



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 6 of 2015

Ref: CS/LS

2 February 2015

Dear Colleague

### **JTAC Threat Assessment - SPF meeting processes and protocols – Information**

I refer to the above and with immediate effect the following will apply for all SPF meetings, including Area Committee Meetings, Joint Central Committee Meetings and Conference. This approach is simply good housekeeping in line with the current threat but I stress there is nothing to suggest a specific threat against the SPF, or its representatives beyond that in existence for all police officers.

- The time, date and location of meetings should not be made public or communicated on any publicly accessible website or on social media. This includes minutes and agendas. All subsequent minutes will have the time, date and venue redacted when published.
- Attendance at all meetings will be in business attire.
- Details of any vehicles (colour, model and VRN) being used to attend the meetings will be communicated to the Chairman not less than 24 hours before the meeting is due to take place.
- All expected attendees must, if not attending, ensure apologies are submitted to the Chairman not less than 24 hours before the meeting is due to commence. This is to avoid having to hunt for non-attendees.
- If any replacement is attending, this and all necessary information must be communicated to the Chairman not less than 24 hours before the meeting is due to take place.
- All police attendees must carry their warrant card and produce it to any member of staff on request.
- Where meetings take place out with SPF premises, the meeting venue must be contacted to ensure that notice of a "Scottish Police Federation" meeting is NOT DISPLAYED anywhere within the publicly accessible areas of the venue. (Consideration should be given to using abbreviations - JCC - NAC - EAC - WAC etc) This approach must also be followed for communal refreshment or dining areas.

- The time, date and place of any meeting taking place out with SPF premises must be communicated to the relevant Territorial Assistant Chief Constable not less than 14 days before it is due to take place. The communication should detail the control measures being taken (detailed in this circular) as well as a list of expected attendees - including guests. This is to allow for any additional security considerations that may be required.

The importance of adherence to the content of this circular cannot be understated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Calum Steele', with a horizontal line drawn through the middle of the signature.

**Calum Steele**  
**General Secretary**