

Federation HEADLINES



Police Federation local & national elections



We hold elections every three years. The last triennial election period was due to start in the autumn of 2016, but as part of our [organisational reform](#) we have been working with the Home Office to write new regulations to change the way our elections are run. The new regulations were completed in November 2017 and are expected to be enacted in law by 31 December 2017. The new regulations will allow us to run our election period early in 2018.

What will the new process be like?

The new process will provide a new rank-less structure, there will be no more separate rank committees at local or national level. The number of officials on the [National Board](#) will be reduced from 30 to 24. The National Board along with the National Council (which is made up of local Federation Chairs and Secretaries and other individuals from protected characteristics groups) will be the key decision-making bodies for the organisation. The new process allows members to vote for local chairs as well as the national chair via a new electronic voting system which will be facilitated by the national members' database.

If you are thinking of standing to be a Federation representative and would like to know more about what the role entails, please contact the Federation office on 01603 971420.

Please be advised, the election process will not affect the services we provide to members, who will continue to be served by their current reps until the new ones are elected.

Current process

- Members vote for workplace reps
- Workplace Fed reps vote for Branch Board reps
- Branch Board reps vote in their local Chair and Secretary
- The Chair and Secretary sit on Interim National Council
- The regional rank committees vote for their Interim National Board reps
- Interim National Board members vote on Principal Officer roles (incl Chair and Gen Sec).

The new process we are working to (once the new regulations are made law)

- Members vote for workplace reps
- The Branch Council vote for the Branch Board members
- Members elect the local Chair
- The Branch Board elects the local Secretary
- Branch Board Chair and Secretary make up the National Council
- National Council votes to elect the National Board
- Members vote to elect the National Chair
- National Board select the General Secretary
- National Board vote in remaining Principal Officers

Police Federation 2018 Elections

The Police Federation will be commencing the tri-annual local and national elections in early 2018. After the self-instigated independent review (Normington Review) of the Federation structure and rules the long awaited elections will now start on 1st February 2018.

You will see some information below around timescales and some of the steps and process involved that will eventually lead to the Norfolk branch of the Federation to a point in which we have your elected Federation Reps for the next 3 years. You will see that the election system is being administered by an external organisation called Mi-Voice and it will be done via e-mails and access to a voting site online, completely paperless.

In Norfolk we will have 1 constituency which is the county itself rather than each district in the force being a constituency. In the new election regulations, Norfolk branch of the Federation will have 23 workplace representatives plus the full time positions of Chair and General Secretary.

- 1. Nominations for Branch Council:** The online nominations portal opens on 1st February 2018 for Branch Council (workplace representative) nominations – all members receive an email from the national centre with a link to their Branches portal. All eligible subscribing members can put themselves forward for election, providing that they are not suspended as a police officer or by the Federation, and that they have not been prohibited from standing for election under the Ethics, Standards and Performance Procedure. (Duration – 17 days)
- 2. Turnaround time:** Copies of online nominations will be received by email in real-time by the appropriate Branch contact. Branch Secretaries are responsible for confirming that candidates for Branch Council are eligible to stand in the Branch Council elections. (Duration – 11 days)
- 3. Branch Council elections:** Voting in Branch Council elections opens online. All Branch members/ police officers (non-subscribing and subscribing) are eligible to vote in this election and all members will receive an email from the national federation prompting them to vote. A voter will get as many votes as there are seats in their constituency, but may choose to vote for fewer candidates if they wish. Once they have cast their vote, they will not be eligible to vote in any other election. (Duration – 21 days)
- 4. Turnaround time:** Votes from the Branch Council elections are counted and the results are announced - new Branch Council members (fed reps) will be notified of the outcome of the election and whether they have been elected by email. A newly-elected Branch Council member will take up their position from the 1st of the next month. (Duration – 8 days)
- 5. Branch Board elections:** The 23 workplace reps plus the Chair and Sec will then vote to elect 10 reps from the Branch Council to form the Branch Board. The board will be the decision makers of the branch and will be directed by the Branch Council.

Reps@work

The forces constables, sergeants and inspecting ranks are being given the opportunity to represent, support and negotiate on key issues for their colleagues by putting themselves forward to be a Federation workplace representative.



Nominees are being sought for upcoming elections for positions across Norfolk.

Norfolk Federation Chairman Andy Symonds said he has got a lot out of his role over the years since he first became a workplace rep in 2012.

“Becoming a Fed rep can be very rewarding because it gives you a chance to represent people you know and help fight their cases in some tough situations, he said”

“There are frustrations, like any walk of life, but when you help an officer in need with anything from a piece of advice to representation on a serious matter, it can be very satisfying.”

“The best thing which I enjoy is when I’ve come to an end in representing an officer through whatever process but normally misconduct they say something like ‘I’ll never call the Federation toothless tigers again’ they are very thankful that we we’re there supporting and representing them”

“The role can be tough and I work long hours because I enjoy helping people and its important to me that I can make a difference in an officers career when they need it. I think you have to have support at home as well and my wife has been extremely understanding and supportive particularly since I took on the Chair’s job in October 2016. I get the phone call at 8pm from her and she says “Are you still in the office”

“The people you are representing come from active roles within the force so you know their jobs and you know the difficulties they face in doing the job. This really helps in the role of a rep. You have to level of understanding and empathy which is hugely beneficial to all parties”

Federation reps don’t just deal with details and factual information on issues like pay, pensions and grievances, they can also offer moral support and friendly advice to officers who may be going through a difficult time at work for whatever reason. Reps also have access to third-party sources who may be able to aid officers, if they don’t know the answer themselves.

As part of the Police Federation of England & Wales (PFEW) was established in 1919 and has represented the interests of officers from the ranks of constable to chief inspector ever since. The Federations is funded by monthly subscriptions from officers and the Federation works on 3 levels, local, regional and national. There is a Police Federation branch in every force together representing 120,000 officers, which is 97 per cent of the rank and file.

Further information and to read case studies from officers who careers and lives have been helped in some way by the Federation reps, visit <http://www.polfed.org/campaigning/3733.aspx>

Reps@work

Being a rep is like being a police officer, you do it to help people'

Workplace rep: James Hill, Norfolk

PC James Hill joined Norfolk Police to 'help people' and that same motivation has inspired him to become a local Federation rep.

James started his policing career as a Special Constable, while working as a civil engineer. Eventually he decided to quit his day job and become a regular PC.

"It wasn't for the money," he jokes. "I just realised that I enjoyed helping people more."

As a full time response officer on the frontlines he had an opportunity to see how the Federation was able to help his colleagues, providing care and support in post-incident situations.



So, when James heard that his local board was looking for new reps, he attended a meeting and decided to get involved.

His first four months have been eye opening as well as rewarding.

He says: "A lot of the questions I get are around overtime or claims. Being a rep compliments my role as a PC and helps me get a better understanding of regulations and the big picture – why the processes we have in place are there.

"My force has been really flexible about giving me time to do my Federation role. Ultimately it saves them time and work if they can identify and resolve potential problems just by having an honest conversation with us."

James' message to colleagues who might be thinking of becoming a rep is to get in touch with your local board and ask questions.

He adds: "It's a great opportunity to support your colleagues and to develop your skills."

Could you be a Fed rep? Find out how you can get involved at

<http://www.polfed.org/campaigning/3733.aspx>

and contact Norfolk Fed office on 01603 971420 or e-mail us at Norfolk@polfed.org

Drop In Sessions

If you're interested in becoming a workplace rep we have set up 2 drop in sessions. At these sessions you'll be able to speak with some reps to get a flavour of what the role entails and the training you'll be given. Its also your chance to ask any questions and/or raise any concerns, reservations you may have about becoming a rep.

The drop in sessions will be taking place at the Norfolk Federation office on the following dates and times:

Monday 29th January 2018 — 10am to 1pm

Tuesday 30th January 2018—1pm to 5pm

Handy To Know

Changes to regulations which wasted money

From 15th December 2017, Police officers will be [allowed to retire or resign while under investigation for misconduct](#) under new regulations that came into force last week as part of the Policing and Crime Act 2017. In January 2015, the then Home Secretary Theresa May announced that police officers facing misconduct proceedings must remain in their positions until the outcome, if the possible penalty was dismissal from the force. These new regulations have seen that move reversed.

The 11 hour GAP between tours of duty

I was recalled to duty and I'm back on the next day.

What about the 11 hour gap between tours of duty?

Somewhere in all of this, someone always asks about the 11hr minimum interval between tours of duty required by the Working Time Regulations (WTR).

Police Regulations (22 Annex E 3) e) i) require an 11hr interval between rostered tours of duty.

If the duty roster is changed owing to an exigency of duty, then as far as is practicable, the person changing the roster should try to maintain the 11hr gap. If it is not practicable, the officer will be entitled to an equivalent period of 'compensatory rest.'

The DTI guide to the Working Time Regulations has this to say:

Compensatory rest is normally a period of rest the same length as the period of rest, or part of a period of rest, that a worker has missed.

The regulations give all workers a right to 90 hours of rest in a week. This is the total of your entitlement to daily and weekly rest periods. The exceptions allow you to take rest in a different pattern to that set out in the regulations.

The principle is that everyone gets his or her entitlement of 90 hours rest a week on average, although some rest may come slightly later than normal.

No one understands compensatory rest. The force will say that as soon as you go off duty again, you are into compensatory rest. Eventually you will end up on a rest day when you can genuinely rest. That doesn't sound right, but until someone goes to the European Court and gets people on a far higher pay grade than me to explain compensatory rest, we are without a definitive answer.

Compensation for working into a Rest Day

If you work 1 hour into a RD or less—payment or TOIL at time & a half for each completed 15 minutes. Over 1 hour into a RD compensation is payment or TOIL at time & a half for a minimum of 4 hours. There is no 30 minutes disregard for working into a RD.

Compensation for performing a duty on a Public Holiday with less than 8 days notice

Payment or TOIL at double time, minimum of 4 hours (plus travelling time if under 6hrs) and a day off in lieu to be notified within 4 days and to be treated as a PH.

Compensation for performing a duty on a Public Holiday with more than 8 days notice

Payment or time off in lieu at double time, minimum of 4 hours (plus travelling time if under 6hrs).

Reimbursement of medical charges

If you have received an injury on duty, which was not your fault and have subsequently been charged for a prescription and/or medical charges by the NHS, this includes dental charges then these can be claimed back from the force.

Mileage Claim when performing a duty on a Rest Day

Travelling expenses (mileage) to & from an officers home address to their place of work can be claimed back from the force when officers are performing a duty on a Rest Day. The RD worked cannot be one in which the day is then re-allocated as a RDIL. Mileage cannot be claimed for duties performed on Annual Leave or Bank Holidays. Claims for this type of mileage can only be backdated for 3 months.

MPs support Emergency Response Drivers Bill

Police and other emergency response drivers are currently open to prosecution just for doing their jobs, because the law fails to recognise their professional training. We have campaigned for change and today (19th Dec 2017) there was parliamentary support for Sir Henry Bellingham's Ten-Minute Rule Bill which will now progress to a second reading in March 2018.

Your local Fed Chair Andy Symonds has been busy raising this and many other issues on your behalf including the Protect the Protectors campaign, with all 9 of Norfolk's MP's.

Andy said "When I met Sir Henry Bellingham he was aghast at the way in which officers are so vulnerable when on an emergency or pursuit drive. I gave Sir Henry some of the Norfolk examples which have had significant impacts on those officers going through an investigation. The way in which being subject to the possibility of prosecution and gross/misconduct procedures for just doing the job, has on officers and their families. We exchanged further details on the matter and I put him in touch with our national lead rep for Police Driving, Tim Rogers. This then led to Sir Henry introducing a Ten-Minute rule bill today."

Follow the below link to see Sir Henry's interview after the rule bill was heard;

<https://www.youtube.com/watch?v=Uw1RZe9QXW4>

The above link takes you to YouTube so will not work on force computers, either send it to your personal e-mail address to view at home or try the link below which takes you straight to a Government catch-up website which enables you to watch parliamentary business;

<http://videoplayback.parliamentlive.tv/Player/Index/a8919407-2a78-41cf-b7e7-b400d98005b2?in=2017-12-19T14%3A58%3A00%2B00%3A00&out=2017-12-19T15%3A09%3A35%2B00%3A00&audioOnly=False&autoStart=False&statsEnabled=True>



Officers involved in death or serious injury incidents that result in post-incident investigations or those who are suspended from duty can now access to the Federation's Welfare Support Programme (WSP).

This has been created for officers who find themselves having to cope with often life changing situations through the course of their duties.

It is part of the acknowledgement of [mental health issues](#) affecting officers.

What does it include?

Access to a 24/7 support line manned by trained professionals; and a full-time welfare support officer who will work alongside federation representatives to support officers and their immediate families. The programme will develop over an initial two-year pilot period to include enhanced support with the provision of neuro-linguistic programming (NLP), coaching and counselling.

Who can access the WSP?

- Subscribing members to the Federation who have been involved in a death or serious injury incident at work that results in post incident investigation
- Officers who are suspended from duty

How to get help

Contact must be made initially with the Norfolk Federation office, please contact 01603 971420.

What is stress?

We all know what it's like to feel stressed, but it's not easy to pin down exactly what stress means. When we say things like "this is stressful" or "I'm stressed", we might be talking about:

- **Situations or events that put pressure on us** – for example, times where we have lots to do and think about, or don't have much control over what happens.
- **Our reaction to being placed under pressure** – the feelings we get when we have demands placed on us that we find difficult to cope with.

“It's overwhelming. Sometimes you can't see beyond the thick fog of stress”

There's no medical definition of stress, and health care professionals often disagree over whether stress is the cause of problems or the result of them. This can make it difficult for you to work out what **causes your feelings of stress**, or how to deal with them. But whatever your personal definition of stress is, it's likely that you can learn to manage your stress better by:

managing external pressures, so stressful situations don't seem to happen to you quite so often
developing your emotional resilience, so you're better at coping with tough situations when they do happen and don't feel quite so stressed

Is stress a mental health problem?

Being under pressure is a normal part of life. It can help you take action, feel more energised and get results. But if you often become overwhelmed by stress, these feelings could start to be a problem for you.

Stress isn't a psychiatric diagnosis, but it's closely linked to your mental health in two important ways:

- **Stress can cause mental health problems**, and make existing problems worse. For example, if you often struggle to manage feelings of stress, you might develop a mental health problem like **anxiety** or **depression**.
- **Mental health problems can cause stress**. You might find coping with the day-to-day symptoms of your mental health problem, as well as potentially needing to manage medication, health care appointments or treatments, can become extra sources of stress.

This can start to feel like a vicious circle, and it might be hard to see where stress ends and your **mental health problem** begins.

“When I'm stressed I feel like I'm on the verge of a breakdown”

Why does stress affect me physically?

You might find that your first clues about being stressed are physical signs, like tiredness, headaches or an upset stomach.

This could be because when we feel stressed emotionally, our bodies release hormones called **cortisol** and **adrenaline**. This is the body's automatic way of preparing to respond to a threat (sometimes called the '**fight or flight**' response). If you're often stressed then you're probably producing high levels of these hormones, which can make you feel physically unwell and could affect your health in the longer term.

Work-Life Balance

“Work-Life Balance” is something we are hearing a lot about recently, and something we’ve been pushing for a while now. It is especially relevant today as the newest intakes of police officers coming into the profession are now all from the “Millennial Generation,” a group that takes the concept of work-life balance very seriously. Still, even most of these millennial officers will someday experience challenges to leading a well-balanced life; the policing profession is such that it can easily become all-encompassing, to the detriment of outside activities, family time, friendships, and old interests and hobbies. Older in service officers know this well. Regardless of what generation of officer you might be, achieving and maintaining a well-balanced life requires discipline and effort. This article is a timely reminder for all officers particularly with the recent introduction of the mobile devices (Samsung Tablets).



I know it’s extremely tempting to take the tablet home and answer e-mails or do some work on ATHENA, so that it makes returning to work after rest days easier. However I implore you not to do this, we work in an already tough environment when we are at work and to then take work into the home environment it is not a healthy place to be.



I have copied the link to the force policy document which is titled Mobile Device Use. Within this policy is section 5, Mobile Working Expectations. I want to draw your attentions to the following sections;

5.1 states there is no expectation or work related requirement for users to use any devices while off duty.

5.4 states there is no expectation for officers to have any devices accessible off duty unless as required for on-call duties.

<W:\Collaboration\Strategic Change\Organisational\Reports and Publications\Policies\Joint Policies>

6 Handy Tips to achieve a better work life balance

Are you living a well-balanced life, with work, family, friends and leisure in harmony with each other? If the answer is “Yes” you are fortunate. Maintaining work-life balance is difficult. But if you said, no, or you are unsure, the following principles offer some practical advice that will help you regain balance.

1. Connect and look for social opportunities with people who are not cops: It is a common belief among a lot of police officers that “cops should stick with cops. No one else will understand what we do. Maybe not as common as it once was, with the newer generation of officers entering the job now, but for many the message to “stick with your own” is still strong.

I disagree with this, broadening your social network is important to create life balance. It forces you to seek and find commonality with people whose experiences and worldview are very different from yours, and that is a good thing. Forming non-police friendships can be mutually beneficial and a way to remain connected with other ways of seeing the world

Work-Life Balance

2. Reconnect with neglected family and friends: Do family you once considered close and integral still feel like an important part of your life? Are you connected to their world in a meaningful way? Soon after retirement, your name fades into a distant memory around the team/station and it will be family and friends from then on. Take steps now to ensure they are by your side later. Next, reconnect with old friends you'd like to stay in touch with, and tighten bonds with the new. In today's world of social networking, finding someone from the past is easier than ever and faster than ever, and social opportunities to build strong new bonds are plentiful.

3. Reintroduce some old pastimes, hobbies, and interests to your life: We all say the words 'I USTA' this is on the context of describing a former favourite activity you *used to* (usta) do (e.g., I *usta* go hiking, I *usta* love fishing, or I *usta* have a great golf handicap. Over time, we become so wrapped up in work and the day-to-day of life they become mere memories. Dust some of them off, at least the ones that are safe to do.

4. Be a lifelong learner: Somehow, for a lot (most?) of us, once adulthood is firmly established we decide who we are now is who we will always be. But when we were a kids, or even young adults, seeking new skills and opportunities kept life fresh and fun. Where is it written that we need to stop that at some age? Want to learn the guitar? Okay, go do it. Think you have the next great crime story percolating in your brain but not sure how to put it on paper? Take a class or two in fiction or screenwriting and get to writing. Never stop looking for opportunities to learn new skills.

5. Leave work at work; it will still be there tomorrow: Possibly the biggest hurdle for many police officers to clear is our inability to clear our heads and leave the job at station; we obsess over cases or problems at work when it's time to be fully engaged in our personal time. Worse than obsessing over details of a case or something needing to be done is devoting time to the more frustrating aspects of the "administrative burden" (ATHENA) that seems to occupy so much of our time and thoughts. In order to get on with the other four practices above, it's first necessary to devote time to them, and that means leaving our (figurative) "cop hat" hanging in the locker at work with the real one. No matter how devoted to the job we are, practice leaving it behind at 10-11 time.

6. Look to colleagues who are living well-balanced lives and learn their "tricks": Plenty of officers already live principles of work-life balance, and you probably know who they are. Sometimes the best learning style is observation/imitation. Being "more than a police officer" doesn't diminish the police officer part of us, or you, and, done correctly, can enhance it greatly.

Leading a well-balanced life greatly benefits emotional and physical health, personal and professional satisfaction, and even has benefits related to both length and quality of life. It is also extremely easy to lose sight of. Make work-life balance a concerted discipline and see if it doesn't benefit you immediately.

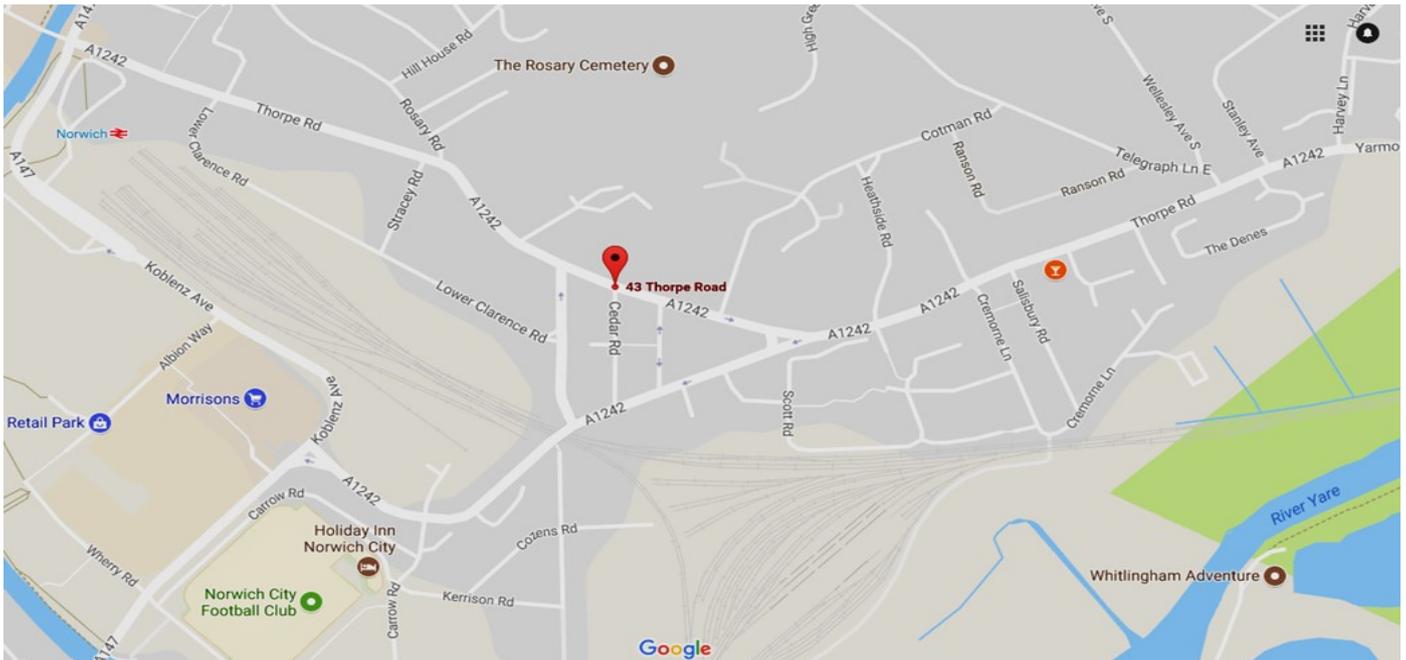
We've moved!

The Norfolk Police Federation is now operating out of a new office in Norwich.

The move sees them leaving their current office in OCC, which is set to bring a series of benefits for both the Federation and for officers using their services, as the Federation's chairman **Andy Symonds** and general secretary **Keith Bristo** explain.

Where will we be based?

All seven of our members of staff will now be working from 43 Thorpe Road, Norwich, NR1 1ES (known as 'Vox House'). This is 300 yards from Norwich train station (see image below) and opposite the Coroner's Court. There are four main routes to arrive at this address from within the City, which are:-



Along Riverside from the Kett's Hill roundabout, turning left on to Thorpe Road at the Railway Station junction. Straight through the City, down Prince of Wales Road travelling straight over the Railway Station junction lights on to Thorpe Road.

Round by Carrow Road Football Stadium, over the railway bridge, up Clarence road and follow round to the right on to Thorpe Road.

From the A47 bypass at Thorpe (Postwick junction) travelling towards the City Centre along Yarmouth Road.

From any of these routes, you will need to adhere to the one way system and travel up Cedar Road, where you will find our new premises at the top on the left hand side which is actually on the corner of Thorpe Road.

Parking Choices and Travel Options:-

- We have limited spaces available at our office on-site car park, please call the office reception before your arrival to allow us to give you access the car park through the barrier.
- A two hour pass is available for roadside parking at the office, call into reception on arrival.
- Stracey Road offers two hours roadside parking (where spaces allow)
- Norwich Train Station is a 300 metre walk from the office
- Buses whose route passes nearby includes:-

Green Line 14, 15 and 15A

Number 5, 5A, 5B, 5C, 32 and 132. Remember police officers on duty can use any First Bus to travel for free



Why move out of OCC?

Norfolk is one of very few branches of the Federation nationally that was still housed within the forces' estates. The majority of other branches in the UK have already made the move to separate premises.

Our previous offices were no longer fit for our purposes. We were working in cramped conditions and, due to the sensitive nature of much of our work, if an officer (or group of officers) came in for a private discussion or a PIP (Post Incident Procedure), then other members of the team would have to vacate the office in order to ensure it remained confidential. Clearly this was not an efficient or productive way of working.

At our new locations we will have areas that cater for Post Incident Management (PIM), enabling us to have the necessary confidential conversations with officers.

What other benefits will there be in the new offices?

- We recognise that often the reasons for a meeting with us can be for awkward or difficult. Our new location is much more secluded and detached, so if you're an officer coming to us for a matter you would like to remain private then you will be far less likely to come across a colleague than you would have been at police HQ.
 - The rooms have Skype access, meaning officers will have a choice of coming to visit us in person or contact us remotely.
 - The team's day-to-day working will no longer need to be disrupted to ensure conversations with visitors remain private, which will allow for a more efficient use of our staff's time and, by extension, a more productive service we can provide for our members.
 - Norwich is better as a 'central hub' than Wymondham, meaning we will now be quicker to reach for the majority of our members.
 - There are wash facilities at the building should officers need to shower, particularly if they have been involved in a Post Incident Management (PIM) incident.
- The move has created more office space at OCC.

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How has this been paid for?

The move and refurbishment of the building has been funded in full by the Federation. The fund used to allow the purchase of this property is not made up of members' subscriptions.

How do we contact the Federation?

The historic 4447 number **is no longer available**.

The new number to contact us on is **01603 971420** and please note that this is an external number. You will need to dial the whole number, rather than a four-digit extension.

The generic email address hasn't changed, it's still norfolk@polfed.org

The September 2017 Pay award survey result

Some of you will remember the e-mail I sent out to all federated ranks asking you all the simple of question of:

If it were possible to reject the 1% non-consolidated element of the recent 2017 pay award would you, YES or NO.

I received 623 responses (a 43% response rate) which is broken down as follows:

434 voted YES - 70%

189 voted NO - 30%

I'm aware of most if not all of the varying reasons why you voted YES and NO. I will be using this result in my dealings with MP's and the media so that they are aware of the strength in feeling amongst us at the way in which this Government continue to treat police officers.

To put this result around the numbers that voted in to context as of 31st October 2017 the force had a total of 1455 warranted police officers employed. Of which 1433 are federated officers (up to the rank of C/Insp) The 1455 figure is broken down into ranks as follows:

ACPO - 4

C/Supt - 3

Supt - 14.80

C/Insp - 16

Insp - 68

Sgt - 253.75

Pc - 1095

Worldwide Family Travel Insurance

Annual multi-trip cover for the subscribing member, their spouse or co-habiting partner and their resident dependent children provided they are under the age of 23 and, if over 18, are still in full time education. Cover is for trips of up to 31 days duration, which can be extended to 180 days by payment of an additional premium.

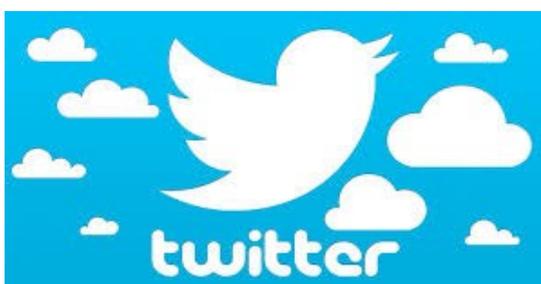
Wide range of recreational activities included such as: scuba diving, abseiling, hot air ballooning, white water rafting, windsurfing, quad biking etc plus a winter sports package.

Full details of cover and conditions can be found in the policy wording which should be read carefully, in particular the exclusions and limitations.

Premiums are detailed in the application form and must be made by monthly deduction from police pay or pension (alternative arrangements can be made for special constables).

Monthly premium deducted direct from your salary is £5.99.

Please visit www.norfolk.polfed.org for an application form and send it in the internal mail to Police Federation, 43 Thorpe Rd, Norwich. Any queries please call the Fed office on 01603 971420.



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