



## **SCOTTISH POLICE FEDERATION West Area Committee**

Ref: IF/LC/LW

**Minutes of the Third Quarterly Meeting of the West Area Committee  
held on Thursday 9 September 2021 at 0930 hours within the Glynhill Hotel,  
Renfrew.**

### **1. ATTENDANCE AND OPENING -**

#### **West Area Committee (WAC) Office Bearers & Staff**

Lorna Cunningham – WAC Chair  
Ian Florence – WAC Secretary (Elect)  
Adam Peppard – WAC Vice Chair (Elect)  
Lynne Gray – WAC Deputy Secretary  
Gordon Cumming – WAC Deputy Secretary  
Lynne Welsh – SPF Staff

#### **Apologies**

Gary Mitchell  
Jenny Shanks  
Phil Maguire

#### **West Area Committee**

Lee Hamilton  
Elaine Sutherland  
Alistair Mackinnon  
Gary Diver  
Aaron Hicks  
Billy Hendry  
Hugh Burns  
Jennie Macfarlane  
Stephen Gray  
Chris Thomson  
David Carmichael  
Catherine Glass  
Stuart Finnie  
Michael McCaughey  
Dougie McKinlay  
Marketa Davidson

Richard North  
Stuart Johnston  
Georgina Gibson  
Iain Gray  
David Osterberg  
Pamela Macfarlane

## **Apologies**

Kenny Kean  
Linda Mathers  
Cath McNally  
George Allsopp  
Eddie Mather  
Gordon McKeand  
Fiona Levett  
Michael Scott  
James Mutter  
Michael McConnell  
Claire Duffy  
Chloe Rice  
David Taylor  
Steven Bryson  
Christopher Dibbs  
Karen Cameron  
Stewart Gailey  
Craig Dunn  
Chris Hynds  
Craig Fraser  
Emma Louise Smith  
Dougie Chalmers

## **1. ATTENDANCE AND OPENING**

The WAC Chair opened the meeting and welcomed the members. Agenda papers had been circulated in advance of the meeting. Due to current Covid guidelines, Members were advised to wear masks when moving around the hotel.

Standing Orders were adopted for the duration of the meeting.

The Chair made special welcome to newly elected representatives;

PS Aaron Hicks	Argyll & West Dunbartonshire
PS Christopher Dibbs	Argyll & West Dunbartonshire
PC Billy Hendry	Operation Support Division West
PC Georgina Gibson	Operation Support Division West
DC Michael Scott	Dumfries & Galloway
PS George Allsopp	Dumfries & Galloway

The Chair advised that the meeting would break for the separate committee meetings and thereafter reconvene for the WAC Meeting.

## 2. **SEPARATE COMMITTEE MEETINGS**

As this was the first meeting of the separate committees since February 2020, the WAC Chair requested that any committee vacancies were addressed and elections carried out as required.

## 3. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting (June 2021) had been circulated in advance of the meeting and were presented for approval. The June minutes were approved a true record of the meeting.

At the previous meeting (June 2021), an amendment was raised to the March 2021 WAC Minutes under item 11, Pensions. The minutes were amended accordingly and were also presented for approval. The March minutes were approved as a true record of the meeting.

### ACTIONS FROM PREVIOUS MEETING (June 2021)

(1) Amended Action  
From previous meeting

Re Pensions

Issues 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 on to 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.

Action

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.

Update

It was hoped that the SPPA FAQ site would cover this matter, it does not appear to cover it sufficiently. Secretary (elect) will take this further

### **Ongoing September 2021**

(2) Action -Re memo published regarding annual leave.

Issue re carry-over of leave (72 hrs) If taking more than 3 days, has to be signed off by Chief Inspector.

V.1

Update

From doing some enquiry it appears that this issue has arose of a result of some emails that state officers who are requesting more than 3 days out with their annual leave period, then the request has to go through their CI. This is actually the standard procedure, means the decision is made locally and not through RDU's. – Action to be closed.

### **Complete September 2021**

3) Action for all Divisional representatives

Representatives to raise any issues with officer's home working on their Mobile Devices out with duty hours, which they are aware of, with senior management teams.

Update

To report back any update at next meeting.

### **Ongoing September 2021**

4) Action - One member highlighted that Officers in GG Division are losing parking due to custody now taking over several sites offices affected are Baird Street, Govan and Cathcart. The WAC Secretary (elect) will raise this and report back.

Update

WAC Secretary (elect) has been in contact with CJSD. Whilst the Porto cabins are in place there will be some restrictions in parking but not full closures of car parking. – Action to be closed.

### **Complete September 2021**

## **4. LEGAL ADVICE AND ASSISTANCE**

There have been 16 files sent to legal since the last WAC Meeting -

- 5 x Injury on duty
- 1 x IH retiral
- 2 x Civil legal defence
- 5 x Criminal legal defence
- 1 x Medical negligence
- 1 x Employment dispute
- 1 x Other

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

Members were advised that anyone submitting a legal advice and assistance application should note that forms should be signed by hand as an electronic signature is not acceptable. All applications should be accompanied by a full statement of fact.

## 5. **DIVISIONAL REPORTS**

Divisional reports were received in advance of the meeting.

### **Area 8 – Argyll and West Dunbartonshire**

COVID - Updated guidance in relation to operational requirements. Masks, car cleaning and lack of general compliance with cleaning regimes has been highlighted. Issues raised regarding contracted cleaners refusing to dispose of black rubbish bags to wheelie bins, or take them outside the building.

HEALTH AND SAFETY - Impact on near-miss reporting with some supervisors discouraging the reporting of near-miss specifically in relation to resource shortfalls.

RESOURCE - Levels of officers available per shift and unmanageable OBLs, lack of supervisors at LB, namely Oban, due to annual leave and sickness and persistent use of shift cover from Lochgilphead. Officers are persistently requested to work overtime to cover shortfall on all shifts.

Rothesay/ Dunoon issues that were brought to attention have been raised directly with CI Grimason who has offered to meet with the officers along with an SPF representative to discuss the plans. This has yet to be arranged.

It had been planned to raise this with SMT, but due to the lack of availability of SMT this has not occurred, therefore no progress has been made.

PIO - L Div. Due to lack of resources, cover is required at short notice and Inspector's shifts changed or requested to do 12-hour shifts as no alternative cover is available. This is all down to lack of resources and obviously there is no payment as Inspector's are not entitled and not all are part of a scheme to accrue plain time.

URRAM - Shortfalls of resource levels at division due to officers being deployed at events or providing response cover, length of shifts and cancellation of rest days. Scope notifications of Oban officers for response duties at LA.

Representative Posts - 2x PS 1x PC post.

The WAC Secretary (Elect) updated on the recent L Division elections that had taken place. The two Sergeants' posts have been filled and there are six nominations for the Constables Vacancy.

### **Area 9 - Ayrshire**

On Monday 30th August 2021 local Federation Representatives met with the Senior Management Team to discuss a number of issues that local officers had highlighted.

Complaints regarding the turnaround of vehicles that are required to go to the garage. No replacements given. SMT will speak with Parks however in short term PIO to shuffle cars as appropriate.

COP26 – issues regarding officers still unaware of shifts and set up affecting family life such as child care. Full time Federation representatives will be contacted by Stephen Gray to raise this issues and provide a solution as quickly as possible.

Ayr custody will be able to open when demand requires i.e. busy weekend, old-firm etc. but will be resourced by custody & Division.

The WAC Secretary (Elect) advised that he would provide an update on COP 26 later in the agenda.

Time covering prisoner Obs. – complaints received regarding officers having to cover Obs. Specific issues regarding Geoamey not having enough observation vans to take prisoners to court. This issue requires to be logged. Sgt's to update scope to reflect both the number of Obs. and the time spent on Obs. from the time the requirement for a watch commences.

Failure of "Not at home" policy to go live in East Ayrshire - UC was possibly ready but divisional approach was requested rather than 1 sub at time. This matter is ongoing. The next meeting is scheduled for 7 September when it is hoped that there will be a better idea of a date to go live.

### **Area 10 – Dumfries & Galloway**

Op Urram - Officers have been complaining that they have been advised they are not allowed to come home during the duration of the event. There is still no clarity to what they can claim and apparently they will not have access to laundry facilities. Officers have been told they can order an extra 5 wicken tops.

Concern regarding the shortfall during Operation Urram has been raised locally. The Divisional Commander is offering overtime to cover some shortfall.

### **Area 11 – Lanarkshire**

Resourcing - Divisional Representative Stevie Bryson has had two meetings recently with four members of the SMT regarding the lack of resourcing.

A number of issues have been highlighted and a plan has been formed to have the local DAVRU's and Community depts. in uniform at the weekends (still on their own shift plan) to answer calls and deal with disorder from the pubs and clubs in particular. This is a welcome approach however these officers as previously stated are following their original shift pattern and will not be available when the clubs spill. Overtime is being offered to the back shift but is still not enough. Nightshift officers are being placed in danger due to lack of numbers and being left to deal with disorder and violence.

Morale - There has been a notable downturn in the morale of officers and colleagues due to abstractions. (hospitals or doing prisoner watches amongst other things). In turn along with the lack of numbers and what seems to be call numbers rising, this means less enquiry time,

no refreshes, constant paperwork and more pressure. This will ultimately result in higher absence and more officers needing assistance with their mental health.

Vehicle Fleet - In QB sub div there are currently 20 vehicles listed but only 12 serviceable for use. Obviously an issue and clearly has an impact on the number of officers on the street and reaction time for calls. The public are not getting the service they pay for and deserve.

Business as usual - The Commander has put together a committee named "business as usual". Div rep Hugh Burns has been invited to attend. The purpose of this is to address what will happen in the weeks of Op Urram in the division. Currently there are only six PC's in QG and nine in QE scoped to be working normal duties. An update will follow.

CCTV in custody suites - CCTV cameras are currently being installed in every cell in both custody suites in Lanarkshire division. It should be noted that they are also being installed in the seated areas where officers are carrying out the watch. A number of officers have voiced their concerns regarding this.

Project Quest - Proposal for Lanarkshire division to centralise to a working hub. The last update (some time ago) was that the division was now considering multiple sites due to a number of issues with the Euro central location. Update to follow.

SMT meetings - There has been no meetings with the Commander for some time, however we have been advised that a meeting will be scheduled soon.

Countermands- Example of officers receiving countermands for court via telephone call a couple of hours before attending court on their days off. They were advised appropriately. This issue seems to be occurring more often.

A request that the previous WAC circulation on Near Miss was re issued to all WAC Reps.

**ACTION – Forward further copy of circulation on Near Miss to all Reps.**

## **Area 12 – Renfrew & Inverclyde**

### Vacancies

There are still no Inspector's reps in the division and continue to struggle to find any Inspectors who are willing to take on the roll.

The last meeting with the Divisional Commander was on Thursday 02 Sept and the following issues were raised.

### Resources

There continues to be an issue with the lack of numbers on response shifts, CPT and reactive CID IS putting additional strain on officers trying to compete with the ever-increasing demands placed on them.

The division is due to get an uplift of probationers in September, however it is difficult to identify suitable tutors with enough experience and service to support new probationers.

The SMT are still looking at the divisional operating model but as, yet no potential solutions have come out of this review and the Commander agreed to allow local Federation reps to attend the next meeting to provide input.

V.1

#### COP 26

The vast majority of officers are still unaware of what shifts they will be working during this period which is causing a great deal of concern.

The Commander was asked about the Divisions plans to cope with "business as usual" during this period and what shift patterns would be getting considered.

Advised that 12h shift patterns were not going to be implemented for the officers who are on VSA remaining at division, as the Federation had raised objections to this, instead any short falls were going to try and be rectified by varying officers and moving officers from other departments to support response policing during this period. Until Scope is updated it is difficult to see how this will work but the Commander was hopeful that these updates were due to start within the next few days.

The Commander was also asked if he was aware of what the service intended to do to recompense Inspectors for the additional time they would have to work during this period. Whilst he was not in a position to provide a definitive answer to this, he did say that the organisation was looking at the "Principal of no detriment" for Inspectors.

#### Custody

This item remains on the Divisional agenda as the ongoing problems in relation to prisoner processing times, lack of communication and volume of constant obs. continue without showing any signs of improvement.

Civilian custody staff are due to start a 12h shift pattern this month and the Commander was asked if he was aware of any discussions, agreement with Custody Division that as this will increase the number of staff available, if it means they will require less support from territorial divisions in relation to obs duties. The Commander was going to look into this and provide an update .

#### General Issues

Courts - there continues to be issues with the courts especially now they are trying to catch up with their backlog. There has been an increase with officers being required to attend for courts with limited notice, resulting in last minute duty changes. Courts are scheduling backup trials which means if a planned trial has to be put off they are then running a backup trial with little consideration being given to the impact this has on officer's welfare or operational resources when they are cited with limited notice.

The volume of court paperwork that requires to be served has also increased dramatically which again is adding pressure to the workload of officers.

Overtime- There is additional scrutiny on the overtime budget and PIO's are now required to provide a daily update on any detained-on duty claims.

#### **Area 13 and 16 – Greater Glasgow North and South**

OP Stumpacre George Square disorder - Local reps have no further information.

Euros - Many Officers cancelled with 16 days' notice and being held on unnecessarily.

TASER - there are still shifts where there are no STO's available in G Division. More people have been identified and courses are starting to be populated.



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Urram BAU - Numerous meetings with SMT re resourcing. Impressed on management for the need to communicate with officers early.

Urram - A handful of specialisms scoped for URRAM COP26 - WFA (sec 12) specifies shifts to be known by 5 September 2021. This has huge knock on effect on divisional planning

### Exigencies

Local reps have secured an agreement regarding them being informed when exigency is called and giving a rationale. Reps will be emailed when this occurred. Despite this agreement many weeks ago, there have been no emails and at present, no exigencies.

### Resourcing

LPT teams continue to be under resourced as an ongoing issue. Nightshifts regularly 20/30 under OBL and overtime being offered to plug gaps during the night.

G Division are regularly having to ask neighbouring divisions to assist with priority calls.

### Police Assaults

SCOPE reports for police assaults - suspected that there was higher compliance. A Memo to Crime management stating that no CR has to be closed without a SCOPE report

### Events

For some time, Divisional representatives have raised the matter of funded events to the Commander. Some years ago, local Federation secured overtime for 50% of all officers involved in funded events (such as football). This has continually been brought up due to the lost days to division, as of 01/04/2022, all funded events will be 100% policed by overtime.

### Naloxone

Force media output continues.

### Fleet

Remains the same as other divisions however a new fleet user group has made some rotations of vehicles, moving around higher mileage vehicles and swapping for lower mileage vehicles. There are three new minibuses coming to division, believed to be replacing the 12/13 year old buses.

### Federation

Vacancies - 2 x Constable Vacancies - some nominations have been received.

2x Inspector Vacancies.

## **Area 14 – Operation Support Division**

Welcome to the newly elected OSD Representatives.

There is a vacancy for a H&S committee member. PI Richard North is still currently reserve.

Overtime and expenses claims

Enquiries received from Road Policing regarding overtime and expenses claims. Most have been resolved with reference to PNB handbook but would appear officers are being challenged

on submissions. Roads Policing also had an issue with several officers' posts being moved but this was to improve cover within the department but seems to have been a lack of comms. Surrounding rationale. It is believed that the matter has now been resolved.

Several members highlighted concerns regarding Resolution Team officers being requested to go on 101 and 999 call handler courses. It is part of the role requirement that RT officers should be in a position to assist the service centre when required. C3 Senior Management stated that this was to form part of development for RT officers particularly as the service centre is currently embattled with criticism regarding the 101 service. It was also stated that no officer would be made to carry out the function if it caused unnecessary anxiety.

Numerous queries from officers regarding Operation Urram and the remuneration to be given for 12 hour shifts, loss of days off etc. Additionally about logistics of parking, refreshments and toilets given the increase in personnel to be based at C3 Govan for the POCC & MACC as well as additional events of Moonbeam and home Europa League fixture for Rangers at Ibrox. C3 Senior Management, stated that plans were in place to address these issues and that communication would be forthcoming prior to the POCC & MACC standing up.

Issues regarding lack of Taser resources was discussed

One member raised an example of an incident whereby AFO's were approved but not deployed. The WAC Chair requested that details be forwarded to Merrylee House

#### **Area 15 – S.C.D.**

At the moment there are 0 conduct cases and 0 health and safety enquiries.

Under equality there are two ongoing grievances. They involve two different Departments and two entirely separate lines of management but are very similar in nature. Both are at the stage of I.O. being appointed.

#### **6. DEEP DIVE**

A discussion took place at the JCC on Deep Dives. As there has been no Deep dive for some time, it was agreed that they would look to do three next year. One around April, One around June and the final one in October. Small working groups have been established to gather preliminary information prior to the deep dives taking place.

#### **7. LPC & PODG**

##### **LPC**

The last meeting of the LPC took place on 03 August 2021. The following are some of the topics that were discussed.

##### **Risk**

Work is being done to mitigate the risk re Court Duty Change. A paper is being compiled to seek funding for fiscal liaison officers to assist/control officer attendance.

## V.1

### Modified duties

Remains on the risk register. There is an increase in modified duties month on month. Discussion took place around OPTIMA, they will not take referrals once a FIT note to return has been issued by a GP. Some feelings that the recent exercise re modified duties has only made Scope more accurate and has not done anything to fix the problem. There was no reduction in the number of officers on modified duties. The WAC Chair highlighted to the group that there is now a disconnect with officers as the 28 day trigger no longer applies and OPTIMA will only see members when they are due to return to work.

### Estates

Number of works now starting, plans for a temporary move from Ayr at final discussions. SPF are involved in these discussions.

Divisions have supplied estates with Wish lists for minor things, most will be able to be carried out, some will require more funding.

### Strategic Workforce Plan

K div are piloting Neurodiversity

### Abstractions

WAC Chair raised the issue of shift changes, changes for court duty and abstractions for COP26 and what this would mean to those left behind to police on a daily basis. ACC Johnston is looking to minimise the impact, meetings are taking place with regards to Business as usual.

## **PODG**

Last meeting of the PODG was held on 20 May 2021.

The terms of reference for this group was discussed and governance changed. New format has begun with pre meet held at the end of August, next meeting is 07 September 2021.

Items discussed included:

### Naloxone

Unused kits being considered for custody in the test of change divisions. SPF has raised need for new risk assessments due to change in working practice.

### Maintenance of Pay

Perception of Regulation change rather than addressing as a working practice/policy to improve current process and support officers (PNB 05/01). Has been under discussion for 3 years.

### Driver Training

Impact and risk to Operational and other areas of policing – taken to JNCC.

### WFA – ASPS

## V.1

Impact on working practices and On Call, active management by Supt ranks – this needs to extend to Federated Ranks (SIO and others working more than 6 days). Banks of rest days – impact on service.

ALLARD – Paper being prepared around this – senior counsel reviewing the proposal being presented to PBW for resolution. Being presented to JNCC.

### Resource Deployment Group

The last meeting of the RDG was on 04 August 2021. Items discussed included:

Update from Stevie Diamond on Op Urram scoping exercise. He conceded at that time that the 91 days was gone and he hoped to have scope notifications updated by the end of that week in order that 91 days notice was in place for the remainder of the operation. No plans for further uplift from divisions and stated that Silver had confirmed any additional demand for COP 26 activities will come from current ask.

Confirmed those on work plans could be asked to amend but that there was no requirement for them to change shifts. They can however be moved around their division in accordance with their current work plan.

Mutual aid accommodated at staging posts will be first deployed should need arise, discussion also on 12 hour shifts, all agreed to be taken to working practices review board meeting. Update on Inspecting ranks working hours, almost halfway, individual interviews will be carried out at next stage. COP26 financial remuneration for Inspecting ranks still under negotiation via TWG of PNB.

Update provided on RDU re-design. All tasks gathered now, project team not all anticipated to be in place and functioning before end of year. Upcoming events discussed, with permission still (at that time anyway) required from Local Authority for large gatherings, >2000 indoor, >5000 outdoor. Concern re rest days in banks and that welfare of officers of all ranks to be considered if they are not able to take these days.

Correspondence was received regarding officers on standby for court during annual leave. Paul Wilson could not find evidence of this and has asked that anyone who is aware of this to feed in (via SPF for us) and he will put a stop to it.

One member asked if the Fiscal Liaison Officers will be staff from the Fiscals office or Police Officers. The WAC Secretary confirmed that this will be Police Officers.

Issues regarding standby by for Court discussed in relation to late notice resulting in disruption to annual leave.

Any examples to be forwarded to the WAC Chair or WAC Secretary.

## 8. CONDUCT

The last Conduct Committee meeting took place on 13 July 2021. The WAC Deputy Secretary (Conduct) provided an update.

## Performance/PIP

No performance cases since last meeting.

PIP since last meeting we assisted with officers who had a death in custody. The PIM encouraged the officer to have their statements noted by PIRC. FTOB present whilst noting statements and means the officers don't have a copy of their own statements. Anyone with any feedback on PIP can they feed it into Amanda Givan. Some of the managers trained have never actually conducted a PIP.

## Training

Training will restart once lockdown is eased. Advised that all committee separates will remain on teams until the end of 2021, which will affect any training and when this can be arranged.. AGSC will prioritise training on regulations and additional support for reps dealing with conduct cases, meetings and hearings.

## AOCB

Conduct IT – all conduct leads for each division who requested a tablet should have received them by now. They are ready set up with everything required and apps for all the forms. It has been noted that reps are not utilising the IT provided and if this should continue, the devices will be given to other reps to use.

Total case load in the west of 108.

The criminal figures remain 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. There have been 8 court appearances since the last WAC.

There have been 3 hearings with 1 with no misconduct found, 1 Final Written Warning and 1 Regulation 11. One hearing is due to take place this week and others will not take place until after COP 26 with dates still to be set.

Any representative sending in updates for criminal or conduct matters should do so on the new electronic form. The link has been emailed out by Lynne. If anyone needs a copy of the link please advise. Several updates on cases have been received but not on the forms. Using the form makes it an easier process to update a file.

Thanks to those who have supported officers during criminal trials and conduct during these difficult times, the inevitable delays have not been easy for anyone to deal with but your continued support is invaluable to those awaiting their outcomes.

The WAC Deputy Secretary thanked Lorna, Ian, Amanda, Lynne, Katrina and Phil for their help and support since taking up her new role.

The next meeting of the Conduct Committee will take place on 28th September 2021.

## 9. EQUALITY

The last Equality Committee meeting took place on 14 July 2021. The WAC Vice Chair provided an update.

### 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.

The Committee were updated that this area of business needed to be progressed in respect of PNB circulars which had not been reflected in Police Regulations and Determinations; PNB 15/01 Children and Families Act 2014, and 16/07 & 08 Working arrangements for Part Time Officers. Discussion followed regarding PNB 16/07 & 08 Additional Hours Payments for Part-time Officers. Essentially, some part-time officers have still not received additional hours worked via payment. The Chair believed this had been raised at the JNCC previously, and was to adopt this as an Action.

### Equality, Diversity & Inclusion Employment Group

The last meeting took place on 8 June 2021. For the benefit of new Committee members, the AGSE provided an overview of the work-streams of this Group, including Brake the Race Ceiling, Smarter Working and Maximising Attendance.

The previously circulated EDI Framework, had now been developed to support the delivery of the People Strategy and provide a clear overview of the Equality, Diversity and Inclusion Approach and Priorities.

Discussion occurred regarding various difficulties encountered with officers requiring reasonable adjustments. Some of the highlighted cases included a lack of understanding and awareness by line managers, the requirement for training, and significant concerns around SCOPE in terms of accessibility, recording inaccuracy, restrictive functionality and essentially not being fit for purpose, resulting in officers being retained within inappropriate posts. Due to SCOPE being unreliable in this respect, all representatives should be mindful that deployment during COP26 may become an issue. Whilst this was raised with HR Director by the Chair it may still not fully be understood by all supervisors.

Next meeting to be held on 6th October 2021

### Equality, Diversity, Inclusion & Human Rights Strategic Oversight Board

The Strategic Oversight Board (SOB) provides process and governance on EDI work within the Police Service, combining both and providing opportunity to take initiatives forward.

#### Ill Health Process

The backlog of cases has seen little movement and cases continue to be assessed not just on length of time within the process, but also on each individual circumstance. At the previous meeting, the AGSE had requested that consideration be given to placing the IHR process higher on the Risk Register due to serious concerns with the process. Due to there being little cognisance of this request, it was again raised at the most recent meeting, following which DCC Taylor instructed Police Scotland fully engage with the SPF and provide a report on the current position.

The Committee were asked to ensure members expectations are managed appropriately. The Chair requested that this situation be monitored by the Committee in an effort to pin-point the problem areas causing delay within the process, to enable escalation. The AGSE highlighted there had been proven delays with SMP report production. It was noted that whilst the original backlog had occurred as a result of COVID, there had been little progress made, despite the employment of 2 additional SMPs. The Chair requested that Committee members attend SMP meetings along-with the member for support and feedback.

## Diversity Staff Associations

The AGSE reported there is continued engagement with the various Diversity Staff Associations to improve collaboration and ensure our members are supported in the fullest. This engagement includes ASPS SWDF, Muslim Police Association, DACA, SEMPER, Christian Police Association and LGBT Association. The last meeting was set for 24 August 2021, updates to follow.

## AGSE Update

The AGSE provided an overview of the current position regarding the IHR process and briefed the Committee on work carried out by Jennie McFarlane and Andy Sawyers to highlight the lack of understanding of the pension buy-back for officers who have taken unpaid maternity leave. This had resulted in clearer Guidance and improved communication from the Service to officers on the option and benefits of pension buy-back.

## Tribunal etc. Rulings & Legal Assistance

The Committee were reminded of the three months minus one day timescale for an ET submission and therefore the process for SPF Legal Advice and Assistance applications to be made. This was followed with a briefing by the AGSE of two recent Tribunal rulings.

## Training

Jayne Monkhouse OBE provided training on Gender issues to the Committee which was well received. The AGSE updated the Committee that Equality Training was scheduled for 30 August, with a further course planned for November. This first course has since been completed by FTOB's and divisional representatives from all three areas, this was noted to be extremely helpful in assisting with members through grievances, victimisation, discrimination (indirect and direct) and many other points of relevance.

One member asked about officers on a flexible working plan (FWP) being requested to work shifts during Operation Urram. The WAC Vice Chair (elect) advised that there was an agreement by the ACC and head of HR that any officer on a FWP must be spoken to in advance to see what they can and cannot facilitate due to caring needs. Any issues should be highlighted to Line Manager's in the first instance, however, members were advised that any issues that cannot be resolved locally should be referred to the WAC Vice Chair (elect)

## Ill Health Retiral

The WAC Vice Chair (elect) reported that delays are still being experienced, some cases taking up to two years. Any local Representatives dealing with officers going through this process were asked to keep in touch with the officer concerned and highlight any delays to Merrylee house.

One member asked the reason behind the delays and the WAC Vice Chair (elect) advised that this was due to several factors; Covid, delays with Optima in obtaining reports and only one Selected Medical Practitioner (SMP) was available for a period of time.

## 10. HEALTH AND SAFETY

The last Health & Safety Meeting took place on 8 July 2021. The WAC Deputy Secretary (Health & Safety) provided an update.

### Covid

The policy of working from home where possible until the end of the calendar year has been approved so with that, People and Development (P&D) will develop a policy for the longer term.

Area Commanders may be concerned that the current working from home policy will have a significant impact on resourcing, as many of these officers are fit. They cannot, however be deployed at short notice and the current policy combined with the call demand and Op Urram abstractions is not sustainable.

### Masks & Beards

From the low numbers of officers re-ordering the FFP3 mask, there is no other explanation than that officers were not complying with the PSoS advice. The clean shaven policy is still in place.

Scottish Ambulance Service shared details with PSoS of the PPE hood used for those staff members' beards. This hood is not suitable for PSoS as the design has a choke hazard.

### Self-Isolation

If an individual has a positive PCR test (or has symptoms and for whatever reason is unwilling to take a test or share the results of that test) they shall still be subject to a 10 day period of self-isolation.

However, there is no requirement for officers and staff to share medical information. Government guidance is not clear however, in the situation where a young child (or other dependants) who is unable to self-isolate in the home by themselves has tested positive, the rest of the household must also isolate, no matter their vaccination status.

Data shows that the majority of transmissions occur to staff out with the workplace. Of the 1300 officers and staff who have been sent for asymptomatic testing after potential workplace exposures, only 11 have been positive.

### Violence

#### Assault Analysis

Police assaults have risen by 7.2% from the start of the year, the most significant peaks occurring in May and August, coinciding with the relaxation of restrictions.

Analysis also indicated an increase in the number of police assaults in private dwellings; corresponding with covid life style restrictions.

There has been a rise in the submission of Accident/Violence Reporting Forms. Whether this coincides with a rise in assaults or is the result of more accurate recording is a matter for discussion.



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However it is widely recognised that violence and use of force remains under reported (of 365000 incidents it appears that force was only used in little over 1300 incidents)

Assaults in care establishments.

Your Safety Matters analysed assaults in care establishments where it was identified that 900 of these had been committed by young people on Police Officers.

72% of these occurred in care institutions and 22 offenders had committed five or more assaults. Of the top 10 young offenders, four were care home residents.

Impact of CAM on Violent Incidents

Following analysis there is no statistically significant connection between CAM and the reduction of assaults on officers. However, any analysis carried out must take into account the unprecedented events of the last 18 months.

Officer Safety Training (OST)

Feedback

The new 2-day course is now well underway. Feedback is generally supportive of the changes. 4245 officers have now attended the new OST course with a further 2500 SCoPEd registered for the next 3 months.

Custody

Body armour is to be rolled out to all PSCOs. Discussions are currently ongoing as to whether PSoS will be making it a requirement for all staff and officers to wear their body armour whilst in custody.

Clothing and Equipment

A PSoS police cycle kit list and spec should be agreed upon soon. Stores would hold the kit and fleet will maintain the bikes, ending legacy and local arrangements.

An audit of the bikes found that over 400 of the bikes are over 10 years old and only 50 have had a service in the last 3 years.

There are no plans at the moment to issue officers with two body armour covers. Cover costs approx £100 per unit. Supplying front line officers with a spare cover remains cost prohibitive according to procurement.

Clinical Governance

Thanks to members who provided evidence of the frequency of police vehicles being used as ambulances and generally filling the gaps that the Scottish Ambulance Service cannot resource. The evidence gathered so far suggest that the problem is far worse in the West than any other area.

NALOXONE

The last Naloxone Delivery Steering Group met on 12 August 2021. The test of change is due to end on 31 October 2021.

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As of 12 August 2021 790 officers have been trained and there was an uptake of 637.

To date there have been 34 administrations:

G- 15

D -16

C - 2

N – 1

Scottish Ambulance Service are 'surprised' by the frequency of use by police. They anticipated around 6 police administrations during the test of change period.

Despite all divisions participating in the test of change portraying it as a success, the Lead Pharmacist for Greater Glasgow and Clyde addiction services reminded the group that Naloxone remains a prescribed drug and while officers have the ability to administer it they don't necessarily have the legal position to supply it. There is currently a Lord Advocates exemption which allows certain organisations to assist with the supply presently due to Covid and while the Police would probably be covered by that there is no guarantee that this exemption will remain in place in the future.

The WAC Deputy Secretary updated members that Police Officers will not be responsible for dealing with Covid passports for large scale events as they will be unable to enforce this.

One member raised concern regarding recent publicity which indicated that people were more likely to be assaulted in certain areas. Stats. Indicate that this information may not be accurately recorded. The Deputy Secretary (H&S) advised that in incidents involving 2 persons, only 1 scope report is entered.

One member asked if there was any update on body armour covers. The Deputy Secretary (H&S) advised that currently it was cost prohibitive, however the matter continues to be raised.

11 JCC

The WAC Chair provided an update.

### Operational Duties –

The JCC Ops. Duties Committee met on 27 July 2021. Items discussed included;

#### My Career

This was trialled in C3 and C div with 652 and 601 able to take part. The trial was due to finish at the end of August, early issues were the number of forms generated and poor completion rates.

#### Special Constabulary

A meeting took place between the SPC and the volunteers project about why the SPF are against public order training for special constables. The SPF advised that they were not against public order training for special constables but wanted to ensure that proper safeguards and checks were in place. It was acknowledged that there was more work to be done before the paper was submitted.

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### Public order Monitoring group and CBRN

The Public Order Monitoring group met on the 20 July 2021, lessons from the George Square incident was discussed including the fact that officers could not identify supervisors. Coloured helmets or baseball caps had been proposed.

### Events and rostering

The large number of rest days owed to members was discussed and will be looked at further.

### Carleton University Research

Findings from the report had been published in the 1919 magazine. The SPA had not recognised the research and PSOS were now conducting their own research

### Finance Committee

The JCC Finance Standing Committee met on 27 July 2021. Items discussed included;  
To re-write the following rule incorporating the definition of co-habiting partner as used in the Group Insurance Scheme as follows:

#### Rule 15 (2) I

l) On payment of a sum of £3,500 to the following persons:-

a) The surviving spouse or civil partner, or a person who is openly cohabiting with him or her and who has been so cohabiting for the 6 months' period prior to the death and on whom such a member is financially interdependent, whom failing, one of the dependants of a member who dies in Service; provided that where there is no surviving spouse or civil partner and more than one dependant of the deceased member, the Joint Central Committee will decide at its discretion to which dependant payment shall be made.

The motion for rule amendment was approved at the full JCC meeting.

SPF accounts are being audited – they remain healthy and have benefitted from the restrictions.

### The JCC Legislation and Regulation Committee

The JCC Legislation and Regulation Committee also met on 27 July 2021. Items discussed included;

#### Age of Criminal responsibility act

This is now in operational implementation. There had been no training and there is issues in relation to training materials. There is a concern that the PSOS will not be ready by the time it's implemented.

#### Motion

A discussion took place with regards to the following motion from the NAC –

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This NAC asks the JCC to pursue, through the PNB, a provision whereby a reinstated annual leave day or reinstated public holiday is treated in the same way as a reinstated weekly rest day whereby, with the required amount of notice of a reinstatement, an officer can choose between taking the annual leave day or public holiday with no compensation, or to work a minimum of 4 hours with compensation at the appropriate rate.

This could not be discharged at this meeting due to there already being a provision for Public holidays. As such it was referred back to the JCC.

### JCC Meeting

The main JCC meeting was held in Dundee on 17 and 18 August 2021, updates were provided on –

#### Pensions

##### COMMUTATION LIMITATIONS – Over 50 and 25 years' service –

For those retiring that fall into the above bracket there is 2.25 limit on commutation (2.25 x pension). Previous updates have been provided on this issue which commenced in 2016 around the potential to remove commutation cap. Staff associations recognise the unfairness for members and this has become more significant as consequence of remedy extending to 31st March 2022. This was last considered by the Scheme Advisory Board, with the Government leaving this to the discretion of the relevant Chief Constable, the costs would be borne by the Service as opposed to the Scheme.

#### Pension Remedy

Discussion continues with SAB in respect of pensions and the proposed remedies.

The pension remedy continues and will cover deferred choice until 31 March 2022. This continues to be progressed as a public sector remedy and those specific to police will not be considered until post 1 April 2022.

Discussions at Home Office in relation to a notional pension age that was removed from CARE; retirement at 30 years' service at less than 55, the reduction on CARE element is based on state pension age. The difference is between 60 and 67, what is being requested that the reduction is based on age 60 rather than 67 for those aged between 48.5 and 55.

#### Unpausing of Cost Cap

There is a periodic check of the cost control mechanism (every 4 years). This looks at the costs and risks to scheme and whether these are operating within tolerances to ensure the viability for all of the pension scheme. This was paused by Liz Truss in 2017 at a time when benefits would have been realised by members and increased costs for employers; this was paused as consequence of McLeod Sargent. This has been unfrozen and the costs of this and the remedy have been passed into the scheme.

One of the Treasury assumptions is the SCAPE discount rate, this is the biggest factor in respect of police schemes (employers). This deals with the deficit or surplus within schemes – SCAPE reduction increases employers costs. The SCAPE discount rate is one of the critical elements when considering COMMUTATION factors, this could be neutralised by employers

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costs. GAD have given no indication in respect of their reliance on current commutation factors.

Specific technical advice has been sought and an expert has been engaged in respect of this. Commutation tables were last revised in October 2018, this is done without advance notice. Past experience indicates that a GAD review is due or overdue, if the SCAPE discount rate is included it will have an impact on commutation tables.

There is a safety net as a consequence of agreement by Scottish Ministers until 1 April 2022. What this means will happen is not known. The potential cost is £380 million and potential to be recovered in 4 years or this could be adjusted politically.

The focus is on SCAPE and COST CAP mechanism, there continues to be a number of meetings around this, these agenda items have dominated meetings.

The Staff Side have written to Home Secretary to withdraw from the processes due to a lack of engagement and information. Impact of the lack of engagement and consultation in respect of Home Office responses and officials. There is potential to increase political engagement prior to the changes being tabled in parliament.

### SPPA

Annual Benefit Statements will be provided online only, this was implemented without consultation and requires officers to register for online access. The poor communication has resulted in thousands of complaints. Currently less than 25% have signed up for the service. The pension board does not feel this meets the expectations in respect of pension statements.

### PNB

The last meeting of the PNB was held on 23 June 2021. The following items were discussed.

Pay Award – Still ongoing JCC Circular 20 of 2021 was published after the last meeting in relation to the pay award.

General discussion took place regarding the pay award, bonus payments and Discussion regarding the non-consolidated deal and whether this would be something officers would consider.

One member highlighted that due to the increase in National Insurance, members will be earning less in a few months' time. This should be highlighted to the FTOB's at Woodside Place

**ACTION** - Highlight to Woodside Place, the impact of the increase in National Insurance payments in relation to pay.

Maternity pay – A claim has been made to the Technical Working Group regarding an uplift of maternity pay.

Queens Platinum Jubilee (Public Holidays) – A request has been made for 2 additional public holidays in 2022. One additional public holiday is being provided.

Inspectors working hours – A pilot is underway to record the actual working hours of Inspectors, so far, the response from Inspectors has been poor.

COP26 remuneration for officers – Discussions ongoing regarding pay arrangements for Inspectors and above. For PC's and SGT's discussions ongoing regarding payment for rest day working, despite being initially rejected, discussions now continue. (This would be considered a double lock and requires the agreement between the Chief Constable and the JCC).

JCC, Standing and Sub-committees

The SPF are reviewing current meeting structures to ensure that they best meet the demands of the SPF and are fit for purpose.

SPF training

New reps training continues and further courses are being held in September and October.

New Equality training has started.

## 12. CONSULTATIONS

- The Secretary will report and answer questions on SOPs issued for consultation since the last meeting.

- 05.08.21 Unacceptable Action of Complainers v0.04 NG & EqHRIA
- 27.07.21 Information Sharing SOP v3.07
- 16.07.21 Forced Entry & Insecure Premises SOP v7.03
- 16.07.21 Major Incident Plan v1.09 & Associated Cell Plans
- 15.07.21 Gypsy/Travellers: Management of Unauthorised Encampments NG v0.04
  
- 08.07.21 Drink Drug Driving (inc railway, marine & aviation) SOP v 12.04
- 08.07.21 Proposed UK National database of police workforce deaths & serious injuries
  
- 01.07.21 Proposed closure of Portlethen Police Station
- 25.06.21 Custody remodelling Project Proposed Pilot H&S Input
- 25.06.21 Sale and use of fireworks in Scotland and tackling the misuse of pyrotechnics
  
- 25.06.21 Adult Support and Protection SOP V4.05
- 23.06.21 Warrants National Guidance v0.09 & EqHRIA
- 23.06.21 Multi celling RA v1.4 (received by SC)
- 21.06.21 Advice and Guidance Recording Forms
- 16.06.21 C3 NG Amendment
- 09.06.21 Visitors to Police Premises v3.07
- 09.06.21 Body Worn Video (PSoS consultation)
- 08.06.21 Criminal Justice (Scot) Act 2016 Arrest Process NG Draft V0.10
- 04.06.21 National and International Deployment Welfare SOP version 3.02
- 04.06.21 Allowances & Expenses (Officers) v11.01
- 03.06.21 International Assistance Requests v2.03

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- 02.06.21 National Approaches to Policing Protests in Scotland national guidance document Draft V0.07
- 31.05.21 Exit Interview Survey June 21
- 26.05.21 Care and Welfare of Persons in Police custody SOP V15.08
- 19.05.21 Investigation Wellbeing NG v0.12
- 14.05.21 Governance of the Police Scotland Record Set National Guidance version 1.02 (to be published as version 2)
- 14.05.21 Accessing Scene Examination Services v3.07
- 11.05.21 Citations (Police Officers & Staff) National Guidance
- 07.05.21 Recorded Police Warning & Anti-Social Behaviour FPN National Guidance v0.07
- 06.05.21 Disclosure Part V & PVG v1.08
- 05.05.21 Use of Force National Guidance v0.05
- 04.05.21 Armed Forces Personnel National Guidance v0.08

Due to the number of consultations that are taking place with regards to SOP's, the WAC Secretary advised the members that he will prepare a form to be circulated to representatives to record a note of skills, in order that they can be contacted to assist with Consultations in areas in which they have experience. SPF have requested a longer timescale for responses from 4 wks. to 12 wks. where possible. Members were requested to return responses directly to the West Area FTOB who issues the consultation and a full response will be compiled and sent as one paper

## 13. MOTIONS

The Secretary advised that one emergency motion regarding PPE had been received but was not competent. The Secretary will prepare a guide on how to write a competent motion for circulation to the WAC representatives as this is not currently included in training. Future motions can be forwarded to Merrylee House where they will be checked for competency prior to submission to the JCC.

**ACTION** – Circulate guide for writing motions to WAC Representatives

## 14. CORRESPONDENCE

The following items of correspondence had been received –

Resignation from Fiona Tyers – 10 June 2021  
Resignation from Sarah Robertson – 26 June 2021  
Resignation from Campbell Smith – 21 July 2021  
Resignation from David Hunter – 02 August 2021

## 15. **COMPETENT BUSINESS**

The WAC Secretary asked that items of competent business should be notified 28 days in advance of the meeting. This will allow for inclusion in the pre read prior to discussion.

### WAC Pre reads

The WAC Secretary asked for feedback in respect of the Pre reads provided in advance of the meeting.

General feedback was that this was working well although on occasion it can result in lack of discussion on some matters. The WAC Chair advised that the intention is to circulate future pre read 14 days prior to the meeting to give members more time to read through the papers. Further updates can be delivered on the day of the meeting and any points opened up for discussion.

One member asked if it was possible to be provided with a hard copy of the pre read in advance of the meeting. The WAC Secretary advised that this can be provided on request.

**ACTION** - It was agreed that any representative who requested a printed copy should be provided with same in advance of the meeting.

### Skill Sheets

Matter already discussed under item 12.

### COP 26.

The WAC Secretary (elect) provided an update and a full discussion took place. The following matters were included in the discussion.

The main issues are with Urram and Urram planning. Divisions should have been notified some time ago of what was required but this has continually changed resulting in divisions having to slow down planning. There have been many meetings but it is proving difficult to issue one piece of guidance for officers as it differs throughout the country.

In terms of resourcing, Operation Urram shows approximately 50% on SCoPE, in many cases the Divisions themselves have been left with the decision on how to plan. Some are looking at cancelling rest days but this should be done only as a last resort. There will be several other large scale events during the period and it is likely that this will be managed by cancellation of rest days.

In respect of arrangements for officers on work plans, Officers can be asked if they are willing to change their plan temporarily to accommodate arrangements for COP 26 but cannot be forced to do this. However, Officers can be asked to change roles during COP 26.

One member asked for clear and concise communication to members with regards to officer's who are on work plans.

**ACTION** Re COP 26, send information regarding officers on work plans out to WAC ASAP



One member asked if the Workforce Agreement (WFA) has been amended for 5pm start, therefore Officers will no longer be paid 4 hours at double time as they will start earlier. Aware that the Chief Constable can change the start time dependant on what shift pattern officers are on. The WAC Secretary advised that his understanding was that this was correct.

Held in Reserve – members to note that this is now referred to as Overnight Disruption allowance and additional disruption allowance. Ensure members use correct name when making claims.

Request for a clear definition of 'Exceptional geographic circumstances' in relation to claiming for overnight expenses. The WAC Secretary (elect) stated an example of this would be if the accommodation provided was extremely remote to the point that Officers would realistically have to spend the entire time in the hotel.

The WAC Secretary advised the members that it is and will be very difficult to advise on hypothetical situations and once officers can provide definite circumstances then advice can be provided.

Concern for officers who are left at Division. Will guidance be provided?

The WAC Secretary stated that every division has been asked to submit their individual plans so guidance will vary dependant on the different challenges faced.

Members were advised that the West FTOB's will be visiting staging posts during COP 26 and where possible will also try and visit Divisions. They will be tying in with Full time Officials from Woodside Place on a regular basis.

Any welcome packs will be distributed throughout the force.

Any further updates will be communicated to members as soon as available

### **Police Treatment Centres (PTC)**

The WAC vice Chair advised members that the PTC were running an amnesty during September and October 2021. He will arrange for further information to be sent to the WAC in order for it to be circulated within Divisions.

### **16. CLOSE OF MEETING**

The Chair closed the meeting and wished the members a safe journey home. The next meeting will be held on 2 December 2021.

**Lorna Cunningham**  
**Chair**

**Ian Florence**  
**Secretary (Elect)**