



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## JCC Circular 4 of 2014

Ref: CS/DJK/LS

3 February 2014

Dear Colleague

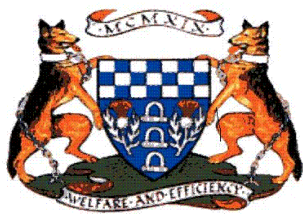
### **Subject and Standing Committee Minutes 21/22 January 2014 - Information**

I refer to the above and attach herewith the minutes of the three Subject and three Standing Committee meetings held in Woodside Place on 21/22 January 2014.

Although this circular is primarily for your information, should you have any comments on its content, please submit them to Woodside Place as soon as possible.

Yours sincerely

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



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Conduct Subject Committee

Ref: CS/DJK/LS

### MINUTES

21 January 2014

#### 1. Attendance

North Area Committee	John Ferguson
North Area Committee	Brian Dick
North Area Committee	Sandy Smart
East Area Committee	Steven Herd
East Area Committee	Gordon Dixon
West Area Committee	Jim Foy
West Area Committee	Philip Maguire
West Area Committee	Graham Gosling

Chairman	Brian Docherty
Deputy General Secretary	Robert Milligan
Vice Chairman	David Ross
Conduct Secretary	David Kennedy
Business Administrator	Lesley Stevenson

#### 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 and were approved.

The Conduct Secretary said that an Action Log would be included in future minutes.

#### 4. Legal Assistance

The Conduct Secretary gave an update regarding legal assistance. He said that a process had been agreed with the Deputy Chief Constable relative to applying for legal assistance from the Scottish Police Authority.

He said that he continued to review the process in order to ensure that the process was satisfactory for members involved.

He told the Committee that he had raised the matter of driving offences, particularly Section 2 and 3 cases as it appeared there were a lot of officers being reported for this offence. The Committee discussed this issue and the driving assessment, in particular the requalification policy. The Vice Chairman said he would raise this issue at the Health & Safety meeting later that day.

The Deputy General Secretary asked that all requests for legal advice and assistance were submitted with covering letters. This was noted by the Committee.

The Conduct Secretary asked that any information held by Area Committees on Section 2 and 3 cases was sent to him.

## **5. Complaints Against the Police**

The Conduct Secretary gave an update on complaints against the police and said that they were statistically on the rise in the East and North Areas but had decreased in the West Area. The Committee discussed targets and key performance indicators and complaints made relative to them. It was agreed that the Deputy General Secretary would monitor this situation.

## **6. Conduct**

The Conduct Secretary told the Committee that the latest Conduct Regulations were almost complete and he would circulate them when received. He gave an update to the Committee regarding misconduct hearings and findings since the last meeting. He told the Committee that he had asked that any appeal should be determined within 60 working days (3 months). He said that that Police Scotland had asked for exceptional circumstances to be considered in relation to timescales and the Conduct Secretary said that he would express the view that in any circumstances the absolute limit should be 120 working days (6 months). This was agreed.

A PSoS workshop would be held on 17 March in Pitt Street relative to the New Conduct Regulations and invitations would be sent shortly. It was agreed that Federation input to this was vital.

The Conduct Secretary reported that in December 2013 there had been four conduct hearings, the outcomes of which were two fined, one reprimanded and one required to resign. In January 2014 to date there had been one conduct hearing where the accused officer had been required to resign.

Members discussed the possible impact of increased use of Procurator Fiscal warning letters, statements of opinion, standard operating procedures, expert witnesses and training requirements.

## **7. Efficiency**

It was noted that this item should be entitled Performance in future agendas.

The Conduct Secretary circulated the draft performance regulations and asked for comments/observations by the end of the following day.

The Vice Chairman said he had concerns relative to the Attendance Management and Capability SOPs. The Chairman congratulated the Conduct Secretary for the work he had done on this matter which looked to have been taken on board.

#### **8. Police Appeals Tribunal**

The Conduct Secretary said that he was still awaiting dates for three cases. The Committee discussed Police Appeals Tribunals and the Chairman agreed to speak to the Police Authority on this matter.

#### **9. Police Investigations and Review Commissioner**

The Conduct Secretary gave an update and told the Committee that there were issues relative to members being informed when reports would be published on the PIRC website. It was agreed that the Conduct Secretary would speak to Audrey McLeod on this matter to ensure that he was informed within the recommended 5 day window.

#### **10. National Vetting**

There was nothing to report.

#### **11. Competent Business**

Brian Dick raised the matter of Corroboration and the Federation's position on it. The Vice Chairman said that the SPF may be invited to give further evidence to the Justice Committee.

Philip Maguire raised the issue of the training systems for domestic abuse and said that the training was unsuitable. The Conduct Secretary agreed to speak to Chief Superintendent John Thomson on this matter.

The Vice Chairman spoke about the Substance Misuse SOP in particular 'without cause random drug testing'. The Committee discussed this matter and the Chairman asked that a letter be sent to the Force expressing the SPF's view based on legal advice it had received.

The Conduct Secretary said he awaited an SOP on Social Media.

#### **12. Closure**

Date of next meeting: 22 April 2014

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/LS

### MINUTES

21 January 2014

#### 1. Attendance

North Area Committee	Neil Cameron (by VC)
North Area Committee	Graham Sloan
North Area Committee	Steve Thomson
East Area Committee	Nigel Bathgate
West Area Committee	John Adams
West Area Committee	John Campbell
West Area Committee	Pam Fleming
Chairman	Brian Docherty
Deputy General Secretary	Robert Milligan
Vice Chairman	David Ross
Equality Secretary	Jackie Muller
Business Administrator	Lesley Stevenson

Apologies were received from Andy Malcolm.

#### 2. Opening of Meeting

The Chairman opened the meeting by welcoming all present.

#### 3. Minutes of Previous Meeting

The Minute of the previous meeting had been circulated and were approved.

#### 4. PNB Gender Equality & Work Life Balance Working Group

The Equality Secretary told the Committee that the next meeting of this Group would be held on 26 March.

#### 5. Scottish Police Staff Associations Equality Working Group

The Equality Secretary told the Committee that the next meeting of this Group would be held on 27 February.

## **6. Maternity/Paternity/Adoption**

The Equality Secretary said that the PSoS Adoption/maternity and paternity SOP had been published on 29 November and she had subsequently issued an Equality Bulletin 5/2013. She told the Committee that she had written to DCC Neil Richardson highlighting the inaccuracies in the SOP and awaits a full response.

She told the Committee about a member who had been given incorrect advice and was unable to claim Statutory Adoption Pay. After an appeal to the Force, the officer received her entitlement. She gave another example of an officer losing her baby and the SPF not being informed. She said that with the disappearance of welfare officers, there was a need to be aware of members on maternity leave to ensure support was there if necessary. She proposed waiting until the issues relative to Force SOPs were solved before finalising the leaflets. This was agreed.

A response from the PNB was still awaited on the Claim to increase occupational maternity pay.

## **7. Part-time/Flexible Working**

The Equality Secretary told the Committee that the PSoS had published a Flexible Working SOP on 29 November and she had subsequently issued an Equality Bulletin 7/2013. She told the Committee that she had written to DCC Neil Richardson highlighting concerns she had within the SOP and awaits a full response.

## **8. Disability**

The Equality Secretary told the Committee that the PSoS had published a Disability in Employment SOP on 29 November and she had subsequently issued an Equality Bulletin 8/2013. She told the Committee that she had written to DCC Neil Richardson highlighting concerns she had within the SOP and awaits a full response.

She also told the Committee that Equality Bulletin 8/2013 highlighted the Gallop v Newport County Council EAT determination which said that the Force could not simply rubberstamp OHU decisions or recommendations but needed to consider them independently.

## **9. Training/Legal Updates**

The Equality Secretary gave an update on the recent training courses she had delivered and asked that area officials ensure that future training courses are well attended.

## **10. Monitoring**

The Equality Secretary told the Committee that the Monitoring survey undertaken under terms of Equality Act 2010 was now completed and forms had been analysed. She gave a brief summary of the responses and proposed to create a work stream involving a representative from each area (Chair of Area Equality Committee) to consider possible positive action under S.158 of the Equality Act. This may include engaging with other groups involving persons with protected characteristics with a

view to better understand the needs and challenges of that group. This was agreed by the Committee and the group will comprise, Neil Cameron (North), Andy Malcolm (East) and Pam Fleming (West).

#### **11. Fitness Testing**

The Equality Secretary told the Committee that she had sent a letter to PSoS after the last meeting of this group requesting data. She had received some information back but on initial examination the information seems incomplete. She said that she would work with area leads on this issue.

The Vice Chairman told the Committee that he had highlighted his concerns regarding the Management and Development of Probationary Constables SOP and awaited a response.

#### **12. Area Updates**

Brief updates were given from the three areas.

Attendance at training courses was again highlighted as an issue.

#### **13. Competent Business**

The Equality Secretary raised the matter of consultations and Equality Impact Assessments and told the Committee that she had met with members of the HR Policy & Remuneration Team who had been tasked with responding to DCC Neil Richardson in response to the letters she had sent him detailing the issues/concerns in the SOPS. An unsatisfactory response was received and it was agreed that the matter should be raised at the next JNCC meeting.

The Equality Secretary told the Committee that the Scottish Women's Convention was holding a Referendum Conference on 25 January and that she had been invited to submit a question. The question was agreed by the Committee.

#### **14. Closure**

As this was John Adams last meeting, thanks and best wishes were given to him for his retirement.

Date of next meeting: 22 April 2014

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/LS

### MINUTES

21 January 2014

#### 1. Attendance

North Area Committee	Peter Jones
North Area Committee	John Crawford
North Area Committee	Derek Baxter
East Area Committee	Amanda Givan
East Area Committee	Brian Jones
West Area Committee	Martin Bertram
West Area Committee	Gary Mitchell
Chairman	Brian Docherty
Vice Chairman	David Ross
Health & Safety Secretary	David Cummings
Business Administrator	Lesley Stevenson

Apologies were received from John Drysdale and Jackie Lambert.

#### 2. Opening of Meeting

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

#### 3. Minutes of Previous Meeting

The Minute of the previous Health & Safety Subject Committee meeting had been circulated and were approved.

#### 4. Previous Actions

There were no previous actions.

#### 5. National Health & Safety Meetings

##### 5.1 Joint UK H&S Meeting

Peter Jones would be attending the Joint UK Health & Safety meeting on 27 January. The Committee discussed the benefits of attending these meetings and in particular them being held in awkward locations which were expensive to travel to. It was agreed that there was value in attending these meetings but that travel costs would be raised.



## **5.2 Association of Police Health & Safety Advisors (APHSA)**

The H&S Secretary told the Committee that there had been no meetings since the last Subject Committee meeting, the next scheduled for the 27 February.

Alex Kirk had been confirmed as the H&S Manager for Police Scotland and monthly meetings have been scheduled between him and the H&S Secretary.

Jackie Lambert had been elected as APHSA Chairman and Shirley Waddell as the Secretary. Andrea Sillars was to leave the service at the end of January.

It was agreed that the Vice Chairman would write to John Gillies about accident/injury reports.

## **5.3 Force Executive H&S Meeting**

The H&S Secretary told the Committee that the last meeting of this Group met on 19 December. Much of the debate had been around which body was responsible for H&S and whether the SPA or PSoS should share responsibility for H&S for Policy Statements, liability etc. It was agreed that a small working group would consider this and report back to the DCC by the end of January.

## **6. Local Area Committee Updates (inc WPIs)**

### **6.1 North Area**

Peter Jones reported that at the last meeting on 15 January 2014, custody staffing, handcuffs and incidents reports had been discussed.

### **6.2 East Area**

Amanda Givan and Brian Jones reported that no meeting had been held as yet but amongst the issues to be raised were the numbers of traffic patrol officers and training and equipment. It was agreed that a H&S DVD relative to attendance at incidents on the roads network would be placed on the SPF website at <http://www.spf.org.uk/2014/01/1664/>

### **6.3 West Area**

Gary Mitchell and Martin Bertram reported on the meeting held on January 15 where amongst the matters discussed were firearms incidents, fire evacuation policies and probationers from SPC being used operationally. The Chairman asked that he be notified of any incidents or 'near misses'.

### **6.4 SPA**

It was noted that Peter Jones and David Cummings would visit the campus in Gartcosh on 30 January to do an inspection.

## **7. Uniform**

At the last meeting a number of issues were discussed including sewn-in creases in trousers, base layer t-shirts, cold weather hats and CS/PAVA sprays.

## **8. Fleet and Vehicle Equipment**

It was agreed that this item could be moved on the agenda to OSD Sub Group.

## **9. National Operational Planning**

The Deputy General Secretary was asked if there was an update on Risk Assessments for the Commonwealth Games by APHSA. The Deputy General Secretary said he would look into this matter and report back.

## **10. National Incidents Statistics**

There was no update.

## **11. National Federation Training**

Members discussed the available H&S training at various levels both within PSoS and the PFEW. It was agreed that our training needs be examined and this subject be looked at again at the next meeting.

## **12. Custody Sub Group**

The first meeting had been held on Monday 20 January and the agenda had been set to include matters such as risk assessments for custody, movement/transfer of prisoners, adverse incident reports and H&S reports. It was agreed that there would be further meetings of this group prior to future H&S Subject Committee meetings.

## **13. Operational Support Division (OSD) Sub Group**

The first meeting had been held on Monday 20 January and the agenda had been set. He said he would circulate a paper to the Group.

## **14. Competent Business**

A number of issues were raised including travelling time relative to mutual aid, road risk policy, driver retraining and recertification, emergency response training and violence against the police.

The Committee noted David Cummings' intention to retire from the Police Service and nomination were sought for his replacement as this Committee's Secretary. Peter Jones was nominated and this would go forward to the JCC for ratification.

## **15. Closure**

Date of next meeting: 22 April 2014

The Chairman thanked everyone for their contribution to the meeting and wished them a safe journey home. He gave particular thanks to David Cummings and wished him a long, happy and health retirement.



# Scottish Police Federation

5 Woodside Place Glasgow G3 7QF

## Joint Central Committee Finance Standing Committee

Ref: CS /LS

### MINUTES

22 January 2014

#### 1. Attendance and Opening and Minutes of Previous Meeting

David Hamilton  
Gordon Dixon  
Andrea MacDonald  
Calum Steele      General Secretary  
Brian Docherty    Chairman  
Graham Neilson    Treasurer  
Robert Milligan    Deputy General Secretary  
David Ross        Vice Chairman  
Lesley Stevenson   Business Administrator

The Minute of the previous meeting was approved.

#### 2. Voluntary Fund Account

Accounts were circulated and approved.

A Profit and Loss paper, prepared by the Treasurer for the period to 31 December 2013 had been circulated and was discussed. The Treasurer suggested that there should be no change to the Voluntary Fund Subscriptions for 2014-15 and this was agreed.

#### 3. Trust Accounts

Profit and loss accounts for the period to 14 January 2014 were circulated and were discussed. The Treasurer also circulated a balance sheet showing the current position.

#### 4. Investments

The Treasurer circulated copies of the current investments held and this was discussed by the Committee. It was agreed that this matter would be discussed by the Trustees at their next meeting.

#### 5. SPF Accommodation

The Deputy General Secretary asked the Committee to give approval for him to look into the development and modernisation of Woodside Place. The Committee discussed this and agreed to look into the issue.

## **6. HMRC**

The Treasurer reported that following his work at the former Strathclyde JBB and the accountants' work at Woodside Place analysing the expenditure required by HMRC, a meeting with HMRC was held on 21 November in Woodside Place. At that meeting, David Downs, HMRC Reviewer said he would inform the SPF of the settlement after reviewing the information he had been given at the meeting.

## **7. SPF Expenditure Policy**

It was agreed that as this policy was now in place this item could be removed from future agendas.

## **8. Corporate Gifts**

The General Secretary asked that all corporate gifts received in the three Areas be noted in order that they are discussed at all future Finance Standing Committee meetings.

## **9. Competent Business**

The Treasurer raised the matter of the advance payments given to dependants of deceased officers. It was agreed that the procedure adopted in legacy Strathclyde should continue.

David Hamilton raised the matter of officers on no pay and asked whether their Voluntary Fund or group insurance contributions could be stopped during this period. It was agreed that the status quo should continue.

The General Secretary asked the Committee for approval to examine the prospect of the SPF self-funding legal services provisions through Voluntary Fund provisions. After discussion it was agreed that the SPF Trustees could examine this and report back.

## **10. Closure**

Date of next meeting: 22 April 2014

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 Legislation and Regulation Standing Committee

Ref: CS/DJK/LS

### MINUTES

22 January 2014

#### 1. Attendance

Gordon Dixon	East Area Committee
Amanda Givan	East Area Committee
David Hamilton	North Area Committee
David Kennedy	Conduct Secretary
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Brian Docherty	Chairman
Calum Steele	General Secretary
Robert Milligan	Deputy General Secretary
David Ross	Vice Chairman
Lesley Stevenson	Business Administrator

Apologies were received from Stewart Ross who was replaced by Amanda Givan, Jackie Muller, Davy Cummings and Graeme Ednie.

#### 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 69 of 2013 and were approved.

#### 4. Police Federation (Scotland) Rules

The Committee was informed that the Draft Standing Orders had been prepared by the General Secretary and would be discussed at the JCC meeting in February.

#### 5. Consideration of JCC Consultations

The Vice Chairman informed the Committee that there would be a large amount of Standard Operating Procedures requiring comments being circulated in the near future.

The Chairman asked that representatives with specialist skills be used where appropriate. The Vice Chairman said that there were significant issues regarding the HR SOPs. Discussion took place on the timescale for these internal consultations and it was agreed that this matter could be raised at the JNCC meeting.

David Hamilton raised the matter of corroboration and asked if a position statement could be issued to clarify the current position. After discussion it was agreed that the Vice Chairman would attend Area meetings to explain the position.

## **6. Competent Business**

There were no items.

## **7. Closure**

Date of next meeting: 22 April 2014

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/LS

### MINUTES

22 January 2014

#### 1. Attendance

Gordon Dixon	East Area Committee
David Hamilton	North Area Committee
David Kennedy	Conduct Secretary
Andrea MacDonald	West Area Committee
Malcolm Macdonald	West Area Committee

Brian Docherty	Chairman
Calum Steele	General Secretary
Business Administrator	Lesley Stevenson

Apologies were received from Stewart Ross and Jackie Muller.

#### 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 69 of 2013 and was approved.

#### 4. Accelerated Careers Development Programme

There was no update.

#### 5. Police Diploma

The Deputy General Secretary said that the next meeting would take place on 30 January. He said that the diploma had undergone a revalidation and consideration was being given to replacing it with a workplace assessment. Members asked a number of questions which the Deputy General Secretary said he would address the points raised at future meetings.



## **6. Special Constabulary**

Gordon Dixon gave an update to the meeting of the meeting he attended on 18 December. He said there had been 470 applications with 138 successful. There had been discussion about training, the periodic allowance and recruitment standards. Members discussed these issues and Graeme Ednie asked Gordon Dixon to remain conscious of the requirement for sufficient special constable numbers to assist in the more rural areas of Scotland.

## **7. CBRN**

David Hamilton gave a full report on developments relative to the Commonwealth Games, a training pilot project, risk assessments and planning assumptions, the requirement for personal protective equipment and joint engagement with the FBU.

## **8. Mutual Aid - Northern Ireland**

The Chairman and Deputy General Secretary reported that they were continuing to monitor this subject but there had been little movement since the last Standing Committee meeting.

## **9. Consideration of JCC Consultation**

There was nothing to report.

## **10. SPC Working Group on Probationer Training**

The Vice Chairman said there had been no meetings since the last Standing Committee meeting. Members discussed probationers being operationally deployed from SPC and said that this would need to be monitored in relation to the Commonwealth Games. They also discussed examination passes and fitness test results at SPC.

## **11. Post Incident Procedures**

The last meeting was on 29 November 2013. There had been discussion on Chapter 7 of the Firearms Manual and the implications for the remit of the PIRC. Members discussed a possible requirement for legal advice in this regard.

## **12. Workforce Agreements**

Members discussed the communications there had been on this matter between the SPF and PSoS. They also discussed shift patterns and the process for consultations and alterations and the virtual library of shift patterns. Graeme Ednie said that the North Area Committee had spent a lot of time discussing workforce agreements and variable shift arrangements and believed that Police Scotland was not dealing with these matters correctly. He said that clarity was required over the position of a pattern which was in the virtual library and its implementation in a given area. The General Secretary advised that PNB Circulars, the Workforce Agreement and the consultation processes were clear. Disputes should be raised locally or at the Working Practices Review Group which was a sub group of the JNCC or as a last resort at the JNCC.

### **13. Custody**

It was reported that the H&S Committee had established a Working Group on this subject and minutes would be provided when prepared. Members also discussed risk assessments for working in cell blocks and the movement and transfer of prisoners.

### **14. Force Firearms Monitoring Group**

Members discussed annual reapplications, medical and fitness tests. They also discussed details of these tests, tasers, body cams, body armour, high visibility clothing, drug testing and organised crime groups.

### **15. Area Committee Elections**

Members discussed the requirement for work to be done on the creation of constituencies in the three areas before these elections were arranged.

### **16. Campaign Against Violence (CAV) Days**

The General Secretary was in correspondence with DCC Rose Fitzpatrick on this matter.

### **17. Communications**

This subject had been referred to the Standing Committee by the JCC. Members discussed difficulties in ensuring that circulations from Woodside Place reached individual members. It was agreed that this required to be examined further and the Deputy General volunteered to take this on.

### **18. Competent Business**

Andrea MacDonald raised the promotion policy and it was agreed that she should raise this at the JNCC Policy and Procedures Working Group.

Members discussed KPIs and it was understood that SPF was to be invited to meetings relative to that performance framework.

The Deputy General Secretary reminded members that as far as possible items should be submitted to be put on the agenda rather than raised as competent business in order that members could prepare properly for debates.

### **19. Closure**

Date of next meeting: 23 April 2014

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