further explanation no further amendments were requested or found to be necessary.

Members of the Committee discussed the subject in depth. In the course of that discussion an alternative model to the one in the Report was discussed as was the obvious difficulty in getting some members to understand the justification for the honoraria.

Gordon Dixon said he agreed with the email sent by Jim Foy expressing the view that a fully independent review be carried out.

After a lengthy debate the Committee agreed to recommend to the Joint Central Committee that an independent review be explored.

It further agreed that the General Secretary would approach Mercers and George Hay and Co, both known to have carried out similar work in the past, to establish likely costs etc.

## **9. Legal Advice and Assistance**

The Trustees briefed the Committee on some preliminary considerations they had been giving to whether significant member benefits could be secured by bringing all legal services (on and off duty) "in house". The Committee agreed the Trustees should explore this further.

The General Secretary reported that with the redistribution of work within the office and the considerable additional external obligations placed on the Deputy General Secretary since the creation of the Police Service of Scotland it had become apparent the SPF would benefit from engaging the services of a trained paralegal. The General Secretary reported such an appointment need not be full time and could bring additional professional assistance to the single biggest annual area of expenditure the SPF has.

The Committee agreed to recommend to the Joint Central Committee that the General Secretary seeks the employment of a paralegal.

## **10. Office Premises - Dundee**

Members agreed to the rental of office premises in Dundee.

## **11. Competent Business**

The Committee agreed that a presentation should be made to the Vice Chairman on his retiral in line with gifts made to previous office bearers.

The Committee agreed to recommend to the Joint Central Committee that the General Secretary seeks the employment of a Policy & Coordination Officer to assist with co-ordination of the myriad of different commitments and policy issues presented by the Government(s); Scottish Police Authority; Police Service of Scotland; Local Authorities as well as other community safety partners and thorns sector organisations. The Committee agreed that whilst such an appointment would be invaluable ultimate policy authority would always be vested in the Joint Central Committee.

Members rejected a proposal to develop an app to administer expense claims.

The General Secretary reported that the Treasurer had notified him of his intention to retire from the police service in August of this year. He thanked the Treasurer for his sterling work in bringing together a single cohesive financial structure for the SPF and his professional oversight of the finances. He reminded the Committee that the Scottish Government had allowed the SPF a full time police officer Treasurer (as an additional member to the Joint Central Committee) to oversee the change to a single service.

He recommended that following the incumbent Treasurer's retiral that the formal Treasurer function revert to him and that he would like to investigate the employment of a suitably qualified professional, probably on a part time basis, to provide the necessary professional oversight. The Treasurer thanked the General Secretary for his kind words and said he felt that the Finance Administrator would cope with increased responsibility and that an assistant to her may be a better option. This would be examined further.

The Committee agreed to recommend to the Joint Central Committee that the General Secretary seeks the employment of a suitably qualified professional to assist with the management of the SPF finances OR to assist the financial administrator with the day to day activities associated with the SPF finances.

The Committee agreed to recommend to the JCC to amend the SPF Expenditure policy as follows;

Create new section as below and renumber accordingly

#### Gifts and Hospitality

13. The provisions of the Police Service of Scotland policy on gifts and Hospitality apply to all Officers, officials and representatives of the Scottish Police Federation.
- 13.1 Where an officer of the Joint Central Committee or official of the Scottish Police Federation receives a gift or hospitality from another police officer / member of the Scottish Police Federation, these will be declared at the first opportunity.
  - 13.1.1 All declarations will be recorded in the minute of the next meeting of the Finance Standing Committee immediately following the date of receipt of the gift or hospitality.
  - 13.1.2 All gifts and hospitality so received will be recorded against the following scale;
    - Scale 1 - Up to a value of £50
    - Scale 2 - Between £50 and £500
    - Scale 3 - In excess of £500

## Claims

14. All claims for reimbursement of expense by representatives, officials and officers will be made available for examination by members of the Finance Standing Committee

## **12. Closure**

Date of next meeting: 30 July 2014

The Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home.



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Operational Duties Standing Committee

Ref: CS/DJK/LS

### MINUTES

23 April 2014

#### 1. Attendance

David Hamilton	North Area Committee
Peter Jones	North Area Committee
John Ferguson	North Area Committee
Gordon Dixon	East Area Committee
Stewart Ross	East Area Committee
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Brian Docherty	Chairman
David Ross	Vice Chairman
David Kennedy	Conduct Secretary
Business Administrator	Lesley Stevenson

Apologies were received from Jackie Muller and Graeme Ednie. Graeme was replaced by John Ferguson.

#### 2. Opening of Meeting

The Chairman opened the meeting by welcoming everyone and thanking them for attending.

#### 3. Minutes of Previous Meeting

The Minute of the last meeting had been circulated with JCC Circular 4 of 2014 and was approved.

#### 4. Accelerated Careers Development Programme

There was no update.

#### 5. Police Diploma

The Vice Chairman told the Committee that he had attended the last meeting of this Group. It had been reported that a large number of former Strathclyde officers who had been promised a place on a future diploma course were now to be written to and

advised that a new process would be put in place for which they would need to apply. It was agreed that a pragmatic review of diploma places was required. Andrea MacDonald reported the details of a grievance which had been raised by an officer in this regard. The Vice Chairman asked that the details be passed to the General Secretary as soon as possible as he was to attend a meeting where this could be raised.

## **6. Special Constabulary**

Gordon Dixon reported that he had been unable to attend the last meeting but was aware that a new Strategic Governance group had been established and would meet for the first time on 12 May.

The Chairman reported that at the last two meetings relative to the Commonwealth Games this subject had been discussed but no final arrangements had been made regarding the use of the Special Constabulary.

## **7. CBRN**

David Hamilton reported that the Initial Operational Responders Programme had been rolled out in divisions. Masks for specialist operational responders were being developed. The Chairman told the Committee that he would seek to get David Hamilton an invitation to the Public Order Monitoring Group meetings.

## **8. Mutual Aid - Northern Ireland**

The Chairman reported that there had been assurances from both the PSNI and PSoS that there would be no commitment for Scottish officers to Northern Ireland during the Commonwealth Games and hopefully the same would apply relative to the Ryder Cup.

He said a new Group, the Tactics, Training and Equipment Technical Working Group had been established by ACPO Public Order Policing Strategy and that he would ensure the appropriate SPF leads were kept advised of developments in their respective fields.

## **9. Consideration of JCC Consultation**

The Committee were advised that the only live consultation was in relation to the Stage 1 Consideration of the Assisted Suicide (Scotland) Bill. The Vice Chairman said that SPF would be involved in Lord Bonyon's review of the Criminal Justice Bill in particular on the safeguards being examined relative to corroboration. He also said there would be involvement relative to a number of SOPs on related subjects.

## **10. SPC Working Group on Probationer Training**

There had been no meetings. The Vice Chairman reported that there had been a number of discussions relative to the use of probationers at both the Commonwealth Games and at divisions during the period of the Games. Concerns were expressed for both the probationers themselves, the officers they worked with and the Force's reputation. There is also an issue about accommodation for probationers at SPC during the period of the Games when other officers would be accommodated there. The Vice Chairman

agreed to contact the Head of Probationer Training at the SPC and set up a meeting of the group as soon as possible to address these issues.

#### **11. Post Incident Procedures**

It was reported that both David Kennedy and David Hamilton would be meeting with PIRC the following week and that a table top exercise was to be held to tease out issues.

#### **12. Workforce Agreements (WFAs)**

Members discussed a stand-alone WFA for specialist officers and the Queen's Baton Relay. They also discussed a separate WFA for specialist officers working at the Commonwealth Games. The Chairman said he would check with the Deputy General Secretary as to whether these agreements had been signed off.

David Hamilton said that a WFA was currently being discussed for the Ryder Cup and consideration would also have to be given to T in the Park. Malcolm MacDonald said that none of these special WFAs should deviate greatly from the regular WFA and that the default position should always be 'no change'.

#### **13. Custody**

The Conduct Secretary reported that he was to meet PIRC relative to officers being interviewed in custody suites. He had complaints from officers about overzealous PIRC investigators.

David Hamilton said he was to attend a custody event on 7 May at the SPC and that others were welcome to attend.

Andrea MacDonald said that a series of complaints and grievances about the Custody Division Commander had eventually been passed to DCC Richardson.

The Vice Chairman reported that the Custody Sub Group was on the Health & Safety agenda and that Peter Jones would be attending future meetings. He also said that the Prison Officers Association had been told that its members were not suitably qualified to monitor prisoners with medical conditions and clearly this could have implications for the police.

#### **14. Force Firearms Monitoring Group**

It was reported that the next meeting this Group would be held in May. Andrea MacDonald reported that the renewal of licences for firearms officers was being considered. Three options were being discussed and it appeared that numbers one and two were cheap and inappropriate and number three, similar to that used by the Metropolitan Police, was favoured. Members also discussed the Drug testing SOP which could have an impact on this licence renewal process.

The Chairman asked that the Public Order Monitoring Group be added to this agenda in future. He said this Group was chaired by ACC Higgins and there were implications for firearms officers regarding attendance at training for them and indeed CBRN officers.

The issue was a memo, 64/2013, in which a procedure was outlined for officers wishing to withdraw from these duties. The Federation had concerns about the potential implications of this memo and it would be considered further.

#### **15. Area Committee Elections**

The Vice Chairman reported that each of the areas had submitted information to the General Secretary and he would address the JCC on this issue.

#### **16. Campaign Against Violence (CAV) Days**

Members discussed CAV issues and agreed that a number of matters required to be discussed at LNCCs.

#### **17. Communications**

It had been agreed that the Deputy General Secretary and David Hamilton would meet to discuss a coordinated approach to this.

#### **18. Competent Business**

Members discussed stop/search and a letter from the Chief Constable to Area Commanders which had been the subject of consultation with SPA and ASPS. Pilot projects were planned and there were some concerns about the reporting forms being used.

Andrea MacDonald asked that a JCC Circular on the Working Time Regulations be issued with particular reference to working hours for sergeants and inspectors.

#### **19. Closure**

Date of next meeting: 30 July 2014

The Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home.