



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 8 of 2015

Ref: CS/DJK/LS

9 February 2015

Dear Colleague

### **Subject/Standing Committee Minutes 20/21 January 2015 – Information**

I refer to the above and attach herewith the Minutes from the Conduct, Equality and Health & Safety Subject Committee meetings and the FSC, Legislation & Regulation and Operational Duties Standing Committee meetings for your information.

Although this circular is primarily for your information, any comments you may have on its content should be notified to me no later than 10 days after its date of publication.

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

20 January 2015

#### 1. Attendance

North Area Committee	Brian Dick
North Area Committee	Sandy Smart
North Area Committee	John Crawford
East Area Committee	Gordon Dixon
East Area Committee	Grant McDowall
West Area Committee	Jim Foy
West Area Committee	Philip Maguire
West Area Committee	Graham Gosling
Deputy General Secretary	Robert Milligan (meeting Chairman)
Vice Chairman	Graeme Ednie
Conduct Secretary	David Kennedy
Business Administrator	Lesley Stevenson

Apologies were received from Stevie Herd.

#### 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 JCC Circular 48 of 2014 and were approved.

#### 4. Legal Assistance

The Conduct Secretary told the Committee that there had been 29 criminal cases to date with data protection cases featuring heavily.

Members discussed the application process, the use of alternative solicitors and the costs of the scheme.

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

The Conduct Secretary gave an update to the Committee informing them that the total number of complaint cases recorded by Police Scotland in the financial year to date had reduced by 6.8%.

The number of complaint cases recorded in the East increased by 1.3%

The number of complaint cases recorded in the North decreased by 22.5%

The number of complaint cases recorded in the West decreased by 0.5%

The Conduct Secretary told the Committee that he had attended a meeting with Les Brown, CAAPD to discuss complaints and how they were dealt with and it was acknowledged that Chief Superintendent Ellie Mitchell was doing a lot of work on this. Members also discussed whether any aspect of complaints handling needed to be raised out with the Force but agreed that at this stage further discussions should be had in-house.

## **6. Conduct**

The Conduct Secretary told the Committee that there had been seven misconduct hearings in 2014 where the outcomes were; three dismissals, one dismissal following a refusal to resign, two required to resign and one fine. There had been two misconduct meetings where the outcomes were written warnings. Currently there were 13 suspended officers in Police Scotland.

The Committee discussed the Force's response to allegations of plagiarism and it was agreed that this should be raised at the Diploma Management Committee.

## **7. Performance**

The Committee was informed that there had been no performance cases in the North and West and one attendance case in the East. Members discussed the Standard Operating Procedure Ill Health and the Role of the Statutory Medical Practitioner and Competency Related Threshold Payments as they related to performance.

## **8. Police Appeals Tribunal**

It was noted that currently there was one PAT under the old regulations and one under the new regulations.

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

It was noted that there were currently nine investigations ongoing and 35 case handling reviews. The Conduct Secretary told the Committee that he would be meeting with them in the near future regarding fatal accident inquiries.

It was noted that Professional Standards had issued a form to be completed by the complainer in relation to case handling reviews and the Conduct Secretary was to speak to Police Scotland about this.

The Conduct Secretary gave the Committee members posters from PIRC to be distributed within their local areas.

#### **10. National Vetting**

The Conduct Secretary told the Committee that the issue of warnings remaining on personal records was still being examined. He said that Police Scotland were keen to secure an early resolution.

#### **11. Reclassifying Offences**

It was noted that this issue was being dealt with by HMIC and his report would be shared when received. It was agreed that this item could be removed from future agendas.

#### **12. Competent Business**

There were no items.

#### **13. Closure**

Date of next meeting: 21 April 2015

Members expressed their thanks to Gordon Dixon and Rab Milligan who were attending their last meeting of the Committee.

The Chairman thanked everyone for their contribution to the meeting and wished them well in the forthcoming elections.



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Equality Subject Committee

Ref: CS/DJK/LS

### MINUTES

20 January 2015

#### 1. Attendance

North Area Committee	Graham Sloan
North Area Committee	Steve Thomson
East Area Committee	Andy Malcolm
East Area Committee	Nigel Bathgate
West Area Committee	John Campbell
West Area Committee	Grahame Gosling
Vice Chairman	Graeme Ednie (Chair of Meeting)
Equality Secretary	Jackie Muller
Business Administrator	Lesley Stevenson

Apologies were received from Neil Cameron and Ben Merrick. No apologies were received from Pam Fleming.

#### 2. Opening of Meeting

The Chairman opened the meeting by welcoming all present.

#### 3. Minute of Previous Meeting

The Minute of the previous meeting had been circulated with JCC Circular 48/2014 and was approved.

#### 4. PNB SSC Equality Working Party

The Committee was informed that the first meeting of this group was held on 16 December 2014. Amongst the items discussed at that meeting were terms of reference, the Children and Families Act 2014, carry-over of annual leave, pay for part-time workers, rest days and free days during annual leave, equal pay audit and police maternity and adoption pay. The Group agreed to establish a Technical Working Group to further examine the equal pay audit, part-time allowances and maternity pay issues which would report back in late February.

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

The Group had met on 26 November and the minutes had been circulated. The future of this group was being discussed with ASPs.

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

The Equality Secretary reported that she still awaited the final draft of the amended SOP.

The Vice Chairman said that the General Secretary had submitted a Central Meeting Register form on a meeting of the JNCC held the previous week where John Gillies had highlighted development of work to assist 'reintegration of women back into the workplace following maternity leave' and he said he would be in touch with staff associations in near future.

## **7. Disability**

The Equality Secretary told the Committee that at the Police Scotland Health, Safety and Welfare Working Group she had reported on Equality Bulletin 1/2015 - Fit for Work Scotland. The Force had not been advised of this bulletin or its provision of free independent advice and assessment opportunities and potential tax saving benefits. Members discussed the scheme.

## **8. Training/Legal Updates**

The Vice Chairman told the Committee that the three Subject Secretaries would be meeting later that week to develop training packages as follows:

- Basic (all reps)
- Intermediate (Members of subject committees/full time officials)
- Advanced (Area subject leads/full time officials)

The Committee discussed future inputs on:

- What is Equality/Diversity?
- Legislation
- SPF Procedures and Forms
- Grievance
- Disability
- Maternity/Paternity/Adoption
- Part-time/Flexible Working
- Equality Impact Assessments

## **9. Monitoring/Positive Action**

The Equality Secretary made a proposal to the Committee to undertake another monitoring process after the area elections to establish whether positive action had any

positive effect on the make-up of the SPF elected representatives. It was agreed that the forms would be issued to Area Secretaries for distributing in their local areas.

#### **10. Fitness Testing**

The Equality Secretary told the Committee that work was still ongoing and she reminded members that any issues regarding fitness testing should be submitted on an equality form as it may not be immediately apparent that there was an equality issue. She would be meeting with Steve Simpson in the near future and would report back at the next meeting.

#### **11. Area Updates**

Draft area minutes had been circulated and were noted.

#### **12. Sickness Monitoring & Attendance Management**

The Vice Chair reported that PSoS management of half pay/no pay was having a direct impact on the claims experience for the sick pay benefit element of the Group Insurance Scheme. This had been recently discussed with the Chief Constable at JNCC and would be subject to further discussion. In the meantime the Vice Chair reminded members of the Committee of the importance of ensuring that representations were made on behalf of affected members in appropriate circumstances.

Nigel Bathgate raised the question of appeals and who they should be sent to. It was apparent that the system was not identical across all areas of the Force and work would be undertaken to achieve clarity and consistency.

#### **13. Uniform/PPE**

The Equality Secretary reported that the last meeting of this group had been cancelled.

#### **14. Competent Business**

The Equality Secretary had received a paper from the General Secretary regarding the National Police Promotion Process. Graham Sloan said that he had been involved in this matter and he would speak to the Equality Secretary regarding this matter.

#### **15. Closure**

Date of next meeting: 21 April 2015

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

20 January 2015

#### 1. Attendance

North Area Committee	David Smith
North Area Committee	Steve Thomson (replacing L Burns)
East Area Committee	Brian Jones
West Area Committee	Martin Bertram
Health & Safety Secretary	Peter Jones
Vice Chairman	Graeme Ednie (Meeting Chairman)
Business Administrator	Lesley Stevenson

Apologies were received from John Crawford and Amanda Givan. No apologies were received from Gary Mitchell or Paul Redwood.

#### 2. Opening of Meeting

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

#### 3. Minute of Previous Meeting

The Minute of the previous Health & Safety Subject Committee meeting had been circulated with JCC Circular 48/2014 and was approved.

#### 4. Joint UK H&S Meeting

The Committee was informed that the Health and Safety (H&S) Secretary and Martin Bertram attended the last meeting, the Minutes of which had been circulated and were approved.

The H&S Secretary told the Committee that he would be attending the ACPO Group the following week. It was noted that the PFNI were looking into the issue of body armour and the length of time officers could wear it.

#### 5. Association of Police Health & Safety Advisors (APHSAs)

The Minute of the previous meeting had been circulated and was noted. It was also noted that due to a problem with accident data on SCOPE, the Chair of APHSA would be writing to the Data Protection Officer within Police Scotland.

## **6. Force Executive H&S Meeting**

The Minute of the previous meeting had been circulated and was noted.

Martin Bertram raised the issue of the removal of throw lines and life vests from police vehicles and who would be the first responders in these types of incidents. The Committee discussed inland water rescue, fast water recovery and it was noted that the H&S Secretary would attend a meeting on 17 February after which he would give an update.

## **7. Area Committee Updates**

Minutes from the three Area Committee's had been circulated and were noted.

The Committee discussed airwave; in particular an issue regarding batteries; high-vis jackets and carriers and it was agreed that the Health & Safety Secretary would write to Chief Superintendent Ian Murray, Head of Roads Policing regarding locus protection equipment.

## **8. Uniform/PPE/OST**

The Minutes from the meeting held on 7 October had been circulated and were noted. It was noted that Martin Bertram would attend the meeting the following week with a brief from the Equality Secretary regarding the Standard Dress Policy.

## **9. National Operational Planning**

The Committee noted that there were no national events planned for 2015.

## **10. National Incidents Statistics**

Statistics were circulated and were noted. The H&S Secretary told the Committee he had attended a SCD meeting where the reporting of police assaults had been discussed. There was a concern about under reporting and he had written to Chief Superintendent Robbie Allen regarding this. The Committee also discussed accidents involving the police, breaching of operational base levels and SCoPE.

## **11. National Federation Training**

It was noted that work was ongoing in this matter. A training day involving the three subject leads and the Vice Chair would be held later that week.

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

There had been no meetings. It was noted that the H&S Secretary would arrange a meeting with the three area leads in the near future.

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

There had been no meetings. It was noted that the H&S Secretary would arrange a meeting with the three area leads in the near future.

#### **14. ACPOPOPS (Association of Chief Police Officers Public Order Policing Strategy)**

It was noted that the H&S Secretary was to attend a meeting in Leatherhead on 28 January. It was also noted that this item was to be amended to Training, Tactics and Equipment Working Group (TTWEG).

#### **15. Public Order Monitoring Group**

The H&S Secretary is to attend these meetings in the future.

#### **16. Competent Business**

The Committee discussed the increased risk of security; both personal and building. It was agreed that the General Secretary would make an approach to Police Scotland to identify key messages for warning boards in police premises which would then be purchased. Members also discussed double crewing, body armour, vehicle marking and social media in relation to security.

#### **17. Closure**

Date of next meeting: 21 April 2015

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 Legislation and Regulation Standing Committee

Ref: CS/DJK/LS

### MINUTES

21 January 2015

#### 1. Attendance

Graham Sloan	North Area Committee
David Hamilton	North Area Committee
Nigel Bathgate	East Area Committee
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Brian Docherty	Chairman
Calum Steele	General Secretary
Graeme Ednie	Vice Chairman
David Kennedy	Conduct Secretary
Jackie Muller	Equality Secretary
Peter Jones	H&S Secretary
Lesley Stevenson	Business Administrator

#### 2. Opening of Meeting

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

#### 3. Minutes of Previous Meeting

The Minute of the last meeting had been circulated with JCC Circular 48 of 2014 and were approved.

#### 4. Consideration of JCC Consultations

The Committee discussed the consultations on pensions and Human Trafficking & Exploitation (S) Bill. Members agreed this should be discussed further at the JCC. Following further discussion it was agreed that responses to consultations would be kept in a folder on the 'P' Drive.

## **5. Regulations and Determinations**

The General Secretary reported that work was still ongoing regarding this matter and it was noted that part-time workers and a motion passed at the East Area Committee would be discussed at the PNB SSC meeting which was to be held later that week.

## **6. Competent Business**

The Committee discussed the allocation of annual leave; carry-over; days taken out with designated periods and guidance. The Equality Secretary said this had been discussed at the PNB SSC Equality Working Group along with maternity leave and long term sickness. The General Secretary said that all of these issues would be discussed at the JNCC meeting. It was noted that the Absence Management and Travel Policies SOPs would also be discussed.

## **7. Closure**

Date of next meeting: 22 April 2015

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

21 January 2015

#### 1. Attendance

David Hamilton	North Area Committee
Graham Sloan	North Area Committee
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Calum Steele	General Secretary
Brian Docherty	Chairman
Graeme Ednie	Vice Chairman
David Kennedy	Conduct Secretary
Peter Jones	H&S Secretary

Business Administrator	Lesley Stevenson
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#### 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 48 of 2014 and was approved.

#### 4. Accelerated Careers Development Programme

The Committee discussed the Pathways to Policing project and a number of issues of concern including equality matters.

#### 5. Police Diploma

Andrea MacDonald reported that the policy on re-sits had been relaxed and this was welcomed by the Committee.

## **6. Special Constabulary**

Gordon Dixon had sent in an update on a meeting he had attended on 17 November. The main points discussed at that meeting were the release of police staff to perform duties with the special constabulary; exit interviews and the conversion course where 26 special constables had been recruited as regular officers.

It was agreed that Brian Jones, EAC Chair would become the SPF lead on this issue.

## **7. CBRN**

David Hamilton gave an update on training for initial responders and in relation to Ebola. They also discussed chemical suicides involving helium and hydrogen sulphide.

## **8. Mutual Aid**

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

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

There were no specific consultations relating to this Committee.

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

There was no formal update as this Working Group has now ceased. It was noted that Sharon Fitzgerald at the SPC had been given the Deputy General Secretary's name as the SPF contact.

## **11. Post Incident Procedures**

David Hamilton reported on a joint exercise with the Civil Nuclear Constabulary. Members also discussed liaison with the Crown Office and Procurator Fiscal Service; training and a memorandum of understanding.

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

The General Secretary told the Committee that he had attended the last meeting of the Working Practices Review Group where this issue was discussed. It was noted that the Deputy General Secretary had recently met with Stevie Diamond and would be meeting with him again the following month.

## **13. Custody**

The H&S Secretary reported that H&S inspections were being carried out on the back of the SPA Scrutiny Report. He said there were some major issues relating to back filling of posts. Members discussed resilience issues relative to custody.

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

Andrea MacDonald attended the last meeting on 14 January where fitness tests; the replacement of tasers and obsolete firearms had been discussed. The Committee discussed the new threat assessment and the implications for the carrying of firearms; recruitment and training of new AFOs; training exercises and the involvement of the PIRC.

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

The General Secretary gave an update on the progress of the elections and a number of related matters were discussed.

#### **16. Communications**

There was no update.

#### **17. CWG - Compensation for Inspecting Ranks**

The General Secretary gave an update on the general situation and in particular on the reported payments to D1 drivers. Andrea MacDonald said that many members were unhappy with the tone of the email from the Force relative to the inspecting ranks. She said she felt that Police Circular 6/1997 had not been adhered to in relation to excessive hours and that many inspecting ranks had been used in roles that did not require their skills or experience for example as D1 drivers.

#### **18. Holiday Pay**

The General Secretary reported that because of the time available he had asked the Chairmen and Secretaries to consider whether the JCC should support retired officers in this matter. After consideration they had decided not to support them in that way.

#### **19. Competent Business**

David Hamilton mentioned a forthcoming exercise in the North Area where there might be issues relative to resources, shifts and accommodation and he said he would continue to monitor the situation.

Malcolm Macdonald and the Deputy General Secretary both reported on the shift patterns relating to roads policing. The General Secretary asked for examples of difficulties so that he could be properly informed prior to a meeting with DCC Fitzpatrick where this might be raised.

Members discussed forthcoming divisional mergers and representation at force meetings where these were being discussed.

Members discussed the heightened security situation and in that regard the photographs of community officers on the force website. The General Secretary agreed to communicate with ACC Nicolson about this.

## **20. Closure**

Date of next meeting: 22 April 2015

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