



Scottish Police Federation East Area Committee

Minutes of the Third Quarterly Meeting of the East Area Committee of the Scottish Police Federation held on Wednesday 9 September 2020 Via Video Conference

1 OPENING OF THE MEETING

The Chair welcomed all those in attendance to the Third Quarterly Meeting of the East Area Committee for 2020.

After Roll Call, the Committee were informed that, although he was absent due to annual leave, this would have been the last meeting of Euan Wilson, Inspector “C” Division”, who is due to retire in November 2020. The Chair thanked Euan for his time on the Committee and wished him a long happy and healthy retirement.

James Thompson, “C” Division” Inspector, whose role has now changed will be working with the Scottish Government and has intimated his intention to tender his resignation from the Committee. An election for two “C” Division Inspectors posts is to take place in the near future.

The Chair informed the Committee of the death of “P” Division officer, Christopher (Chris) Mutter, who sadly passed away on 29th June 2020, leaving behind a wife and two young children. As a mark of respect, the Committee stood for a minute’s silence in memory of Chris.

The Chair was not aware of any matters or requests for Rank Committee Separates.

The Chair highlighted that the minutes and papers for the meeting had previously been circulated to all Representatives prior to the meeting and they had been added to the Microsoft TEAMS App for ease of access.

Standing Orders were adopted, and the meeting was declared open.

2 ATTENDANCE

Inspector Mark Murphy	C - Forth Valley
Sergeant David Reid	C - Forth Valley
Sergeant John Burgoyne	C - Forth Valley
Constable Lyn Redwood	C - Forth Valley
Constable Calum Baird	C - Forth Valley
Constable Gavin Grant	C - Forth Valley

Inspector Peter Jones	E - Edinburgh
Inspector Neill Whiteside	E - Edinburgh
Sergeant Heather Macintyre	E - Edinburgh
Sergeant Christopher Richardson	E - Edinburgh
Sergeant Craig Fogg	E - Edinburgh
Sergeant David Hughes	E - Edinburgh
Constable Euan Sinclair	E - Edinburgh
Constable Stephen Neilson	E - Edinburgh
Constable Richard Wood	E - Edinburgh

Inspector Michelle Ritchie	J - The Lothian's & Scottish Borders
Inspector Andrew Toombs	J - The Lothian's & Scottish Borders
Inspector James Morrison	J - The Lothian's & Scottish Borders
Sergeant Bryan Jones	J - The Lothian's & Scottish Borders
James Gowling	J - The Lothian's & Scottish Borders
Constable Alan Hastings	J - The Lothian's & Scottish Borders
Constable Darren Gallagher	J - The Lothian's & Scottish Borders

Inspector James McLaren	P - Fife
Chief Inspector Michael Williamson	P - Fife
Sergeant Craig Menzies	P - Fife
Sergeant Graeme McLaren	P - Fife
Constable Austin Barrett	P - Fife
Constable Ian Rushford	P - Fife
Constable John Turley	P - Fife

Andrew Malcolm - Chair
Graham Ross - Vice Chair
Stephen Clark - Secretary
Heather Macdonald - Deputy Secretary

3 APOLOGIES

Apologies were received from Anne Begley, Ewan Wilson, Jim Thomson, David Davison, Mark Sherman, Norman Towler, James Friery, Ross Drummond, Ian Stephen, Amanda Givan and Nigel Bathgate.

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting held on Wednesday 3 June 2020 had been circulated to the Committee and were approved by those present.

5 MATTERS ARISING

(a) JOINT CENTRAL COMMITTEE UPDATE

The Secretary informed that the last meeting had taken place on Tuesday 18 August 2020 via Video Conference thereafter, providing updates on the ongoing legal cases including:

Legal Update/Overview – The claims settled on behalf of members since the last JCC meeting stood at £886,000, representing 13 cases over a 3-month period with the majority being for personal injury.

Allard (On-Call Recognition) - Work remains ongoing and court proceedings, whilst having been started, are in the early stages. PSoS have provided some documentation and data, which the SPF are currently assessing. The SPF have asked PSoS for a settlement figure however, to date there has been no response.

Holiday Pay – This case remains cited in terms of the legal case. The current settlement was in relation to 20% of the original claim however, this is being re-examined to seek a higher amount in view of the ongoing case in Northern Ireland. The SPF have approached the PSoS in relation to the PSNI judgement (Agnew v PSNI) and further negotiations are required. Questions raised in relation to TOIL and why TOIL was not included had been answered, as the legal opinion sought, and given, stated that the case relates to the financial impact lost during a period of leave and not time off in lieu of overtime.

A question had been raised via the Equality Sub-Committee in relation to the impact of the 'holiday pay' claim on part-time workers and females who may wish to work part-time after returning from Maternity Leave. Legal opinion was sought and the advice received was that this is not deemed discriminatory therefore there is no case to take forward in this regard.

WhatsApp - The initial judgement has been appealed. Currently there is no time scale regarding the process or knowledge as to how long this will last. If the appeal were unsuccessful then consideration would be given to taking this case to the Supreme Court due to the impact on officer's private lives.

'Sheku Bayoh' Case – The officers concerned continue to receive Support from the SPF. The SPF continue to participate in the consultation regarding the Public Enquiry, which has been delayed due to COVID-19 with no date yet being set.

PAY ON PROMOTION – LEGACY PRACTICE - In relation to the settling of the Sergeants pay anomaly, Peter Jones asked if anyone had put forward a legal challenge re those promoted prior to 2009. The Secretary said he was not aware of anyone having put in a legal challenge to date.

The Chair reminded the Committee of the criteria in relation to this i.e., relates to officers promoted to Sergeant and Chief Inspector ranks when they were at the top of their scale and in receipt of CRTP. The issue of time bar (5 years) in relation to claims had been highlighted and, that PSoS had gone back to 2009 re addressing the anomaly.

COVID-19 - The Federation continue to have access to the Panel of Experts and, are monitoring this situation in terms of any potential future legal claims. As advised in the past, the Secretary reminded the Committee that it was important that officer's report and record relevant Near Misses/Accidents on SCoPE.

PSoS decision to change policy regarding quarantine and the use of officers own time/annual leave has caused some significant issues. The Federation have received numerous calls and emails from officers looking for guidance and are seeking legal advice to see if this could be challenged legally. In terms of TOIL an officer cannot be compelled to take TOIL, however in terms of Annual Leave, this is somewhat more complex as the Chief Constable effectively can compel officers to take Annual Leave. As soon as legal advice is received, the Committee will be updated.

The Chair stated that in terms of COVID-19 the biggest danger to the members was complacency and the lack of use of PPE, and that there had been an increase in infections mainly due to the duties undertaken by some officers. The representatives where asked to go back and inform officers that they need to remain vigilant and use the PPE provided, following the guidance when it is possible or, adhered to as best as they can due to the unique principles of their policing roles. Officers need to challenge and highlight anything that falls short of the above.

Police Negotiating Board (PNB) – There had been no meetings of PNB since the last meeting EAC Meeting.

PNB TWG (Technical Working Group) – This group met on 1st May, 12th June and 22nd July. The undernoted topics being the focus:

Pay Agreement 2018 and Removal of Increment Points - Issues regarding the potential for “leapfrogging” have been resolved and agreed to ensure no detriment to officers, with some officers obtaining a small financial gain.

Bereavement Leave - This matter has been addressed, the status quo remains that, Bereavement Leave is at the discretionary of the management. Both sides have agreed to this.

COVID-19 - Officers in Scotland appear to be behind those in England and Wales in terms of policy positions, which is disappointing and frustrating however, the Committee where assured that from a Federation point of view, they are lobbying the Chief Constable seeking a change and it is hoped to get some traction on this in the next few weeks.

Discussion took place re Track and Trace. PSoS are following the Government Guidelines as far as Track and Trace is concerned however, there appears to be some confusion regarding the NHS guidance that is on-line. Heather Macdonald, H&S Lead has agreed to make enquiries and report back to the Committee in due course.

Police Officer Handbook - JCC Circular 46 of 2020 - Police Officer Handbook - This circular was a consultation sent to the Committee, which directed them to the handbook that is hosted on-line. The handbook is a helpful tool for the Committee and members alike. The Scottish Government, PSoS, SPF and ASPs have worked on the handbook for some time. It will ultimately be a Scottish Government owned document covering a wide variety of different scenarios and examples. The Secretary advised that the handbook would be a living document. He encouraged all those present to provide feedback as requested.

PNB Circulars – Discussion took place re the process/passage of time regarding implementation of PNB Circulars. It was explained that the circulars previously required the approval of the Secretary of State however, this is no longer the case, they will be signed off by Ministers but, as soon as both sides agree then the circular becomes effective and in place.

COP26 (November 21) - Nothing of note to report apart from conversations continue in relation to potential compensation for the impact on officers. The Committee will be updated as matters progress.

College Allowances and Overseas Allowances - Both remain on the agenda – no progress since the last meeting.

2021 Pay Claim - Claim was lodged with the Official Side on 9th June, and is subject to ongoing discussions and negotiations. October/November 2020 is when the Scottish Government should know what their budget would be.

PNB Equality Working Group - The Group met with discussions being around matters connected to the Police Officer Handbook.

Pensions – The Secretary reported on the following:

UK Pensions Consultative Forum (UKPPCF) - The last meeting took place on the 1st July 2020 and after discussion with the JCC, they endorsed that the SPF should continue to take an active part within the forum. Several Technical Working Groups since then have focussed on the Governments proposal to resolve the discrimination arising from the McCloud/Sargeant cases.

Opt-Out Data - England & Wales are currently running at 9% opt-out from the 2015 Care Pension, which carries obvious complications and concerns for the viability of that scheme. The Government Actuaries Department are currently carrying out work in relation to those concerns and whether any action requires to be taken. Scotland's Advisory Board are doing likewise to see how Scotland is faring however, current information is that Scotland is not thought to be in as bad a position as England & Wales.

Cost and Cap Mechanism - Agreed by parliament to help manage the costs of the 2015 Scheme and is reviewed every 4 years to ensure too much is not paid in or out. Employer v Employee costs and it means that costs are capped.

Liz Truss paused the last cost cap which benefited officers because of the implications of the decision from the McCloud/Sargeant cases. The issue of the pause and the legality of same is questionable, and as such it is being challenged – the FBU are leading the fight re this and the SPF and other Staff Associations are involved and have 'interested party' status.

Federated Ranks Honorarium - This was a suggestion by ACPO and Superintendents rather than taking increased salary, to seek to mitigate the tax liability for lifetime and annual allowance by the introduction of a non-pensionable honorarium as part of the salary for the rank. SPF and other Staff Associations believe this to be a retrograde step as years have been spent trying to consolidate police officer pay and seek pension recognition. SPF are not in favour for the federated ranks.

Impact on Pensions in Relation to COVID-19 Related Cancellations of Weddings etc. - This is in reference to survivor benefits and officers seeking to get married but unable to married due to COVID-19. Home Office will look at cases sympathetically, but no details available to date.

Formal Consultation by the UK Government - Remedy re Age Discrimination - Comprehensive document put out in July 2020. The Secretary thanked the Reps for disseminating JCC Circular 35 of 2020 to the membership, which directed all members to the consultation documents on line.

The Secretary updated that only 40 responses were received, out of a total of approximately 5000 members in the East Area. The Secretary has sent the composite response to the General Secretary, which was shared with all Reps.

Injury to Feelings Claim (ITF) - This is currently on going with claims now been lodged. There are no available timescales at present.

Scottish Police Pension Board – The SPF have concerns in relation to the SPPA's capacity and ability to manage any remedy re the McCloud/Sargeant cases, whenever that comes, as they struggle to cope with the workload that they currently have.

Reports show 12% of officers are not in pension scheme, however the SPPB are unable to break this down therefore, it is unclear if there is an issue re new starts who are potentially not joining the pensions scheme.

Officers should now have received their Annual Pension Statements, albeit the SPPA had missed the deadline of August according to the Pension Regulations, and accordingly they have reported themselves to the Pension Regulator.

Scottish Police Budget & Finance - PSoS have a £50 million overspend - COVID has had an impact in terms of PPE.

There are two significant areas requiring close monitoring from the SPF, including Local Representatives - firstly, Estate Re-modelling which is continuing at pace including the sale of buildings and utilising shared premises. The second being Strategic Workforce Planning (SWP). Nationally the SPF have not been sighted on this work. Work is ongoing in all divisions and is being pushed by the Scottish Government. It is the first time PSoS, or any legacy Force has had such plans; it deals with resourcing, how resourcing is allocated, where resources are located etc. The SPF are aware that SWP's have been submitted, including for the East however, PSoS has declined to provide any copies, despite them being requested. This is a national position and SPF officials are continuing to attempt to engage with PSoS re this matter. Local Reps were asked to do likewise within their respective Divisions.

Scottish Parliament and Political Engagement - Hate Crime Bill – SPF response which has been endorsed by other groups was submitted to the Scottish Government.

Joint National Consultative Committee (JNCC) – The Committee where updated by the Secretary topics included:

Telematics – The system will be going live and is purely a fleet management tool. The MOU has now been agreed by the SPF following legal considerations and, it will be signed off in the near future.

Dog Handlers – The affected officers (mainly legacy Fife) have now been recognised as Essential Users and ‘back monies’ are being paid/have been paid.

Working Practices Review Board – Numerous new shift patterns for the East Area have been received. Risk assessments are required as part of any proposed new shift pattern/roster, which is causing PSoS some difficulties due to the lack of awareness/training/ability in terms of completing them.

(b) STANDING COMMITTEE UPDATES

All meetings (Finance, Operational Duties and Legislation & Regulation Committees) held on 6th August 2020, via video conference. The minutes of these were published on the SPF Website and the Federation TEAMS App. The Secretary and Chair updated the Committee on the pertinent elements.

(c) CONDUCT

The Chair updated those present, informing that the last Subject Committee Meeting had been held by Video Conference on 14th July 2020 with the following items worthy of note for the East:

Suspended Officers - is at the highest it has ever been since 2013 and growing rapidly. The East currently have 10 suspended officers being the highest number in the Force. The main concern is regarding the reputation of the Force with Data Protection featuring regularly also.

WhatsApp - there are a growing number of officers who have used WhatsApp to take screenshots of police information or, police systems thereafter, sharing this information with their team. These officers have been found out due to investigations into other matters. WhatsApp is **NOT** an approved Police Scotland system and **should not be used**.

Software - Police Scotland are introducing new software, which will record **all keystrokes** including those deleted. It is important that this is highlighted to **ALL members** they should adhere to the security protocols around their terminals and be careful as to what they are emailing around the PNN network as it is being monitored.

Mobile devices – Officers are taking these devices home and accessing when off duty. Officers should be reminded that not only are they responsible for the loss or theft of these devices but that off duty access will be monitored and may be investigated regarding DPA/Misconduct as policing purpose could be questioned.

PSD are now back to full strength with meetings and hearings increasing in an attempt to reduce the backlog.

(d) EQUALITY & PART TIME WORKING

Long Term Absences – The Vice Chair informed that after some excellent work by Nigel Bathgate, we can now keep a track of officer's monthly absences. These numbers will be reviewed monthly to help identify any worrying peaks and troughs.

Ill-Health Process – After a prolonged period following Dr Watt's retiral, on the 1st September 2020, a new SMP was appointed. Thank you again to Nigel Bathgate in helping to secure full pay for a number of officers during this difficult time.

The Vice Chair informed that the last JCC Equality Committee meeting took place by video conference on 15th July 2020 the minutes of which will be circulated in due course. Items being worthy of note:

There is a worry about officers working from home and data protection matters especially if they are using their own computers. This may affect flexible working officers more. This has been raised with Nigel Bathgate who will take this back to the Force and report back.

Police Treatment Centres – doors re-open on 7 September 2020 albeit with a reduced capacity. It may be early next year before the backlog is cleared and new applications are taken. Those attending for the psychological course will all have to be re-assessed to see how COVID19 has affected them. New applications must now be made direct and **NOT** via the SPF as previously the case. The PTC receive a list of contributing officers from Payroll therefore the SPF no longer have a role in the administration of the applications.

Smarter Working Group – this is a toolkit compiled by Police Scotland to understand more about how Police Staff and members are adapting to the different working patterns due to COVID19.

Shielding Guidance – probably less of a hit than first thought. Cases will be looked at individually. Officers concerned about whether they should be at work should seek the relevant guidance.

Promotion Process – managers should be making persons aware who are off work due to shielding/working from home/off sick and part-time workers about the promotion process opening up enabling them to be given the same amount of time to prepare as others. The Vice-Chair has sent reminders to the Divisional Commanders to get this point out.

Divisional Practices – the amount of co-operation received from divisions differs from area to area. The Vice-Chair hopes to meet some of the Divisional Commanders with the Equality Reps

in order to see if divisions in the East could pull together in the same direction and work out the best practices.

(e) HEALTH & SAFETY

The Deputy Secretary distributed an update to the Committee highlighting the undernoted significant issues for them to consider including:

Officers wearing full Covid PPE on prisoner watch – officers are not receiving sufficient refreshment breaks therefore suffering extreme discomfort. This had been directly with CJSJ line management who did issue a strong reminder to all Cluster Inspectors to ensure this does not happen again. Members should be challenging supervisors if they find themselves in this position.

Firearms Licence Holders not recorded on Storm – this is ongoing and being looked at to find a solution on a National level with discussions to take place with the ACC for C3. It is hoped that over the next few months a suitable solution will be found albeit it may not be the one the Federation would like which is to have every licence holder on STORM as a marker but whatever solution it needs to mitigate the risks to our members.

Covid Welfare checks continue across the East and the Deputy Secretary reiterated her request to the trained H&S Reps to continue with welfare checks within their respective division as complacency appears to be creeping in.

Violence - Your Safety Matters Group - engagement has taken place with the Scottish Government and Judiciary regarding the Assault Pledge. Work continues on the analysis of assaults on officers and staff nationally. There have been 1755 assaults on police officers in the first quarter of 2020/21. It is clear there is significant under reporting of health and safety accident/incident forms on SCoPE. Members must report these incidents on SCoPE. Records on SCoPE show that kicking, spitting, and punching are the most likely assault types to occur within the East Command.

Recording Assaults and Near Miss Assaults on SCoPE - Assaults where contact has been made however, no injury was sustained should also still be recorded as a near miss. Example: The accused punched officer to face but no injury was sustained. In addition, where an attempt to assault has not been successful. Example: The accused threw a punch towards the officer's face but did not make contact with the officer should be reported as a near miss.

The Force are looking in the future to have something similar to Wellbeing Champions but for assaults to support officers.

Road Signs – concerns raised as to the stability of the new signs. These signs have been recalled and the Federation are working alongside the Force and the manufacturer to try to come to a solution regards to putting some weight in the crossbar area of the signs allowing them to be re-used and not completely replaced.

Your Safety Matters - Use of Force - The revised OST programme will be up and running in November for two days (if approved). Some techniques that are not currently used or, considered too complicated will be removed. There are two new techniques for controlling suspects on the ground, which are currently under review. If used these may attract some media attention but the plan is to be on the front foot and provide full narrative on their introduction accompanied by concerns over officer assaults and the need for control to prevent further injury due to the media attention which may arise.

Taser STOs – currently 436 deployable with 80 trained but not deployable for a variety of reasons. Refresher training has restarted. A Taser Review Group is being created to link in with Divisions regarding the management and development of STOs. There have been issues with officers turning their Taser tickets in and very little in the way of management or intervention to support these officers.

Shields Short Life Working Group – This group has been set up to look at shields and is currently looking at the small Buckler Shield, a small dinner plate sized hand-held shield. Consultation is ongoing with Divisions to assess their requirements. Appropriate solutions will be identified and looked at with consideration for any constraints of the fleet.

f) DIVISIONAL UPDATES

'C' Division – On Wednesday 2nd September 2020, Local Reps David Reid, Gavin Grant, Calum Baird and Lyn Redwood met with Chief Superintendent Gibson and Superintendent Lundie at Stirling. Some of the topics discussed had been as follows:

Annual Leave 2021; Shift Pattern; Resolution Team; Custody Issues; iVPD Protocol namely what is expected of officers and, the amount of short notice shift changes that officers were experiencing as a result of Operation Microfilm. The next meeting should take place in November 2020.

'E' Division – Local Reps Stevie Neilson, Christopher Richardson, Ricky Wood and Craig Fogg participated in a telephone conference with Chief Superintendent Sean Scott on 8th September 2020. Some of the topics discussed had been as follows:

Concerns regarding the regular lack of vehicles available to officers based within Wester Hailes and Howdenhall Police Stations and, the poor condition, which these vehicles are kept. The issue

of temporary place of duty was raised again re direct reporting and officers transferring kit /equipment etc. and this led to some discussion re the responsibilities of individuals and the organisation – the Secretary agreed to upload the SPF guidance on Teams that has previously been disseminated so that they can include in their Divisional updates. The PSoS Absence Line, which is only open between 0700-1900 hours - ACR do not take absence calls after this time, with the process being to contact a supervisor to make them aware, however they do not have access to any function to create this absence on Scope. The apparent difference in response to COVID between Fettes and the Division in relation to some departments at Fettes having reduced the numbers of staff in offices and ordering dividing screens to go between desks however, the divisions had not. Custody issues - the Local Reps agreed to email the Chief Superintendent expressing their concerns.

‘J’ Division – Divisional Representatives Andy Toombs, Michelle Ritchie, Ross Drummond and Bryan Jones participated in a video conference with Chief Superintendent John McKenzie and Superintendent Helen Harrison on 28th May 2020. The main topics discussed were -

Staffing levels; custody; officers being assaulted ensuring necessary paper work is completed; the success of CAM; Sergeants being able to access SCoPE to vary officers' shifts; the lack of advertised posts; promotion and development; annual leave (allocation still to be confirmed for 21/22). Chief Superintendent McKenzie raised the issue of social distancing and hygiene measures and expressed his thanks to the full-time SPF officials for their support that they had provided to the Division in this regard in recent weeks.

‘P’ Division – Divisional Representatives John Turley and Austin Barrett met with Chief Superintendent Derek McEwan on 4th September 2020. Main topics discussed included: -

Custody Division and observations, especially during Covid-19 pandemic with arresting officers being deployed to watch constant observations. Clean and dirty area within Falkirk and officers deployed in pairs and not receiving adequate breaks whilst wearing the full PPE. Custody Division not willing to accept custodies and advising officers that they will be released immediately should they attend and officers being passed backward and forth from station to station whilst in transit with custodies. Police assaults and officers having concerns that the Chief Constable’s pledge is falling on deaf ears and not being supported by Custody Division. Regularly officers are aware that custodies charged with police assault are released from custody. Officers do not believe that the police assault charges are being dealt with appropriately at court and often seems to be the first charge dropped as part of a plea bargain.

Police Buildings – apparently there are currently no plans to sell any more police buildings within Fife and no immediate plans to relocate Kirkcaldy police station, however a new location is required in Kirkcaldy in order to provide a better working environment for officers as the current station is not fit for purpose.

(g) MAJOR EVENTS

The Secretary updated the Committee that, due to the ongoing health pandemic there were no major events to report.

6 NEW BUSINESS

SPF Policing Awards 2021 – “Workshop”

The SPF Bravery Awards 2020 have, been cancelled due to the ongoing health pandemic. A review of the Bravery Awards is ongoing with a relaunch in 2021. Thoughts had been that they should be expanded to recognise other elements in addition to bravery.

Discussions took place ensued and it was opined that such awards should be given to anyone who meets the criteria, irrespective of geographical locations or for political reasons - regional barriers should be removed. It was further felt that local representatives could be involved in the judgement and maybe have different categories apart from just bravery as not all officers are operational.

7 COMPETENT BUSINESS

Legal – Scottish Courts – Simple Procedure (a Court process designed to provide a speedy, inexpensive and informal way to resolve disputes

This is a new issue and to date it appears to only affect the Edinburgh area with claims issued in Edinburgh Sheriff Court regarding Simple Procedures (the new name for small claims). Such claims are normally made against the Chief Constable; however, several of late have named individual officers. There are obligations for officers who are named and a requirement for officers to respond to it in order to prevent the claim being awarded against them - it is vital that the officers respond. This emphasises the importance and one of the benefits of being a member of the SPF Voluntary Fund, as officers who are members can apply for legal advice and assistance. Any officer(s) who is not a member will have to respond to this personally themselves and potentially seek and pay for their own legal assistance.

If any member is served such a writ then they should be advised to contact the SPF ASAP.

The claims lodged recently against individual officers have caused concern and worry for the officers concerned. The SPF are monitoring this situation and are in discussions with legal services in an effort to try to ascertain why these claims are being lodged against individual officers, rather than the Chief Constable?

8 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 2nd December 2020.

9 CLOSURE OF MEETING

The Chair thanked everyone for their active discussions and input into proceedings, he wished everyone a safe onward journey home prior to formally closing the meeting.

Stephen Clark
Secretary

Andrew Malcolm
Chair