



Norfolk Police Federation

A N N U A L R E P O R T 2 0 1 5

The Federation's core purpose

The core purpose of the Police Federation of England and Wales (PFEW) is:

That PFEW agrees that, in fulfilling its statutory responsibilities for the welfare and efficiency of its members, the Federation at all levels will:

- *Ensure that its members are fully informed and that there is the highest degree of transparency in decision-making and use of resources;*
- *Maintain exemplary standards of conduct, integrity and professionalism;*
- *Act in the interests of the members and the public, seeking to build public confidence in the police service and accepting public accountability for its use of public money;*
- *Work together within the Federation and in partnership with others in the policing world to achieve its goals.*

Norfolk Police Federation branch first six-month strategy for 2016

- *To represent Norfolk officers, to alert the public and influence local councils, partners and appointed Norfolk MPs, to the effects that further budget cuts in the life-time of the next Parliament would have in line with the PFEW national strategy.*
- *To highlight the changes to crime patterns, the myriad of other non-crime related incidents and the working practices impacting on the workload and welfare of officers.*
- *To raise the issue of those officers who are suffering acute and chronic mental ill health, especially due to work-related issues.*
- *To continue to shape Norfolk Police Federation branch in line with the Normington independent review, consistent with the timelines laid down by the PFEW and the Home Office.*
- *To identify and promote officer safety issues during times of reducing workforces and changes in legislation.*

Introduction from the branch secretary – Michelle Lillie

This report, for the year 2015, gives a flavour of some of the work undertaken by Federation representatives. It cannot cover it all.



It has been another long, complex and busy year and we are in for still further change and reform of the police service and the Police Federation.

The anger of officers at their treatment by the Government over pensions continues. It is worrying to see how many officers either have not joined the pension scheme or continue to withdraw, leaving them vulnerable if they pick up a career-ending injury either on or off duty.

The most frequent general issues raised with workplace representatives this year include limited duties and the potential for a reduction in pay if an officer carries a long-term injury or illness; patrol sergeants abstracted to cover custody duties in the PICs (Police Investigation Centres); the requirement to attend court on a rest day eating further into time with the family or for a private life; the new ERP (Enterprise Resource Planning) and Athena systems and the lack of training and difficulties encountered with this new software; a rise in members suffering stress, burn-out and mental health issues; changes to pensions; cancelled rest days and duties changes; over-payment and under-payment of salary and members feeling they have been treated unfairly at work.

We have only two full-time Federation representatives, the rest volunteer their time on top of their policing roles. My thanks go to all the volunteer Federation representatives for all the time they commit to helping their colleagues, so their colleagues can concentrate on delivering a service to the public.

View from the branch chair – Paul Ridgway

As 2015 expires, I remember not only five years as the Federation branch chairman but also nearly 30 years as a police officer; firstly in West Midlands Police and then, since 1997, in Norfolk Constabulary.



Being Federation chairman has been the most demanding but rewarding position I have ever held in the police. I have learnt much and have grown as a person while doing this role but I could not have done this without the valuable assistance of the Norfolk Police Federation office staff, the support of local and national Federation representatives and without the sacrifices made by my family.

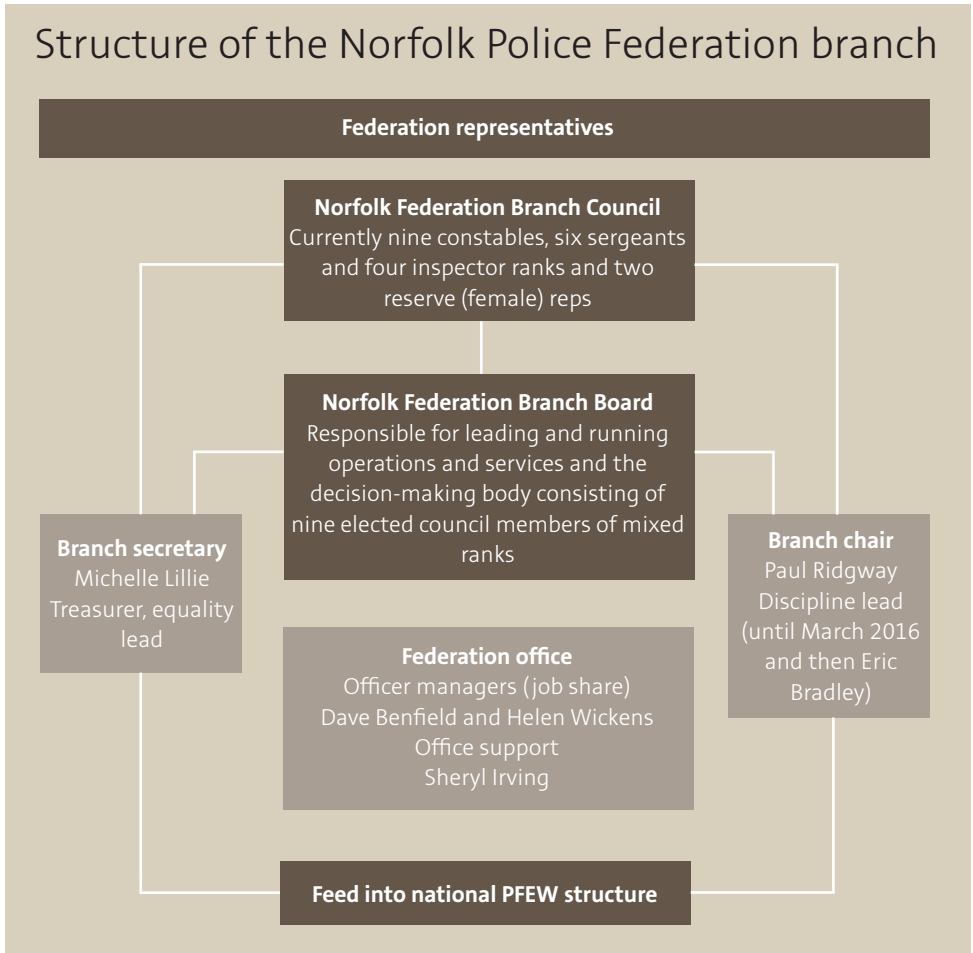
The role has taken me to many places and I have met people who I never dreamed I would meet. At every meeting, I have always promoted the challenging and demanding role that all officers do on a daily basis. To those keen to criticise the difficult job we do, I have tried to use my position to educate them and, though my opinions have not always been popular with those I have challenged, I have always done what I believe to be right and have tried to 'play with a straight bat'.

At the end of March, I hand my gavel over to Eric Bradley to take up the branch chairmanship and I leave behind many friends and acquaintances with whom I have been honoured to work.

I wish each and every member of Norfolk Constabulary well for the future and I truly believe that policing is safe in their hands. I hope, like me, every officer is proud to carry their warrant card and to remember the words of Sir Robert Peel:

'The police seek and preserve public favour, not by catering to public opinion, but by constantly demonstrating absolutely impartial service to the law... by ready exercise of courtesy and friendly good humour; and by ready offering of individual sacrifice in protecting and preserving life.'

Structure of the Norfolk Police Federation branch



Post Incident Procedures

In summary, Post Incident Procedures (PIP) are investigations into the death or serious injury of an individual following police contact or intervention. These procedures, outlined by the College of Policing Authorised Professional Practice (APP), were designed for firearms deployments but are adapted to deal with incidents in custody, collisions involving a police vehicle or any use of force. There are set procedures to be followed to ensure the integrity of the investigation while considering the welfare of the officers involved. Some involve a local investigation while some investigations

are undertaken by the Independent Police Complaints Commission (IPCC).

The procedures are more complex than can be explained here but we have volunteer specialist trained Federation representatives available to assist members through the process to ensure they can give best evidence.

Number of members assisted

99

Advice services

17

people attended

FINANCIAL SURGERIES

Provided by Alan Boswell & Co

18

people attended

MATRIMONIAL SURGERIES

Provided by Rogers & Norton

DEBT ADVICE

referrals made to

PayPlanTM
live again

(Figures not recorded)

13

people attended

MORTGAGE ADVICE

Provided by Mortgage Excellence plc and Forces Financial

Pay and morale survey

The Police Federation of England and Wales (PFEW) ran a members' national pay and morale survey during April and May 2015. Here are the results from Norfolk officers:

- 568 responses were received from Norfolk officers, a response rate of 36 per cent.
- 68 per cent of respondents were constables, 24 per cent sergeants and eight per cent inspectors and chief inspectors.
- 47 per cent stated their morale was currently low. 80 per cent felt that morale within the Force was low.
- Seven per cent stated they intend to leave the service within two years (this may include retirements).
- 74 per cent said their workload had increased over the last 12 months and 54 per cent felt their workload was too high.
- 53 per cent said they were dissatisfied with their total remuneration (including basic pay, allowances and pension).
- 63 per cent said they do not feel they are paid fairly for the responsibilities of their job.
- 27 per cent of officers said the training they receive is not adequate for their role.
- 55 per cent said that they do not have good opportunities for promotion.

Insurance schemes

Group Life Insurance Scheme including RAC cover*

1,009 people with Group cover

435 people with spouse cover

Cost per month: £11.86 (Group) and £6.26 (spouse)

There are concessions for new recruits.

Travel insurance

575 policies issued

Cost per month: from £4.76

Legal expenses protection insurance

599 serving officers with cover

This is a comprehensive legal protection insurance at greatly reduced cost and covers most legal issues for members and their families. It covers off duty matters. A court defence for a non-work related matter will not be funded by the Federation and can run into tens of thousands of pounds. A police officer is unlikely to get legal aid.

Cost per month: £2.62

Sickness insurance

To cover for half pay situations during long-term injury or illness (after six months)

630 with cover

Cost per month: £2.51

* For its members, Norfolk Police Federation offers a comprehensive top of the range, breakdown and recovery service provided by the RAC which includes European travel and embraces a wide variety of vehicles including motorcycles and camper vans. This cover is combined with the Group Life Insurance Policy thereby providing excellent value for money.



MEMBERS ONLY

For further information, policies or application forms on any of the above, please see the website

www.norfolk.polfed.org

Equality and workplace issues

The Equality Lead Officer (ELO) is Michelle Lillie. Federation representatives have many conversations with members about perceived unfair treatment at work. Many just result in no more than a confidential conversation and advice. Some go on to informal action; others to the more formal Fairness at Work (FAW) procedures; some can be considered for an Employment Tribunal. All these procedures are not about apportioning blame but about finding a resolution at the earliest stage. The Federation also works alongside other support networks.

The below gives a general idea of the

number of members we assist. We do not record quick verbal advice or where no further action is taken. These are all cases where a Federation representative has had to take some action or negotiate with the Force to pursue a resolution.

Early resolution helps keep a member at work and keeps the officer focussed on their demanding job rather than worrying about workplace issues. Not all issues are easy to resolve or indeed can be resolved but the Federation helps to find resolutions where possible while trying to ensure that the member is treated fairly and lawfully.

Business interests applications 2 (0)	Career break assistance 0 (0)	Informal Fairness at Work or bullying procedures 5 (4)	Stage 1 Fairness at Work or bullying procedures 4 (4)
Stage2 Fairness at Work or bullying procedures 0 (0)	ACAS registration of workplace issue 1 (0)	Employment Tribunal registration 0 (0)	Assistance with maternity related issues 2 (2)
Assistance with flexible working or part-time requests 19 (1)	Salary over-payment 8 (6)	Other general issues 68 (16)	Whistleblowing 0 (0)

*The figures in **bold** are new cases started in 2015. The figures in brackets are ongoing cases as at 31 December 2015.*

One of the major issues during the year was the mass cancellation of rest days for a late notice football match. Police Regulations cover when an officer can be required to report for duty and the compensation they receive if they are called in on a rest day with less than 15 days' notice. Lots of members contacted us about the cancellation of a rest day for this event and whether the correct interpretation of the Regulations had been applied. After a long period of negotiation between the Constabulary and the Federation, including legal advice, the matter was resolved and the Regulations were adhered to.

CICA and civil claims

Criminal Injuries Compensation Authority (CICA) claims

The Government introduced a new version of the CICA scheme on 27 November 2012. This means that certain injuries are no longer classed as being serious enough to warrant a claim through the CICA. Examples of physical injuries no longer in the scheme include bruising, black eyes, minor scarring, broken nose, broken/loose teeth and

broken ribs. Other injuries like fractured fingers, broken hand, ligament damage, dislocation and the like are still eligible for an award only if it can be shown that there is a 'continuing significant disability'. For psychological injuries there must be a psychiatric diagnosis. For officers suffering serious injuries this could severely affect their future career and life.

CICA 2015 summary

5 new claims

10 claims finalised

8 claims ongoing

The 10 claims finalised were:

Scheme	Injury	Award
2008	Officer stabbed while arresting violent male; cuts to fingers and scarring	£1,250
2008	Officer tore knee ligament while arresting a male	£3,300
2008	Officer assaulted on duty; back injury	£2,500
2012	Officer assaulted in custody; fracture to right hand	No award
2012	Officer assaulted by detainee; dental issues, grazing	No award
2012	Officer injured while making an arrest; back injury	No award
2012	Officer punched in the face by patient; bleeding nose	No award
2012	Officer punched while making an arrest; injured shoulder/arm	£1,500
2012	Officer bitten by detainee	No award
2012	Officer received broken leg while dealing with male	£1,800

Civil claims 2015

Civil claims can prove controversial for police officers if pursued as a result of their duty. However, the majority relate to incidents not connected with work matters. The Federation assists those wanting to make a civil claim by referring the case to a legal adviser for assessment.

During 2015, 17 claims were opened and 13 claims were settled. Some were closed without further action. Awards were made in eight cases. Of these, seven cases relate to road traffic collisions when not on duty. Claims are settled via the respective legal advisers.



Sickness, UAP, limited duties, ill-health and welfare support

All Federation representatives receive attendance support training and can assist with advice and representation at Attendance Support Meetings (ASM) or in relation to sickness matters. More specialist advice and support is available for the Unsatisfactory Attendance Procedures (UAP), ill-health retirement, Police Injury Benefit Regulations, half pay issues and Adjusted Duties Meetings (ADM).

The Federation helps officers through advice, referrals and options for the future. Sometimes this can help in getting an officer back to work quicker or, if needed, a dignified exit from the service. It is important that officers are treated fairly when it comes to health matters particularly any injury or mental health issue obtained as a result of putting themselves in harm's way to protect the public.

Issues 2015	New cases 2015	Ongoing at 31 December 2015
Officers supported at Attendance Support Meetings (could be just one meeting or a series)	22	15
Officers supported on reduced pay appeals due to long-term sickness (could be one or several appeals on each case)	6	2
Officers supported on the ill-health retirement process (this can take several months)	22	16
Appeals to the Police Medical Appeals Board (PMAB) about ill-health retirement	1	1
Officers supported through the injury award process after ill-health retirement due to work related injury	5	4
Officers supported through Unsatisfactory Attendance Procedures (UAP)	0	0

Expenditure on medical reports to assist members through the above processes **£2,810**

This year saw the introduction of the Police (Amendment) Regulations 2015 which are covered in the Limited Duties Policy. An officer can be placed on adjusted duties if they are not fully deployable because of a medical reason for an extended period of time. Relevant officers are being called to Adjusted Duties Meetings (ADM) which will continue through into 2016. Unless certain conditions apply, it could lead to a reduction in salary after one year of adjusted duties. Federation representatives trained in equality are available to support members through the process and try to prevent potential discrimination in applying the policy. This has caused a lot of angst and stress among those affected and an increased workload for the Federation.

Officers assisted at Adjusted Duty Meetings during 2015: **25**



Welfare support

Norfolk Police Federation is linked in to the MIND Blue Light campaign and the PFEW and Police Firearms Officers Association (PFOA) Welfare Support Programme (WSP) to support officers and their families in difficult situations or suffering mental health issues. Further work is continuing in this growing area of concern.



Conduct and performance

The conduct and performance lead officers (CAPLOs) are Paul Ridgway and Eric Bradley. In many cases, the misconduct allegation can be the result of a spurious claim, an honest mistake or a moment of inattentiveness of the rules. Under performance can often be as a result of an underlying issue that needs to be addressed. In these cases, specially trained conduct trained Federation representatives can advise members, make representations on their behalf to the appropriate authority and negotiate outcomes.



*The figures in **bold** are new cases started in 2015. The figures in brackets are ongoing cases as at 31 December 2015.*

Meetings and events

Federation representatives have a major role to play in attending meetings and events to influence and negotiate on all matters to do with the welfare and efficiency of its members.

For instance, there are national Federation meetings like the Interim National Council (a meeting of all the branch chairs and secretaries with the national representatives) or specialist national meetings in areas like conduct or equality to ensure representatives are

continuously professionally developed and give the best advice.

There are local meetings with various departments in the Force and including the Joint Negotiating and Consultative Committee (JNCC), working groups, meetings with heads of departments and consultations on Force policy.

We represent our members at national events like the National Police Memorial Day as well as meeting with the Policing and Crime Commissioner (PCC) and local MPs.

Health and safety

The dedicated Federation health and safety lead, Keith Bristo, has been working on various projects with the Constabulary throughout the year. This vital work helps ensure the safety of officers and the public and often goes unnoticed. Here is a snapshot of the work. The full range of projects undertaken cannot be covered here.

Single crewing of the prisoner van

An issue was raised by a Federation member regarding the single crewing of the prisons vans, especially during public order duties when the detainee can be under the influence of drink or drugs. This presented a risk as a single crewed officer cannot drive as well as attend to the welfare of a detained person who is being transported to an investigation centre. The Constabulary has agreed that on such occasions the vans should have an escort officer.

Blood contaminated uniform

Norfolk Police Federation has been working hard to find a solution to meet the operation needs of its members who have been potentially contaminated by Blood Borne Viruses (BBV) on their clothing. It has been highlighted that officers who remove the very articles of clothing they wear to protect them have nothing at hand to replace their contaminated garment and this effectively removes them from operational duty.

The Federation has negotiated with a private company which has invested in

researching a solution to deal with blood and contaminants on uniform and equipment. The company is in the final stages of testing and will release its findings soon. It is hoped the product will be available to members in 2016.

The aim of this product is to allow officers to continue wearing the item of uniform and only remove it if it needs to be cleaned due to soiling at the end of their shift, leaving them operationally effective and reducing the costs of a complete new uniform each time.

Assaults on officers

Assaults on police officers are unacceptable. There seems to have been a quiet drift into thinking assaults are just part of the job. There are even examples where officers are asked to investigate their own assaults.

Local Federation representatives of all ranks have been working with the Constabulary and the criminal justice system to pull together guidelines to ensure officer assaults are treated seriously throughout the process and properly recorded and monitored. It is known that the proper support from the start can prevent an officer from going off work sick or get them back to work quicker.

The results of the work will be publicised during 2016.

Other events of note 2015

JANUARY

Police (Conduct) (Amendment) Regulations 2014 prevent officers from resigning or retiring under misconduct investigation except under exceptional circumstances.

UK police threat level raised to severe.

FEBRUARY

The Federation votes to support a policy that all operational officers who wish to volunteer should have the opportunity to complete Taser training and be issued and authorised to carry Taser.

MARCH

Government announces inquiry into undercover policing.

New drug-drive legislation comes into effect.

JULY

The Care of Police Survivors (COPS) annual family weekend includes the annual service of remembrance at the National Arboretum in Staffordshire.

AUGUST

The Federation publishes frequently asked questions explaining the steps it has taken in considering a legal challenge to the new pension scheme.

SEPTEMBER

The Government issues consultation of the emergency services working closer together.

Norfolk 2020 project starts assessing the shape of the Constabulary in 2020 and beyond given budget cuts, changing demand and technology.

One per cent pay award.



APRIL

Determination issued from Government linking future increments on the payscale to performance.

New Enterprise Resource Planning (ERP) system introduced leading to issues with duties and pay being notified to the Federation.

New membership and subscription rules mean that officers can opt out of the Federation completely and forgo any support.

MAY

Federation national annual conference on the theme of 'Cuts Have Consequences'. The Home Secretary was direct as usual stating "As Home Secretary I can, as I have for the last five years, reform the police without the support of the Federation... So the choice is yours and it is clear, you can choose protest and continue to shout angrily from the sidelines for the next five years or you can choose partnership and work with me to change policing for the better."

New procedures are introduced for those on limited duties for medical reasons and could lead to a reduction in pay.

JUNE

The College of Policing (CoP) launches its Leadership Review. This includes a review of ranks and grading, direct entry but, more importantly, giving greater powers to police staff and debating the whole concept and status of the office of constable.

OCTOBER

Police Federation National Detectives' Forum Seminar and Awards.

Norfolk Constabulary receives 'outstanding' grading in HMIC efficiency inspection.

The Athena system goes live changing the processes for dealing with crimes, files and offenders. Officers saw their summer disrupted as a heavy training programme was undertaken.

The national Police Bravery Awards in London recognise the courageous acts of officers. Norfolk is well represented by two officers who saved a man from live power lines.

NOVEMBER

The Home Secretary writes to the Police Remuneration Review Body requesting a review of over-time rates on bank holidays and motor vehicle allowances as well as a pay rise cap.

DECEMBER

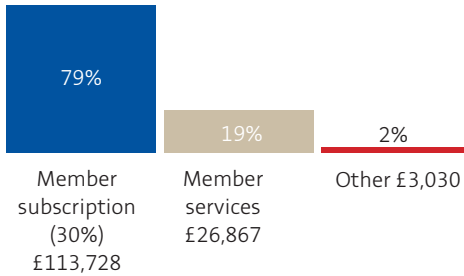
Potential agreement is reached with the National Police Chiefs' Council for recognition of holiday pay on allowances following the Bear Scotland v Fulton case.



Funding and financing

The Norfolk Police Federation branch keeps 30 per cent of the subscription funding from its members in order to run the local branch. The remaining 70 per cent goes to the PFEW HQ where requests for legal assistance are processed in accordance with fund rules. The Norfolk branch finances are supplemented by income from member services which are administered by the office staff.

Income budget for 2015



The majority of subscriptions nationally go towards legal costs in supporting members with work related issues.

The major cost locally is for our experienced staff who provide an excellent service covering the office, answering members' queries, arranging meetings, courses and retirement

seminars, negotiating with the Constabulary, carrying out research, administering member services and generally supporting the representatives.

Expenditure is overseen by the treasurer and there are three trustees who dip sample and check the accounts. The accounts are also audited by professional chartered accountants.

Conference costs are down as we have reduced the number of representatives attending to make savings. This also reduces the cost to the Constabulary. Donations to worthy causes have increased as the branch has authorised contributions towards the Police Roll of Honour Trust, the National Memorial Arboretum and to funds supporting the families of colleagues who have died across the country.

Financial summary 2015

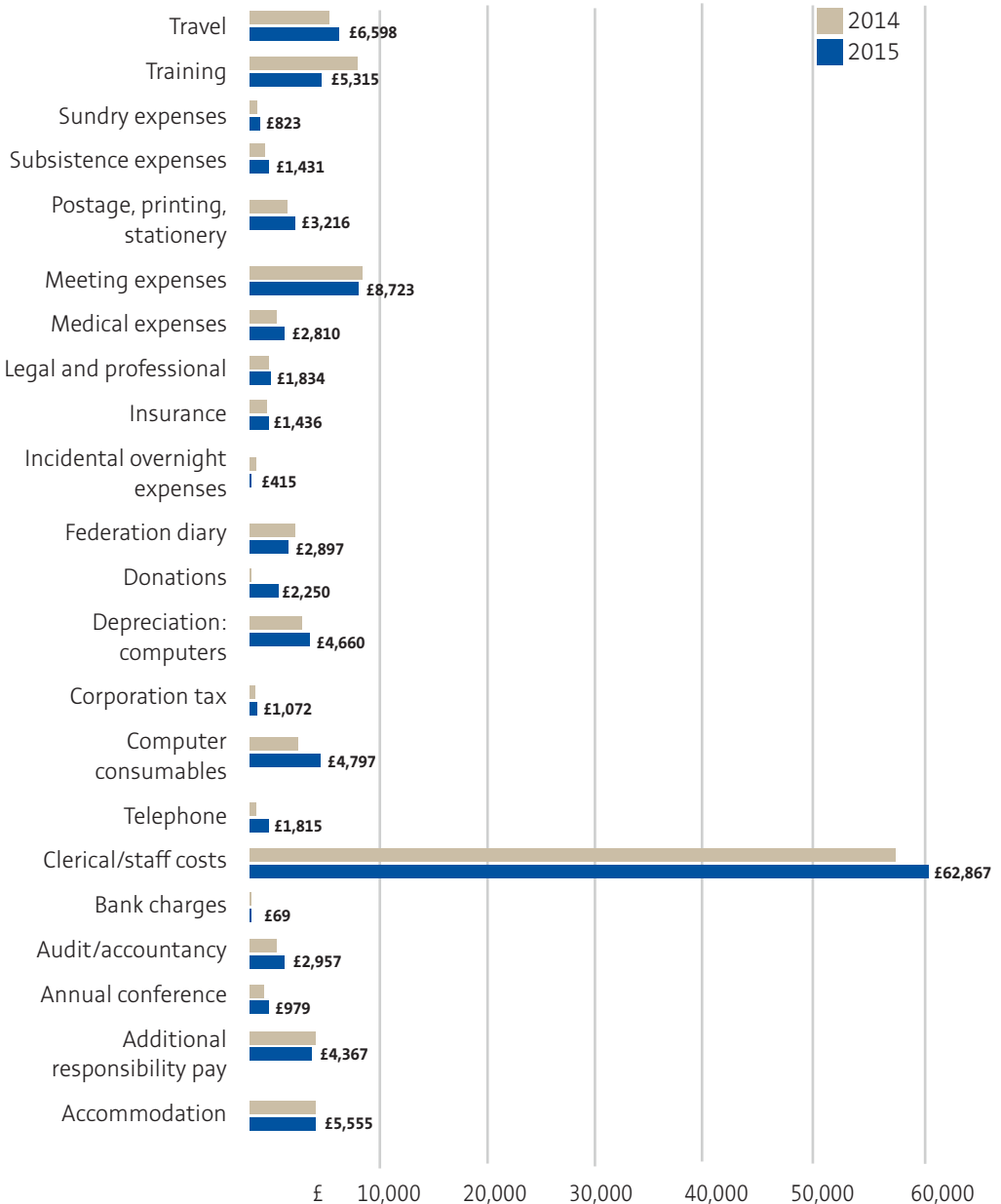
Total income	£143,625
Total expenditure	£126,886
Net assets	£581,035

The Norfolk Police Federation branch has, over many years, carefully managed its expenditure and made savings every year to build up reserves. These reserves are to ensure the Norfolk Police Federation remains in a secure and stable state



NORFOLK
CONSTABULARY
Our Priority is You

Branch expenditure 2015



Workplace representatives for 2015

All workplace representatives are members of the Branch Council

Rep	Location	PIP trained	Discipline trained	Branch Board member	ASM trained	Grievance trained	Other roles
Paul Ridgway Chair	OCC	●	●	●	●		CAPLO
Michelle Lillie Branch secretary	OCC	●	●	●	●	●	Treasurer Equality lead
Eric Bradley	OCC	●	●	●	●		Chair elect Health & safety deputy Discipline deputy
Andy Symonds	Great Yarmouth	●	●	●	●		Constable lead Branch assistant secretary
Keith Bristo	OCC	●	●	●	●		Secretary elect H & S lead
Lee Wilson	Hurricane Way	●	●	●	●	●	
Andy Smith	Kings Lynn		●		●	●	
Shane Schucroft	OCC						Trustee
Steve Godden	Hurricane Way						
Rob Devlin	Aylsham		●				
Andy Bithell	Acle						Roads policing Firearms lead
Travis Flanagan	Wymondham						
Rob Curl	Kings Lynn		●	●	●		Sergeant lead Custody lead
Adam Edge	Sprowston		●	●	●	●	Trustee
Gareth Woodward	Dereham		●				Professional d'ment lead
Kevin White	North Walsham		●		●		
Jo Minnis	Bethel Street				●		Professional d'ment deputy
Nick Cheshire	Great Yarmouth		●	●	●		
Brain Sweeney	Aylesham			●	●		
Paul Rush	Thetford				●		
Andy Guy	OCC		●				Detective lead
Terry Lordan	Thetford						Trustee
Jenny Buck	OCC				●		Reserve member
Sam Hawkins	OCC		●	●	●	●	Reserve member Inspectors' lead