



SCOTTISH POLICE FEDERATION West Area Committee

Ref: GM/PC/LW

**Minutes of the Fourth quarterly meeting of the West Area Committee held in the
Glynhill Hotel on Thursday 5 December 2019 at 9.30 a.m.**

1. ATTENDANCE AND OPENING -

West Area Committee (WAC) Office Bearers & Staff

Paul Connelly – WAC Chair
Gary Mitchell – WAC Secretary
Ian Florence – WAC Deputy Secretary
Lorna Hogarth – WAC Deputy Secretary
Jenny Shanks – WAC Vice Chair
Lynne Welsh – SPF Staff
Philip Maguire – SPF Staff

West Area Committee

Marketa Hola
Neil McKay
Dougie Chalmers
David Wilson
David Hunter
Cath McNally
Adam Peppard
Jennie McFarlane
Kenneth Kean
Linda Mathers
Dougie McKinlay
Gary Divers
Stephen Gray
Richard North
Chris Thomson

Elaine Sutherland
Ian Gray
Alistair Mackinnon
Mark Dines
Campbell Smith
Stephen Murray
Lynne Gray
Craig Fraser
Paul McWhinnie
Pamela Macfarlane
Sarah Jackson
Stuart Johnston
David Taylor
Lee Hamilton
Eddie Mather
Gordon Cumming
Jamie Carruth
David Somerville
David Carmichael
David Osterberg

Apologies –

John Munn
Michael McCaughey
Chloe Rice
Craig Nicolson
John Mullen
Emma-Louise
Stuart Finnie
Stuart Gailey
Jonathan Watters
Ross Black -

Guests/Observers

David Kennedy, Deputy General Secretary, SPF
David Hamilton, Vice Chair, SPF
Christine Neely, Leadership, Training & Development
Alan Thomson, Retired Officer

As per the SPF 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.

The Chair opened the meeting and welcomed the members. He invited them to take an active part in the meeting.

The Chair made a special welcome to guests, Christine Neely, Performance Management Lead, Leadership and Talent, Leadership, Training & Development who provided a presentation on 'My career'.

The Chair welcomed Inspector Gavin Smith who was attending the meeting as an observer and advised the members of one new WAC Rep, Craig Nicolson from 'V' Division. Craig had intimated his apologies for this meeting. He also welcomed back Ross Black who has recently returned to WAC as Inspectors Representative. Ross has intimated apologies for the meeting.

Alan Thomson, Retired WAC Member attended for a presentation and lunch.

2. SEPARATE COMMITTEE MEETINGS

The separate Committee meetings took place and a brief update on matters discussed was provided thereafter by a member of each of the Committees.

Constables Committee – Roll call added and recorded in minutes with a note of any apologies. Other matters raised included misuse of variations.

Sergeants – Discussed attendance and importance of apology to be intimated prior to meeting with an explanation of non-attendance. Other matters included JCC voting process and custody.

Inspectors – Meeting was not quorate. General discussion took place amongst those in attendance.

Christine Neely provided a presentation on 'My Career' and answered questions from Members.

3. MINUTES OF PREVIOUS MEETING & ACTIONS

The last West Area Committee meeting was held on 5 September 2019 and the draft minutes were circulated to members on 28 November 2019. The minutes were approved and recorded as a true record.

Actions from previous meeting

The Chair updated the members on the actions.

C/F from previous meeting

Training for Officers in respect of Police Charities

It was highlighted that it would be beneficial for WAC Reps to receive some training in respect of the various Police Charities that can assist our members.

Update -

The SPF website has been updated to include links to some of the charities, there is an error in that the PDT is mentioned when this organisation changed its name to Police Care UK some time ago. This is in the process of being amended. Link provided to Reps on 3 December 2019.

<https://spf.org.uk/member-services/police-charities/>

COMPLETE

C/F from previous meeting

Consultation/SOP documents.

This matter has been raised previously Re shifts/PPU. WAC Reps require some update or guidance on what can and cannot be confirmed to officers as no information provided on result or timeline.

Information to be provided and circulated to all WAC Reps.

Update -

The main CID shift pattern for the West was approved with 92% of the vote after consultation.

One enquiry re U division CID management wanting to move over to the K div CID shift pattern. This pattern was not subject to consultation in U and U div management have been emailed accordingly.

COMPLETE

Divisional Meetings with Div. Commanders

Contact Divisional Commanders to ensure regular meetings are taking place with Divisional Reps.

Update - Contact to be made to arrange meetings. Reps will give a brief report of any meetings under Item 5 of Agenda

COMPLETE

Allard Updates

Members were advised that the Officers involved are getting emailed directly from the SPF Deputy General Secretary.

WAC Reps to be kept updated on position. WAC Chair to contact Deputy General Secretary to confirm Officers will be contacted directly.

Update - Allard to be updated under JCC /Legal Advice - All members who form part of the claim are being contacted direct by SPF Deputy General Secretary.

COMPLETE

Divisional Meetings

Minutes from Divisional meetings held should be minuted and a copy forwarded to MH for reference.

Update - Divisional meetings and minutes – Local Representatives should be giving report under item 5 of agenda

COMPLETE

Saracen Police Office

Member highlighted issues with Saracen Police Office – not fit for purpose and possibly health and safety issues. WAC Deputy Secretary (Ian Florence) to arrange a walk round the Office to establish issues. Report back to WAC

Update - Visit carried out.

COMPLETE

Oban Police Office

No Fire exit at Oban Police Office. Health and safety risk for prisoners and staff.

Update - Deputy Secretary, Ian Florence has contacted the H&S advisor for L Div. She updated that updated that the fire plan had been updated prior to the start of the work. There is another exit just down from the bar and this allows the work to be completed and still be compliant with any fire regulations.

COMPLETE

Vehicle Repairs

Issues highlighted with vehicle repairs and completion of forms now required for windscreen repairs.

Update - Issue raised at LPC by various commanders due to number of bills being received by divisions for repairing old damage. Garage require full paper trail for all damage to vehicles if not they charge divisions for full cost of repair.

COMPLETE

Taser

Requested update in respect of the number of officers to be trained in use of taser.

Update - PSOS recruitment of replacement Taser officers has started – looking for around 240. Also setting up working group re expanding cover. Details published on intranet 22 and 25 November 2019.

COMPLETE

Charging of PDA's

One member referred to question asked at previous WAC regarding charging of PDA's and where this has to take place. Conflicting information to members - PSoS stating that they can be charged at home and SPF stated that they should not be taken home – need clarity and support from SPF

Update - SPF position is that devices should not be taken home routinely.

COMPLETE

Exigencies of Duty

Officers of varying ranks determining when an exigency of duty.

Update - Raised at LPC with ACC Johnson who is looking for examples for discussion at that meeting. Consensus was that it should be Gold commander if it relates to an event. Pointed out that exigency should usually only apply when all other options exhausted so logically it should be an officer of a rank who could authorise overtime as an alternative.

ONGOING

Pensions challenge

Issues raised by Member regarding old DAS policy which highlighted that no cover given in connection to dispute with employer – why was this written in to policy and agreed by SPF? Member confirmed he has had contact from Dep. General Secretary in this regard but requested full explanation. Matter will be raised further with Dep. General Secretary to clarify the position regarding legal advice.

Update - Assistance for such matters would have been provided under the SPF Legal advice and assistance available at that time if appropriate.

COMPLETE

Equality

Gender neutral hats. Highlighted that issues are more wide spread than hats issue.

Update - WAC Vice Chair to pursue matter further.
Hats -All guidance and policy on their issue and use was subject of an Equality Impact Assessment with no issues identified.

ONGOING

4. LEGAL ADVICE AND ASSISTANCE

The Secretary provided an update and reported that 22 Applications for legal advice and assistance have been sent FAO the General Secretary at HQ since the last WAC Meeting. There are as follows:

Criminal Legal Defence – x 12
Employment Dispute – x 2
Injury on Duty – x 6
CICA – x 1
Misconduct – x 1

This does not include any that have been submitted direct to Woodside Place. Members were advised that the Secretary is not in a position to comment on individual cases.

5. DIVISIONAL REPORTS

One member from each Division provided a brief update on local matters.

Area 8 – Argyll and West Dunbartonshire

It was reported that meetings are already in place with the Divisional Commander who agrees with most issues raised to date. Matters of discussion included custody, where SDO's out to cover Argyll is proving of great assistance. Issues of Workforce agreement (WFA) being abused.

Area 9 – Ayrshire

Matters for discussion included Health and Safety Inspections which were getting underway. Grievances, issues with support for some officers and issues with providing fuel receipts.

Area 10 – Dumfries and Galloway

Matters for discussion included Exigency of duty and interpretation. New coffee machines are now in process.

Area 11 – Lanarkshire

Matters for discussion included Variations and OBL's

Area 12 - Renfrew & Inverclyde

No major issues identified and any input with the Divisional Commander has been positive to date.

Areas 13 & 16 – Greater Glasgow North & South

The next meeting is scheduled for 18 December. Issues for discussion include variations, CAM and mobile data and Brexit backfill. CID Shift Patterns are in place but resourcing levels are badly managed.

Area 14 – OSD

Matters for discussion include Firearms, events and staffing issues.

Area 15 – Specialist Crime

Matters for discussion included Overtime claims, bullying issues and supporting officers through conduct cases.

One member highlighted an issue with payment of TOIL as it was not always reflected in pay and Officers should check payslip to ensure pay is accurate.

The Chair requested any examples be emailed to him at Merrylee House

6. L DIVISION DEEP DIVE

The WAC Deputy Secretary Ian Florence reported that the last Deep dive meeting took place on 22 November 2019 at Dumbarton, this meeting is chaired by Superintendent Armstrong and is attended by area commanders, force H&S, estates, unison and fleet. He updated the members on the following;

Police Estate

A lot of work has been carried out on the estate since the initial report. Work is ongoing in Oban police office to improve the working environment for officers. There is also major work ongoing in the custody area and the ground floor cells are still blocked off awaiting upgrades to be finished. At deep dive meeting, any new issues with any of the offices have been added as an action for this meeting until it's rectified.

Officer Accommodation

Work should now be complete on the barracks at Dunnoon and a HMO licence will be applied for. HMO licences have now been granted for Campeltown, Ardishaig and Dumbeg. The HMO licence for Rothesay has been applied for and should be in place soon.

Custody Arrangements

There is also major work ongoing in the custody area and the ground floor cells are still blocked off awaiting upgrades to be finished. This has been delayed due to issues with plasterwork. Due to the age of the buildings some of the problems identified with corridor lighting or passageway widths have to be risk managed. This has been put in place by the force H&S team and these risks will be identified in each business areas risk assessment.

Leadership & Management

The final report will now be completed by the WAC Chair and will be submitted to the SMT, the SMT are hoping that once the final report is in the issues discussed at the Deep dive meeting can be discussed and continued at local meetings.

Fleet

The division have been informed by fleet that they will not be getting any more vehicles allocated to them. They are still looking at the best way to distribute the fleet they have around the Division.

Postings

The SMT continue to monitor postings closely, they are looking at ways through the media they can attract officers to work in their rural areas.

The WAC Chair updated the members on the following;

The WAC Chair and Deputy Secretary have been working on the completion of the final report and have to apply due diligence to ensure an accurate picture of what has and has not been carried out. This will involve local conversations and visits and the gathering of any addition evidence.

The WAC Deputy Secretary has already visited Campbeltown, Oban and Lochgiliphead and had conversations with officers who had previous issues raised to see if resolved or not.

The scheduled Autumn PPU deep dive has been put on hold due to Brexit commitments, the spring deep dive has still to be decided to be established if this will be PPU or other area.

One member highlighted that inspections were being carried out whilst officers were sleeping after completing a night shift. The WAC Chair said that advance notice should be given in all cases and will raise this matter direct.

7. PEOPLE AND OPERATIONS DELIVERY GROUP (PODG) & LOCAL POLICING COMMANDERS MEETING (LPC)

The Secretary reported on the meeting of the People and Operations Delivery Group that took place on 25 November 2019.

For information, the following actions were covered:

7/18. Remote/Hard to Fill Posts – Paper hasn't been seen or shared, the initial work was undertaken by Alistair Muir, and the proposals out with recruitment have been parked as the recruitment element appears to be working well. Due to the lack of activity around this, the Alistair Muir paper has been shelved, there remains barriers around retention and leaves unanswered questions.

Action remains open until proposal paper is shared for consultation.

9/18 IVPD – Discussion around proposals – Consideration of victim status; IVPD is not a crime recording system and falls foul of GDPR – suggested that this continues with the system until COS platform becomes active and this can be amended by SCD if required. Resolved that anonymity will be kept by using PSI numbers. IF any member wishes not to be on the iVPD approach can be made through SPF Vice Chair- who will liaise with SCD and have them removed.

6/19 – Superintendents (North) – Link to Strategic WF plan. Resolved to date. It was highlighted that we are not modernising or transforming to harness the benefits of technology to overcome geographic challenges. Workforce plan needs to include the enablement that technology can apply.

7/19 – On Call – Compensatory Rest – Addressed by mass mobilisation group and being addressed at another group with a potential to refer to PNB TWG. WPRB – Discussions remain ongoing and should be referred back there as not a Mass mobilisation issue.

8/19 – Acting V Temporary – Continues – A paper is being prepared in relation to establishing Force Policy in relation to this.

9/19 – Travel for Courses – Meeting to be organised between The SPF Vice Chair, Nicola Burns, Nicky Page and OSD.

10/19 – Critical Illness – Maintenance of salary in relation, reference to PNB 05/01 – individual cases should be progressed. Meeting between The SPF Vice Chair and Nicky Page to discuss detail further.

11/19 – Car User – Essential V Casual – Research and work was undertaken in relation to this, this is supposed to be updated in SCoPE – needs to be recognition of wider implications of postings and transport (this was initially 8,500k for car to be supplied, 5k plus is in relation to essential car users). Lack of internal paper in relation to this. V11 Expenses & Allowances seems cover some of this (albeit Casual Users Rate incorrect).

The Assistant Chief Constable (ACC) update was then provided

ACC Gary Ritchie updated that Safer Communications moved out with SCD into ACC Ritchie's portfolio, carriage of Naloxone continues, with pressure coming from Drugs Death task force for officers to carry – The matter is being referred to Chief Constable for decision. There had been discussion around the 3 month pilot and what would be the benefits, barriers & risks.

Chief Superintendent (CS) Stuart Carle Updated on ongoing issues in relation to COP 26; double and triple hatting a problems, 1400 uplift in relation to PSU could be a challenge and mix of specialisms. This will be challenging given the extent of resources identified.

It was agreed that COP26 – Will be added to Agenda for update

ACC MacDonald updated on Criminal Justice Reform – which covered the re-parenting exercise for staff into CJ & Custody Division. Discussions are being sought with Local Commanders around this to establish impact.

In relation to the recent death of one of our colleagues and the initial media release, this matter was discussed and a very frank and pointed view from the ACC was that it was poor.

People & Development Updates

An update was provided by Elaine Williamson.

Work continues in relation to the new modified duties project. There are 7% currently modified, enablement of reasonable adjustments which is moving to a centralised approach for deployment of officers.

National Transfers Committee proposal has been made to enable to cover postings, with a desire to implement in April 2020. The SPF vice Chair confirmed that SPF had suggested an improved process, there had been no SPF feedback to date.

A Coaching & Support project is being piloted for new Sergeants – it consists of 3x1 hour sessions for each Probationary Sergeant, running from November to March. There is a desire for feedback following the initial pilot being completed by HR Advisors and linked to First Line Managers course. The SPF Vice Chair highlighted the lack of consultation on this and the last minute approach to consultation.

Support Superintendents – A 1 day event that was well received by those present.

The Strategic workforce planning update was well received and covered case studies and changes in employment legislation.

Unison -

New shift pattern raised at JNCC – Concerns remain about variations within a variable shift pattern however he will raise them at a different level. Accepted that 2-2-2 is a healthier system than is currently operated, they are concerned at the volume.

Workforce Agreement (WFA) – Remains outstanding and issues around shift slides (variations) – financial compensation sought for disruption caused by varying.

Job Evaluation – Panels have been established and this is being progressed on a consistent approach

Association of Scottish Police Superintendents (ASPS)

Ivor Marshall is retiring at end of year, Stuart Carle will be replacing him and an election is awaited for the Vice President.

Escalation to JNCC

Workforce Plan – Enabling mobile data and use of technology to develop a workforce plan. The Force have recruited someone with experience to progress this to enable a dispersed employment model. This was discussed and has not been remitted.

Your Safety Matters

Work is ongoing in relation to this.

The date of the next meeting is set for 17 February 2020.

One member advised that Public Order training has been cut from 8 days to 5 due to certain aspects of the training being removed.

One member asked if there was any update on refresher training and was advised that it was proposed to hold 2 days, one day in spring and one in autumn 2020.

LPC

The WAC Chair reported on the meetings of the Local Policing Commanders (LPC) that took place on 23 September, 30 October and 28 November 2019 where various matters were discussed.

The first two meetings were presided over by Mr Higgins who has now left to take over as Gold Commander for COP26. The meeting on 28 November was

chaired by ACC Johnson who is the new ACC for local policing in the West. He will attend Merrylee House later this month for a formal introduction to all of the West Full time Office Bearers.

The next meeting will consider if there are any issues that need escalated to the LPC meeting.

The date of the next meeting is 28 January 2020.

With regards to shift changes, one member asked if rest day disruption is being measured. The WAC Chair will raise this issue at the next Finance meeting and report back.

Action – WAC Chair to raise with Finance Officer and report back

One member highlighted an instance of an officer submitting a near miss who was advised to consider before submitting it as it may impact on a proposed application to transfer department.

Action – Details to be forwarded to Merrylee House and WAC Chair Ian Florence to raise matter and report back.

8. OPERATIONAL DUTIES

West Events Planners Meeting

The last meeting took place on 3rd October 2019 Matters included -

- Direct reporting agreed the 5 point plan would be re-sent to all planners.
- Mass mobilisation for major events particularly public order via phone apps
- Use of private providers of drug detection dogs at music events and Euro 2020
- Mass volume of events and the pressure on a limited amount of officers

The next meeting is scheduled for 8 January 2020.

Resource Deployment Group (RDG)

Discussion included the following -

- Courts & Backfilling
- G Division OBLs & Resourcing

The Secretary reported on shift consultations that have been commenced since the last meeting;

- U Division Risk & Concern Hub – Check
- New patterns L Div CID Reactive and G Div DOEU

- Shift consultations that have been supported for implementation since the last meeting;

- V Division Youth Engagement Officers
- V Division Youth Engagement Team
- K Division PPU – Consultation Closed
- SCD Intel Bureau Sergeants – Consultation closed
- V Division OMU

Brexit

No substantial update obviously Brexit has been slowed by the coming UK General Election on the 12th December 2019

Royal Standard

No major update on this.

One member asked if a copy of the 5 point plan could be circulated to WAC Members.

ACTION – WAC Chair to circulate 5 point plan to WAC Members

Rank ratios was discussed. This appears to have been addressed at Executive level but no changes to Inspector/Sergeants ratios, despite all officers are now carrying a heavier workload.

9. PENSIONS

The WAC Chair reported to the meeting on the following issues in respect of police pensions;

- McCloud & Sargeant Litigation
- Valuation & Cost Cap Pause
- Scheme Sanction Charge
- Annual Allowance (AA) Tax charges and support
- Scheme Pays
- AA Temporary Promotion

- Commutation Cap

There are many aspects of the final outcome to be established, no substantive update expected until well into 2020. Any remedies that are applied will affect all members of the scheme.

Issues include:

- Tax liabilities
- Differing subscription rates

Other matters raised under pensions raised are medical appeals whereby if an appeal is found without merit, the costs fall to the claimant and can be in the range of approx. £7000.

There was brief discussion in relation to the pensions challenge.

One member asked if there was any plans to compensate officers who paid out their own money to pursue the matter, advice was that this would be unlikely as the advice was not to pursue the matter.

The WAC Chair advised that the judgement will be received in 2020 the result of which will affect people in different ways but until then it is impossible to know exactly what the outcome will be.

10. **CONDUCT**

Deputy Secretary Ian Florence provided an update in the absence of Deputy Secretary (conduct) Lorna Hogarth.

The last meeting of the Conduct Committee took place on 29 October 2019. A copy of the draft minute of that meeting was circulated with JCC Circular 53 of 2019. The following was discussed.

Trends in criminal cases were discussed and an increase in drink driving was noted. The mental health of officers was discussed and it was agreed that training should be looked at for representatives in order to assist in dealing with those who are suffering from poor mental health.

The total case load in the west was 58 which is an increase of nine in last month alone.

There have been two meetings and three hearings since the last WAC.

There are three gross hearings planned for February and two gross hearings for March 2020. Three officer's reports are outstanding for decision both currently gross.

Many officers have been in touch regarding being served with Regulation 9 notices for criminal allegations. Any WAC Representative contacted by any officer who has been served paperwork should request a copy of same and have it emailed in, preferably with the appropriate conduct form to conduct.west@spg.org.uk

Thanks were recorded to all representatives who have taken on the welfare contact for members within their division who are facing criminal allegations or complaints.

Training is being planned for 2020 and contact will be made with Representatives who have shown an interest or are on the conduct committee and are still to be trained. Anyone else who wishes to be considered should contact the West Area Deputy Secretary.

There is continued success with responses to Regulation 11 investigations with two cases being reduced from gross to minor and the Officers receiving improvement action without the need to go to a hearing or a meeting.

The importance of getting the officers version of events at an early stage was emphasised and members were advised to ensure this is requested when approached by anyone who has been told they are under investigation.

Professional Standards Department (PSD) have requested that WAC Deputy Secretary provide a debrief after each hearing to establish best practice and to learn from any mistakes along the way. An invitation has also been extended to attend the training for chairs and assessors to give an input as Professional Standards Department (PSD) have no experience of attending hearings thus an input from those who attend regularly will be of assistance.

Members were requested to send to conduct west, any information in relation to solicitor's appointments for officers they are representing. SPF are not invited to every appointment but when an invited is extended it is generally for good reason and therefore attendance is essential. Any representative asked directly who cannot attend should make contact with Merrylee House and a replacement can be arranged.

The next meeting of the Conduct Committee is scheduled for 14 January 2020.

11. **EQUALITY**

The last meeting took place on 22 October 2019 and a copy of the draft minute of that meeting was circulated with JCC Circular 51 of 2019. The following was discussed.

PNB(S) Equality Working Group

The last meeting was held on 28 August 2019 when equal pay was discussed. A figure of 10.5% had been originally uncovered but had subsequently been amended down to 2.5% which was well within the Government guidelines. We have asked to see the data behind the figures. It was reported that flexible working was to be discussed on the following day.

Equality, Diversity & Inclusion Employment Group

The EDIE over the years has had a number of different Chairs but the Director of People and Development has chaired the last two meetings including the most recent one. The terms of reference of the group have been rewritten to give a greater strategic focus to the group. The group will also consider case law as it arises and its relevance and implications for the Police service.

As a note of interest the percentage of female officers in North area has reached 36% of police numbers which is significantly higher than the Force average of 30%. Recruitment numbers also demonstrates an increase in female officer numbers.

The Agile/Flexible Working Group has been re-established and its first meeting was on 4 December. The WAC Vice Chair provided a sample of good and bad examples of cases brought to her attention in respect of flexible working applications, appeals and reviews to our Assistant General Secretary, Equality, feedback and an update from this meeting is awaited.

It has also recently come to light that the provisions of PNB Circular 2016/07 has not been implemented by Payroll. The circular allows for additional hours worked by part time officers to be included in pro rata calculations for payment of CRTP and Annual leave.

HR have held a meeting to discuss this and they are currently carrying out an exercise to determine how this will be compensated for, back to 1 April 2015, then incorporated into the payroll process moving forward.

HR state that this is a complex exercise which coincides with the consolidation of payrolls, Christmas pay etc., so it is likely to be New Year before it is resolved, whereupon a communication will be issued detailing any action required.

The matter will be discussed at the JNCC today [5 Dec 2019] and an update is awaited.

Any equality issues and/or trends identified locally should be brought to the attention of the WAC vice Chair.

One member highlighted several examples of recent good practice within their division in respect of Officers welfare. This included special leave, work plans and dependency issues. All greatly appreciated by officers concerned.

The next meeting of the Equality Committee is scheduled for 28 January 2020.

12. **HEALTH AND SAFETY**

The last meeting took place on 21 October 2019, a copy of the draft minute of that meeting was circulated with JCC Circular 51 of 2019.

Update on Criminal Justice Service Division (CJSD) issues

The West CJSD Health and Safety meeting was held on 26 November 2019. In relation to the report carried out by CJSD into prisoner observations in the west, advice was that in terms of improvements, some areas have seen a reduction of 9% in the number of prisoners on observations. Forums are being held with custody Sergeants where they are discussing the problems that were identified in the report and encouraging an end to some legacy practices that were adding to the number of observations.

In respect of officers getting a refreshment break, CJSD are still not in a position to relieve every officer carrying out observations, this matter was raised at LPC meeting and officers should liaise with their own supervisors to arrange their break. If officers are carrying out observations for a whole night shift and don't get a break, it is asked that they submit a near miss form.

The conditions of the rooms which the officers are carrying out these observations is getting noticed during the full CJSD audit/inspections. It has been recommended in a number of places that the rooms used were unacceptable and alternative areas to be found.

At this meeting they also reported that in respect of officers getting the chance to shadow they have made requests to members who backfill of dates when they could shadow, the uptake on this has been very low as the members are either unable to attend or are not released by divisions due to a shortage of officers.

A Health and safety Pre read was included in agenda papers for the WAC Members in advance of the meeting and the following is a brief outline of some of the Health and safety meetings that are attended by the SPF. The minutes of these meetings have still to be formally confirmed therefore the information is not for further dissemination at this time.

JCC Health and Safety Committee – SPF training facility Dundee 21st October 2019

Area updates

West

Issues raised in relation to prisoner watches – This issue was raised again, CJSD west have been carrying out a review of prisoners on observations, the review found that the number of prisoners that were put on observations in the West are was far higher than the North and the East. The review has also highlighted that there were a number of common themes adding to this number including – No use of 15/30 mins checks, prisoner on observations based solely on a type of crime or because they suffer a certain illness and no reviews being carried after the initial assessment. Work is well underway within CJSD to have these and the other matters found addressed which should greatly reduce the number of prisoners on observations and help alleviate the problems with officer welfare.

At the present time CJSD are able to offer officers quick breaks however for their refreshment break they are asked to contact their own supervisors. This has been brought up with Divisional Commanders to get addressed. It was asked that if an officer is completing a full night shift on observations without a break that they submit a near miss. The Assistant to General Secretary for health and safety (AGSH&S) was asked to raise this matter with ACC McDonald with a view of getting it on the at risk register.

Airwave – It was highlighted to the group that in a number of divisions there have been concerns about loss of signal. The airwave team are aware and ask that they are contacted as soon as possible so they can try and identify the problem.

Fleet – There is ongoing issues with the state of the vehicles, at a recent divisional H&S meeting, fleet advised that they were due to replace over 50 vans nationally, The older vans will be kept as reserves despite their age or mileage, at the meeting concerns were raised regarding the older vans still being used and how roadworthy they are.

North

The accident investigation into the TB incident was discussed and the risk assessment will be updated.

Mitie – Still having issues with getting work completed.

Kittybrewster – An Inspection was carried out this new facility for CJSD, it was found to be to a very high standard and should be used as the blueprint for how a custody area should be.

East

Invites for H&S Inspections – There has been an improvement in the SPF getting invites.

General

Throwlines – New throwlines being issued across the force, they have a 700kg break strength.

Near miss/accident forms – Incidents are not being recorded properly on SCOPE.

Safety equipment in vehicles – It was highlighted from recent inspections that there is either a sad lack of or no safety equipment in the patrol vehicles. It was agreed that the area Leads would contact each division to ascertain how they manage this.

Updates are then provided on the following meetings -

NATIONAL HEALTH & SAFETY MEETINGS –

The Joint UK H&S staff Associations - Birmingham 29 August 2019

This group last met on 29 August 2019 where the following issues were addressed.

- Fatigue and stress
- Safety Inspections/Risk Assessments
- National Operations and Mutual aid

THE NPCC Strategic Health, Safety and Welfare Group- London 29 October 2019

This group last met on 29 October 2019 where the following issues were addressed.

- Tourniquets – There was concern around the group regarding the level of training required for officers to be fully conversant in the use of tourniquets. AGSH&S advised that following a review in First Aid Training in Scotland they would be introducing a tourniquet bandage and officers will be provided with suitable training in its use.
- Naloxone – The group's position remains the same and they do not support the introduction of Naloxone.

Clinical Governance Group –SPC 28 August 2019

The following issues were addressed.

- First Aid training
- A Psychological Assessment Pilot - carried out in N division online questionnaire- this had proved successful and will be rolled out around the country-
- Defibs - Dr Stevenson advised the group that in 20% of all instances of heart attacks a defib will only be received positively by 5% of cases.

Wellbeing Group

There has been no meeting of the Wellbeing Group.

The Force Health and Safety Board – SPC September 2019

This was chaired by DCC Designate Fiona Taylor where the following were the main items discussed.

- Driver Training, Noise at Work and Noise induced hearing loss, no annual health screening as required legally, RPE awaiting update from health and safety.
- Clean shaven policy - Estates an estimated £300 million required to ensure estate is water tight and legal.
- Body Armour - new armour will be rolled out over the next 4 years for all. The body Armour is 28% lighter than before, with formed armour still being progressed
- Footwear This is being progressed at a pace with a potential boot being identified.

Other items discussed but will covered later in the agenda.

The National Vehicle Users Group

There has been no meeting since the last update.

The clothing & work equipment group- SPC 27 August 2019

This group is chaired by Supt Tony Beveridge on behalf of ACC Williams. The main issues discussed –

- Cycle Kit had been identified and was just awaiting sign off by ACC Williams.
- Non Binary headgear- a baseball cap has been identified. The Chief Constable is looking to introduce headgear which would not be sex specific but would provide protection with regards to health and safety legislation.
- Cargo trousers are also beginning to be rolled out prior to the end of 2019.

The Body Armour Group – Govan 27 September 2019

This group is chaired by Supt McGuire on behalf of ACC Williams. The main issues discussed

- Body armour will 28% lighter. The contract was awarded to Safari Land who will also dispose of all out of warrant body armour- with a small resale value. Following concerns raised at the wearer trials- the supplier has reconfigured the length of the armour panels to give greater areas of protection without impinging on comfort when driving.

Short Life Working Group (SLWG) – Footwear group – 01 October 2019

Three products have been identified for wearer trials. The Haix Boot, The Altberg and the Magnum patrol boot. It has already been agreed that cost will not be counted as a weighting value, and the best product should be purchased. Wearer trials will be carried out on 12 pairs of boots with all three suppliers being identified.

Officer Safety Training (OST)

Officer Safety training covers a spectrum of meetings, Clinical Governance, Health and Safety Board and Clothing & Work Equipment Group and TLD Health and Safety.

The OST course length will be extended from one day to 2 days to enable practical and not theory based first aid training -water safety instructions and body armour inspections.

T.T.E.W.G (Tactics, Training, Equipment Working Group)

This is a national group which meets quarterly and is attended by the SPF Vice chair. Matters discussed included Public order Fleet and Resources.

Emergency Services Mobile Communications Project (E.S.M.C.P) – Airwave radio replacement group

This group meets on regular basis and last met on 16 August 2019 the group has ongoing Risk Register with 32 in total. Nine highlighted as high risk which included No Air to ground coverage at excessive height, Cost of project increasing. Will not go live until least 2022- more likely 2024.

The Force Health and Safety Board – SPC 2 September 2019

The following issues were raised regarding H&S Administration-

- RIDDOR figures for the first quarter had risen by 15 in comparison to the previous year
- Health Assurance Model - as part of this model all Divisional Commanders must sign a compliance document stating that all areas of their business in their division complies with Health and Safety legislation
- General Updates

AGSH&S met with DCC Taylor on 5 September 2019

Matters raised included –

- Bladed weapon calls
- SIO workload
- Driver training
- Naloxone
- Vehicles

Investigations and Inspections

At present there are active accident investigations in all three areas,

East – 1

North – 3

West- 6

Since the last JCC H&S meeting there have been 2 Accident investigations completed and a further 2 to be started.

Inspections - CJSD inspections are currently underway and a timetable has been set for a full audit of all CJSD primary locations.

Divisional Inspections – SPF are now being invited to more of these as per the instructions of DCC Taylor. If anyone is contacted direct about attending an Inspection they should contact the WAC Deputy Secretary at Merrylee House. Each office requires a yearly inspection and a six month review.

Training

Almost all West H&S reps have now been provided with H&S training and Inspection training.

Further training is hoped to be provided early 2020, this will initially be for H&S divisional leads and will be the IOSH Managing Safely, details have been sent out to the divisional leads.

The next meeting of the Health & Safety Committee is scheduled for 15 January 2020.

There was brief discussion on observations in relation to turnkeys taking responsibility for this task along with productions.

One member highlighted issues with lack of staff within L Division where at one point the nearest custody availability was 18 miles away.

WAC Chair requested this information be fed into Merrylee House to raise further.

ACTION –Information regarding custody issues to be forwarded to Merrylee House to investigate further and report back.

Further issues highlighted included no refreshment or toilet breaks for officers.

13. **POLICE NEGOTIATING BOARD (PNB)**

The WAC Secretary reported that the PNB meeting scheduled for 10 September 2019 was cancelled the next date is to be confirmed.

He highlighted the following matters of note:

- College Allowance – Still under discussion
- Overseas Deployments – Allowances still under discussion no appetite from the force to look at this but SPF still pushing to get a better guidance position, the only current guidance is the HMRC guidance on worldwide subsistence rates the document applies to all UK citizens as it is a tax related claim.
- Pay Scales – On going
- Additional Public Holidays – No update
- Guide to Negotiable Conditions of Service – The joint guidance document on allowances and expenses is still being discussed the final document is about 85% agreed.
- Review of Injury Awards – On going

The WAC Secretary informed members that an update had been provided advising that the following matters had been discussed at the meeting of the PNB Technical Working Group on 28 August

- The Guide to Negotiable Conditions is being progressed, its 85% complete and should be published in 2020, hopefully the first quarter.
- Official Side wished review of college allowance, its purpose and whether it is applicable – should there be wider consideration of disturbance when examined at corporate services or at Gartcosh. This continues to be debated.
- Temporary/Acting Ranks – the position and qualification criteria, there will be required change in terms of Regulation particularly around pensionable pay.
- Temporary Salary attracts pensionable salary – there is a qualification issue around Temporary but that is not applicable for Acting. Unlikely to see considerable progress around this any time soon.
- Overseas allowance continues to be an issue – those affected should refer to FCO Regulations and Allowances to those who find themselves overseas. This is complicated picture depending on role; whether it is operational - use of warranted powers etc. Training have used HMRC allowances for overseas deployment, there is no Regulation that supports this however have been paid in the past for the right reasons.
- Operational deployments are based on the type of accommodation that they are in, whether breakfast is included etc. There is nothing that details and entitlement other than custom and practice, the allowances do not operate out with the UK.
- Going forward there is likely to be a 2 tier approach – training where members appear to be happy with the experience gained and compensation provided. This is likely to be different from the Operational Perspective – investigations, presentations, prisoner escort.
- There appears to be a lack of awareness of where officers are deployed, this is not managed centrally and is being done on an ad-hoc locally managed basis. Questions around the vulnerabilities of whether they have permission and are acting lawfully.
- Equal Pay Audit – An agreed formula has been made on the data to be referenced, this was circulated in respect of awareness for JCC.
COP 26 – Was discussed at length. It was decided that we shall seek a form of recognition and compensation for the additional work and impact on all affected

officers during that time. At this time it is not known what this will look like, however we will have further information nearer to the event.

PNB Equality Working Group:

- Keeping in Touch Days – The matter of KIT days has included understanding that officers can elect to take payment or TOIL, there are also considerations regards pension calculations.
- Equal Pay Data Analysis – The equal pay audit resulted in the data provided by PSoS not providing the expected difference in that it was lower than expected, the SPF advisor has asked for details of the data used to provide the figures Police Scotland have provided.

PNB – In relation to allowances, one member asked if a copy of the Guide to Negotiable terms and conditions could be made available for divisional representatives.

It was noted that the last copy of guidance was just available for full time officials as there are different versions. The WAC Secretary confirmed that advice from SPF HQ is that it cannot be circulated further at this time as the latest version has areas that still have to be negotiated.

It will go to PNB where the intention is to have it agreed by both Official and Staff side. It is hoped that the matter will be resolved soon but until then it cannot be circulated further.

14. **JOINT CENTRAL COMMITTEE**

The WAC Chair reported that the last meeting took place on Tuesday 5 and Wednesday 6 November 2019 at the SPF training facility in Dundee. A presentation was added to the standing agenda which was provided from Supt Paul Wilson on the new Emergency Service Network.

The minutes of the previous meeting were circulated with JCC Circular 47/2019

At the commencement of the meeting a vote took place to elect a new vice chairperson.

Three candidates stood:

Brian Jones
Amanda Givan
Paul Connelly

After voting Brian Jones was elected as the new vice chairperson and he will take up his post when the present Chair retires in April 2020.

The following points are of note.

Legal Advice & Assistance

We have at time of update 17 on duty incidents and 29 off duty. This compares with the East who have 6 on duty incidents and 2 off duty and the North who have 8 on duty incident and 2 off duty

There have been 10 employment cases nationally with seven out of ten in the West area.

WhatsApp Case - The appeal date for this case is set for 2 days starting 22 February 2020 at the Court of Appeal any judgement from that is expected to take some time.

In addition another officer has had their mobile phone seized. This further highlights the impact on the view of the initial Judge in relation to Article 8 of the ECHR, depending on the view of whether this right has been violated.

The Assistant to General Secretary (AGS) for conduct highlighted that no guidance has been issued in respect of this and places our members in danger in respect of potential proceedings.

There were questions around the provision of personal information, including supply of mobile numbers, as SCOPE records are being used to corroborate details in conduct cases.

The SPF General Secretary highlighted the Regulation position in terms of personal record, this must contain a home address and a contact telephone number (not necessarily Officers own). These phone numbers are being used in investigations.

Holiday Pay claim

Officers involved in this claim are being contacted direct by the solicitors, the wider issues of backdated pay that are applicable to all members not just claimants is still being worked on. Any overtime paid in the last two years should have already had the uplift however the case for part time officers has been included to avoid discrimination figures are still being worked out.

As reported at the last meeting a holiday pay formula should be applied from November 2019 each year. Much of this matter still remains confidential.

An update was provided by the Deputy General Secretary with regards to the impact of the PSNI judgement

Allard

There are 202 claimants nationally, PSoS are still denying the claim as it stands. This matter is heading for legal action in the event of no change by PSoS. This matter only effects a small number of officers who are known and we would ask to close this matter.

Legal proceedings have commenced and a Judicial Review was raised. This was done to protect the 195 officers who have submitted forms to date. The SPF are currently seeking a commissioner to obtain all relevant information and documents as expected.

Finance and Accounts

Finance standing committee met on 8 October 2019 the following matters were discussed:

Coffee machines – The roll out has commenced in V Division as part of the pilot. Local Chief Inspector and Representatives are the local contacts for it. The hope is that it will be rolled out on a wider basis.

The West Area charity is the Yorkhill Children's Hospital Appeal and we continue to support them.

Membership of the VF is sitting at 98%. 94% take the insurance cover and 83% are signed to the death benefits scheme.

Checks have been made with Philip Williams to ensure continuity of cover in the event of Brexit.

Due to staff absence there was limited availability on more detailed financial figures.

Party Political Conferences

WAC Chair attended the SNP Conference 12-15 October 2019 and there was wide media coverage and interest from SNP members regards the police budget.

The SPF Bravery Awards had recently taken place and were very well received. Members were advised that nomination Forms can be submitted at any time throughout the year. Some discussion highlighted on the lack of information/publicity on social media relative to the awards and the Chair advised that many of the recipients were not comfortable with a high level of publicity therefore it has to be controlled. Sarah Vesty advised that all photos and information have now been uploaded to the SPF website.

The WAC Chair informed the members that both ICPR and EURO COP will be held in Scotland in 2020.

One member expressed concern regarding the workload sitting within the West Area and this was acknowledged by the WAC Chair who advised that this has been highlighted previously by the full time Office Bearers.

Discussion surrounded the amount of business that requires to be addressed at the quarterly meetings and the issues in managing this in the time frame allowed. It was expressed by some that many issues were not getting the discussion time required.

The next meeting of the JCC will take place on 11 and 12 February 2020.

15. **PSoS REFORM**

Welfare and Wellbeing Research.

Neil Cruickshank attended the last WAC and provided an updated position, the document is due to be published in the coming days.

2026

The Vice Chair provided an update – 2026 will now be called “Serving a Changing Scotland”. This change of name has not been widely communicated by the force. Notification will likely come as PSoS publish their next 3 year plan.

Police Scotland reforms was reported on by the national Vice Chair as being heavily focused on high level matters, terrorism, OCG groups, cybercrime, child protection for example and had no focus on local policing in terms of resources, daily duty, parades and events, this error was highlighted by the SPF Vice Chair with a view to being included.

Contact Assessment Model (CAM) project

This is on-going in the West and representatives should continue to monitor and feed in positive or negative observations as to how it is working.

Digital Policing

Presentations have been provided on the mobile data devices and they seem impressive and to be working well. Many Officers using them are extremely positive on their use. Members were asked to feed in any concerns or positive feedback from users.

Telematics

Terms have been agreed and its use is limited to vehicle servicing requirements this will allow digital journey bills to replace the old ledger book of myths. A memorandum of understanding is awaited.

The 2026 Serving a Changing Scotland projects will continue – CAM starting in G Division, Digital program being rolled out. A wider roll out of devices remain on the agenda.

The Finance and Investment group will progress, Some projects have been cancelled due to financial pressures and lack of funding.

16 **CONSULTATIONS**

The Secretary reported on the following SOPs issued for consultation since the last meeting.

- Investigations of physical and sexual abuse involving deceased subjects
- Promotion (Officers)
- Allowances and Expenses (Officers)
- Vetting
- Justice Sub Committee on Policing – Police Scotland Custody Hubs
- Care & Welfare of Persons in Custody SOP
- Policing Scotland's Roads Guidance

Brief discussion on the above.

17. **MOTIONS**

There were no motions for discussion.

18. **CORRESPONDENCE**

The following items of correspondence were made available to the Committee -

- Letter of thanks to Lorna Hogarth 17.9.19
- Letter of thanks to Lorna Hogarth 21.11.19
- Letter of resignation from John Mullen 26.11.19
- Letter of thanks to Lorna Hogarth 02.12.19

19. **COMPETENT BUSINESS**

Sarah Vesty advised that there would be a change to the communications strategy and welcomed members suggestions. This will apply in all area committees. Any suggestions to be fed in to Merrylee House. Email to Lynne Welsh at lynne.welsh@spf.org.uk

Police Charities

The WAC Chair provided an update on the Police Charities and advised that a link from the SPF webpage had been circulated which will cover Police Care UK. He provided details of the benefits of membership of the Police Treatment Centres (PTC).

The WAC Vice Chair advised that the SPF Benevolent Area Fund Committee meet on a monthly basis and provided brief details of the benefits of the Fund.

Local policing plans

Local policing plans consultation process carried out by Divisional Commanders should include consultation with local federated representatives. It is essential that this forms part of the meetings and is recorded.

Standing Orders were suspended to allow for discussion to take place on the format of the WAC Meeting and other issues.

After reinstating Standing Orders, an action was raised for members to contact the WAC Chair regarding their concerns for the structure of future WAC Meetings.

ACTION - WAC members to forward to WAC Chair any issues in advance of the next WAC Meeting.

20. **CLOSE OF MEETING**

The Chair closed the meeting and thanked the members for the attendance and wished them a safe journey home.

The next meeting will take place on 27 February 2020.

Paul Connelly
Chair

Gary Mitchell
Secretary