



SCOTTISH POLICE FEDERATION West Area Committee

Ref: GM/PC/LW/

**Minutes of the First Quarterly meeting of the West Area Committee on Thursday
4 March 2021 at 0930 hours by Video conference.**

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 Cunningham – WAC Deputy Secretary
Jenny Shanks – WAC Vice Chair
Lynne Welsh – SPF Staff
Philip Maguire – SPF Staff

West Area Committee

Attendance

Sarah Robertson
Alistair Mackinnon
Steven Bryson
Michael McCaughey
Dougie Chalmers
Craig Fraser
Chris Thomson
Richard North
David Taylor
Jennie MacFarlane
Iain Gray
Craig Dunn
Campbell Smith
Pamela Macfarlane
Chloe Rice
David Hunter
Stewart Gailey
Kenneth Kean
Adam Peppard

Gordon Cumming
David Carmichael
Dougie McKinlay
Gary Diver
Stuart Johnston
Chris Hynds
Cath McNally
Elaine Sutherland
Richard North
Karen Cameron (a.m)
James Mutter
David Osterberg
Gerry Welsh

Apologies were received from the following members:

Stephen Gray
Lynne Gray
Linda Mathers
Stuart Finnie
Michael McConnell
Marketa Hola
Eddie Mather
Fiona Levett
Lee Hamilton
Claire Duffy

The WAC Chair opened the meeting and welcomed the members. He extended a special welcome to newly elected Representative, Inspector Karen Cameron from L Division.

The Chair confirmed that agenda papers and pre read material had been circulated in advance of the meeting. He requested that members did not record the meeting.

2. **SEPARATE COMMITTEE MEETINGS**

The separate Committee meetings did not take place on this occasion due to the current pandemic and format of the meeting.

3. **MINUTES OF PREVIOUS MEETING AND ACTIONS**

The minutes of the meeting of 3 December 2020 had been circulated to the Committee in advance of the meeting and were approved as a true record.

The Actions from the previous meeting had been addressed and the members updated.

1) Re Training for Representatives –

Update - All SPF training for reps is on hold just now. There has been some limited remote training delivered to staff.

V2

A pilot is ongoing regarding IT provision and there will be a discussion regarding this under AOCB.

ONGOING

2) Re – Conference

Update- conference will not be held in the usual format. Plans are being developed for an event to be held in April 2021 which will last approximately 3-4 hours. More details will follow.

ONGOING

3) Re -Age of criminal responsibility Act.

Local reps to question - What are local communities doing in regards to social work and places of safety for children?

Update - Update from Local reps at next meeting

ONGOING

4) Re - Health & Safety

One member highlighted an instance where officers dealing with Covid incident ran out of PPE. Officers should be provided with a seven-day cover of kit.

Update - The issues have been raised by the Deputy Secretary (H&S) at the West Talla meetings, each division has now more control over stock and this should alleviate the problem.

COMPLETE

One member asked if the date for Conference had been confirmed and would formal notification be sent to WAC members. The WAC Chair advised that he had raised these questions, and will update members in regards to their participation as soon as possible.

4. **LEGAL ADVICE**

The WAC Secretary advised members that 16 files have been submitted to SPF Legal since the last WAC Meeting

Criminal Legal Defence x 7
Employment Dispute x 4
Injury on duty x 2
Other x 3

This does not include any that may have been sent to SPF Legal direct.

5. **DIVISIONAL REPORTS**

The following divisional reports were received in advance of the meeting and included in the Pre read with Agenda papers.

Area 8 – Argyll and West Dunbartonshire

A welcome to Karen Cameron as Inspector rep. This the first time since becoming police Scotland we have had all Representative positions filled.

COVID - Most frequent concerns raised are officers who could be working from home haven't been provided with the facilities to do so and report writing rooms cannot provide enough space to maintain social distancing or enough computers to meet demand at change over.

Some progress has been made with addressing the issues with the state of disrepair at Oban police office. There are several options being discussed and the div com is hopeful that a plan will be announced soon.

Operation Vader tested divisional resources with its remote location and adverse weather conditions.

Divisional management changes have taken place, again with new area commanders in Cowal and west Dunbartonshire and a new Superintendent.

The WAC Chair advised that a visit to Dunoon has taken place.

He confirmed that there is a Taser hub but the area does not yet have any Taser trained officers.

Health and Safety Covid Inspections have also been carried out

Area 9 - Ayrshire

Matters discussed at the Ayrshire Federation and Senior Leadership Team Representatives meeting on 2nd February 2021

Outstanding Actions

Update from site visit 14th December

Matters have been addressed re a site visit at Kilbirnie PO. Officers to be reminded there is a collective responsibility to report faults timeously to prevent the culmination of numerous defects.

Federation Representatives area on Intranet

A SPF section has been created on the Divisional Intranet page with links to the SPF toolkit, Insurance Policies and SPF website. Technical issues have prevented the link to Divisional Representatives being added however this should be rectified in the coming weeks. SPF news and memos can now be published on the divisional noticeboard via the business support unit.

Unnecessary reporting of sudden death –escalated to Op Talla

No change to current process

Custody Issues - Kilmarnock not accepting arrests from Ayr. Awaiting response from CJSD.

Supervisors concerned at still being expected to fulfil bail checks, domestic checks, warrant enquiries and citations etc. Reduction in numbers on shift is adding huge pressure and they feel the pressure is only getting worse

Despite a number of absences relating to front line officers Ayrshire Division has managed to keep resource levels above the OBLs throughout the pandemic, however it is understood that extra pressure has been placed upon officers. Officers should not be having their refreshment breaks disturbed for incidents which are not of a high priority or on going.

Regarding attending addresses to carry out Bail checks etc. which are no longer relevant, each sub-division will be asked to review current Bails checks.

Work is also ongoing to reduce the number of citations coming to the shifts.

Confusion over what enquiries should be prioritised and what can be reasonably postponed given current environment. The recent email from division contradicting the custody email.

The Contact Assessment Model (CAM) ensures we assess and respond to incidents using the enhance assessment and decision making model (THRIVE, Threat, Harm, Risk, Investigation, Vulnerability and Engagement).

RISK assessments should be carried out by officers prior to arrest based on an individual's circumstances.

Officers should maintain a sensible approach and engage with custody as to their rational. For example in the current climate it would not be appropriate to hold a warrants initiative but we should still be executing priority warrants and pursuing those that pose a risk to our communities.

For existing or subsequent crime or incident investigations officers should work on the presumptions of limited contact (exception of petition), contact should be via electronic means where possible.

Support from SMT to improve downstairs and move lockers, if space found, to enable ground floor locker room to be converted to another room for all officers to sit down and relax given very limited space and inadequate chairs currently in the break room.

The SLT are supportive of Fed reps exploring the possibility of freeing up space from ground floor locker room to facilitate a rest area for officers. SLT will look at possible funding opportunities (Little Things Budget etc.). The commander has requested a welfare budget for the upcoming year.

CPT supervisors looking for more control and less bureaucracy regarding seeking funds to maintain and repair bicycles and allow this to be a smoother and quicker turnaround.

Cycles are serviced on an annual basis based on details held on Tranman, an exercise is ongoing to ensure that Tranman accurately reflects current provision of cycles and that the

new purchases have also been captured. The servicing of these bikes now takes place at the local (main stations) whereby a mobile mechanic attends at site to carry out the necessary, this started in April 2019. A request to utilise this service and to instigate repairs is by contacting Fleet, this is necessary as they are the budget holders for Cycle maintenance and repairs, based on feedback at Fleet User meetings this is a vast improvement on the need to either take the bikes to Halfords or Meiklewood Road.

In respect of replacement items such as pumps or lights etc. we have a national contract in place for this as the national value of the contract dictates that we have to, to draw off this contract then it is done via the BSU and items are available for collection at a Halfords depot.

(Cop 26, Op Talla)

Safer Shores – There is no dates or timescales of when current restriction may be relaxed, given that foreign holidays this year may not happen, on mass discussion have started with SLT and partners regarding increased numbers of day trippers and tourists to Ayrshire. CI Anderson has a meeting upcoming with Craig Tara management to discuss the policing of the park this summer.

The European Championships are being held this year across the UK, there is no decision as yet regarding spectator access to games and to what Policing levels will be, Divisional Ops Planning will update division in due course.

When officers annual leave or absent from work they are not being made aware of vacancies and only finding out upon return to work when applications are closed or without enough time to submit an application form and also Posts being filled without being advertised.

SLT – line managers should be making officers aware of vacancies when they are off on leave or absent. Good practise would be officers going off for a prolonged period such as maternity leave, operation etc. have a conversation with line manager to establish what level of contact they wish and what they would like notified about (specific roles, diploma, promotion etc.). Email to be submitted to all supervisors reminding them to make officers aware of vacancies when off work.

COVID vaccinations – A meeting will take place with the Chief Executive from Ayrshire & Arran Health Board to look at raising the issue of vaccinations and see if a local arrangement could be put in place for excess vaccines that would otherwise go to waste, be issued to front line officers. This has previously been mentioned however, there has been no wastage in Ayrshire and Arran and therefore no arrangements have been made.

Discussions are continuing at senior level between PSOS and the Scottish Government.

Area 10 – Dumfries & Galloway

Several officers are now getting their authorised annual leave for October cancelled by as a consequence of the Op Urram dates having being varied. This has resulted in officers who had made plans to be frustrated and clarity is sought regarding this.

Undertaking COVID health check inspections, in most part all good. Some complacency has set in so perhaps the COVID Marshalls will ensure more rigorous enforcements of preventative measures in police estate particularly.

Two officers were exposed to COVID within police building after HMP staff brought prisoner in for a Viper parade, unaware prisoner had COVID. One police officer has tested positive, the other negative but both are self-isolating. Is this happening elsewhere ?

Additional PPE is not being given to officers who undertake specialist roles (Public Order) is this consistent across the force, if so could OSD not supply or instruct officers to get a spare set of PPE for their Public order bags. I do DVI and we were instructed to do this but no consistency.

Local RPU officers are still complaining about their shift patterns and management has told them that the federation are the ones resisting the 3-3-3 model. If this is correct, how do we progress this on our members behalf?

RPU officers are looking for a lightweight Class 3 BS EN471 carrier for their body armour which complies with the British standard. PSoS have indicated nothing is available. Can the SPF vice Chair take this forward nationally through Uniform Working group.

There are currently two Inspector, one Sergeant vacancy and potentially one PC vacancy. This has been highlighted at the local Inspector and Sergeant forums. Can an Inspector or Sergeant fulfil the role whilst acting?

The WAC Chair advised that this can be done if they are in the role of Acting Inspector.

Area 11 – Lanarkshire

Project Quest - Progress to the proposed move to Euro central has slowed down. After last discussion, the target date for completion has been moved forward 1 year to 2022. There is a meeting scheduled for April for further info.

A member contacted divisional reps regarding an issue with annual leave being withheld. The officer was long term sick from December 2019 to December 2020, however, this was resolved after intervention from divisional reps.

It has been highlighted by supervisors that several officers are using beards to prevent them from working front line duties during the covid19 pandemic due to instruction that they must be clean-shaven and wearing FFP3 Masks. One such incident was resolved when advice was that the officer should wear the clinical mask as would be done in normal public life. There has been several queries regarding this from supervisors and officers.

Officers have highlighted issues with regards to being cited for court and countermanded with such short notice and then re-cited again with one officer being cited to attend court in the morning then phoned at 7pm the same night to be countermanded leaving him to make last minute changes to childcare arrangements.

Concerns regarding the fleet in QE & QG with numerous vehicles constantly in and out the garage often leaving shifts short. On some occasions, response officers have been deployed on foot patrol. This is an ongoing issue that seems to be getting worse.

Response supervisors querying why they are being allocated action plans for their officers to conduct after the following shift have started their duty which they claim heightens the risk of spreading the virus and claim that other divisions appear to be adopting the one shift in other shift out rule.

Ongoing issues with the Scottish ambulance service where police are being called to deal with medical incidents and left with people in need of emergency care. Officers often left with people for hours due to ambulance downgrading calls as soon as police are marked at scene. There have been three officers charged with offences. (Full time reps are dealing with this) Officers are concerned that despite working throughout the pandemic they will not be able to get time off as they anticipate red days being added to whatever date restrictions are lifted. At the time of this being typed there are no red days.

Covid vaccine queries – A high number of officers have been in touch upset that they are not going to be vaccinated. In Lanarkshire NHS have been phoning offices when there is excess vaccine at the end of the day and officers are advised that they have 30 minutes to attend. This gesture from the NHS is appreciated however, officers believe that they shouldn't have to depend on leftover vaccine and that they should be prioritised to ensure the safety of not only themselves and their colleagues but their families and the numerous members of the public they come into contact with during their shift.

Vacancies - There is one vacancy for Conduct.

Area 12 – Renfrew & Inverclyde

Health & Safety

Divisional Reps have been involved in Divisional Talla meetings, which have now moved to a fortnightly cycle.

Divisional Sergeants now appointed and SCOPED as COVID Marshalls with responsibility for ensuring compliance with social distancing, wearing of face coverings, cleaning regimes, PPE and cleaning supplies. They are now required to submit findings on the daily debriefing document.

A Divisional Health & Safety Inspection took place on 18 Feb 2021. Recommendations included the removal of Pool Queues, Darts and Games Consoles from Canteens.

Conduct

1 x grievance ongoing

1 x officer awaiting criminal trial - Due to COVID the intermediate diet has been repeatedly postponed with no future date set. These delays are creating additional stress.

Equality

No issues to report.

Miscellaneous Issues

There has been a number of rotations within the SMT at K Division:

Ch. Supt David Duncan has taken over as Divisional Commander since the retirement of Ch. Supt. Alan Murray.

Supt David Pettigrew has taken over as Operational Supt.

T/Supt Rhona Fraser has taken over as Personnel Supt.

T/Ch. Insp James Kyle is the new Area Commander for Renfrewshire.

A meeting with Divisional Reps is scheduled with the Divisional Commander on 23 February 2021.

On 12 January, local Reps had a meeting with Renfrewshire Area Commander. The following issues were highlighted:

- No drinking water facilities fitted with the newly installed kitchen. (Since rectified with fitting of water tower)
- Issue raised again regarding officers being moved into developmental posts without them being advertised. Again assured this will not re-occur.
- Requested the Sgts debrief document be reduced to remove unnecessary and repetitive information contained in CID/PIO notes. Impacts on Sgts ability to supervise. (Review Ongoing)
- Clarification sought regarding presumption of limited contact. Instances where officers being tasked to execute low priority apprehension warrants, 172 RTA enquiries, non-essential enquiries and LPA's. (After a lengthy delay guidance issued, each incident to be individually risk assessed by supervisors: continue serving 172's, priority A warrants, resolve LPA's by phone where possible)
- Force Reserve – Queried the remit of the FRU. No advance notice given when the FRU are within the Division. Instances have arisen where PIOs have been unable to utilise the FRU to the call type falling 'out with their remit'. Can the remit of the FRU be clarified and communicated to PIOs? (Update awaited)
- Highlighted that Response Shift numbers are routinely operating 20-25% below full strength impacting on officer welfare, ability to take adequate undisturbed rest/refreshment breaks and undoubtedly will contribute to ill-health/mental health of staff. (Acknowledged reason due to resourcing requirements including FRU, Urram and other Divisional/Departmental roles. Divisional review ongoing)

Custody Division

Problems encountered due to Custody co-ordinator role. Officers continue to be directed to attend custody suites based solely on the queues and likely wait time. NO consideration is given to sending officers to custody suites where that division already has constant observations on should that prisoner also be placed on observations. The result is divisions are losing staff hand over foot due to officers taking up observations across multiple custody suites throughout the West. There appears to be no appetite to help division's pool prisoner observations/transfer prisoners to reduce impact. This process is negatively impacting already struggling shift resources availability for calls. Officers, particularly on nights end up stranded across the West with no transport back to Stations, are often detained on duty with lengthy drives home hitting rush hour traffic. Urgent intervention needed from an officer welfare, health and safety perspective.

Vaccinations – A total of 13 officers have now received vaccinations which were otherwise destined for waste. These vaccinations were offered by GP Surgeries in Greenock and Johnstone. These are co-ordinated by Divisional Talla during working hours and PIO's out of hours.

K Div SPF Rep Vacancies
3 x Vacant Inspector Posts

In relation to Custody issues, the WAC Chair advised that he had received an email that day to confirm that a CJSD meeting would be taking place in early April 2021 and that any issues should be forwarded into Merrylee House.

Concerns were raised regarding lack of social distancing when officers are involved in a search and travelling in police vehicles all increasing the risk of transmitting infection.

The WAC Chair advised members to forward any concerns to the WAC Deputy Secretary (Health & Safety).

Area 13 & Area 16 – Greater Glasgow North & South

Meeting with the Commander took place on 19 January 2021 and other SMT and discussed:

Op Talla -

1. Masks (foot patrol) and to simplify the guidance
2. Pregnant officers – seemed to be different approaches which is now resolved
3. The presumption of non-attendance was not being adhered to – still not fully resolved however, it was explained it was a presumption of reduced contact and not the same level as first lockdown.

Taser –

When/if more would be trained and the Drumchapel hub Taser kit was there but not installed
This is now resolved.

Festive time off/PH 2021 – Discussion around any changes to new convoluted process and what the plans were for the upcoming year – discussion are ongoing with resourcing Supt to get any issues sorted swiftly.

Lead Inspector role – was/is this being reviewed. Greater Glasgow is carrying out a number of reviews for post covid in relation to roles such as lead Insp/Support Sgts, response hubs to name a few. No outcomes however SPF reps are/will be involved in the ongoing consultations.

CP shift pattern – Query regarding implementation date – this is now 1 April 2021.

1. Custody division – Still significant issues with custody refusing to undertake Obs. when they have sufficient staffing. A CI has now rescinded an agreement that custody should be first port of call for Obs. as this was just to cover covid. Ongoing discussion with division however little traction due to custody being standalone.

The WAC Chair asked that any issues with regards to Custody be emailed to Merrylee House as soon as possible.

2. Exigencies/Events staffing/Time off – Discussion took place surrounding the continual use of shift/CP for events – concerned this will get worse with restrictions lifting. Also discussion around publishing exigencies better to inform staff of the reasoning. Discussions around officers getting time off by giving the division plenty notice for a red day and being refused until nearer the time when the event is resourced – this is having an impact on wellbeing. Division were very defensive and did not seem in agreement that time off could be given and then the event resourced by using other areas/depts as ACC spoke about in the Chair/Secretary meeting.

3. Issues with the old firm game on 21 March, which was moved from the Saturday to the Sunday. Although it was a 90 plus roster they had not allocated the RRDs and treated it like a cancelled rest day. They then cancelled all duty amendments and moved all of the officers to the Sunday using an exigency – WAC Chair is progressing and aware.

Discussion took place on the roll out of Naloxone and the concerns raised from this.

The WAC Chair advised members that any update from SPF HQ, would be provided in a Circular to the WAC as soon as was possible.

ACTION

The WAC Deputy Secretary (Health & Safety) will check the position about officers who, after taking part in Naloxone training, then decide that they do not wish to carry it.

ACTION

It was agreed to re circulate JCC Circular 9/2020 (Naloxone - Carriage and Administration by the Police) to all WAC Members.

Area 14 – Operation Support Division

C3 reps now holding a quarterly meeting for National C3 issues at Glasgow, Motherwell, Bilston and Dundee. The first full meeting was held on 16 February and lasted approximately 1 hour.

H&S issues reported with Firearms training relating to room capacities and training on ice. Dealt with at the time by Federation Representative Pamela McFarlane.

Road policing - numerous queries regarding overtime expenses being rejected. Most dealt with at the time via advice and reference to PNB handbook. Two went to grievance procedures but this related more to how management had handled communication. Await outcome of grievances which is imminent.

C3 - lots of queries relating to Emergency Control Room/Call Centre testing. Assured that this is in the pipeline and hopefully would be seen early into March. Following Education template.

Lots of guidance and assistance has been given in relation to FWA for the ACRs move to the 222 shift pattern in April. All resolved albeit some on a trial period.

Federation Representative David Hunter has dealt with a posting issue that was referred to management and has now been resolved satisfactorily.

Federation Representative David Osterberg still progressing and assisting with a disability discrimination issue, which is now with lawyers.

Area 15 – Specialist Crime

Since the last WAC, there has been no conduct cases and no Health & Safety or Equality issues raised. There are a number of officers at Op Talla and several issues have been raised around excessive rest day disruption allowance and travelling expenses. These have been dealt with on a case-to-case basis.

One member raised an issue with the shift pattern for the roads policing department where it had been suggested that this was due to lack of movement from the SPF. The WAC Secretary advised that the first pattern was not competent or legal and requested that the member forward details to him.

6. **DEEP DIVE**

The WAC Chair advised members that he was looking to get the next Deep Dive started in the next month or so, all going well.

7. **LOCAL POLICING COMMANDERS (LPC)** **PEOPLE AND OPERATIONS DELIVER GROUP (PODG) NATIONAL MEETING**

LOCAL POLICING COMMANDERS (LPC)

The WAC Chair reported.

There have been 3 meetings of the Local Policing Commanders meeting since the last WAC. They were held on 22 December, 26 January and 25 February via Teams. The Chair and Secretary participated in the December and February meetings with the Secretary participating in the January meeting. The following are the main items of interest, which were discussed at those meetings.

Amongst the issues that were raised included confusion over the promotion process and differences between verbal and written feedback, lack of opportunities for unsuccessful candidates to get lateral development, confusion with the process itself.

Strategic Workforce plan (SWP)

SWP was discussed with doubts raised as to the effect it will have on divisions.

The Police Scotland force survey was mentioned in the January meeting. Participation rates have been declining since 2015 when 50% of officers participated. This is believed to be due to lack of change delivered from previous surveys resulting in officers doubting the merits of participating.

Mention was made that the findings of the SPF survey (Carleton Business School) are due to be published around the same time which may attract attention given the issues which were raised in part one. It was also mentioned that PSoS had refused to support the SPF survey. Reassurances were given by the survey team that although the monitoring software captures every keystroke it will not be used to identify participants in the survey.

Estates

Police Scotland Estates circulate a paper in advance of the meeting and give updates on their plans. In previous years there was a lack of planning and although funding is short it is hoped that the money that is available will be better spent. Amongst the estates projects that were raised include long term replacements for Dumbarton, Greenock, Oban, Project Quest (Q division estate), refurbishment of Saracen and options for Ayr.

ICT

SPF email addresses have been added to the "allowed list" maintained by ICT. This should hopefully reduce the number of times that SPF emails are blocked by mail marshal.

Requests for laptops etc to facilitate home working are still being received, requests are passed to Op Talla in the first instance for review. Priority is being given to pregnant workers. A discussion will take place regarding access to home working ICT under AOCB.

People and Development (HR)

The promotion calendar for 2021 is currently being reviewed, no update was given as to what that means in practical terms.

Non-essential training is still suspended although some dates were given at other meetings regarding some types of training being restarted e.g. looking at starting initial Taser courses around April.

P&D reported that there has been a working group established for Remote and Rural posts where there is difficulty in recruiting and retaining officers. This has been an ongoing issue in LB and LD subs. A recruitment campaign to attract transferees, tenure and short-term secondments were discussed.

RDU

Absence is falling but is still relatively high compared to previous years. A paper was submitted showing the number of officers that have been redeployed due to Talla, with around 260 having been seconded to cover Talla roles including mask fitting, logistics and conventional response unit. Most were drawn from national divisions but over 20 went from Local Policing to cover posts at C3 and elsewhere.

There have been some issues when forwarding teams meetings from Rep account as they are blocked by mail marshal. The WAC Chair advised that this may have to be referred to Police Scotland IT if problems continue.

Members were advised to avoid forwarding mail from their police (pnn) accounts and use their Rep. accounts where possible.

PEOPLE AND OPERATIONS DELIVER GROUP (PODG) NATIONAL MEETING

The WAC Secretary reported.

The West Area Committee have not attended any meetings of this group since the last WAC, a meeting was held 18 March 2021 without invite to the three SPF areas. Our national Vice Chair Brian Jones did receive an invite, there was no formal agenda and the main subject discussed was the reform of the PODG as in its current and most recent form has not been doing what it was principally set up to achieve. Aan SPF pre PODG has been set up to refresh our own approach to the group as a whole and identify subjects that require to be raised at this group.

V2

8. **CONDUCT**

The WAC Deputy Secretary (Conduct) provided an update.

Criminal Cases

Legal applications were discussed, 21 received for criminal cases, 2 had been concluded after interview and the remaining 19 were all being considered by CAAPD.

Conduct Cases

Conduct investigations continue to progress, meetings where no witnesses are required are still being held. There has been another increase in suspensions.

CAP

PSoS PSD Quarterly Performance Report (18/11/20) was circulated with meeting papers.

Performance/PIP

The only performance case was in the North area and this was now concluded. No PIP in West area since last meeting.

PIRC

Papers showing live PIRC investigations since the last meeting were circulated. It was noted that the PIRC website had not been updated since 4 December 2020 so there may be cases not on the list, it was expected that the next meeting would rectify this.

Dame Elish Angiolini Review

The SPF response was discussed, the introduction of the 81 recommendations would come at a significant financial cost.

Training

One socially distanced training session was held in December, further training is postponed due to the current lockdown restrictions.

Conference 2021

SPF Deputy General Secretary confirmed this would be held virtually, info to be provided when finalised.

AOCB

WhatsApp – Permission was being sought to refer the matter to the Supreme Court.
Conduct IT – Two devices trialled by west Committee members, still technical issues to be resolved. Update to be given when decision finalised.

The total case load in the west of 117 (28 more than last WAC – recent review of cases caused most of the increase)

The criminal figures are very high, but as per last quarter, this is anticipated to reduce once the courts are back to normal as many cases were postponed due to covid. The recent case review has also highlighted some that were not recorded accurately hence the increase. There has been one meeting since the last WAC, with no misconduct found.

The misconduct meeting scheduled for January has been postponed due to illness until May. We have two meetings due to be held in April. The hearing for November has now been taken back to investigation stage. We have five cases awaiting determination following investigation. We have had continued success in having matters reduced from gross to misconduct following comprehensive regulation 11 responses.

Representatives sending in updates for criminal or conduct matters should do so on the appropriate conduct form. If anyone requires a form emailed, please contact the WAC Deputy Secretary or Lynne Welsh at Merrylee House. The completed forms should then be sent in to conduct.west@spf.org.uk

Thanks were extended to those Representatives who have sent in conduct forms/note of interview forms for all officers. It is hoped to schedule triggers for updates which should help.

One member asked if there is a way to keep Representatives updated on cases.

The Deputy Secretary (Conduct) advised that any update is normally provided to the Officer and providing there is SPF contact then the officer in turn should update their local Representative.

9. **EQUALITY**

The WAC Vice Chair provided an update on the last Equality Committee meeting took place on 13 January 2021.

PNB(S) Equality Working Group

The Assistant to General Secretary (Equality) (AGSE) reported that there had been no meetings of this Group since the last Equality Subject Committee meeting.

Equality, Diversity & Inclusion Employment Group

There was a meeting on 7 October 2020, the first one since the Covid pandemic began. Equality outcomes relative to the annual Mainstreaming Report were reviewed and workshops were established.

The SWDF presented a paper on BME women in policing, however, this has been superseded by a new working group on BME recruitment and retention.

Ill Health Process

There are currently 102 officers, nationally, in the IHR process. There is still a significant backlog of cases to be heard, with some members waiting up to 8 months just for an SMP

appointment. A further SMP has been appointed, working two days a week alongside the new SMP to try and address some of the backlog. The WAC Vice Chair and the other Equality Leads have had meetings with relevant HR leads to ensure cases are prioritised on the right basis, not necessarily those who have been in the process for longest. HR are sending letters to all those currently in the IHR process to explain the reasons for the delays. All members in the process are being retained on full pay. Advice should be given to any member enquiring about the IHR process that the timescales now are around 12- 18 months for completion, minimum.

Ongoing National Equality Work

Following a number of enquiries from pregnant officers about their risk to Covid, approaches were made to the Force Executive who reacted promptly to our concerns. Instructions were given for pregnant officers to have a comprehensive Risk Assessments carried out, and/or have their existing one reviewed. Immediate steps were taken to procure and distribute laptops to enable most, if not all, pregnant officers to work from home where appropriate. If anyone has any concerns or issues with the safety of our pregnant colleagues during this pandemic, please advise and this will be escalated where necessary.

10. **HEALTH AND SAFETY**

The Deputy Secretary (Health & Safety) provided an update on the last Health & Safety meeting took place on 28 January 2021 by video conference.

The following is a brief update on some of the Health and safety issues that are currently being discussed. The update below was provided at the JCC Health and Safety meeting at Dundee. As the minutes of those meeting may still have to be approved, members were asked that the information is not further disseminated.

The agenda is now broken down into the topics below.

JCC Health and Safety Committee – 28 January 2021

Covid

Since the last meeting, there has been an upsurge in the virus nationally coupled with a more virulent mutation. The force reacted by changing the guidance and advising the use of FFP3 in public when it was likely that officers would have to breach 2m physical distancing, irrespective of whether it was suspect or not the subject may have the virus.

This has led to a significant increase in the burn rate of FFP3 masks, but it is still low compared to the number of incidents being attended. It is clear that there is confusion or a lack of understanding when the masks should be worn. A video was compiled by the SPF that simplifies the different types of masks and when they should be worn.

The Force was subject of inspections by the HSE which highlighted several breaches of legislation. An action plan has been formulated to address the issues across the force area and not just the buildings inspected.

Station visits were being carried out by SPF Representatives to establish the understanding and compliance with the operational guidance as well as cleaning regimes.

42 RIDDORs had been submitted in relation to COVID 19 exposures at work. Numbers of reports have increased overall. The increase in numbers should be valued based on the confidence that staff have to report incidents. Lesson learned need to be sent out as soon as identified.

Violence

The APU provided an update on the analysis he had carried out. 90% of assaults are on officers. 12% of assaults were in police vehicles.

82% of the assaults did not result in the officer/staff member sustaining any injury. There were significant numbers of assaults that involved the offender kicking or spitting while handcuffed.

Data gathering is still an issue. 5570 assault reports have been recorded compared to 2239 H&S forms. Discussions are ongoing on how best to ensure that the data is recorded accurately.

Overall violent crime is down by 8.3%, but Police assaults are up by a similar figure.

Wellbeing

New force wellbeing survey is due to be launched.

Mental health training was being delivered by Elenos and this would be backed up by a self assessment app. The training will be rolled out in G Division, OSD, Corporate Services and P Division initially and this will cover 7500 staff. These areas were selected as they had the highest rates of absence for psychological issues. The training comprises four modules. Module 1 is for the Executive only, modules 2&3 for supervisors and Module 4 for all staff. This will be delivered mainly by Teams. The aim is to equip managers to have those difficult conversations about a staff members mental health.

Hate Crime directed towards staff- Sandra Deslandes-Clark from SEMPER gave a presentation to the YSM meeting, on the impact abuse has on the mental health of BAME officers and staff. This included the fear of racial discrimination and the effects it has. All victims of hate crime need some kind of support. It is suggested that Incidents should not be recorded on iVPD as vulnerability suggests fragility, supervisory training as dips in BAME officer performance are in most case likely due to hate incidents causing a reduction in self-confidence, further suggested that victims should not have to report their own crimes to COPFS.

Taser

The number of deployable STOs is back to around the original establishment figures.

A paper has been approved by the SLB that would see, finance permitting an increase of an additional 500 STOs per year for the next 3 years and an increase to 110 hubs.

Use of Force

The Committee was given an update on the handcuffing policy and were informed that ultimately it was considered impossible to give absolute prescriptive guidance as it simply

wouldn't be practicable. Officers had to be sensitive to each situation. The Policy still needed a review as it hadn't been fully considered for some time.

Use of Force form submission had risen by 10% for the quarter however incidents were still being massively under reported. Handcuffing suspects to the rear had been utilised more often. This was suspected to be COVID related. There was also a significant increase in the use of spit hoods that appeared commensurate with the number of COVID related spitting incidents.

PPE

Body Armour - There is now a stock held of common sizes so that officers who have been identified as a priority in phase 2 could attend be measured and supplied with new armour in a single visit. Approximately 6250 officers should be fitted and supplied this year with another 6000 next year.

Work is still underway for procuring new overt and covert ballistic armour. The overt armour is likely to be the standard body armour with an additional ballistic plate, neck and groin guard.

Footwear - Size gathering has been focused in the North and East areas. The sizing method used was found to be 89% accurate. Altberg will now only be able to supply 5100 pairs by the end of this financial year due to a reduction of their workforce in the factory. This is enough to cover the North and East, sizing for the West will begin in January and will be sent boots in next financial year. Delivery for this financial year will be completed by 28th February 2021.

Shields - Discussions have taken place with a recommendation that the Buckler Style Shield be purchased and the short public order shields be removed and stored at divisional offices as per previous instruction. The old stock of shields currently held at divisional offices would be replaced with the new shields that have been purchased for COP26.

Public Order style shields are only carried in vehicles in the West. Incidents involving blunt instruments are handled differently in the rest of the country and they wait for shields or OSUs to arrive from stations.

More discussions will take place regarding shields.

Clothing

Equipment Carriers – A paper was submitted for the purchase of equipment carriers for STOs which employ the Molle system. This essentially provides officers the ability to vary the position of carriage of the Taser to best suit the individual. The procurement contracts are all in place this is just a case of getting the items bought.

The system used on this vest is absolutely a solution to the upper body carriage system. It would mean that officers only require one vest even if they have specialisms as klickfast mountings can be added as appropriate and in any position to suit the wearer.

A national framework is being developed for the Molle system by Yorkshire/Humberside and this could be piggybacked on to in the future for procurement purposes.

Ripstop 511 Trousers – Appears that most of the supply issues have been resolved except for smaller sized female trousers, but a solution to that has been identified.

Cycle kit – Enquiries made with divisions and they have identified the requirement of up to 96 kits before the end of the financial year. There is little in the way of stock held and that the run in time for some of the items that are on the legacy kit list have a 5 month run in time. A new kit list is to be completed and ready for the new financial year.

Gender Neutral Headgear – A paper has been submitted and is currently under discussion.

Provision of tunics – A paper has been submitted to the Clothing and Uniform Working group. It was highlighted that this task rose from the voluntary work that was carried out by Iain Gray who had amassed a stock of tunics so that they could be utilised by officers attending funerals and other similar ceremonial duties. It was about having something that could be considered smart for attending such occasions rather than a hi-vis jacket. The thicker black fleeces are no longer stocked so they are not an option. Resolution was for the paper to be presented to the Executive through ACC Williams for guidance.

Standards & Appearance SOP – Wording had finally been approved for beards and wearing of non-police insignia (thin blue line etc) by the Executive. Wording is still required for gender neutral hats. This will be consulted on soon. SOPS will be sent for consultation.

Operational Equipment

Road signs - Discussions still ongoing with the manufacturer regarding the stands for the road signs.

£400k has been spent on new vehicle equipment, but there still needs to be a better governance system to ensure the kit is always available in vehicles. Hopeful that a system that is mobile working enable can be developed to cover this.

Racking systems for vehicle kit are being looked.

Airwave – issues with faulty PTT buttons are being repaired when identified, but as there is an ongoing software upgrade techs are identifying issues early and arranging for replacement of the faulty part.

Fleet

Unmarked vehicles are being replaced with electric vehicles, this will likely lead to an even older Marked fleet as the electric vehicles are taking the majority of the budget. Concerns have been raised by members about electric vehicles and their suitability.

Issues were identified with certain vehicles in the fleet which have 3l engines. All the 3l vehicles were inspected and at least six other vehicles were found to have the same fault. An accident investigation is underway in relation to this. The force H&S have advised that all diesel vehicles be fitted with carbon monoxide monitors as a precaution.

First Aid

The Test of Change has been approved by the SLB. The test bed areas are G, C and D Divisions.

Training is still being developed but will cover the administration of the drug, background to why it is being used, procedure to be followed on administration including first aid and post incident management.

A list of FAQs have been developed and published on the intranet.

The academic evaluation of the project may not be ready to start until March. The Assistant Chief Constable is keen to have things up and started by then.

The delivery of training will have to consider the restrictions imposed by COVID-19. The preferred delivery method is face to face but this may not be possible.

Copies of the proposed training package and risk assessments have been received and we are carrying out consultation with these.

H&S Board – Other

Fire safety – Work at Greenock has started and should be resolved by end of the financial year. It was highlighted that all High and Medium risks from FRAs should be completed by then.

Almost three quarters of the tasks highlighted by Fire Risk Assessments (Force wide) are in progress or complete. Mitie have raised no concerns about supply chain to prevent the works being completed by financial year end.

Message has been sent to commanders advising that fire drills still have to be carried out, albeit with a reminder to socially distance at muster points.

Administration and Governance

There are 20 ongoing accident investigations.

Joint custody audits continue to be carried out. Joint welfare visits to offices have also been carried out.

Training

Looking to introduce training as soon as possible.

West Update

Joint welfare visits regarding Covid are being conducted in the west area.

The West H&S Meeting with ACC Johnson has resumed. This was the first meeting since 2019 and is made up of completely new members. The following is some of the items discussed –

Fire Drills – Still to be carried out.

Scope reports (near miss / accident forms) – Still being under-reported, force H&S team will be putting out guidance. This will include what information to put on the form by the officer completing it and for supervisors.

Covid – An Aide-memoir has been produced by the forces H&S team and will be distributed to officers.

Assaults on Officers/staff – As per the main update.

Fleet – Most divisions reporting issues with the number of marked vehicles available for use.

WAC - other Business

A short life-working group (SLWG) has been set up nationally to look at Constant Obs. The WAC deputy Secretary (H&S) has been invited to these meetings and will update as the meetings progress. A number of these meetings have now taken place, discussions are at an early stage and everything is being discussed from when the person is brought in to the best way to conduct the observations.

With regards to the footwear roll out, supplies should be available around September. Some officers in the West Area will be into 2022. Front line officers' will be provided with supply primarily.

One member asked if officers are to be provided with an additional body armour cover as only one is issued currently.

The Deputy Secretary (H&S) advised that some legacy forces did issue two. Members were advised that if the cover is damaged beyond use then the officer can be removed from working on the streets until a replacement is issued.

Issues with Foot patrol officer's inability to carry proper PPE.

A variety of options are currently being looked at

The WAC Deputy Secretary (H&S) advised that this matter has been raised at all the recent meetings. Foldable masks have been considered, however they only have a 30% pass rate. The next thing being looked at is a carriage systems possibly containing a zip lock bag attached to the belt.

One member asked if a near miss form should be completed where officers are not provided with adequate PPE (masks). The WAC Chair advised that this should be recorded.

ACTION - Circulate email to WAC regarding 'Near miss' – failure to provide adequate PPE.

11 **JOINT CENTRAL COMMITTEE (JCC)**

The WAC Chair provided an update on the last meeting of the JCC which took place on 9 February 2020 via Teams

Amongst the topics discussed were;

Legal Advice and Assistance

33 cases had been settled since the previous JCC with over £200k being retrieved for members

- The Allard case Still ongoing, hopefully in final stages
- The Holiday Pay case still ongoing and hopeful of a settlement
- The WhatsApp case Waiting on permission to go to the supreme court

PNB

A meeting of PNB took place on 26 November, but there were only brief discussions regarding the pay claim as no Scottish Budget had been set at that time. It was acknowledged that the handbook and associated website have been well received by the members and Police Scotland.

Progress on many of the issues that were being considered by the Technical Working Group have ground to a halt including overseas and college allowances.

Discussion took place on some parts of the pay claim relating to Inspectors with evidence having previously been submitted that they tend to work excessive hours.

JCC discussed how to progress the pay claim. Staff side had been looking for a similar increase to what was achieved at the last pay deal. However public sector finances have been decimated due to the pandemic.

In England and Wales there is a public sector pay freeze but Scottish Government have stated that this will not happen in Scotland. Scot Government have indicated that there will be a 1% rise for anyone earning less than £80k. This is being strongly opposed by the Trades Unions. The public sector pay policy does not strictly apply to Police officers.

The PNB negotiators were looking for a steer from the JCC as to how to approach the negotiations. A wide variety of points were made including the bonuses paid to NHS staff, increased assaults on the Police and other allowances and entitlements that could be looked at. It is unlikely that a new deal will be in place by April.

Discussion took place at the end of the meeting regarding what amendments could be sought for PNB agreements or regulations this included;

Business Interests

Payment/Compensation for being on standby for annual leave court

Changes to half pay/nil pay with the presumption that officers will be maintained on pay.

Pensions

Most discussions about pension issues now take place on a UK rather than a Scottish Level.

Opt-out rates are a particular concern in England and Wales, participation rates in Scotland remain higher at over 90%.

There a number of points to consider in relation to the Pensions Remedy including;

Immediate detriment- this is where a member has died or retired during the remedy period.

Guidance was issued in September regarding how these cases were to be dealt with but the SPPA has failed to implement it resulting in an increasing number of people receiving the wrong pension.

Cost Cap Exercise- this has been un-paused but it is uncertain what this will mean for members. The accrual rate for CARE pensions had been due to change which would have benefited our members but it is unclear what changes will be made to the accrual rate.

Capacity of SPPA- given the poor performance of the SPPA it is doubtful that they will have the capacity or ability to deliver the remedy. There are other complicating issues such as tax

relief on contributions which will need changes to legislation. It was observed that the certainty and advice that our members needed by our members hasn't been legislated for yet.

Scottish Police Consultative Forum

The JCC received an update on the last meeting of the SPCF amongst the topics discussed were;

- Appraisal, Promotion and Accelerated Promotion- A presentation was given to the SPCF, government should be involved. PDLP and new accelerated promotion will require legislative changes. So government should have been involved to ensure legal basis for these schemes.
- Legal advice and assistance for on duty PSoS have vicarious liability for on duty officers and this is governed by a circular from 1978. In practice the SPF funds legal advice until Police Scotland take over and the SPF recoups costs. The SPA and PSoS are looking to replace the 1978 circular.
- Change Projects Benefits Realisation Risk to service from projects over claiming their benefits, risks giving ammunition to those who want to cut numbers.

Scottish Police Authority

It was noted that the SPA had a new chair who is looking to reform the relationship with the SPF. The SPA is entirely dependent on information from PSoS and has not been able/willing to properly scrutinise the executive. The consensus is that staff associations and unions have been sidelined. Options were discussed as to how to ensure that our concerns were properly recorded and addressed.

Scottish Police Budget and Finance

It was noted that the recent budget had provided for additional funding for the Police and that £61 million of additional funding had been allocated to reduce drug deaths. The Government had stated that they were working to significantly increase the number of paramedics and police officers carrying Naloxone.

The budget eases some of the pressure on PSoS in that it removes the structural deficit and provides funding for Covid costs but it does not address shortages in estates, fleet and overtime.

Scottish Parliament and Political Engagement

A response had been delivered to the Dame Eilish Angiolini review which could be summarised as give all issues regarding Police complaints to PIRC, and national office bearers had held a number of meetings with Scottish Government regarding vaccines for officers.

Joint Negotiating Consultative Committee

This was held on 3 December 2020 and an agreement was reached that officers will no longer have to submit claims for plainclothes allowance, instead it will be paid automatically to those officers in qualifying posts.

Finance Standing Committee

In general terms, SPF finances are healthy, expenditure (with the exception of legal) has dropped and investments have largely recovered from last year's crash.

Discussion took place regarding funding an online publication. The trustees are aware of frustrations with SPF communications.

A question was asked about IT provisions for representative's which will be subject of a separate discussion during the WAC.

Legislation and Regulation Standing Committee

The review of COPFS, charging partner agencies for Police time and the Mental Health Budget were discussed.

Operational Duties Standing Committee

Examining testing for members and the lack of overt support from PSoS on obtaining vaccines for SPF members were discussed. It appears that the Executive do not appreciate the strength of feeling that our members have on this issue.

Police Charities

The SPF have nominated Andy Malcolm, Brian Jones and Ricky Wood as trustees of the Police Treatment Centre and St George's Trust.

National Police Memorial Day is likely to be an online event hosted from Lincoln in September 2021.

Pensions

The Care system was briefly discussed.

One member raised an issue surrounding the Government's proposed remedy in response to the court rulings and how this would affect officers who were previously informed they had full protection. The proposal to transfer everyone onto the CARE scheme next year to remedy the age discrimination will mean that officers who were previously fully protected by age, will lose that protection.

SPF could highlight the issue to those who will be affected, by way of a circular outlining the facts and requesting that they contact the SPF to gauge the extent of the problem.

The Chair advised that this would have to be referred to SPF Legal through the SPF JCC legal advice and assistance (LAA) process, providing the officer is contributing to the SPF Voluntary Fund.

ACTION – WAC Chair will feed back concerns to SPF National Office Bearers

One member asked if any of the local Representatives sit on the National Committees. The WAC chair explained the SPF Committee structure and advised the member that the National Committees' are made up of National Office Bearers, Assistants to the General Secretary (AGS) and local Area Secretary's and Chairs.

12. **CONSULTATIONS**

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

02/02/2021 Family Liaison Guidance

02/02/2021 Child Rescue Alert

02/02/2021	Police Leadership Programme	
10/02/2021	Special Constables	
19/02/2021	Death or Serious Injury in Police Custody National Guidance	1
22/02/2021	Armed Policing4.1	
22/02/2021	CHIS National Guidance	
26/02/2021	Licensing National Guidance	

13. **MOTIONS**

Motions presented for discussion-

1) That this West area Committee discusses the need for a National Operational Duties Committee.

Explanatory note:

Under legacy arrangements, operational duties could be discussed with National Office Bearers and the force in relation to matters arising, such as exigencies of duty being declared. Since the inception of Police Scotland, the Representatives have lost the ability to communicate directly with national office bearers and the force on pressing matters. This motion proposes to discuss the need for a national Committee away from the JCC that would look at operational matters.

Proposer – PS Iain Gray, Greater Glasgow North

Seconder – PC Dougie McKinlay, Greater Glasgow South

Incompetent – Provision Already in Place

Prior to the formation of PSoS April 2013, each area had its own Joint Board Branch supported by Scottish Federation National office, those structures have since 2013 been replaced by three area Committees to reflect the structure of the PSoS. The work of operational duties is now a National Committee with local representation from all three areas; the JCC Executive attends it and AGS's. This allows direct communication where matters are raised. It is a matter for local reps to raise subjects with the WAC Officer Bearers, if competent the matter will be raised and discussed at the particular subject Committee and thereafter raised where appropriate with the full JCC for progression and or discussion.

2) That this West area Committee urges National office bearers to urgently progress an IT solution for Reps.

Explanatory note:

The SPF has made some progress in relation to IT however; it is no longer acceptable to expect Representatives to provide their own ability to join meetings using personal devices.

Proposer – PS Iain Gray, Greater Glasgow North

Seconder – PC Dougie McKinlay, Greater Glasgow South

Incompetent – Currently Live and a Pilot in Place – For discussion under AOCB

The matter of SPF I.T. improvements has been regularly reported on at JCC and WAC, the last WAC an update was given that a pilot was underway with West Representatives, and it is a national SPF pilot. An update from the West reps who are currently carrying part of the pilot will be opened under AOCB.

3) That this West area Committee discuss the PS Court duty change document.

Explanatory note:

The CDC document is a PSoS document that the service claims is agreed by the Federation. There are varying examples of duties being changed the day before court with less than 91 days' notice which continues without challenge.

Proposer – PS Iain Gray, Greater Glasgow North

Seconder – PC Dougie McKinlay, Greater Glasgow South

Deferred to next WAC on 3 June 2021

Deferred to next WAC this will allow for courts to increase in witness attendance and allow evidence to be gathered. This will establish if this issue is local, area or national and what options and or routes can be considered to address practice, agreement or regulation. This would be with a view to how duty is managed on the day before duty change. Initial enquiries with the other regional areas have found that this subject is not one that presents issues in the East or North areas which also creates a need for more evidence.

4) That this West area Committee requests a full-time office bearer from Woodside place attend each area Committee meetings.

Explanatory note:

There is a lack of visibility of the national office bearers amongst Representatives of the SPF. It is requested that one person attend each area meeting (A member of the national body i.e. Chair, vice Chair, Secretary etc.) in order to provide updates and answer questions on national matters e.g. Pension matters.

Proposer – PS Iain Gray, Greater Glasgow North

Seconder – PC Dougie McKinlay, Greater Glasgow South

Incompetent Motion – No requirement

The matter of National Executive officers attending Area Committees is that the current and past Executive can attend the WAC if available, this is also open to the AGS's and Full time Office Bearers (FTOB's)

The SPF is a disciplined organisation governed by clearly defined regulation, statutes, rules and structures. The WAC's main purpose is to provide updates, answers and discussion within the agenda under SPF rules and It is for the WAC FTOB's to provide those updates national and local. Within JCC the rank representation is currently made up from FTOB and part time JCC reps who are elected by West Representatives for that purpose. At present all 3 rank Committees of the West area are represented on the full JCC.

Time is also a pressure that has to be understood the demands on National Executive with their own roles and commitments to be able to attend all three Area Committees that meet only days apart, impacts on availability.

General discussion took place regarding the process for submitting motions and some issues were raised. The WAC Chair advised members that when motions are received, they have to be checked to ensure they are competent before they are presented. He assured members that all points raised were noted.

14. **CORRESPONDENCE**

The Secretary advised of two items of correspondence –

- A letter of resignation from Jonathan Watters dated 20 January 2021
- A letter of resignation from David Somerville dated 28 January 2021

15. **COMPETENT BUSINESS**

SPF Awards 2021

A circular will be sent out to WAC members with an update on the 2021 SPF Awards.

I.T. Provision

There was discussion regarding a lack of I.T. provision for officers who need to work from home. The WAC Chair advised that this has been continuously raised with PSoS, however the SPF have no input on the distribution of devices to officers.

One member highlighted that prior to laptops being issued, they have to be personalised which can take time and therefore cause delay in distribution.

The WAC Vice Chair advised members that consideration also has to be given to whether officers have a private and secure space when working from home. She requested that members forward any specific concerns from officers to Merrylee House.

SPF I.T Provision

Discussion took place regarding the lack of I.T provision for local area Representatives.

The WAC Representatives who were involved in the SPF I.T. pilot provided some feedback on their experience and put their views forward in relation to the requirements of individual devices for area Representatives.

Requirement can vary dependent on the work carried out; tablets for example may not be adequate for conduct Representatives due to the large amount of written work required, in this instance, a laptop would be necessary.

It is important that the correct equipment is purchased for all, to avoid unnecessary additional expenditure.

Members were advised that the matter had been raised at the recent SPF Finance Committee Meeting.

The Deputy Secretary (conduct) advised Representatives that hard copy forms were still available for completion by hand for anyone without access to a device. The forms can be forwarded by post to the SPF PO box address. Postage can thereafter be claimed as receipted expenditure.

It was agreed that all Representatives should be given an option of tablet or laptop dependant on requirements. The matter will be progressed to the JCC.

ACTION - Matter to be taken forward to JCC

Succession planning

The WAC Chair announced his resignation from SPF. It was his intention to arrange an election for both the Chair and Vice Chair's post at the WAC AGM in June. Further information to be circulated in advance of the June meeting.

Naloxone Training

The WAC Deputy Secretary (Health & Safety) provided a brief update in regards the recent training for carrying of Naloxone. The SPF stance remains that the organisation does not agree with officers carrying Naloxone and they will not re consider their position. The WAC Secretary advised that SPF Trustees are compiling a circular on the matter, which should be circulated by the end of this week.

16. **CLOSE OF MEETING**

The Chair closed the meeting and thanked members for their attendance. The next meeting of the WAC will take place on 3 June 2021.

Paul Connelly
Chair

Gary Mitchell
Secretary

