SOUTH WALES POLICE FEDERATION

# **JOINT BRANCH BOARD STANDING ORDERS**

**STANDING ORDERS** for the conduct of Joint Branch Board business.

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**Management and Elections.**

1. The Branch Council shall consist of the elected constituency members compliant with the instructions of the constitution. Current electoral arrangements will provide nineteen constituency members forming the Council, plus the incumbent Chair & Secretary.
2. The Branch Board shall consist of twelve members elected from The Council, that number to include the Branch Chair and Secretary.
3. Full time Constituency Representatives and any South Wales officers who are members of the National Board are to be considered additional, associate members of SWPF Board, but have no voting rights.
4. The Secretary shall convene a meeting of the Branch Council within one month of the results of the triennial elections being announced.
5. The inaugural meeting of the Branch Council, following the triennial elections, shall decide the full time constituency representatives, selected from within its number. If necessary elections shall be conducted by secret ballot with only Council members being allowed to vote. All candidates to the position of full time constituency representative shall be allowed to address the Council for 2 minutes prior to any election taking place.
6. Nominations for Officers wishing to stand as full time constituency representatives will be declared to the Secretary in writing, no later than 7 days prior to the inaugural Council Meeting following the election of Council members and should include a curriculum vitae and ballot papers to be circulated prior to the meeting and thus afford every representative the opportunity to vote for their chosen candidate.
7. The work location of the four full-time divisional representatives will be set by the branch secretary at the commencement of the three-year triennial process. The location be identified with having regard to the suitable availability of office space within the division where the representative was elected and where they can carry out their duties efficiently and effectively.
8. The inaugural meeting of the Branch Council, following the triennial elections, shall elect the members to the Branch Board which will consist of twelve members chosen from the Branch Council. Their number shall not include any of the full time constituency representatives. If necessary elections shall be conducted by secret ballot with only Council members being allowed to vote.
9. Nominations for Officers to the Board will be declared to the
Secretary, in writing, no later than 7 days prior to the inaugural Council Meeting following the election of members and should include a curriculum vitae and ballot papers to be circulated prior to the meeting and thus afford every representative the opportunity to vote for their chosen candidate.

## A meeting of the Council is formed when at least 50 % plus one other (i.e. currently 11) of the constituent Council members are present.

1. Candidates for the position of Branch Chair shall be identified at the inaugural Branch Board meeting following the triennial elections, from within members of that Branch Board. The Chair will assume the responsibilities of the Treasurer and CAPLO. If an election is necessary, it will involve all qualifying members entitled to vote across all ranks and constituencies, via the pnn system. Their period of office will run in conjunction with the subsequent triennial period for Council members.
2. Candidates for the positon of Branch Secretary will be identified at the inaugural Branch Board meeting following the triennial election, from candidates within members of that Branch Board. The Branch Secretary will assume the responsibilities of the Equality Liaison Officer. Their period of office will run in conjunction with the subsequent triennial period for Council members. If an election is necessary, it will be via secret ballot for members of the Board who are entitled to vote and will be facilitated by the Board, with scrutiny and oversight by the SWPF office manager. All candidates to the position of Branch Secretary will be allowed 2 minutes to address the Board prior to the election taking place.
3. The work location for the Branch Secretary and Chair will be the division where they were stationed within, prior to their election into their full-time positions. This is to ensure that the Secretary and Chair do not face a detriment to the full-time divisional representatives and to ensure the positions remain open to the widest pool within the force area.

## A meeting of the Board is formed when at least 50 % plus one other (i.e. currently 7) of the constituent Board members are present.

1. The full time constituency representatives shall be considered to be additional, associate members of the SWPF Board with no voting rights.
2. Officers of the South Wales Police who sit on the National Board shall be considered to be additional, associate members of the SWPF Board with no voting rights.
3. The appropriate rule making body in relation to the South
Wales Police Federation is the Branch Board.
4. Members of the Council and Board, with the exception of the Chair and Secretary will be elected triennially from their respective constituencies.
5. A motion for removal from office of the Branch Chair, properly proposed and seconded, shall only be made at a Branch Board meeting. The motion to be debated in accordance with Standing Orders. The motion shall then be voted upon by the members present and should it be carried, it will have immediate effect and the Chair shall be removed from office forthwith.
6. The Branch Secretary shall have a vote on all matters.
7. A motion for removal from office of the Branch Secretary, properly proposed and seconded, shall only be made at a Branch Board meeting. The motion to be debated in accordance with Standing Orders. The motion shall then be voted upon by the members present and should it be carried, will have immediate effect and the Secretary shall be removed from office forthwith.
8. The other Principal officers, namely the following positions:
* The Deputy Secretary
* The Deputy Chair
* The Deputy Treasurer
* Health and Safety Lead

shall be elected at the inaugural Branch Board meeting following the triennial election and their period of office will run in conjunction with the subsequent triennial period for Council members. These posts shall only be filled by full time constituency

representatives.

1. A motion for removal from office of any of the principal officers as below:
* The Deputy Secretary
* The Deputy Chair
* The Deputy Treasurer
* Health and Safety Lead

properly proposed and seconded, shall only be made at a Branch Board meeting. The motion to be debated in accordance with Standing Orders. The motion shall then be voted upon by the members present and should it be carried, will have immediate effect and the relevant officer shall be removed from office forthwith.

1. When a vacancy for an Officer of the Board or Full time BCU representative occurs after the triennial Elections, the Secretary shall inform, in writing, all members of the Council, giving at least 28 days notice of an election. Nominations for such posts must be handed to the Secretary no later than 14 days prior to the election taking place.
2. Voting shall be by means of secret ballot but will include the facility for members unable to attend the Council Meeting to vote on the pre-delivered ballot forms. These forms will be held by the office manager or other suitable person until the day of counting.
3. Prior to any election count the prospective applicants will be allowed to give a 2-minute presentation to the Council, should they wish to do so.
4. When the number of votes cast for candidates is equal, the
result will be decided by means the toss of a coin.

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### Trustees

1. The Trustees will comply with the statutory duty outlined in the Trustees Act 2000.
2. There shall be three Trustees selected from the Branch Board.
3. There shall be four Trustees of the Branch Council Group Insurance Scheme appointed by the Branch Board.

### Treasurer

1. The Treasurer will be responsible for the financial management of Board Funds subject to the directions of the Board.

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### Meetings

1. The Chair shall preside at, and conduct the meetings of, the Council and Board in accordance with these Standing Orders.
2. In matters of dispute reference shall be made to Citrines
ABC of Chairship.
3. The Secretary will, whenever possible, attend all meetings of the Council and Board, the proceedings of which they shall record or cause to be recorded. They will conduct all correspondence relating to the business of both the Council and Board. They will comply with the instructions of the Board and will be responsible for efficiently carrying out the business of the Board.
4. They shall notify, in writing, to members of both the council and Board, the time, date and venue of each meeting, together with the business to be transacted, fourteen clear days before the date of the meeting.
5. They shall supply each member of the Council and Board with a copy of these orders and amendments thereto.
6. Meetings of both the Council and Board will be held 3 time per annum within the boundaries of the South Wales Police at a venue to be decided by the Secretary.
7. Meetings of the Board will in addition be held when so ever it is felt appropriate to address urgent business as decided by the Chair and/or Secretary.
8. Members of both the Council and Board shall sign their names on an attendance sheet.

**Conduct of Meetings**

1. A person who is not a member of either the Council or Board will not be allowed in the meeting room during the transaction of
business, except by the consent of a majority vote.
2. Except by the consent of the Chair, each member of the
Council and Board shall remain in the meeting room during the whole time business is being transacted.
3. The Chair will commence all meetings with his opening
address.
4. The Secretary will then refer to the minutes of the previous
meeting after which the Chair will ask for a resolution for their adoption.
5. Unless otherwise agreed, matters will be dealt with as they appear on the Agenda.
6. All members of the Council and Board will obey the ruling of the Chair on all points of order and duly observe these orders.
7. Each members of the Council and Board, with the exception of the
Chair, when addressing the meeting shall address their remarks to the Chair.
8. Where resolutions are being brought forward, members should give consideration to disseminating backing papers to each member of the Council or Board prior to the start of the day’s business in order to allow an informed debate.
9. A proposition or amendment must be properly seconded
before the Chair will permit discussion.
10. A member, moving a proposition or amendment, will be
allowed a reasonable period in which to explain and
introduce the same, or to reply. They will, at all times,
scrupulously observe these orders and the ruling of the
Chair.
11. Should an amendment defeat a proposition, the Chair
will permit a member to move a further amendment. A
further amendment will not be permitted to come before the meeting until the proposition of the previous amendment has been disposed of.
12. The Chair will not permit the interruption of any member in the act of addressing the meeting, except for the purpose of calling the speaker to a point or order.
13. The voting at meetings will be by ballot, showing of hands
or, in those instances where the Board decided it is
necessary, by members standing until counted.
14. Each member will have one vote. The Chair, when the
number of votes cast are equal, will have a second or casting vote.
15. When a matter is raised in either the Branch Council or Branch Board and a written report in support of the matter is required, then that report should be submitted to the Secretary by 14 days after the Meeting.
16. The power to close any discussion shall be vested in the
Chair, or the member acting for the time being as
Chair.
17. Items intended for discussion with the Chief Constable should have exhausted all other avenues for resolution, be suitable for such discussion and be properly researched. The backing papers for any such resolution must be with the Secretary of this Board no later than 14 days prior to the meeting with the Chief Officer. Where such backing papers have not been supplied, the Secretary of this Board reserves the right to remit any such resolutions to the next meeting with the Chief Officer or for further debate by the Branch Board.
18. Where the Branch Board agrees, the minutes of the Statutory Meetings will be open to scrutiny by any of the Federation membership.
19. Smoking will not be allowed at Board Meetings whilst
Standing Orders are in force.
20. When any referendum of the Federated ranks is deemed necessary by the Board, the result will only be implemented when there is a 2/3rds majority of the votes cast.
21. Any Other Business must be handed to the Secretary in writing no later than the start of business on the day of that meeting. Only urgent issues should be considered, so that any delay to a future meeting would be disadvantageous to the membership.

**Travelling by Board Members**

1. When it is necessary for members of the Board to travel to any venue outside the Force area on approved Police Federation business the Secretary of the Board will be
contacted in the first instance in order that he/she shall arrange the most convenient and economical form of transport after consultation with the Treasurer.
2. The Secretary, after consultation with the Treasurer, will make all travel arrangements for any special meeting or function involving the Board.

**Sub-committees**

1. Each Sub-Committee of the Board shall appoint a Chair
and Secretary.

**Attendance – Sick Leave/suspension from duty**

1. Members of the South Wales Police Branch Council or Board are not required to attend any Federation meeting whilst on sick leave or whilst suspended from duty. However, this does not preclude them from voting in elections for officers of the Board and they will be provided with a pre-delivered ballot form in accordance with paragraph 20 above.

**Grievance Procedures**

**Diversity Statement**

1. The South Wales Branch Board declares that it is opposed to any form of treatment which is less favourable, whether through direct or indirect discrimination, in respect of its members and employees, marital or parental status, colour, race, nationality, ethnic or national origin, religious beliefs, creed or disadvantaged by conditions or requirements which cannot be objectively justified.
2. The Branch Board also seeks to ensure that employees are not victimised or subjected to sexual or racial harassment.
3. The Branch Board similarly declares opposition to any form of less favourable treatment accorded to all members or employees, together with all applicants seeking employment on the grounds of non-job related handicaps (The policy to apply to disabled people within the meaning of medically advised limits of their disability.) The only exception to this is where more favourable treatment would be lawful and is a means of securing equal opportunity.
4. The Police Federation recognises its obligations under both the Sex Discrimination Act 1975 and 1986 and the Race Relations Act 1976 and fully supports the spirit and intent of the related codes of practice in respect of both pieces of legislation. Such intent would lead us to accept the goals of eliminating discrimination on grounds of sex, marriage and race, in respect of such legislation and the promotion of equal opportunities in employment.
5. Members of the Branch Board and members of the staff employed by them should accept a personal duty for fostering a workplace free of racial and sexual discrimination and harassment and where there is equality of opportunity.
6. Members of staff who feel that they have been discriminated against or racially or sexually harassed may invoke the grievance procedures.
7. Invoking the grievance procedures does not invalidate their taking of action under the Sex Discrimination or Race Relations Acts. (The Acts have strict time limitations, which applicants should bear in mind when deciding their course of action.)
8. Complaints to the appropriate authorities within the time limits would not debar grievance procedures being fully carried out as complaints under the Sex Discrimination Act and Race Relations Act can, in fact, be withdrawn should the outcome of the grievance procedure be acceptable.
9. The Branch Chair will be responsible for monitoring equal opportunities amongst staff in the Police Federation Office and will also be responsible for the maintenance of records of complaints.
10. The Branch Chair will be responsible for the monitoring of complaints against Council members and the keeping of such records.
11. The ultimate aim of the Branch Board for its employees, should be a workplace which is free of direct and indirect racial and sexual harassment and where there is equality of opportunity.
12. Many matters, often of a minor nature, may be dealt with informally without invoking the grievance procedure.
13. The grievance procedure provides a formal structure for the handling of grievances by a currently serving federated rank officer of the South Wales Police, a retired member of the South Wales Police or a South Wales Branch Board employee who consider that a member of the Council has failed to carry out their duties as a Federation Representative. It is not designed to replace the force grievance procedure but to provide an internal mechanism for Federation-related issues only.
14. Any grievance will at all times be treated on a confidential basis.
15. Applicants, or any person the subject of complaints, and witnesses must be made aware at all stages, that any statements, oral or written, given under this procedure, will not be used in any subsequent discipline procedures arising from this grievance without their express permission.
16. Applicants have the right to pursue their grievance in stages to the highest level if the matter cannot be resolved at any one stage.
17. Applicants and, where appropriate, any person complained of, have the right at any stage, to be accompanied by their Staff Association or other representative body or colleague from work and seek advice from their Staff Association.
18. The operation of this procedure will not have the effect of preventing members of staff from exercising their right to take their case to an Employment Tribunal. As the legislation imposes a time limit on the commencement of proceedings of three months less one day from the act complained of, it is imperative that the investigation of a grievance be treated as a matter of urgency at all stages.
19. Where an applicant has invoked the grievance procedure, then any subsequent victimisation or harassment of that person, or any other person assisting the person raising the grievance, will be unlawful under the legislation.
20. Where a current serving federated rank officer of the South Wales Police, a retired member of the South Wales Police or a South Wales Branch Council employee has concerns over the conduct of a member of the South Wales Branch Council, that person has the right to make a grievance which shall in all circumstances be notified in writing to the Branch Deputy Chair who will deal with the matter at Stage 1. If the Branch Deputy Chair is the subject of the grievance, the matter shall be referred to the Branch Secretary who will deal with the matter at Stage 2. All such complaints will be brought to the attention of the Branch Board at the earliest opportunity

### Stage 1

1. Any member of the South Wales Police who considers he/she has a grievance, which may be considered pursuant to this procedure, should subject to paragraph 67, take the matter first to the Deputy Chair. The Deputy Chair should then take any appropriate action forthwith with a view to resolving the grievance informally.
2. If an informal resolution is not possible within 14 days, or if the person who is the subject of the complaint is also the person to whom the grievance would have been reported under the terms of paragraph 66, then Stage 2 of the procedure may be commenced forthwith. The applicant will be required to submit a written report of the grievance under confidential cover to the Deputy Secretary, who shall append their observations and details of any action taken, before submitting the report to the Branch Secretary.
3. The applicant and, where appropriate, the person complained of, will be informed by the Deputy Chair of any action taken in respect of the grievance.

**Stage 2**

1. A member of staff will have the right to take any grievance, not capable of informal resolution, to the Branch Secretary. They are to be seen by the Secretary as soon as practicable and, in any event, within 14 days of notice of the grievance being received from the applicant.
2. If the person subject of the grievance is the Secretary, then Stage 3 of the procedure should be commenced forthwith by the applicant, submitting a written report of the grievance under confidential cover to the Branch Chair.
3. The Branch Secretary, should interview the applicant within 14 days and, where appropriate, the person the subject of the complaint in order to familiarise him/herself with the nature of the complaint and will then take any appropriate action forthwith, with a view to resolving the grievance. This will create a written report outlining action taken.
4. The applicant and, if appropriate, the person complained of, will be informed of the action taken.
5. If a resolution of the grievance is not possible, or if the applicant is not satisfied with the action taken, the applicant may proceed to Stage 3, but will be required to submit a written report of the grievance under confidential cover to the Secretary, who shall append his/her observations and details of any action taken, before submitting the report to the Branch Chair.

**Stage 3**

1. If after Stage ‘2’, the grievance remains unresolved, or if the applicant is dissatisfied with any action taken in respect of the grievance, the applicant has the right, on complying with either paragraph 70 or 73, as appropriate, to take the grievance to the Branch Chair.
2. On receipt by him/her of written notice of the grievance, the Branch Chair shall require the Secretary or Deputy Secretary, where appropriate, to forward all documents relevant to the enquiry, including any initial report and the written comments of those to whom the grievance had been made previously within this procedure.
3. The applicant will be seen by the Chair as soon as practical and in any event, within 14 days of the notification being received, as appropriate, by the Deputy Secretary or JBB Secretary of the applicant’s wish to proceed to Stage ‘3’ of the procedure.
4. The applicant and, where appropriate, the person complained of, will be informed of any action taken.
5. Where at any time the complaint is against an immediate supervisor, the aggrieved should move to the next stage. Staff at all stages may be accompanied by their Staff Association representative or a colleague.
6. Alleged misconduct by staff against a member of the Police Federation may result in discipline procedures. The matter should be referred to the Branch Secretary in order that, where appropriate the Deputy Chief Constable or head of the Professional Standards Department, South Wales Police, may be informed, in order that notices can be served as soon as practicable.
7. The Branch Secretary, in such cases, will report the matter to the Deputy Chief Constable.
8. Applicants must not be victimised or harassed in any way.
9. Complaints at ALL stages will be confidential.
10. All written reports should remain confidential and it will be the responsibility of the JBB Secretary to ensure safe and secure storage of any papers generated as a result of the use of the procedure.

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### Expenses of the Board

1. The expenditure of the board will be in line with the Policy Document, which will be circulated by attaching to the standing orders at least once a year.

### Mobile Phones and Lap top computers

1. Full time constituency representatives and the two Principal Officers will be issued with a lap top computer. The lap top computers will remain the property of the South Wales Police Federation Branch Board. The member will maintain the computers and any defects shall be reported to the Branch Secretary as soon as possible. Use of the laptops must comply with the relevant policy.
2. Mobile phones shall be issued to representatives who provide a suitable business case. The individual representative will meet the expenditure for private calls.

### Donations / Presentations

1. All donations shall be made in line with the Branch Board’s expenditure policy.
2. All presentations shall be made in line with the Branch Board’s expenditure policy

**Retirement of Serving Branch Council members.**

1. Where an officer who has completed one full term and has been further re-selected as a Federation Representative, on retirement, they will be entitled to a gift to the value of £150. They will also, together with their partner, be invited to a meal at one of the statutory meetings. A gift of a bouquet of flowers, or of a similar nature and value, will be presented to the retiring member’s partner. Retiring members will, also, be able to nominate an evening function to mark their retirement from the force and Board, the cost of which is to be met by the Board.

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### The Federation Office

1. The policies and working practices adopted at the office will be subject to the relevant policy.

### Policies

1. An indices of all SWPF Council policies will be produced and circulated annually to Council Members.

MADE AND APPROVED: 10th April 1987

Amended: 27th November 1987

13th July 1989

4th January 1993

13th November 1998

28th January 2001

1st May 2001

18th January, 2005

18th July, 2005

10th October, 2007

9th January, 2008

9th August, 2010

1st January 2017

19th December 2017

19th December 2019

4th March 2020