



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

JCC Circular 50 of 2015

Ref: CS/DJK/KB/LS

26 October 2015

Dear Colleague

Subject/Standing Committee Minutes September 2015 – Information

I refer to the above and attach herewith, the Minutes from the Conduct, Equality and H&S Subject Committee meetings and the Finance, Legislation & Regulation and Operational Duties Standing Committee meetings that were held in Woodside Place on 29/30 September 2015 for your information.

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

Yours sincerely

Calum Steele
General Secretary



Scottish Police Federation
5 Woodside Place Glasgow G3 7QF

**Joint Central Committee
Legislation and Regulation Standing Committee**

Ref: CS/DJK/KB

MINUTES

30 September 2015

1. Attendance

Graham Sloan	North Area Committee
David Hamilton	North Area Committee
Brian Jones	East Area Committee
Grant McDowall	East Area Committee
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Brian Docherty	Chairman
Calum Steele	General Secretary
Graeme Ednie	Vice Chairman
David Kennedy	Deputy General Secretary
Jackie Muller	Equality Secretary
Peter Jones	H&S Secretary
Kirsteen Brown	Administrator

Apologies were received from Jim Foy, Conduct Secretary.

2. Opening of Meeting

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

3. Minutes of Previous Meeting

The Minute of the last meeting had been circulated with JCC Circular 36 of 2015 and was approved.

4. Consideration of JCC Consultations

No update was given.

5. Regulations and Determinations

JCC Circular 39/2015 was issued on 3 September 2015 re Report by the Advisory Group on Stop & Search.

The General Secretary stated that a report from John Scott QC would be published to abolish consensual search and that a code of practice for use of search would be created.

6. Competent Business

Brian Jones raised the question of the PSoS travelling time. The General Secretary confirmed that that Chief Constable had set it at 1.5 hours. Brian Jones said that in his area "up to" was being used to compensate officers at actual travelling time rather than the 1.5 hours set limit. It was agreed that this would be examined further.

7. Closure

Date of next meeting: 20 January 2016

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



Scottish Police Federation
5 Woodside Place Glasgow G3 7QF

**Joint Central Committee
Operational Duties Standing Committee**

Ref: CS/DJK/KB

MINUTES

30 September 2015

1. Attendance

Graham Sloan	North Area Committee
David Hamilton	North Area Committee
Brian Jones	East Area Committee
Grant McDowall	East Area Committee
Malcolm Macdonald	West Area Committee
Andrea MacDonald	West Area Committee
Brian Docherty	Chairman
Calum Steele	General Secretary
Graeme Ednie	Vice Chair
David Kennedy	Deputy General Secretary
Jackie Muller	Equality Secretary
Peter Jones	H&S Secretary
Kirsteen Brown	Administrator

Apologies were received from the Conduct Secretary.

2. Opening of Meeting

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

3. Minutes of Previous Meeting

The Minute of the last meeting had been circulated with JCC Circular 36 of 2015.

4. ACDP, Police Diploma & Special Constabulary

Grant McDowall advised the Special Constables Governance Group met on the 8th September at the SPC

The following items of discussion were worthy of note.

- The question of using special constables to lead on rural crimes.
- A recruitment need in the north area.
- The question of employers being encouraged to permit their employees to become special constables.
- Misconduct procedures for special constables
- Management of Working Time Regs for special constables
- Future Accreditation of special constables training.

A long discussion took place surrounding special constables. The General Secretary recognised the work that special constables do and appreciated their assistance but is mindful that it's voluntary, and for some a second job. This is a gateway to join the service and should not be used as a lead on Wildlife or Rural Crime due to the nature of the types of crime that is committed. The meeting agreed.

He stated that local authorities/councils/communities should be made aware of the budget pressures on rural crime and due to a special constable having very little training cannot properly detect and or deal with the crime, as they don't have specialist skills. The SPF will be attending the 3 main political party conferences and this will be utilised to voice their concerns to the councillors and activists.

5. CBRN

David Hamilton gave an update on the Home Office operational response package. He stated there remained difficulties with this and a further update was awaited. The Chairman said he would contact ACC Higgins for an update.

6. Consideration of JCC Consultation

There was nothing to report.

7. Post Incident Procedures

The General Secretary highlighted a number of pertinent issues that had come to light following recent high profile events.

David Hamilton and the Deputy General Secretary suggested that they should run a one day course for as many officer bearers as soon as possible and preferably before Christmas. A discussion took place around the involvement of PIRC when dealing with PIP.

8. Workforce Agreements (WFAs)

There was nothing to report.

9. Custody

Malcolm Macdonald received a memo regarding suitably trained custody constables replacing duty officers. This raised concerns as the Force published this without consultation. This would be raised at the next meeting and the Committee would receive an update.

Opposite sex searches had been raised with the Equality Secretary and she was to make enquiries and report back.

The H&S Secretary would attend the Custody National H&S Meeting the following week. It was agreed that the H&S Secretary should attend national meetings and area representatives should attend local meetings.

10. Force Armed Policing Group

The Chairman gave a full update on the last meeting. Malcolm Macdonald received notification of a Firearms Staff Development Day between 7 – 11 December requesting an hour long input from the SPF. At this stage the format was unknown and Malcolm Macdonald was to request further information.

11. Communications

Graham Sloan was requested by his NAC to ask for clarification as to why the Minutes are only sent in draft form and we only approve them at the next meeting. They felt that the need for more precise information should be afforded to them at an early date.

The General Secretary said that it was normal practice to approve Minutes at a subsequent meeting and until then Minutes would remain as drafts. The notes that each representative takes at meetings should be sufficient to give an update to area Committees.

Brian Jones and David Hamilton requested access to the Central Meeting Register (CMR). The General Secretary said that the way CMR forms were submitted was unsuitable for general access. He said they contained views and comments that were entirely useful for appropriate updates but not for circulation. The Deputy General Secretary said that wider access could also raise Data Protection issues.

The Equality Secretary asked if there was a problem with the @rep email addresses as some officers were stating that they hadn't received emails. The addresses are all correct and the onus was on the rep to log into their account. The Deputy General Secretary stated that all @reps email addresses will be used in the very near future and not the pnn addresses. Malcolm Macdonald posed the question of forwarding to a pnn and while that was accepted the SPF would only send out to the @rep email address.

The Deputy General Secretary reminded the Committee that access to their diaries was required.

12. Protecting the Frontline

The motion below was discussed under Competent Business at the last meeting:

Protecting the Frontline from 'one size fits all'

This Area Committee asks Central Conference to note the increase in departments; specialist teams and units in Police Scotland have resulted in a much diminished frontline.

To recognise the diverse range of communities, geography and local expectations in our country mean there cannot be a 'one size fits all' approach to Policing in Scotland.

To seek a "bottom-up" review of resource allocation that puts properly resourced community and response policing back at the heart of our service.

It was agreed that this matter would be raised at the political party conferences.

The General Secretary provided a confidential report on a recent meeting he had with the Cabinet Secretary for Justice. He said there was enthusiasm to help identify coherent structures of service and he was content that the concerns and views of the SPF were being recognised by the Government.

13. 3C

The Chairman would be attending the next 3C meeting on 8 October and would ask to be kept advised of developments whilst not attending future meetings. The JCC will be kept updated.

In relation to the H&S Inspection of Bilston Glen, Peter Jones informed the Committee that he had notification that 5 of the 6 recommendations he had made, if not fully implemented, was 95% complete.

The General Secretary asked that Dave Forsyth be thanked for his contribution and all the work he had carried out in relation to this. The General Secretary identified that the issues highlighted had been raised with HMICS.

14. Competent Business:

DCC Rose Fitzpatrick invited the SPF to attend the Review of Superintendent Ranks Strategic Review Group. The General Secretary attended the 2nd Meeting with Niven Rennie. He gave an update on what was being discussed. It was agreed that Andrea would attend future meetings of the steering group on behalf of the SPF.

Andrea Macdonald received a letter inviting her to attend the Impact on Inspecting Ranks Steering Group. The first meeting was the following day and Andrea would attend and give an update.

Malcolm Macdonald raised the question about British Summertime. The General Secretary reminded the meeting that he had written to the Chief Constable on this subject in the past

and had received an assurance the SPF suggested solution would be considered. The Deputy General Secretary said he would speak to Stevie Diamond regarding this.

An annual invitation to attend the POAS Conference on 28/29 October was received. Grant McDowall and Graeme Ednie would attend.

15. Closure

Date of next meeting: 20 January 2016

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



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

Joint Central Committee Health & Safety Subject Committee

Ref: CS/DJK/KB

MINUTES

30 September 2015

1. Attendance

North Area Committee	David Smith
North Area Committee	Steve Thomson
North Area Committee	Linsey Burns
East Area Committee	Brian Jones
East Area Committee	Hugh Loudon
East Area Committee	Stephen Clark
West Area Committee	Martin Bertram
Vice Chair	Graeme Ednie (meeting Chairman)
Health & Safety Secretary	Peter Jones
Administrator	Kirsteen Brown

Apologies were received from Andy Hastie & Stuart Finnie.

2. Opening of Meeting

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

3. Minute of Previous Meeting

The Minute of the previous Health & Safety Subject Committee meeting had been circulated with JCC Circular 36 of 2015 and was approved.

4. Joint UK H&S Meeting

A meeting was held on 17/18 September and the H&S Secretary gave a full update.

The Minutes will be circulated when available.

5. Association of Police Health & Safety Advisors (APHSA)

There had been no meetings.

6. Force Executive H&S Meeting

The Health & Safety Secretary provided the meeting with the following update;

DCC Richardson had recently instructed the removal of throw lines and other lifesaving equipment from all Police vehicles despite concerns being expressed to the DCC from both the SPF and the Force H&S. Efforts were ongoing in an attempt to persuade the DCC to reconsider his position.

(UPDATE 13.09.15- decision being reviewed and reported to next H&S board in November, meantime Status quo to remain)

DCC Richardson had agreed to facilitate training for SPF H&S representatives in conjunction with Chief Inspector training courses scheduled to run between now and end of year.

DCC Richardson had also agreed to issue a memorandum reminding ACC's of the statutory provisions in respect of appointed Safety Reps undertaking their functions.

There had been discussion in relation to a paper on Earpieces, following which DCC Richardson had asked for further work to be carried out in order to progress to personal issue.

Finally he advised that PSoS had identified Fire as their main H&S risk with some 80+ buildings being regarded as High Risk (mainly custody centres). New Fire Strategy Documents were out for consultation and SPF had already submitted their responses.

The Minutes when published will be circulated through area leads to Representatives.

7. Area Committee Updates

Steve Thomson informed the Committee that he was concerned about the number of attendees at their Area Committee meetings and advised he would express his concerns at the FTOB's meeting in the North later in the week. He also expressed concern regarding the low morale of staff within the Aberdeen Control Room which he considered was due to low staff numbers, high demands and long working hours.

The H&S Secretary agreed to arrange a meeting with Chief Superintendent Alan Spiers to discuss the concerns raised.

Brian Jones updated the Committee on the circumstances surrounding the Control Room at Bilston Glen and expressed his concerns that no improvements appeared to be forthcoming.

The Secretary advised he had received a notification that morning that nearly all of the concerns previously raised in connection with Bilston Glen were being addressed and that 5 of the 6 recommendations were almost completed.

Martin Bertram advised the West Area Subject Committee would be unable to reach a quorum for the meeting the following day.

The Chairman requested that each Area Committee record all absences at their meetings and ensure the Area Secretary was notified. A copy of the communication should also be forwarded to the H&S Secretary

8. Uniform/PPE/OST

The Health & Safety Secretary provided a summary of the items discussed at last meeting;

SPF presented its report on notebooks following the survey carried out by Martin Bertram. ACC Higgins accepted the recommendation that the current notebook was not fit for purpose and asked that a short time working group be established to obtain a new notebook as soon as could be managed. The H&S Secretary would sit on that group.

Uniform issue lists were discussed and approved with the usual request from SPF regarding EIA's to be carried out. Discussion was held around the addition of Gaelic branding, on the wicking tops, which PSoS had to comply with by October 2015. After much discussion, it had been agreed the branding would appear on one sleeve.

Winter clothing was discussed and an agreement had been reached that a business case for specialist kit would need to be prepared, i.e. salapets and footwear to be held as a pool of equipment available for use by those officers required for specific duties in adverse weather at any given time.

Kit list for Divisional vehicles was discussed. It was noted that ACC Higgins had instructed that the Vehicle Users Group devise a list, which was broadly in line with what the SPF had supplied to the group.

Minutes when available will be circulated through the area leads onto the representatives.

9. National Operational Planning

There was nothing to report.

10. National Incidents Statistics

Due to changes around reporting mechanisms no figures were available. The H&S Secretary is to have discussions with H&S Manager (Stephen Merchant) to try and agree a process for the exchange of information in a mutually acceptable format.

11. National Federation Training

- The Health & Safety Secretary updated the Committee regarding the following;
- Inspection training had been delivered to Safety Representatives at the last Area Subject meetings.
- During the week commencing 14 September, basic H&S inputs were delivered to new representatives.
- As previously discussed, agreement had been secured for all SPF H&S Reps to attend PSoS H&S training courses.

- The area leads had completed the IOSH Managing Health and Safety Course last week.
- Training modules would continue to be delivered at Area Subject Committee meetings.
- Stephen Clark provided feedback following his recent attendance at the Basic Training Course.

12. SPF Custody Sub Group

The Group has not met recently but will be re-constituted with the return of our Custody Representative in the East.

13. Operational Support Division (OSD) SPF Sub Group

This Group has not met recently but will be re-constituted for the next meeting.

14. TTEWG

There had been no meeting. The next meeting is scheduled for 22 October 2015.

15. Public Order Monitoring Group

No update available

16. Security

There was no update from the last meeting.

17. Competent Business

The Secretary presented documentation in relation to Improvement Notices, for approval by the committee. After discussion the documents were approved.

18. Closure

Date of next meeting: 19 January 2016.

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



Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

Joint Central Committee Equality Subject Committee

Ref: CS/DJK/KB

MINUTES

29 September 2015

1. Attendance

North Area Committee	Graham Sloan
North Area Committee	Caroline Scobie
North Area Committee	Gordon Forsyth
East Area Committee	Nigel Bathgate
East Area Committee	Allan Symington
East area Committee	Andy Malcolm
West Area Committee	Fiona Morris
West Area Committee	Andy Hastie
West Area Committee	Gemma Beattie
Vice Chair	Graeme Ednie (meeting Chairman)
Equality Secretary	Jackie Muller
Administrator	Kirsteen Brown

2. Opening of Meeting

The Chairman opened the meeting by welcoming all present. He congratulated Fiona Morris on her recent appointment as Deputy Secretary, and consequently her new role as the Equality Lead for the West Area Committee.

3. Minute of Previous Meeting

The Minute of the previous meeting had been circulated with JCC Circular 36 of 2015.

It was highlighted that Gordon Forsyth should be added as an attendee in the last minute and following the amendment was approved.

4. Matters Arising

4.1 Actions

Monitoring/Positive Action

The Equality Secretary asked the Area leads to provide a full list of elected representatives and to ensure that each one had received a form for completion.

4.2 Fitness Testing

This is a long standing item which comes from a request sent in November 2013 requesting details of all fitness testing undertaken within Police Scotland and copies of the relevant Equality Impact Assessments. The recruitment & probationer fitness testing is being reviewed as part of the Pathways to Policing banner.

Other fitness testing was still not clear and CI Gill Boulton has now been tasked to establish:

- Where fitness testing is undertaken;
- What the tests involve;
- Whether there is a requirement to re-take the test on a regular basis;
- Where the Risk & Equality Impact Assessments are;
- What the purposes of the tests are;
- Pass/fail rates by protected characteristic

4.3 Uniform

The Equality Secretary advised a considerable amount of work had been undertaken on this draft SOP and a further draft was expected soon and would be circulated for any further comments.

To date many of the issues raised by the SPF have been acknowledged and reflected in the SOP.

4.4 EIAs

The Equality Secretary said a draft Equality & Human Rights Impact Assessment SOP was currently out for consultation. She said that along with Graham Sloan and Nigel Bathgate she would be attending a seminar and workshop on 1 October which would look at the following:

- The legislative landscape of the EQHRIA including the Equalities and Human Rights Acts
- The FAIR approach to applying the principles in practice
- The application of equalities and human rights centers around the “proportionality principle”.

It is important we understand the principles and are able to:

1. Respond appropriately to the consultation and

2. Hold PSoS to task by asking, when they are developing procedures, practices etc
 - What are the human rights issues at stake?
 - Can the right be restricted and, if so, what is the reason for the restriction in this case?
 - If the right is restricted, is the response proportionate?
 - Are there protected groups who are likely to be treated less favourably than others by this policy?
 - Will this policy remove or minimise disadvantage for any protected groups?

This would allow SPF to re-draft its training on EIAs to ensure they are up to date and relevant.

4.5 Monitoring/Positive Action

It was hoped that once the final documentation and returns are received that a proper view of whether the positive action work leading up to the elections had made a difference to the make-up of the SPF representation.

4.6 Glasgow Pride

Fiona Morris and Nigel Bathgate attended this event. They both gave a short update on the success of the event, although they were disappointed at the turnout from senior officers of Police Scotland. It was agreed this item could be removed from future agendas.

The Equality Secretary advised she would write a letter of congratulations from the ESC to the Gay Police Association on winning the Scottish LGBTA Award for Staff Network of the Year. It was recognised Alan Sneddon does a lot of work promoting LGB issues within PS & communities and has made several successful videos.

5. Standing Items

5.1 PNB (S) Equality Working Group

The Equality Secretary advised that this group last met on 20th August and gave the following update in respect of ongoing work:

- Police Circular 2015/1 had now been published and confirmed the agreement in relation to the Children & Families Act.
- The carry-over of annual leave following sickness absence and maternity was still being drafted although Police Scotland have confirmed that their normal practice is to do this.
- In relation to the Additional Hours Payment, the Official Side had received legal advice and advised they would be progressing this claim through full PNB. There was no agreement to date about backdated claims (PNB 2014/6 effective 1/9/2013).
- Scottish Ministers have confirmed that PNB Circular 2014/9 is agreed and a Scottish Government circular was awaited.

- Discussions around rest days and free days during a period of annual leave still continues and the General Secretary had sought counsel's opinion which was awaited.
- PSoS confirmed that they do not have all the data required in relation to the Equal Pay Audit. Basic information had been received but Official Side had committed to providing more in depth data for the next meeting.

The next meeting is scheduled for 6 October 2015.

The SPF Vice Chairman said he would forward links to the Committee allowing them to access PNB Circulars.

5.2 PS/SPA Equality & Diversity P&D Governance Group

There was no update since the last meeting. The next meeting of this group was scheduled for 26 October 2015.

5.3 Protected Characteristics

5.3.1 Disability

The Equality Secretary said she awaited the review of Disability in Employment SOP. She asked all Committee members to consider the current SOP and submit their views/areas of concern to her by 12 October 2015.

The Equality Secretary said she wished to highlight the following case because it may be applicable when dealing with officers on long term sickness absence or with reasonable adjustments who were being considered under the Performance (Attendance) Regulations:

Erichson v Northumbria Police

Recent EAT decision regarding a 2013 ET case - the EAT considered how pension loss should be considered but original case was about an officer with a mental health condition who resigned after 21 years' service rather than be subjected to formal action for attendance under UPP. Force were found to have directly discriminated against officer on 6 counts:

1. Commencing informal UPP;
2. Telling him formal UPP would follow;
3. Disregarding medical advice;
4. Insisting a return to work after 4 weeks;
5. Making comments about officers swinging the lead;
6. Becoming angry when he sought to take leave instead of attending a welfare meeting with CI & HR advisor

The Chair reiterated how important it was to maximize opportunities of consultation. He would like to encourage everyone to respond to consultations that fell within their specific knowledge and to improve the SPF overall responses.

5.3.2 Race

The Equality Secretary gave feedback from the Scottish Government Equal Opportunity Committee work.

The Committee noted their disappointment that Police Scotland did not recognise the SPF as a representative body during their evidence giving. It was noted the Force confirmed they gave in depth training to all staff and officers in relation to equality and diversity.

The Equality Secretary was asked to write to DCC Richardson and establish details of the work highlighted to the SG Committee regarding E&D work.

A question was raised about the SPF being involved, with observer status in the selection process for new recruits as had been the case in some legacy Forces and more recently in the promotion process. The Equality Secretary highlighted concerns about this practice as it could leave the SPF open to criticism during any appeal or civil court proceedings.

5.3.3 Maternity

A final draft of this SOP is still awaited and would be circulated when received. The Staff Side & Official Side had agreed a press release regarding the increase in the Occupational Maternity Pay and it was hoped this would be released shortly.

5.4 Training/Legal Update

The Equality Secretary advised that Basic Training had been held week beginning 14 September and there would be ongoing training through Area Equality Committees.

Responsibility for equality representatives to ensure that any training they miss is received by contacting their local equality lead to arrange for bespoke/1-2-1 training. The Chair reiterated this and suggested that, depending on numbers, it may be beneficial to arrange a collective training day.

Caroline Scobbie gave a brief update on her attendance at the Basic Training Course in September.

Fiona Morris requested a breakdown of the process of dealing with and recording information rather than the areas that are covered in the course. The Equality Secretary offered to deliver further training at the next West Area Equality meeting to cover any gaps in knowledge.

6. New Business

There was no new Business.

7. Correspondence

No correspondence had been received.

8. Competent Business

Corporate Branding

The recent announcement of SPF Corporate branding was raised and the Equality Secretary was asked what advice she had given in relation to the use of font size. The Equality Secretary advised that she had contacted the General Secretary when she received notification of the changes and that he had confirmed that the decision to use font size 11 was within the guidelines of the RNIB.

After some discussion, which included references to other communication formats and Government guidelines, the Committee asked the Equality Secretary to write to the General Secretary asking him to note the disappointment of this Committee that they had not been consulted and asking that he consider the use, as a minimum standard, of Clear Print Standards. They also asked that he be informed of their wish to be consulted on any future work by the JCC which may have an impact on equality.

9. Closure

The next meeting will take place on 19 January 2016.

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



Scottish Police Federation
5 Woodside Place Glasgow G3 7QF

**Joint Central Committee
Conduct Subject Committee**

Ref: CS/DJK/KB

MINUTES

29 September 2015

1. Attendance

North Area Committee	John Crawford
North Area Committee	Sandy Smart
North Area Committee	Brian Dick
East Area Committee	Amanda Givan
East Area Committee	Stevie Herd
West Area Committee	Gary Mitchell
West Area Committee	Stuart Finnie
Deputy General Secretary	David Kennedy (meeting Chairman)
Conduct Secretary	Jim Foy
Administrator	Kirsteen Brown

Apologies were received from Graham Gosling who was replaced by Stuart Finnie and from Scott Meechan.

2. Opening of Meeting

The Chairman opened the meeting by welcoming everyone to the Conduct Subject Committee meeting.

3. Minutes of Previous Meeting

The Minutes of the previous meeting had been circulated with JCC Circular 36 of 2015 and were approved.

A presentation was then given by Chief Superintendent Clark Cuzen from the Counter Corruption Unit (CCU) on the Integrity Matters Programme. The Committee appreciated the input and looked forward to positive engagement with the CCU.

4. Legal Assistance

The Conduct Secretary confirmed that there had been 25 criminal cases submitted since the last meeting on 28 July 2015.

The Deputy General Secretary explained that the new procedure for access to legal advice and assistance goes live as of 1st October 2015.

He stated that the panel of Solicitors would remain the same but that other firms would be added to deal with local issues. The aim is that the local lawyers would attend and deal with local cases to reduce travelling times/costs. By bringing the legal advice/assistance in-house the JCC will have absolute discretion over funding issues; the current £50k indemnity will be removed; lawyer's fees will be capped and that having a Legal Administrator would be beneficial.

Discussions took place regarding the new process and how any appeal would be handled.

5. Complaints against the Police

The Conduct Secretary stated that the total number of complaint cases recorded by Police Scotland in the financial year to date is 1655, an increase of 49.1%.

The number of complaint cases in the North increased by 19.5% (355).

The number of complaint cases in the East increased by 26.9% (486).

The number of complaint cases in the West increased by 89.3% (814).

The total number of allegation recorded in the financial year to date is 2327 with each complaint averaging 1.41 allegations. Quality of service accounts for 19.3% of the total.

6. Conduct

The Conduct Secretary said that the total number of live cases being monitored by the leads was 417. There were 67 in the North, 87 in the East and 263 in the West.

He said that a new addition had been made to the conduct database and that all upcoming and completed meetings/hearings were being recorded.

The Conduct Secretary had a recent meeting with PSD on a review of force forms in relation to the misconduct process. As a result, several changes were to be made to these in the coming months in an effort to avoid duplication.

To date most senior officer's reports submitted in relation to misconduct meetings/hearings have been largely supportive. Any report that contains inappropriate information should be challenged and any irrelevant sections or sections commenting on the allegation/s should be removed.

The Conduct Secretary gave an update on hearings held since the last meeting. He said a fuller update on meetings and outcomes would be provided at the next meeting.

A two day training course regarding the 1996-2013 Regulations took place in Dundee with an input from Chief Superintendent John Pow. He had commented on the high standard of all presentations. The Conduct Secretary thanked those who attended for their hard work and diligence during the course.

The Committee was informed that there had been further problems encountered with 2014 conduct regulation process, such as insufficient notice being given and incorrect disposals being suggested. Work was ongoing in relation to this.

The Conduct Secretary explained the importance of officers following the correct procedure in relation to timescales and where this did not happen there was a danger of supporting documentation not being accepted by a Chair. He also said it was important that area leads received the assistance of trained divisional representatives. He reported that further training at both local and national level would be arranged.

7. Performance

There were no significant issues raised.

8. Police Appeals Tribunal

Two cases remained live at PAT and updates would follow in due course.

9. Police Investigations and Review Commissioner

There were currently nine ongoing investigations.

10. Longevity of Warnings

The Deputy General Secretary said this would be dealt with on a case by case basis. He had another meeting with Peter Blair arranged for later in the week and an update would follow.

11. Competent Business

There were no items.

12. Closure

Date of next meeting: 19 January 2016

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



Scottish Police Federation
5 Woodside Place Glasgow G3 7QF

**Joint Central Committee
Finance Standing Committee**

Ref: CS /DJK/KB

MINUTES

30 September 2015

1. Attendance and Opening and Minutes of Previous Meeting

David Hamilton	North Area Committee
Brian Jones	East Area Committee
Malcolm Macdonald	West Area Committee
Calum Steele	General Secretary / Treasurer
David Kennedy	Deputy General Secretary
Brian Docherty	Chairman
Steven Maitles	Finance Manager
Kirsteen Brown	Administrator

Apologies were received from Andrea Macdonald who was replaced by Malcolm Macdonald.

The Minute of the last meeting had been sent out with JCC Circular 36 of 2015 and was approved.

2. Scottish Government Grant Account

The General Secretary reported discussions continued with the Scottish Government on the best way of dealing with this account.

3. SPF Voluntary Fund Account

The Finance Manager produced a paper with a breakdown of the income and expenditure on the Voluntary Fund.

The Finance Manager answered questions on the way the accounts were broken down and agreed to provide any further requested information at the next meeting.

4. Trust Accounts

The Finance Manager gave a brief update on the Trust Account. He stated that he was working on a file for Hardie Caldwell to allow them to audit the accounts easily.

5. Investments

The Finance Manager spoke to Smith & Williamson and produced a paper with the breakdown of what the impact was on the investment portfolio. The Finance Manager answered some questions on the type of portfolio the SPF held. He didn't anticipate a need to change the current set up and felt the information he had was appropriate for the organisation's needs.

6. SPF Accommodation

The General Secretary reminded the Committee that the stonework at the rear of the building at Woodside Place had been identified as being in need of repair, likely within the next 10 years. This had been identified during the refurbishment and could not have been undertaken at the time due to low temperatures. He had been reassured this was not a major issue at the moment and the structural integrity of the building was not compromised but this will need addressed in the future.

It was noted that the Deputy General Secretary was currently looking at the full property portfolio of all SPF property and would make recommendations once this work is complete.

7. Member Services

The Deputy General Secretary gave a lengthy update on the Legal Advice & Assistance process as of 1 October 2015. He stated that there would be no noticeable change to the service provided. He said that all elements of legal advice and assistance being brought together should bring advantages in that there would be a saving in that there would be no insurance tax; we would have greater control of coverage based on JCC aims and objectives rather than insurance company profits; there would be greater control of costs; streamlined administration and better management information.

The current panel of solicitors would remain in place with new solicitors being appointed for Inverness, Aberdeen and Dundee. A new Memorandum of Understanding would be agreed containing a new fee rate and other arrangements.

8. Staffing

There was nothing to Report and this item was removed from the agenda.

9. Financial Risk Register

The General Secretary reported that the austerity agenda posed a real threat to the SPF. Pressures on the police budget made it more likely that police numbers would fall and this would inevitably impact on membership and income. He opined that the SPF required to give serious consideration to alternative methods of income.

The Deputy General Secretary suggested the SPF videos used when speaking to new recruits required updating on the benefits of being a member of the schemes available through the SPF. Brian Jones suggested that encouraging Special Constable to join the SPF could be a possibility. Any other suggestions as to how we go about this should be submitted and will be discussed at the FTOB's Meetings.

10. Estate Maintenance Programme

The Deputy General Secretary gave an update on the estate maintenance programme and said that local companies would deal with regional offices but would be controlled centrally. A spreadsheet would be created for each area giving the company details and contact numbers.

11. Banking

The Finance Manager gave an update that the application is still ongoing and that realistically it will be the end of the year before it is up and running properly. The General Secretary thanked the Finance Manager for all his work involved in the change-over of the banking.

12. Competent Business

There were no items.

13. Closure

Date of next meeting: 20 January 2016

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

CONFIDENTIAL - Not for circulation beyond JCC