# BRITISH TRANSPORT POLICE FEDERATION




# Constitution and Rules

| | |
|---|---|
| Version No. | 013 |
| Last updated: | 25/09/2026 |
| Replaces version no: | 012 |

**BRITISH TRANSPORT POLICE FEDERATION**

Constitution and Rules

## Index


| | | Page |
|---|---|---|
| 1 | Preliminary | 4 |
| 2 | Name | 5 |
| 3 | Principal office | 5 |
| 4 | Objectives | 5 |
| 5 | Powers | 5 |
| 6 | Application of income and property | 6 |
| 7 | Trustees | 8 |
| 8 | Qualification of members | 8 |
| 9 | Application for membership | 9 |
| 10 | Subscriptions | 9 |
| 11 | Retirement of members | 9 |
| 12 | Expenses | 9 |
| 13 | Travel policy | 10 |
| 14 | Legal advice and assistance | 11 |
| 15 | Misconduct policy for Executive, Management Board, Delegates and Employed Federation Staff | 13 |
| 16 | Appeals | 16 |
| 17 | Rights of members | 18 |
| 18 | Members' meetings | 18 |
| 19 | Divisions | 18 |
| 20 | Delegates' Conferences | 21 |
| 21 | Proceedings at Delegates' Conferences | 22 |
| 22 | Management Board | 23 |
| 23 | Chair | 24 |
| 24 | General Secretary | 25 |
| 25 | Deputy General Secretary / Treasurer | 26 |
| 26 | Auditors | 26 |
| 27 | Notices | 27 |
| 28 | Interpretation of these Rules | 27 |
| 29 | Alteration of these rules | 27 |
| 30 | Winding up | 28 |

**Schedule**


| | | |
|---|---|---|
| 1 | Tendering Policy | 29 |
| 2 | Standing orders for Delegates' Conferences | 34 |
| 3 | Voting Process for Executive Elections | 37 |
| 4 | Role profile: Chair | 38 |
| 5 | Role profile: General Secretary | 41 |
| 6 | Role profile: Treasurer | 45 |
| 7 | Role Profile: Deputy Chair | 47 |
| 8 | Role profile: Deputy General Secretary | 49 |
| 9 | Role Profile: Divisional Secretary & Deputy | 50 |
| 10 | Role Profile: Divisional Chair & Deputy | 51 |
| 11 | Role Profile: Federation Rep/Friend/PIP/H&S/Welfare | 52 |

## 1 Preliminary

In these Rules:

'Annual Conference' means the Delegates' Conference held by the Federation as its annual conference in accordance with Rule 20.1;

'Authority' means the British Transport Police Authority;

'Chair' means the Chair from time to time of the Federation appointed in accordance with the provisions of Rule 23.1;

'clear days' in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

'Delegates' means the Divisional Representatives of each Division, the Chair, the General Secretary and the Treasurer;

'Delegates' Conference' means any meeting of the Delegates including, without limitation, an Annual Conference;

'Deputy Chair' of the Federation voted upon by all Delegates at the Annual Conference. This position has a 5 year term.

'Divisional Chair' means in relation to a Division, the Chair from time to time of that Division appointed in accordance with the provisions of Rules 19.4 or 19.7;

'Divisional Committee' has the meaning set out in Rule 19.8;

'Divisional Member' means in relation to a Division, a member of the Federation who is affiliated to that Division;

'Divisional Representative' means a member elected by a Division to act as a divisional representative in accordance with Rule 19.5;

'Divisions' has the meaning set out in Rule 19.1;

'Divisional Secretary' means in relation to a Division, the secretary from time to time of that Division appointed in accordance with the provisions of Rules 19.4 or 19.7;

'Employed Members of Staff' means those members of staff employed by the federation;

'Executive' means the executive of the Federation comprising the Chair, the General Secretary, the Deputy General Secretary, Treasurer, and the Deputy Chair;

'The Federation' means the British Transport Police Federation;

'Financial Year' means the financial year of the Federation as may from time to time be altered by the Management Board but currently being 1st April to 31st March;

'Full Time Officers' means the Chair, the General Secretary and the Treasurer;

'General Secretary' means the General Secretary from time to time of the Federation appointed in accordance with the provisions of Rule 24.1;

'Machinery of Negotiation' means the British Transport Police Machinery of Negotiation for Police Officers document dated 1st July 2004 as it is in force at the date of these Rules and includes any later document which amends or re-enacts it;

'The Management Board' means the management board of the Federation comprising the Chair, the General Secretary, the Deputy General Secretary,

Treasurer, the Divisional Chair and the Divisional Secretaries; one elected representative from the Special Constabulary;

'Standing Orders' means the standing orders for Delegates' Conferences set out in Schedule 2 as varied from time to time by the Management Board;

'Subscriptions' means any entrance fees, contributions, subscriptions and levies from time to time required of members as determined by the Management Board;

Treasurer' means the Treasurer the from time to time of the Federation appointed in accordance with the provisions of Rule 25.1;

'Deputy General Secretary means the Deputy General Secretary from time to time of the Federation appointed in accordance with the provisions of Rule 24.1;

'Trustees' means the trustees of the Federation from time to time elected by the Management Board pursuant to Rule 22.4.

## 2 Name

The name of the Federation is the British Transport Police Federation.

## 3 Principal office

The principal office of the Federation shall be located at 134 Thurlow Park Road, West Dulwich, London SE21 8HN or such other place as the Management Board may from time to time determine.

## 4 Objectives

The Federation is established for the purpose of regulating relations between British Transport Police officers and the Authority and/ or the British Transport Police Force and promoting the welfare and efficiency of its members including (but not limited to):

4.1 negotiating terms and conditions of employment and service; and

4.2 attending any conferences which may be arranged by the Authority under section 46 of the Railways and Transport Safety Act 2003.

## 5 Powers

In furtherance of the objects of the Federation but not otherwise the Federation shall have the following powers:

5.1 to collect, establish and maintain funds by means of subscriptions;

5.2 to confer with legislature, public bodies and others upon matters directly or indirectly concerning the British Transport Police service;

5.3 to promote improvements in the law as applicable to the Police service and to support or oppose proposed alterations in such law;

5.4 to collect and circulate among its members, statistics and other information on all matters affecting the British Transport Police;

5.5 to provide financial, legal, welfare or other assistance to members of the Federation or their families who are distressed, disabled or suffer death;

5.6 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal estate which may appear convenient;

5.7 to add to, improve, furnish, equip and alter any premises necessary for the work of the Federation;

5.8 to accept any gift of property, whether subject to any special trust or not, for any purpose within the objects;

5.9 to print and publish any newsletter, periodical, leaflet or other publication;

5.10 to sell, lease, mortgage or otherwise deal with all or any part of the property of the Federation;

5.11 to borrow and raise money and secure its repayment in any manner;

5.12 to invest the funds of the Federation not immediately required for the furtherance of its objects in or upon such investments, securities or property as the Management Board may think fit;

5.13 to subscribe to any local or other charities or associations formed for any of the purposes included in the objects;

5.14 to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any body with which the Federation is authorised to amalgamate;

5.15 to transfer all or any part of the property, assets, liabilities and engagements of the Federation to any body with which the Federation is authorised to amalgamate; and

5.16 to do all such other lawful things as are incidental or conducive to the pursuit or attainment of any of the objects.

## 6 Application of income and property

6.1 The income and property of the Federation must be applied solely towards the promotion of the objects of the Federation as set forth in these Rules; and, subject to Rule 30.2, no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend or bonus, or otherwise by way of profit, to the persons who at any time are or have been members of the Federation or to any of them, or to any person claiming through any of them, provided that nothing contained in these Rules prevents:

6.1.1 payment in good faith of remuneration to any officer or servant of the Federation or to any member of the Federation or other person, in return for any services actually rendered to the Federation, or

6.1.2 payment of interest at a reasonable commercial rate not exceeding 5 per cent per year (or such other rate as may from time to time be determined by the Management Board) on money borrowed from a member of the Federation, or

6.1.3 payment of a reasonable and proper rent for any premises let by a member of the Federation to the Federation.

6.2 Subject to Rules 12 and 13, the Chair, General Secretary and Treasurer shall each have the power to expend such sum or sums as may be necessary to meet the immediate needs of the ordinary expenditure of the Federation but no purchase of any single item at a cost in excess of £500 may be authorised without the unanimous approval of all members of the Executive and no purchase of any single item at a cost in excess of £3,000 may be authorised without that approval and the approval

of a majority of the members of the Management Board. [See Schedule 1: Tendering Policy].

6.3 All bank accounts of the Federation shall be maintained with Barclays Bank or such other bank or building society as the Management Board may determine.

6.4 All bank accounts of the Federation shall bear the name of the Federation.

6.5 No cheque shall be drawn on, or instruction issued for, the electronic transfer of moneys from any Federation account unless it is signed by any two of the Chair, the General Secretary and the Treasurer.

6.6 Notwithstanding any other provision of these rules, no cheque shall be signed by the person to whom the payment is to be made.

6.7 All monies, cheques and drafts received by or on behalf of the Federation shall be paid promptly into a Federation account.

6.8 All monies of the Federation not immediately required for the purposes of the Federation shall be promptly invested upon such terms and upon such securities as may from time to time be recommended by financial advisers retained by the Federation for the purpose of such advice. The Treasurer shall procure that details of all such investments and their progress are reported to all meetings of the Management Board and to each Annual Conference.

6.9 The following honoraria shall be payable to reflect the additional workloads undertaken by the following individuals involved in Federation duties:

6.9.1 Deputy Chair - £1100 per annum;

6.9.2 Deputy General Secretary - £1100 per annum.

6.9.3 Divisional Chairs and Divisional Secretaries - £600 per annum;

6.9.4 Delegates who are not entitled to an honorarium under any of Rules 6.9.1 to 6.9.3 inclusive - £300 per annum

6.9.5 Full-Time B Division Representative - £300 four weekly.

All such payments shall be made annually in arrear (a year for the purpose of this Rule 6.9 runs from the time immediately following the end of one Annual Conference to the end of the next Annual Conference), with the exception of the Full-Time B Division Role. Payment of all honoraria will be made at the Annual Conference marking the end of the relevant year and, in the event that the relevant individual has served in the office giving rise to the entitlement to an honorarium for part only of the year in question, the amount payable will be reduced proportionately to reflect the part of the year served.

6.9.6 If you undertake two roles, you can only receive one honorarium each year, which will be paid at the higher rate, unless you direct otherwise

6.9.7 Following notification from the Treasurer each year, representatives wishing to claim their annual honorarium must complete and submit an honorarium request form between 01st March and 30th April each year. Applications received after this date may be considered at the discretion of the treasurer.

## 7 Trustees

7.1 An entry in the minute book of the Management Board recording the election of the Trustees shall be conclusive evidence of the fact so stated.

7.2 The Trustees shall hold office until the earliest of the end of the term of appointment referred to in Rule 22.4, death, resignation or removal from office by a resolution of the Management Board which may for any reason which may seem sufficient to a majority of the members of the Management Board present and voting at any meeting.

7.3 The number of Trustees must be not more than 4 or less than 2.

7.4 The property of the Federation must be vested in the Trustees except for cash which must be under the control of the Treasurer.

7.5 The Trustees must deal with the property of the Federation as directed by resolution of the Management Board and an entry in the minute book of the Management Board is conclusive evidence of a resolution.

The Trustees shall be indemnified against all costs, charges, losses, expenses and liabilities incurred by them as a Trustee out of the Federation property except to the extent that such indemnity would be prohibited or rendered void by any provision of law.

7.6 Whereby reason of the death, resignation or removal of a trustee a new trustee needs to be appointed, or if the Management Board deems it expedient to appoint an additional trustee or additional trustees, the Management Board may by resolution nominate the person or persons to be appointed as the new trustee or trustees.

7.7 To give effect to a nomination:

7.7.1 the Chair is nominated as the person to appoint new trustees of the Federation within the meaning of the Trustee Act 1925 Section 36, and

7.7.2 the Chair must by deed appoint the person or persons nominated by the Management Board as the new trustee or trustees of the Federation, and

7.7.3 the provisions of the Trustee Act 1925 apply to any appointment.

7.8 Any statement of fact in a deed of appointment of new trustees, in favour of a person dealing bona fide and for value with the Federation or the Management Board, is conclusive evidence of the fact so stated.

## 8 Qualification of members

8.1 Subject to Rule 8.2 membership of the Federation shall be open to serving officers of the British Transport Police of the rank of Chief Inspector and below, police cadets undergoing training for the British Transport Police and Special Constables of the rank Chief Officer and below. No other persons may be members of the Federation.

8.2 Membership of the Federation shall not be open to any person who has previously been expelled from the Federation unless the Management Board decides otherwise in relation to any particular application. Any application for membership from such a

person shall first be referred to the next meeting of the Management Board for a decision under this Rule 8.2.

## 9 Application for membership

Anyone who wishes to be admitted as a member of the Federation must apply in writing using the Federation's application for membership form which must be delivered to the General Secretary, Federation Office, electronically, via post, or in person.

9.1 As a condition of membership, all members shall be required to authorise their employer (the Authority) to deduct from their salary and to pay to the Federation all Subscriptions.

9.2 Upon receipt of a properly completed application for membership form from any person qualified to be a member, the General Secretary shall then enter the name of such person in the books of the Federation and on such entry such person shall become a member accordingly.

## 10 Subscriptions

10.1 Every member shall pay any Subscriptions and agrees that such amounts may be deducted from their pay through the National Payroll System.

10.1.1 Special Constables will have 50% of basic subscription cost paid by the force. The remaining 50% of the Federation subscriptions and any Group Insurance amount will be paid by the Special Constable via direct debit/standing order, directly into the Federation accounts. The remaining 50% of the Federation subscriptions and any Group Insurance amount will be paid by the Special Constable via direct debit/standing order

10.2 The Management Board may in its discretion grant exemption from payment of Subscriptions to any member who is absent from work through illness or incapacity and if the Management Board shall grant such exemption, the relevant member will be given a credit for all the Subscriptions due from them during their period of illness.

## 11 Retirement of members

Any member of the Federation desiring to retire shall signify such desire in writing to the General Secretary and their name shall then be removed from the list of members and they shall cease to be a member as soon as their name has been removed from the list.

## 12 Expenses

12.1 The reasonable expenses incurred by any member of the Federation in carrying out duties and functions authorised by the Management Board shall be met from the funds of the Federation. All claims for reimbursement of such expenses incurred by

members of the Federation shall be subject to the following provisions and (where applicable) the provisions of Rule 13.

12.2 Openness and transparency are key objectives of the Federation's expenses policy. The Federation accounts will be scrutinised by the Trustees and the Auditors and will be reported to the Management Board by the Treasurer.

12.3 Any expenditure must be consistent with the objectives of the Federation.

12.4 Subject to the remaining provisions of this Rule 12, the Federation does not expect anyone engaged in legitimate and authorised Federation activity to be personally 'out of pocket' as a result of their work for, or with, the Federation

12.5 All reasonable expenses must be claimed through the Treasurer on the requisite forms and reimbursement will be subject to production of VAT receipts or other appropriate evidence of payment. The Federation will only meet expenses following submission of an appropriate claim by the individual concerned. All claims shall be submitted to the Treasurer within 2 months of the expenditure or event.

12.5 (i) All delegates are entitled claim up to £50.00 in dry cleaning expenses relating to business attire worn at Annual Conference. All receipts to be submitted through the Treasurer.

12.6 All claims will be the subject of authorisation prior to reimbursement and all claims and payments may be the subject of audit.

12.7 Claims to the Federation for reasonable subsistence/ refreshment expenditure will be met to the extent that they are additional to expenses that the member would otherwise have incurred. Such subsistence/ refreshment claims can include daytime meals when none are provided, a pre- dinner drink and drink to accompany a meal. Refreshments purchased during the course of travel can be claimed. Such claims will be subject to a maximum of £15.00 per person for lunch and £35.00 per person for dinner including the cost of any pre- dinner drink (where applicable) and drink to accompany that meal.

12.8 If any drinks in excess of those referred to in Rule 12.7 are purchased they are the responsibility of the individual member and will not be reimbursed by the Federation

12.9 Members of the Executive may entertain contacts of the Federation on Federation Business provided the proposed entertainment and an appropriate budget has been agreed by the Executive in advance. Receipts must be submitted in full with the relevant expenses claim.

## 13 Travel policy

13.1 Subject to the remaining provisions of this Rule 13, the standard of accommodation and travel used should reflect the need to be able to continue to work effectively whilst away from the workplace and home, and the standing and status of the Federation.

13.2 Prior authority for all flight bookings must be obtained from the Management Board. If the member in relation to whom authorisation is sought is a member of the Management Board then prior authority must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the Chair. All members making claims for

reimbursement of the cost of flights must provide documentary evidence of the requisite prior authorisation.

13.3 All flights of over 4 hours to destinations outside the European Union will be booked for either business class or premium economy class where available. All other flights will be booked for economy class.

13.4 Prior authority for all hotel bookings must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the Chair. All members making claims for reimbursement of the cost of hotels must provide documentary evidence of the requisite prior authorisation. Members should seek Government Rate in relation to hotel expenses wherever possible.

13.5 Prior authority for hotel bookings will be subject to a maximum of £250.00 per person per night within the M25 and £150.00 per person per night elsewhere.

13.6 An incidental overnight allowance of:

13.6.1 £30.00 per night will be payable to members of the Federation staying overnight outside the United Kingdom and,

13.6.2 £10.00 per night will be payable to members of the Federation staying overnight within the United Kingdom.

in either case whilst carrying out duties and functions authorised by the Management Board.

13.7 Prior authority for the use of private motor vehicles for Federation business must be obtained from the Treasurer. If the member in relation to whom authorisation is sought is the Treasurer then prior authority must be obtained from the Chair. Where such prior authorisation has been given, the HMRC rate a mile may be claimed for vehicle use and will be reimbursed following the submission of a claim form. Claim forms must contain reasonable detail in respect of any journeys made and all members making claims for reimbursement for vehicle use must provide documentary evidence of the requisite prior authorisation.

13.8 Expenses incurred in relation to travel by rail or other public transport will only be reimbursed to the extent that they are:

13.8.1 the actual cost of standard class rail;

13.8.2 the actual cost of travel by public service vehicle.

## 14 Legal advice and assistance

14.1 Subject to the provisions of this Rule 14 and the relevant member not being in arrears with any Subscriptions or other sums due to the Federation, a member shall be entitled to such legal advice, assistance and/ or representation (if any) (**Legal Assistance**) at the cost of the Federation in relation to matters arising out of them acting as a constable (whether on or off duty) as the Chair may in their discretion decide. Legal Assistance shall be provided by legal representatives nominated by the Federation (**Legal Representatives**).

14.2 No member shall be entitled to Legal Assistance under Rule 14.1 unless that member has given notice to the Chair through the Divisional Secretary of the Division to which the member is affiliated within 28 days of the occurrence of the event in respect of which Legal Assistance is sought (where the event in question occurs over a period of more than one day, the time limit shall run from the last day of such period). An extension of this time limit may be permitted at the discretion of the Chair. Notification

must be made by submitting the prescribed application form together with a full report of the event(s) giving rise to the application. The Chair and relevant Divisional Secretary must treat as confidential any information communicated to them in such report.

14.3 Notwithstanding any other provision of this Rule 14 no Legal Assistance shall be provided to members at the cost of the Federation in relation to matters arising out of any allegation of driving with excess alcohol or non-prescription drink or drug related matters.

14.4 The provision of legal assistance involving the support of legal proceedings shall be in the entire discretion of the Chair who, in exercising that discretion, shall take into account the amount of money (if any) at stake, the principles involved, the conduct of the relevant member, the legal advice received as to the merits of the case and any other factors the Chair considers relevant.

14.5 In all cases where the Federation agrees to provide legal assistance pursuant to this Rule 14, the Chair may in their discretion require the relevant member to contribute to the cost involved as a condition of the Federation providing such assistance.

14.6 Where a member dies, whether or not in service, Legal Assistance pursuant to this Rule 14 may be afforded to their spouse or dependents (**Dependents**).

14.7 The provision of Legal Assistance at the cost of the Federation pursuant to this Rule 14 shall be subject to the observance by the member or Dependent receiving the benefit of Legal Assistance of the following conditions:

14.7.1 giving the Legal Representatives instructions that allow them to do their work properly;

14.7.2 not asking the Legal Representatives to work in an improper or unreasonable way;

14.7.3 not deliberately misleading the Legal Representatives;

14.7.4 co-operating with the Legal Representatives;

14.7.5 attending any medical or expert examination or court hearing; and

14.7.6 not conducting any negotiations or any court or other legal proceedings other than through the Legal Representatives.

In the event of any serious or persistent breach of these conditions or if the member or Dependent rejects the opinion of the Legal Representatives as regards making a settlement with their opponent, the member will indemnify the Federation in respect of the costs incurred by the Federation in relation to the provision of the Legal Assistance.

14.8 Where an application for assistance under Rule 14.2 is made by the Chair, notification of that application shall be made to the Treasurer and all decisions and discretions in relation to that application which (but for this Rule 14.6) would have fallen to be made or exercised by the Chair shall be made or exercised by the Treasurer.

14.9 Where any decision is made by the Chair or (where Rule 14.8 applies) the Treasurer pursuant to this Rule 14, the member or Dependent shall be entitled to apply for a review of the decision by applying in writing to the General Secretary within 14 days of being notified of the decision. Such review shall be carried out by three members of the Federation appointed by the General Secretary other than the Chair, the applicant or (where Rule 14.8 applies) the Treasurer (**Review Panel**). The Review

Panel will look afresh at the merits of the relevant application for assistance under Rule 14.2 and may:

14.9.1 confirm the original decision;

14.9.2 revoke the original decision; or

14.9.3 substitute a different decision (provided, for the avoidance of doubt, that the range of decisions that the Review Panel may reach shall be subject to the same limitations set out in this Rule 14 as applied to the original decision).

## 15 Misconduct policy for Executive, Management Board, Delegates, Employed Federation Staff and Subscribing Members.

15.1 It is the policy of the Federation to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give members the opportunity to respond before taking any formal action.

15.2 The aim of the Federation is to deal with disciplinary matters sensitively and with due respect for the privacy of the individuals involved. All members of the Federation must therefore treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

15.3 On discovery or receipt of a report or allegation that any member of the Executive or Management Board, delegates, Employed Federation Staff or Subscribing member (the member concerned) has:

15.3.1 committed any serious or repeated breach or non-observance of any of the provisions of these Rules;

15.3.2 been convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed); or

15.3.3 been guilty of any fraud or dishonesty; or

15.3.4 acts in any manner which brings or is likely to bring the member, Employed Federation Staff or the Federation into disrepute or is materially adverse or injurious to the interests of the Federation

the Management Board must as soon as reasonably practicable following such notification nominate a Full Time Officer to investigate the facts and, where appropriate, consider any relevant documents promptly. If there is a conflict, an Executive officer or member of the Management Board, will conduct the investigation. The purpose of an investigation is to establish a fair and balanced view of the facts relating to any disciplinary allegations against the member or Employed member of staff, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case.

15.4 The member or employed member of staff concerned must co-operate fully and promptly in any investigation. This will include providing the names of any relevant witnesses, disclosing any relevant documents and attending investigative interviews if required. Any investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.

15.5 Where conduct in question of the member or employed member of staff concerned is the subject of a criminal investigation, charge or conviction the Management Board

may suspend the action referred to in Rule 15.3 until such investigation and any resulting criminal proceedings are concluded.

15.6 The Executive may, having regard to the circumstances of the case, impose a period of precautionary suspension on the member or employed member of staff concerned. Such suspension will be for no longer than is necessary to investigate the allegations and details of any such period of suspension will be confirmed to the member or employed member of staff concerned in writing. Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. During such a period of suspension, the member or employed member of staff concerned must not visit any premises of the Federation other than as may be necessary for the purpose of attending any investigative interview, hearing or appeal hearing the member or employed member of staff concerned is asked to attend.

15.7 Where the member concerned is a Divisional Officer (as defined in Rule 19.4) and the Executive imposes a period of precautionary suspension on them, the Division concerned shall appoint another Divisional Member to perform the functions of that office during the period of suspension.

15.8 Following any investigation, if the Full Time Officer or Executive Officer or member of the Management Board, tasked with carrying out the investigation considers there are grounds for disciplinary action:

15.8.1 the member or employed member of staff concerned will be required to attend a disciplinary hearing. They will be informed in writing of the allegations against them, the basis for those allegations. This will also include the following where appropriate:

15.8.1.1 a summary of relevant information gathered during the investigation;

15.8.1.2 a copy of any relevant documents which will be used at the disciplinary hearing; and

15.8.1.3 a copy of any relevant witness statements

15.8.2 the Management Board shall appoint a disciplinary panel comprising three of its members who are not Full Time Officers (**Disciplinary Committee**). The identity of those to be appointed shall be drawn by lots under the supervision of and in such manner as may be determined by the General Secretary and, so far as possible, the three members of the Disciplinary Committee shall not be drawn from those Divisions to which the complainant(s) and the member concerned belong. If the General Secretary is conflicted, then a Full Time Officer, an Executive Officer or member of the Management Board shall be nominated. In the case of an employed member of staff, the Disciplinary Committee will be drawn from the list of all delegates.

15.9 The General Secretary will give the member or employed member of staff concerned written notice of the date, time and place of the disciplinary hearing which shall be before the Disciplinary Committee. If there is a conflict, such written notice will given by either a Full Time Officer, an Executive Officer or member of the Management Board. The hearing will be held as soon as reasonably practicable, but the member or employed member of staff concerned will be given a reasonable amount of time, usually two to seven days, to prepare their case based on the information given to them.

15.10 If the member or employed member of staff concerned cannot attend the hearing they should inform the General Secretary immediately and the General Secretary will

arrange an alternative time. Again, if conflicted, this will be done by either a Full Time Officer, an Executive Officer or a member of the Management Board. The member or employed member of staff concerned must make every effort to attend the hearing. If the member or employed member of staff concerned fails to attend without good reason or is persistently unable to do so (for example for health reasons), the Disciplinary Committee may take a decision based on the available evidence.

15.11 At the disciplinary hearing the Disciplinary Committee will go through the allegations against the member or employed member of staff concerned and the evidence that has been gathered. The member or employed member of staff concerned will be able to respond and present any evidence of their own.

15.12 The member or employed member of staff concerned may ask relevant witnesses to appear at the hearing, provided they give the General Secretary sufficient advance notice to arrange their attendance. If the General Secretary is conflicted, then this notice will be given to either a nominated Full Time Officer, Executive Officer or member of the Management Board. The member or employed member of staff concerned will be given the opportunity to respond to any information given by a witness. However, they will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Disciplinary Committee decides that a fair hearing could not be held otherwise.

15.13 The Disciplinary Committee may adjourn the disciplinary hearing if it considers further investigations are required in the light of any new points the member or employed member of staff concerned raises at the hearing. The member or employed member of staff concerned will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

15.14 Where the Disciplinary Committee finds by a majority vote there has been misconduct on the part of the relevant member or employed member of staff, the available penalties are:

15.14.1 No further action;

15.14.2 Written warning; (12 or 18 months)

15.14.3 Final written warning; (2 to 5 years)

15.14.4 a period of suspension; (in the case of a delegate) or

15.14.5 expulsion (in the case of a delegate)

15.14.6 Termination of contract (in the case of employed member of staff)

15.14.7 Expulsion from Federation (in the case of a subscribing member)

No penalty should be imposed without a hearing. Each case will be assessed on its own merits. Where, in relation to an allegation, there is no finding by majority vote of misconduct on the part of the relevant member or employed member of staff, the relevant member or employed member of staff shall be found not guilty in respect of that allegation.

15.15 Where a member who is suspended or expelled by the Disciplinary Committee is a Divisional Officer (as defined in Rule 19.4), a Divisional Representative or a member

of the Executive, they shall be suspended from their position as a Divisional Officer, Divisional Representative or member of the Executive (as the case may be) until:

15.15.1 the end of the period of their suspension as a member; or

15.15.2 any appeal against their expulsion has been determined; or

15.15.3 the period for any such appeal has expired without such appeal having been made

(whichever shall apply) and their position as a Divisional Officer, Divisional Representative or member of the Executive (as the case may be) shall be terminated where either any appeal against their expulsion has been determined and upholds the expulsion or the period for any appeal against their expulsion has expired without such appeal having been made.

15.16 The General Secretary will inform the member or employed member of staff concerned in writing of the decision of the Disciplinary Committee and the reasons for it, usually within one week of the disciplinary hearing. If there is a conflict then the member or employed member of staff will be informed by a nominated Full Time Officer or Executive Officer or member of the Management Board.

15.17 The member or employed member of staff concerned must not make electronic recordings of any meetings or hearings conducted under this procedure.

15.18 There shall be no publication of penalties imposed by the Disciplinary Committee until the time limit for appeal against the decision has expired. In cases where an appeal has been lodged within the prescribed time limit, there shall be no publication of a penalty until the appeal has been determined. Subject to this, publication shall be by means of a circular to Divisions.

15.19 Notwithstanding any other provision of these Rules, the Management Board may authorise the General Secretary to initiate legal proceedings against any member or employed member of staff who appears to the Management Board to have committed any criminal or wrongful act against the Federation, its members or officers and to terminate the membership of such member upon conviction of or judgment in such proceedings being passed against such member. If the General Secretary is conflicted, then the Management Board may authorise either a Full Time Officer, Executive Officer or a member of the Management Board, to initiate said legal proceedings.

## 16 Appeals

16.1 If the member or employed member of staff concerned feels that disciplinary action taken against them is wrong or unjust they should appeal in writing, stating the full grounds of appeal, to the General Secretary within 21 days of the date on which they were informed of the decision. If the General Secretary is conflicted, then the Management Board may authorise either a full-time officer, executive officer or member of the Management Board to deal.

16.2 The date on which any expulsion or suspension imposed by the Disciplinary Committee takes effect will not be delayed pending the outcome of the appeal. However, if an appeal is successful the member concerned will be reinstated or the suspension lifted (as the case may be).

16.2.1 In the case of an employed member of staff, they should appeal in writing, stating the full grounds of appeal, to the Chair within 21 days of the date on which they were informed of the decision. If the Chair is conflicted, then the Management Board may authorise either a full-time officer, executive officer or member of the Management Board to deal.

16.3 If the member or employed member of staff concerned raises any new matters in their appeal, further investigation may need to be carried out. If any new information comes to light the General Secretary will provide the member or employed member of staff concerned with a summary including, where appropriate, copies of additional relevant documents and witness statements. The member or employed member of staff concerned will have a reasonable opportunity to consider this information before the hearing and the member or employed member of staff concerned may comment on any new evidence arising during the appeal before any decision is taken.

16.4 The appeal hearing shall be before an appeals panel appointed by the Management Board for the purpose of the hearing comprising three of its members who are not Full Time Officers and who were not members of the Disciplinary Committee whose decision is the subject of the appeal (**Appeals Panel**). The identity of those to be appointed shall be drawn by lots under the supervision of and in such manner as may be determined by the General Secretary and, so far as possible, the three members of the Appeals Panel shall not be drawn from those Divisions to which the complainant(s) and the member concerned belong. In the case of an employed member of staff, the Appeals Panel will comprise of three delegates who were not members of the Disciplinary Committee

16.5 The General Secretary will give the member or employed member of staff concerned written notice of the date, time and place of the appeal hearing which shall be before the Appeals Committee. This will normally be two to seven days after the member or employed member of staff concerned receives the written notice. Three alternative dates will be offered to the member or employed member of staff on which the appeal shall take place. If the member or employed member of staff fails to identify any of these dates or indeed present themselves on said date, the Appeal Panel have the discretion to void/withdraw the appeal.

16.6 The appeal hearing may be a complete re-hearing of the matter, or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the discretion of the Appeals Committee depending on the circumstances of the case.

16.7 The Appeals Committee may adjourn the appeal hearing if there is a need to carry out any further investigations in the light of any new points the member or employed member of staff concerned has raised at the hearing. The member or employed

member of staff concerned will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

16.8 Following the appeal hearing the Appeals Committee acting by majority vote may:

16.8.1 confirm the original decision of the Disciplinary Committee;

16.8.2 revoke the original decision of the Disciplinary Committee; or

16.8.3 substitute a different penalty (provided, for the avoidance of doubt, that the range of penalties that the Appeals Committee may impose shall be subject to the limits set out in Rule 15.14).

16.9 The General Secretary will inform the member or employed member of staff concerned in writing of the decision of the Appeals Committee as soon as possible, usually within one week of the appeal hearing. There will be no further right of appeal.

## 17 Rights of members

17.1 All members shall be entitled to all such information and advice with regard to the objects of the Federation as the Federation or any of its officers may be able to supply.

17.2 Any member shall be entitled to inspect the books of account of the Federation at the principal office of the Federation at reasonable times by giving not less than four weeks prior notice to the General Secretary.

17.3 No right or privilege of any member as such shall be transferable or transmissible, but all such rights and privileges shall cease upon the member ceasing to be such, whether by death, retirement, or otherwise.

## 18 Members' meetings

18.1 Divisional Representatives shall hold meetings with the Divisional Members in the Division they represent for the purpose of information and consultation as often as they shall consider appropriate having regard to the Machinery of Negotiation. The relevant Divisional Chair shall chair such meetings, and all the Divisional Representatives of the relevant Division shall use all reasonable endeavours to attend.

18.2 The General Secretary shall use reasonable endeavours to arrange local meetings and surgeries and where reasonably practicable open meetings for members of the Federation for the purpose of information and consultation as often as the Executive shall consider appropriate. The Chair shall chair such meetings and all members of the Executive and the Divisional Representatives of the Division where the meeting is taking place shall use all reasonable endeavours to attend.

## 19 Divisions

19.1 The Federation shall be divided into the divisions listed in the first column of the table in Rule 19.5 or such other divisions as the Management Board may from time to time determine after consultation with the Authority (**Divisions**). An officer will be deemed

to be part of that division on the basis of the location from which they work from on a daily basis.

19.2 Each Division shall hold general meetings as required, open to all Divisional Members of that Division. Rule 19.3 applies as to notification of members.

19.3 Each Division must notify all its members in writing and at their last known address of the date, time and venue of its general meeting not less than 21 clear days in advance.

19.4 Each Division shall elect the officers of the Division, namely Divisional Chair, Divisional Deputy Chair, Divisional Secretary, Divisional Deputy Secretary and Divisional Welfare and Safety Officer (together **Divisional Officers**) every five years. This is done at a Divisional Committee Meeting. The Divisional Officers shall serve for a term commencing at the end of the Divisional Committee Meeting at which they are appointed and ending at the conclusion a Divisional Committee Meeting held five years hence. Only Divisional Members of a Division may act as Divisional Officers of that Division.

19.5 Each Division shall elect Divisional Representatives every five years. Notification of the requirement to hold elections will be circulated by the General Secretary. Only Divisional Members of a Division may act as Divisional Representatives of that Division. The number of Divisional Representatives to be elected by each Division is set out in column 5 of the table below and the ranks from which the members elected as Divisional Representatives are to be drawn are set out in columns 2 to 4 of the table below:

19.5.1 In the event of a representatives election resulting in a tied vote, the National Executive will have the deciding vote and will base their decision on numerous factors, including but not limited to, positive action and geographical location.

19.5.2 Any member wishing to put themselves forward for a vacant committee role as a Federation Representative must do so knowing that they are substantive in rank (Sgt, Insp, C Insp). This would require you to have completed your 12-month temporary promotion and work-based assessment (if applicable).

| Division | Inspectors | Sergeants | PCs | Total |
|---|---|---|---|---|
| Scotland | 1 | 1 | 3 | **5** |
| Pennines West | 1 | 1 | 3 | **5** |
| Pennines East | 1 | 1 | 3 | **5** |
| Wales & Midlands | 1 | 1 | 5 | **7** |
| B Division East | 1 | 1 | 4 | **6** |
| B Division South | 1 | 1 | 3 | **5** |
| TFL / Central | 1 | 1 | 5 | **7** |
| **Total** | **7** | **7** | **26** | **40** |

The provisions of this Rule 19.5 reflect the provisions of the Machinery of Negotiation and the Management Board may make changes to this Rule in accordance with Rule 29.2 which are necessary to reflect changes in the Machinery of Negotiation.

19.6 Divisional Representatives shall be appointed for a term of five years.

19.6.1 Upon election to a five-year term (or mid-term) as a new Federation Representative, you must undergo mandatory training to ensure your effective fulfilment of your role and to enable the best possible service for our members. This training comprises initial Federation Representative input and Misconduct Training (provided that sufficient numbers are available), which must be completed within 18 months of election to the post. Suitable course dates will be identified, and you will be rostered to attend as a duty commitment. Failure to attend may affect your suitability to remain a Federation Representative.

19.7 A Division may remove a Divisional Officer or Divisional Representative from office by a majority of at least two-thirds of the votes cast by Divisional Members. Where this occurs, the position of a member as a Divisional Officer or Divisional Representative is terminated pursuant to Rule 15.15 or a Divisional Officer or Divisional Representative gives notice that they are unable or unwilling to continue to serve as a Divisional Officer or Divisional Representative (as the case may be), the Division concerned shall elect a replacement Divisional Officer or Divisional Representative (as the case may be) shall be elected who shall be a Divisional Member of that Division. In each case those elected shall serve for the remaining

balance of the term of office of the Divisional Officer or Divisional Representative who they replace.

19.8 The Divisional Representatives of each Division shall serve as the police staff representatives at the Divisional Committee established for their Division under the Machinery of Negotiation (**Divisional Committee**).

19.9 The Divisional Representatives of each Division shall meet together prior to meetings of their Divisional Committee to discuss agenda matters. They shall also meet together prior to any Delegates' Conference to discuss matters that are or may be included on the agenda of that Delegates' Conference.

19.10 At general meetings of the members of a Division every member present is entitled to one vote upon every motion and in case of an equality of votes the Divisional Chair may have a second or casting vote.

19.11 Divisions may make their own rules and arrangements provided they are not inconsistent with these Rules. Divisions must keep accurate records of their membership and of business transacted at meetings of the members of the Division, the Divisional Committee and any sub-committees.

## 20 Delegates' Conferences

20.1 The Federation shall on or around the second Wednesday in September each year hold a Delegates' Conference as its annual conference and shall specify the meeting as such in the notices calling it. The Annual Conference shall be held at such time and place as the Management Board shall appoint.

20.2 Any meeting of the Delegates other than an Annual Conference shall be called an emergency Delegates' Conference.

20.3 The Management Board may, whenever it thinks fit, convene an emergency Delegates' Conference.

20.4 The Management Board shall, on a requisition made in writing by any 20 or more Delegates, immediately proceed to convene an emergency Delegates' Conference.

20.5 Any requisition made by Delegates shall state the object of the emergency Delegates' Conference and the terms of any resolution to be proposed and shall be left at the principal office of the Federation.

At least twenty eight clear days before every Delegates' Conference, notice specifying the place, the day and the hour of meeting, and, in case of special business, the general nature of such business, shall be given to the members in such manner, if any, as may be prescribed by the Federation in Delegates' Conference; but the accidental omission to give such notice

to, or the non-receipt of such notice by, any member shall not invalidate the proceedings at any Delegates' Conference.

## 21 Proceedings at Delegates' Conferences

21.1 The provisions of the Standing Orders shall apply to all Delegates' Conferences. [See Schedule 2: Standing Orders for Delegates' Conferences].

21.2 All business at any Delegates' Conference shall be deemed special business, with the exception at an Annual Conference of:

21.2.1 the consideration of the financial statements of the Federation for the Financial Year most recently ended and any documents annexed to them;

21.2.2 the report of the Management Board;

21.2.3 the report of the auditors; and

21.2.4 the reappointment of retiring auditors and the fixing of their remuneration.

21.3 No business shall be transacted at any Delegates' Conference unless a quorum of not less than 21 members is present at the commencement of such business.

21.4 If within half an hour from the time appointed for the Delegates' Conference a quorum is not present at the meeting, if convened upon the requisition of Delegates, shall be dissolved; in any other case it shall stand adjourned to the same day in the following week at the same time and place, and if at such adjourned Delegates' Conference, a quorum is not present the meeting shall stand dissolved.

The Chair or, in their absence, the Deputy Chair shall preside as Chair at every Delegates' Conference.

21.5 If neither the Chair nor the Deputy Chair is present at the time of holding a Delegates' Conference the Delegates present shall choose one of their number to be Chair of the meeting.

21.6 The Chair may, with the consent of the meeting, adjourn any Delegates' Conference from time to time and from place to place, but no business shall be transacted at any adjourned Delegates' Conference other than the business left unfinished at the Delegates' Conference from which the adjournment took place.

21.7 At any Delegates' Conference a declaration by the Chair that a resolution has been carried or lost and an entry to that effect in the minute book of the Federation shall be conclusive evidence of the fact.

21.8 Every Delegate shall have one vote and no more. All votes shall be given personally.

No Delegate shall be entitled to vote at any Delegates' Conference if any money owing from them on any account to the Federation is overdue.

## 22 Management Board

22.1 A deputy Chair and Deputy General Secretary from the Management Board shall be elected by the conference delegates. Subject to Rule 22.2, the persons so elected shall serve for a term of five years from the date of their appointment.

Where the Deputy Chair or Deputy General Secretary:

22.1.1 gives notice that they are unable or unwilling to continue to serve as Deputy Chair or Deputy General Secretary (as the case may be);

22.1.2 is, in the opinion of a medical practitioner physically or mentally incapable of performing their duties and may remain so for more than three months;

22.1.3 ceases, for any reason, to be a member of the Federation; or

22.1.4 ceases, for any reason, to be a member of the Management Board

They shall immediately cease to be a Deputy Chair or Deputy General Secretary (as the case may be) and the Management Board shall elect from their number a replacement Deputy Chair or Deputy General Secretary (as the case may be). At the first meeting of the Management Board following the five-yearly elections, the Management Board shall be updated with who has been elected as Chair of the British Transport Police Federation Welfare Fund Committee. The Chair of the British Transport Police Federation Welfare Fund Committee so elected shall hold such office for five years until the start of the Management Board meeting occurring after the next five-yearly election and shall be eligible for re-election. This is subject to the right of the Management Board to remove them from office at any time prior to the expiry of such term. Any casual vacancy may be filled by the other members of the Management Board.

At the first meeting of the Management Board following the five-yearly elections the members of the Management Board shall elect a number of members of the Federation to act as trustees. The Chair, General Secretary and Treasurer may not be elected to serve as Trustees. The number of members to be elected shall be such number as shall be necessary to ensure that as from the close of that meeting, there are three Trustees in office. Trustees shall be appointed for a term of five years commencing at the close of the meeting at which they are appointed and ending at the close of the Management Board meeting occurring after the next five-yearly election and shall be eligible for re-election.

The Management Board shall meet at least twice in each calendar year and shall meet more frequently as the Management Board, or the General Secretary shall determine.

The Management Board may continue to act even though the number of its members is reduced by death, retirement or otherwise below the number of 17, but if at any time the number is reduced below 9 the continuing members of the Management Board shall act only for the purpose of filling vacancies until there are at least 9 members of the Management Board.

No business shall be transacted at any Management Board unless a quorum of not less than 12 Management Board members is present at the commencement of such business.

If within half an hour from the time appointed for the Management Board a quorum is not present at the meeting, it shall stand adjourned to the same day in the following week (or any time before) at the same time and place, it can be held remotely and if at such adjourned Management Board meeting a quorum is not present the meeting shall stand dissolved.

22.2 The Management Board shall have control over all the affairs and property of the Federation and shall exercise all such powers of the Federation as it thinks fit in except as otherwise provided by these Rules.

22.3 Without prejudice to the generality of Rule 22.9 the Management Board:

22.3.1 shall ensure that financial statements for the Federation in respect of each Financial Year are drawn up and audited in accordance with Rule 26.1 and those copies sent to all members of the Federation;

22.3.2 may engage all such officers and employees as it may consider necessary and shall regulate their duties and fix their salaries and may suspend or dismiss any officers or employees so appointed;

22.3.3 may authorise the General Secretary to bring or defend such legal proceedings as the Management Board considers necessary in the interests of the Federation; and

22.3.4 may vary the Standing Orders (but not, for the avoidance of doubt, during a Delegates' Conference).

22.4 The Chair, the General Secretary, the Deputy General Secretary and the Deputy Chair shall serve as the police staff representatives at the National Negotiating Meeting and the British Transport Police Force Conference in each case established under the Machinery of Negotiation.

## 23 Chair

*23.1* The Federation shall have a Chair who is voted on by all attending delegates at the Annual Conference [see Schedule 3: Voting Process for Executive Elections]. The Chair shall serve a term of five years from the date of their election and may be re-elected at the end of each term, at such remuneration and upon such conditions as the Management Board may think fit. The retiring Chair will by virtue of their office be eligible for re-election.

23.2 The role and responsibilities which shall be assumed by the Chair are set out in Schedule 4.

23.3 Anything required or authorised to be done by or to the Chair may if the office is vacant or there is for any other reason the Chair is not capable of acting be done by or to the Deputy Chair or, if there is none, by or to any member of the Executive authorised generally or specially in that behalf by the Management Board.

23.4 Notwithstanding any other provision of these Rules save for those expressly giving the Chair a casting vote in relation to any decision, the Chair shall be entitled to attend and speak but not vote at any Federation meeting (including, without limitation,

Delegates Conferences, meetings of the Management Board and meetings of the Executive).

23.5 Where the Chair:

23.5.1 gives notice that they are unable or unwilling to continue to serve as the Chair;

23.5.2 is, in the opinion of a medical practitioner physically or mentally incapable of performing their duties and may remain so for more than three months;

23.5.3 ceases, for any reason, to be a member of the

Federation; or

23.5.4 ceases, for any reason, to be an employee of the Federation

The Management Board shall appoint a replacement Chair, and the outgoing Chair shall work a minimum notice period of 4 weeks so that an adequate handover of duties can be carried out. The 4-week minimum notice period is of course dependant on any identified medical issues.

## 24 General Secretary

The Federation shall have a General Secretary who is voted on by all attending delegates at the Annual Conference [see Schedule 3: Voting Process for Executive Elections]. The General Secretary shall serve a term of five years from the date of their election and may be re-elected at the end of each term, at such remuneration and upon such conditions as the Management Board may think fit. The retiring General Secretary will by virtue of their office be eligible for re-election.

The role and responsibilities which shall be assumed by the General Secretary are set out in Schedule 5.

24.1 Anything required or authorised to be done by or to the General Secretary may if the office is vacant or there is for any other reason the General Secretary is not capable of acting be done by or to the Deputy General Secretary or, if there is none, by or to any member of the Executive authorised generally or specially in that behalf by the Management Board.

24.2 Notwithstanding any other provision of these Rules, the General Secretary shall be entitled to attend and speak but not vote at any Federation meeting (including, without limitation, Delegates Conferences, meetings of the Management Board and meetings of the Executive).

24.3 Where the General Secretary:

24.3.1 gives notice that they are unable or unwilling to continue to serve as the General Secretary;

24.3.2 is, in the opinion of a medical practitioner physically or mentally incapable of performing their duties and may remain so for more than three months;

24.3.3 ceases, for any reason, to be a member of the Federation; or

24.3.4 ceases, for any reason, to be an employee of the Federation

The Management Board shall appoint a replacement General Secretary, and the outgoing General Secretary shall work a minimum notice period of 4 weeks so that

an adequate handover of duties can be carried out. The 4-week minimum notice period is of course dependant on any identified medical issues.

## 25 Treasurer

*25.1* The Federation shall have a Treasurer who is voted on by all attending delegates at the Annual Conference [see Schedule 3: Voting Process for Executive Elections] The Treasurer shall serve a term of five years from the date of their election and may be re-elected at the end of each term, at such remuneration and upon such conditions as the Management Board may think fit. The retiring Treasurer will by virtue of their office be eligible for re-election.

25.2 The role and responsibilities which shall be assumed by the Treasurer are set out in Schedule 6.

25.3 Anything required or authorised to be done by or to the Treasurer may if the office is vacant or there is for any other reason the Treasurer is not capable of acting be done by or to any member of the Executive authorised generally or specially in that behalf by the Management Board.

25.4 Notwithstanding any other provision of these Rules, the Treasurer shall be entitled to attend and speak but not vote at any Federation meeting (including, without limitation, Delegates Conferences, meetings of the Management Board and meetings of the Executive).

25.5 Where the Treasurer:

25.5.1 gives notice that they are unable or unwilling to continue to serve as the Treasurer;

25.5.2 is, in the opinion of a medical practitioner physically or mentally incapable of performing their duties and may remain so for more than three months;

25.5.3 ceases, for any reason, to be a member of the Federation; or

25.5.4 ceases, for any reason, to be an employee of the Federation

The Management Board shall appoint a replacement Treasurer and the outgoing Treasurer shall work a minimum notice period of 4 weeks so that an adequate handover of duties can be carried out. The 4-week minimum notice period is of course dependant on any identified medical issues.

## 26 Auditors

26.1 The financial statements of the Federation for each Financial Year prepared pursuant to Rule 22.10.1 must be audited by a person eligible to be appointed as a statutory

auditor pursuant to the Companies Act 2006 (**Qualified Person**) as soon as practicable after the end of the relevant Financial Year.

26.2 The auditor must be appointed at each Annual Conference and must not be a member of the Federation.

26.3 Any vacancy in the office of auditor occurring during the year must be filled by another Qualified Person appointed by the Management Board who must not be a member of the Federation.

## 27 Notices

A notice may be served by the Federation on any member either personally or by sending it through the post in a prepaid first-class letter addressed to such member at their registered place of abode or electronically via e-mail.

27.1 Any notice, if served by post, shall be deemed to have been served 24 hours after it is posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, stamped and posted.

## 28 Interpretation of these Rules

28.1 The Management Board shall be the sole authority for the interpretation of these Rules and shall report such decisions to the next Annual Conference.

28.2 The decision of the Management Board upon any question of interpretation or upon any matter affecting the Federation and not provided for by these Rules is final and binding on the members.

28.3 The Management Board has no power to amend these Rules save as provided for in Rule 29.2.

## 29 Alteration of these Rules

29.1 These Rules may be added to, repealed or amended by a resolution passed at a Delegates' Conference. Written notice of any proposals for additions, repeals or amendments which must include the exact wording of any proposed additions or amendments must be given to the General Secretary not less than 10 clear days before the Delegates' Conference at which they are to be considered. Any such addition, repeal or amendment shall only be passed by a majority of at least two-thirds of the Delegates voting on it. Any such addition, repeal or amendment which is passed shall take effect immediately following the conclusion of the Delegates' Conference at which it was passed.

29.2 The Management Board may make changes to these Rules which it considers to be in the best interests of the Federation. Any such change shall only be passed by a majority of at least two-thirds of the members of the Management Board voting on it. Written notice of such changes shall be given to each member, and such changes shall take effect 14 clear days after the date on which such notice is deemed to have been served in accordance with Rule 27.2. Save for changes to the Standing Orders and changes to Rule 19.5 which are necessary to reflect changes in the Machinery of Negotiation, any such changes shall cease to have effect from the end of the

Delegates' Conference next following the Effective Date unless passed by that Delegates' Conference pursuant to Rule 29.1.

## 30 Winding up

30.1 The Federation shall be wound up voluntarily whenever a resolution is passed of the Federation that the Federation be wound up. Any such resolution shall only be passed by a majority of at least three-quarters of the members voting on it.

30.2 If, on the winding up or dissolution of the Federation, any funds remain after the sale of its assets and satisfaction of all its debts and liabilities, those funds shall be paid to or distributed among the members of the Federation at the date of the resolution passed in accordance with Rule 30.1 with the amount payable to each member being determined in accordance with the following formula:

$X = (A/ B) \times C$

where:

X is the amount payable to the relevant member;

A is the total funds of the Federation remaining after the sale of its assets and satisfaction of all its debts and liabilities;

B is the aggregate number of complete years' membership calculated in accordance with the rules below of all persons who were members at the date of the resolution passed in accordance with Rule 30.1; and

C is the number of complete years' membership calculated in accordance with the rules below of the relevant member.

For the purpose of this Rule 30.2 the first day of membership of a member shall be the day on which their name was entered in the books of the Federation and the last day of membership shall be the date of the resolution passed in accordance with Rule 30.1. Periods of membership involving fractions of a year shall be rounded down to the nearest complete year (so, for the avoidance of doubt, a member with membership of 450 days shall be treated as having one complete years' membership and a member with membership of 300 days shall be treated as having zero complete years' membership) and periods of membership prior to any break in membership (except for a break in membership which follows expulsion where the member is reinstated in accordance with Rule 16.2) shall be disregarded altogether.

**Schedule 1**

**Tendering Policy**

| | | | |
|---|---|---|---|
| **Policy:** | Section: Procurement | **Responsible Manager:** | General Secretary |
| **Date of approval:** | October 2018 | **Policy Review:** | Annually, **OR,** where legislative or other issues prompt an earlier review |

## Policy Statement

Procurement is the process by which the British Transport Police Federation obtains goods, service and works. Procurement is more than just purchasing. The procurement process covers a full life cycle of activities, starting with the identification of needs, through to evaluation and purchasing. Procurement can range from day to day purchasing of commodities to purchasing key strategic items (such as capital assets), commissioning a service or buying an entire service. Goods and services for the purpose of the Federation procurement will normally be external.

As part of the corporate procurement strategy the Federation is committed to:

- Service quality – Understanding all measures to improve the quality of the services that are provided.
- Value for money – providing the best services at the best possible cost.
- Valuing staff – The Management Board are a key resource and should always be consulted, respected and valued wherever appropriate.

### Purpose

The Federation vision is to ensure that procurement:

- Contributes to delivering the Federation objectives.
- Supports the delivery of value for money and improvements in service delivery arrangements.
- Is planned and undertaken in a structured, controlled and coordinated way.
- Contributes to the delivery of the annual budget and obtaining cash efficiencies.
- Utilizes and exploits technology to improve services and general efficiencies.
- The levels of expenditure must be appropriate to the authorization limits approved by the Management Board.

### Procurement in accord with health safety legislation and good practice

Procurement of goods supplies and services should always have regard to health and safety and where equipment in particular is being procured there should be cognisance of the requirements of “The Provision and Use of Work Equipment Regulations 1998” (PUWER).

## Application of the Policy:

The responsibility for the application of this policy is that of the General Secretary who should act in accordance with the federation rules and constitution and refer appropriate matters to the Management Board.

# Policy

### 1. Procurement – Strategic Aims

The Federation procurement strategic aims have been separated into four areas:

### 1.1 Efficiency and Effectiveness

- Effective governance and accountability
- Efficiency and value for money (VFM)
- Standards and Control
- Managing Risk

### 1.2 Social responsibility

- Sustainability
- Equality and diversity

### 1.3 Member Focused

- Focus on member requirements and needs
- Customer consultation and engagement

### 2 Efficiency and Effectiveness

### 2.1 Efficiency and value for money

The Federation will utilise a framework of Challenge, Compare, Compete and Consult (the 4 C's) to deliver the best value and value for money.

### 2.2 Effective Governance and Accountability

Strong and effective governance will be the mainstay of this policy for the Federation and that will include transparency, accountability and communication with the management board.

### 2.3 Standards and Control

The Federation will ensure that the procurement complies with legal requirements and those set internally by the federation rules and constitution.

### 2.4 Managing Risk

The Federation is committed to a risk-based approach to all aspects of the procurement of goods, works and services. An example of risk management is evaluating and determining the capabilities of suppliers and contractors with whom the Federation does business. To mitigate or reduce loss the Federation must demonstrate it has addressed the following points:

1. Is the company selected regulated by a governing body that can either arbitrate or provide insurance for damages where the supplier is either unable to resolve the issue or has gone out of business (this should be a question in the tender process)?

2. Due to the nature of some projects and the complexities involved consideration should be given to employing an external consultant to manage the project. Consideration should only be given when the contract exceeds £10,000 and the Federation does not have the skill set to deal with the complexities and reliably sign the contract off as complete.

**Single Supplier arrangements**

There may be occasions where there is only one supplier of the goods or service. In these circumstances the Federation would have no choice but to procure goods, services and works using only one provider/supplier.

Dependent on the value of the contract it may be even more advantageous to sign a single supplier agreement where the Federation opts for a contract to deal only with that sole supplier. The benefits of any such agreement should be evidenced before any such agreement takes place.

A further example of the benefits of a single supplier may be continuity of service. There may be times when a single company has been involved in an initial phase of work and that time, money and expertise would be wasted by transferring to another supplier.

## Appendix A

**Procurement Process**

- It would be impractical to always obtain at least two (2) tenders for low value transactions.
- Often there is difficulty in obtaining more than one tender/quote e.g. specialty service; lack of contractors in the geographical area.

| Description | Value | Requirement | Approval |
|---|---|---|---|
| Everyday goods and supplies | Less than £3,000 | Periodically review other suppliers in the area for quality, price and timeliness. | Treasurer / General Secretary |
| Single 'one-off' items | Between £3,000 and £5,000 | Must receive quotes from at least three (3) providers | M/Board |
| Single item purchases or contract | Between £5,000 and £10,000 | Must receive quote from at least three (3) providers | M/Board |
| Single item purchases or contract | Between £10,000 and £20,000 | Must receive quote from at least three (3) providers | M/Board |
| Single item purchases or contract | Between £20,000 and £50,000 | Must receive quotes from at least three (3) providers | M/Board |
| Single item purchases or contract | Above £50,000 | Must receive quotes from at least three (3) providers | M/Board |

Note

Revenue contracts such as utilities can be authorised by the General Secretary or Deputy Secretary in the absence of General Secretary. Where the sum of the contract exceeds £20k further authorisation must be given by the Management Board. Where the timescale is tight approval can be given by email or phone. An example of this would be the utility contracts which change on a daily basis.

**Appendix B**

**Risk Management**

Effective risk management when embedded correctly leads to better decision making and the achievement of service objectives. Risk management provides a basis for ensuring implications are properly considered and that the impact of decisions, initiatives and projects are considered, and conflicts are balanced.

The cost matrix below identifies the main risks in the procurement process:

| Risk | Impact |
|---|---|
| Full range of options not considered at option appraisal stage | The solution is not the most appropriate for the Federation. |
| Federation opts for a single provider | Solution provided may not be the best value in terms of quality, price or timeliness. |
| Low response to contract tender offer | Lack of ability or capacity of providers.<br>A commercial judgement that determines it is not financially viable. |
| Bidders submit incomplete bid | Instructions to bidders are not clear enough or the bidder cannot comply with instructions. |
| Higher than anticipated transaction costs | Market research and options appraisal are not thorough enough. |
| High cost of contract termination | Failure to devise an effective exit strategy at the planning stage. |

- Ends -

## Schedule 2

## Standing orders for Delegates' Conferences

### 1 Order of business

1.1 The order of business of a Delegates' Conference shall be determined by the General Secretary.

1.2 Any amendment to the order of business so determined shall be at the discretion of the Chair.

### 2 Motions and amendments

2.1 Every motion and amendment must be proposed and seconded and in the absence of a seconder the motion or amendment shall not be discussed or voted on.

2.2 The proposer of a motion or amendment shall not be allowed to speak for more than 10 minutes on the motion or amendment.

2.3 Subject to standing orders 2.2 above and 2.4 below no person shall be allowed (except with the leave of the Chair) to speak for more than 5 minutes on a motion or amendment or to speak more than once on any one motion or amendment.

2.4 The proposer of a motion shall have the right of reply limited to 5 minutes provided that the reply be confined to answering previous speakers in the discussion and that no new matter be introduced.

2.5 Except where the procedure outlined in standing order 3 below is adopted the following procedure will be followed:

- 2.5.1 the motion and any amendments to it will be moved and seconded,
- 2.5.2 there will be general debate during which the Chair shall determine the order of speakers,
- 2.5.3 the proposer may exercise a right of reply,
- 2.5.4 amendments to the motion will then separately be voted on,
- 2.5.5 the substantive motion shall be voted on (and if any of the amendments are carried then the motion as amended shall become the substantive motion).

2.6 Every Delegate shall stand when speaking and shall address the Chair.

2.7 No motion can be re-submitted within 12 months of the original submission unless it is materially different to the original or there is new evidence for change.

2.8 All motions and rule changes will be circulated to all delegates 14 days before conference. This will allow sufficient time for delegates to research and prepare am informed, independent view prior to debate and vote.

2.9 All members will be updated via federation circular before the end of the force performance year (31st March) as to the status/outcome of each motion carried at the previous conference.

### 3 Procedure

Where the Conference Arrangements Committee has recommended a combined debate and sequential voting on motions and/or amendments and such a recommendation has been accepted by the meeting, the following procedure will be followed:

3.1 the Chair will advise the meeting of the sequence in which the motions and amendments will be proposed and voted on following debate,

3.2 all motions and amendments in the combined debate will be moved and seconded,

3.3 there will be general debate during which the Chair shall determine the order of speakers,

3.4 the Chair will reiterate the voting procedure and will advise the meeting which (if any) motions or amendments will fall if others are carried,

3.5 voting will proceed on motions and amendments in the sequence advised at the commencement of the proceedings.

## 4 Motions without previous notice

4.1 Subject to the provisions of standing orders 4.2 to 4.7 below the following motions may be moved at any time without previous notice on the agenda:

4.1.1 that precedence be given to any motion set out in the agenda or a motion submitted as a matter of urgency,

4.1.2 that the question now be put,

4.1.3 that the meeting proceeds to the next business,

4.1.4 that the speaker be no longer heard,

4.1.5 that the debate be adjourned,

4.1.6 that the meeting be adjourned,

4.1.7 that the Standing Orders be suspended.

4.2 A motion falling under standing orders 4.1.1–4.1.5 above shall be immediately put to the vote without discussion and no amendment shall be allowed.

4.3 A motion that the meeting be adjourned may at the discretion of the Chair be discussed and the Chair may allow amendments to be moved to that motion.

4.4 If a motion that the question now be put is carried the motion being debated shall be put to the vote without further debate subject only to the proposer's right of reply.

4.5 A motion that the question now be put shall not be moved while a Delegate is addressing the meeting.

4.6 No motion under standing orders 4.1.2, 4.1.3 or 4.1.4 above shall be moved by a Delegate who has already addressed the meeting on the motion or amendment under debate.

4.7 A motion understanding order 4.1.7 above may only be passed with a two-thirds majority of those Delegates present and voting.

## 5 Disturbance and expulsion

Should any Delegate cause a disturbance during the meeting and refuse to obey the Chair when called to order that Delegate may be expelled from the hall at the direction of the Chair and shall not be allowed to take any further part in the proceedings of the meeting without the consent of a majority of the Delegates present.

## 6 Voting

6.1 The method of voting shall be by show of hands and unless expressly provided otherwise in these Rules any resolution may be passed by a majority vote. In the event that the Chair considers that the result of a show of hands is insufficiently clear, the Chair may order a formal vote with the meeting dividing to be counted by tellers.

6.2 Each Delegate shall have one vote. The Chair, General Secretary and Treasurer shall not be entitled to vote save that, in the event of an equality of votes for and against, the Chair shall have a casting vote.

## Schedule 3

## Voting Process for Executive Elections

1. Only members of the management board may stand for election to an executive position.
2. For all executive positions voting will take place at annual delegates conference.
3. Only delegates in attendance at national conference are eligible to vote. There is no proxy voting.
4. The Chair prior to any election will announce the position that is up for election and will confirm the date of election (if required).
5. Those wishing to stand for election will submit a biography to the returning officer on a set date with a proposer and seconder on the biography.
6. Following on from the closing date for biographies the returning officer will then circulate the biographies prior to an election (if required), if there is only one biography submitted by the close of play on the set return date then that person shall be duly elected.
7. If an election for an executive position is due at conference, delegates will be given a voting paper on arrival at conference. The names of the candidates will be on the ballot paper and each delegate will be given one vote.
8. Votes will be cast on arrival into the main conference hall prior to the commencement of the main conference.
9. A member of the executive will open the ballot box at lunch in the company of two scrutineers appointed in the morning by conference. Winning nominations must have 51% of the vote cast.
10. The result will be announced just prior to the commencement of the afternoon session.
11. In the case of a drawn election the process will be repeated, if that results in a drawn ballot the Chairman of the BTPF will have the final casting vote.
12. Delegates who are unable to attend conference will be allowed to vote by proxy, on matters of voting on positions;

    12.1.1 on the National Executive

    12.1.2 B Division full time role (for B Division Reps only)

12.1 The proxy vote will exclude motions and rule changes.

12.2 The proxy vote is to show a preference of choice of all those standing and should be submitted to the Executive member who is not standing for election.

**Schedule 4**

# Role Description
# National Chair

## Role Purpose

- The National Chair will act as the internal and external spokesperson for the Federation, ensuring one clear united voice is delivered at all times.
- The National Chair will work in combination with the National Executive and Management Board to define and deliver the strategic direction of the Federation.
- The National Chair will ensure that the welfare and efficiency of the members are at the heart of the service provided in collaboration with the force.

## Key Responsibilities

Listed below are the key responsibilities that an individual acting as National Chair is expected to carry out:

### Leadership

- Collaborate with the National Executive and Management Board to develop and define the Federations strategic direction.
- Responsible for driving the delivery and implementation of the Federations strategy.
- Responsible for delivering one united voice on all Federation matters.
- Responsible for managing all legal costs relating to legal assistance.
- Responsible for delivering the Annual Conference Speech to Ministers, Senior Officers, other Federation guests and delegates.
- Support and plan Annual Conference with other National Executive members, in line with the General Secretary's direction.

### Representation & Engagement

- Act as the figurehead and spokesperson for the Federation on internal and external matters.
- Act as lead media spokesperson on issues that affect the Federation by
  i) Manage the Federations response to topical news events.
  ii) Deliver a clear and appropriate response that is in line with the Federations overall viewpoint and its membership.
  iii) Ensure availability to respond to ad hoc requests where appropriate.
  iv) Oversee Federation communication responsibilities, such as newsletters, social media sites, websites and annual reports where applicable.
- Represent the Federation at internal meetings e.g. strategic force, national negotiation, PSD engagement.

- Build and maintain relationships with key stakeholders, both internally and externally e.g. Chief Officers, other staff associations and Federations, parliamentarians.
- Use relationships to influence and negotiate with key stakeholders on strategic matters.
- Represent the Federation at appropriate public events e.g. National Police Memorial Day, Police Bravery Awards, RUC Widows Benevolent Fund and all National Federation Conferences.
- Act as Federation conduit and liaison for all communication e.g. between other Federations and forces.
- Act as lead for all aspects of Federation training.

**Administration**

- Assume the role of Chair at all appropriate meetings, ensuring the efficient management of the session.
- Review agenda items ahead of meetings, to ensure well informed on subject matters.
- Support the processing of claims at Federation level by reviewing and approving cases that are eligible for legal advice, assistance or representation.
- Support the local processing of claims by providing advice and guidance to representatives.
- Chair all Management Board and Federation meetings.
- Support and lead the Annual Awards of Excellence.

**Management**

- Act as key consultees for all general Federation management, including finance, staff, operations, facilities.

## Key Competencies

The below key competencies will aid successful performance as a National Chair:

**Functional**

- Ability to operate at a high strategic level.
- Confident public speaker.
- Stakeholder and relationship management.
- Project management experience.
- Mediation and negotiation experience.
- Awareness and understanding of corporate event planning.
- Desirable training courses e.g. media, negotiation.
- Experience using modern IT systems.
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority.

**Interpersonal**

- Confident and charismatic individual capable of leading a team.
- Strong interpersonal skills.
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.

**Mobility**

There is an expectation that National Executive members will be based at the Federation Head Office and all Federation Representatives are willing to travel in line with their Federation duties. For example, to attend national meetings, training, as well as being committed to interacting with Federation members as required.

**Values**

It is expected that the National Chair will lead by example and represent commitment to the values outlined in the Federations core purpose:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing
- Efficiency

**Compliance**

First and foremost, all Federation representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, force requirements and policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour.

## Schedule 5

## Role profile: General Secretary

### Role Purpose

- The General Secretary has overall responsibility for the day-to-day management of the Federation, its staff and representatives.
- The General Secretary will be the named 'employer' for staff employed at the Federation and will have direct line management responsibilities for all peoples employed.
- As part of the Management Board, the General Secretary will also be expected to contribute towards setting and supporting the implementation of the Federation's strategic direction.

### Key Responsibilities

Listed below are the key responsibilities that an individual acting as General secretary is expected to carry out:

**Leadership**

- Collaborate with the National Executive and Management Board to set the strategic direction of the Federation.
- Support the implementation of initiatives that contribute towards the Federation achieving strategic goals.
- Attend regular management meetings with the Management Board to review Federation activities and emerging matters to ensure that the Federation is able to serve its membership in the best possible way.
- Seek to build and maintain a close working relationship with both the National Chair, Treasurer and or the Deputy General Secretary to provide resilience across the leadership roles.
- Work closely with other members of the National Executive to ensure the successful implementation and running of the annual conference.

**Representation & Engagement**

- Negotiate with the force and Chief Officers regarding force policy and other matters where appropriate. It is the responsibility of the General Secretary to ensure that the best person is involved in any negotiations according to their skills and experience.
- Represent the Federation and the views of the membership when engaging with external stakeholders e.g. parliamentarians, government bodies, local council and other staff associations where necessary.
- Engage and negotiate with Federation service providers e.g. legal service providers and member service providers.
- Act as a point of contact regarding communication to and from the Federation for internal stakeholders e.g. force.
- Represent the Federation and the views of the membership at internal meetings e.g. national negotiating meeting, divisional meetings and committees.

- Act as a point of contact for the Federation regarding issues and queries from existing and retired members.
- Represent Federation representatives during legal hearings where necessary.
- Act as subject matter expert and primary point of contact for the force regarding policy and legislation.
- Represent the Federation at appropriate public events e.g. National Police Memorial Day, Police Bravery Awards, RUC Widows Benevolent Fund.

**Administration**

- Depending on the severity of a case, the General Secretary may be required to take responsibility for the processing of a claim or grievance.
- Maintain understanding of legislation and regulations relevant to the Federation and the position e.g. constitution, standards of professional behaviour, health & Safety, civil and criminal proceedings.
- Manage Federation communications e.g. website
- Take ownership of the production, review and circulation of meeting minutes.
- Prepare agenda items for internal meetings.
- Produce report in line with Federation activities e.g. internal reports to the force, external reports to government bodies or other external stakeholder groups.
- Ensure Federation activities comply with GDPR requirements.
- Fulfil role as signatory of the Federation.

**Management**

- As employer of all staff employed at the Federation, the General Secretary will be directly responsible for the day-to-day line management of staff employed at the Federation office, including management of staff contracts, health & safety and employment law requirements.
- Manage the workload and welfare of representatives and other positions at the Federation where appropriate.
- Manage representatives ensuring that one consistent view/stance is communicated to members on specific matters.
- Continually review and monitor professional development of Federation staff and representatives.
- Identify and manage the training needs of Federation staff and representatives.
- Oversee the management of the Group Insurance scheme and member services.
- In the event of discipline or conduct issues, ensure the appropriate management of the team and the individual.
- Act as a point of escalation for representatives regarding the processing of member queries and claims.

## Key Competencies

The below key competencies will aid successful performance as a General Secretary:

**Functional**

- Ability to operate at a high strategic level e.g. experience with internal change programmes, strategic meetings.
- Full understanding of legislation and regulations relevant to the role such as; constitution, standards of professional behaviour, health & safety, civil and criminal law proceedings.
- Knowledge and experience in a broad range of policing functions.
- Confidence and ability to manage a team.
- Mediation and negotiation experience.
- Ability to effectively communicate with a range of stakeholders from different backgrounds and of various levels of seniority.
- Ability to prioritise workload effectively in light of internal and external time demands.
- Stakeholder and relationship management experience.
- Project management experience.

**Interpersonal**

- Confident individual capable of leading a team.
- Ability to work well in a team, with strong interpersonal skills.
- Flexible approach to working with the ability to adapt working practices according to advice, guidance or other situational factors.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.
- High emotional intelligence with the ability to relate and engage with a wide range of stakeholders.

**Mobility**

There is an expectation that all National Executive members will be based at Federation Head Office and Federation representatives are willing to travel in line with their Federation duties. For example, to attend national meetings, training as well as being committed to interacting with Federation members as required.

**Values**

It is expected that the General Secretary will lead by example and represent commitment to the values outlined in the Federations core purpose:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing
- Efficiency

**Compliance**

First and foremost, all Federation representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, force requirements and policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour.

## Schedule 6

## Role profile: Treasurer

**Role Purpose**

The National Treasurer is responsible for managing the financial accounts of the Federation as well as overseeing all financial day-to -day activities.

### Key Responsibilities

Listed below are the key responsibilities that an individual acting as National Treasurer is expected to carry out.

### Leadership

- Lead the financial management and financial strategy for the Federation.
- Provide financial leadership and demonstrate good financial practice to the Federation.
- Provide executive recommendations and advise on the financial implications of the Federations strategic plans.

### Representation & Engagement

- Represent the Federation on all financial matters.
- Act as Federation conduit and liaison for communications on financial matters between other Federations, the force, external and internal stakeholders.
- Advise the Federation officers and Management Board on matters relating to financial management and appropriate expenditure.
- Build and maintain relationships with key stakeholders e.g. service providers, auditors, accountants, trustees.
- Negotiate with key individuals in relation to financial strategic matters e.g. Force senior officers.
- Present the Federation's financial accounts when necessary, ensuring openness and transparency throughout e.g. Management Board meeting, annual conference.
- Support and plan Annual Conference with other National Executive members in line with the General Secretary's direction.

### Administration

- Make personal declaration of responsibility to Federation finances.
- Act as the main signatory for all Federation financial documents.
- Responsible for making all payments on behalf of the Federation including but not exclusive to:
    - i) Payments to joint funds.
    - ii) Employee related payments e.g. salaries, employer's tax and national insurance obligations, pension contributions.

iii) Facility related payments e.g. service providers, utility bills, office equipment.

**iv)** Other payments e.g. insurance payments, HMRC payments, reimbursement of claimed expenses.

- Confirm all payments to be authorised are verified, evidence based, reasonable and justifiable.
- Monitor and account for all regular and ad hoc payments made into Federation accounts.
- Track, record and document all Federation account activities (e.g. monies received, payments made) in appropriate bookkeeping systems such as Sage, Excel.
- Prepare presentation and summary of accounts for all appropriate meetings.
- Prepare annual financial report and ensure timely distribution of this document to the relevant parties i.e. members, trustees.
- Ensure the timely management and payment of expense claims to representatives to ensure they are not out of pocket as a result of Federation duties.
- Research all market data to ensure current deals with service providers remain the most economical and appropriate for the Federation e.g. mobile phone contracts.
- Maintain working knowledge on all financial matters to ensure Federation finances are managed in compliance with the latest HMRC guidance, legislation, laws, statutory bodies.

**Management**

- Ensure responsible, efficient and effective management of Federation funds.
- Oversee the financial affairs of the Federation, ensuring they are legal, constitutional and within accepted accounting practice.
- Manage expectations, keeping all appropriate individuals informed about the Federations financial duties and responsibilities.

**Key Competencies**

The below key competencies will aid successful performance as a National Treasurer:

**Functional**

- Knowledge of best financial practices, specifically relating to budget management and treasury is desirable and should be a priority to learn on appointment to this role.
- Working knowledge of accounting practices is desirable.
- Ability to keep up to date with industry changes e.g. the latest HMRC guidance, economic climate, employment practices and law.
- Ability to use or learn to use, modern IT systems, specifically accounting and corporate packages e.g. Sage.
- Basic numeracy and analytical skills.

**Interpersonal**

- Strong time management skills.
- Ability to be flexible and adaptable to learning new skills and practices.
- Ability to liaise with stakeholders of various levels of seniority, including external parties.
- Ability to work well in a team, with strong interpersonal skills.
- Strong communication skills are needed to liaise with various different internal and external stakeholders e.g. auditors, accountants, insurance companies.
- Proactive and forward thinking: always identifying what can be done to improve functions and activities.

**Mobility**

There is an expectation that all National Executive members will be based at Federation Head Office and Federation representatives are willing to travel in line with their Federation duties. For example, to attend meetings, training, as well as being committed to interacting with Federation members as required.

**Values**

It is expected that the National Treasurer will represent commitment to the values outlined in the Federation's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing
- Efficiency

**Compliance**

First and foremost, all Federation representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, force requirements and policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour.

## Schedule 7

## Role Description: Deputy Chair

**<u>Role Purpose</u>**

Adopting the role description of Chair, the Deputy Chair is expected to deputise for the Chair when necessary i.e. when the Chair is unavailable because of:

- Long term sickness/death

- Extended annual leave
- Special/compassionate leave
- Medical appointments
- Other meetings or appointments.

The Deputy Chair is also expected to attend National Negotiating Meetings, every quarter, with the force as part of the National Executive.

## Schedule 8

## Role Description: Deputy General Secretary

**Role Purpose**

Adopting the role description of General Secretary, the Deputy General Secretary is expected to deputise for the General Secretary when necessary i.e. when the General Secretary is unavailable because of:

- Long term sickness/death
- Extended annual leave
- Special/compassionate leave
- Medical appointments
- Other meetings or appointments.

The Deputy General Secretary is also expected to attend National Negotiating Meetings, every quarter, with the force as part of the National Executive.

## Schedule 9

## Divisional Secretary/Deputy Secretary

**Role Purpose**

On top of the role description of Federation Representative, a successfully elected Divisional Secretary will:

- Have responsibility for arranging and attending all sub-divisional and divisional meetings with Sub-Divisional and Divisional Commander.
- Have responsibility for agreeing agenda for such meetings after consultation with Divisional Secretary.
- Have responsibility for the minutes of such meetings
- Link in with National General Secretary regarding any local issues.
- Form part of the Management Board which sits three times a year
- Have responsibility for sharing information from Management Board meetings with rest of the committee and members.
- Have responsibility for arranging local elections for any vacancies that may arise on divisional committee
- Have responsibility for bringing any failure to agree at a local level to the National Executive

The Divisional Secretary will have a nominated Deputy Divisional Secretary who will adopt the role in the absence of the Divisional Secretary.

## Schedule 10

## Role Description: Divisional Chair/Deputy Chair

**Role Purpose**

On top of the role description of Federation Representative, a successfully elected Divisional Chair will:

- Chair all divisional committee meetings
- Have responsibility for arranging and attending all sub-divisional and divisional meetings with Sub-Divisional and Divisional Commander.
- Have responsibility for agreeing agenda for such meetings after consultation with Divisional Secretary.
- Link in with National Chair regarding any local issues.
- Form part of the Management Board which sits three times a year
- Have responsibility for sharing information from Management Board meetings with rest of the committee and members.

The Divisional Chair will have a nominated Deputy Divisional Chair who will adopt the role in the absence of the Divisional Chair.

## Schedule 11

## Role Description: Federation Rep/Friend/PIP/Welfare/H&S

**Role Purpose**

- The Federation Representative will provide direct guidance, advice and support to members.
- The Federation Representative will act as the members principal point of contact with the Federation.

### Key Responsibilities

Listed below are the key responsibilities that an individual acting as Federation Representative is expected to carry out:

### Leadership

- Lead the Federation in communicating directly with the members.

### Representation & Engagement

- Act as the local identifiable and accountable representation of the Federation in Force.
- Entrusted to look after the welfare and efficiency of members at the local level.
- Act as the principal point of engagement with members.
- Provide continued advice, guidance and support to members on any query or request that they may have e.g. misconduct issues, resolution process, UPOP, UPP, Capability concerns, employment matters, sickness absence and Post Incident Procedures.
- Engage with subject matter specialists in specific cases where appropriate e.g. legal, HR, OH.
- Assist Management Board on dissemination of information, communications and local news directly to members.
- Act as the conduit and liaison between the Management Board and the membership.
- Represent members at all appropriate meetings where requested e.g. resolution process, sickness stages, ill health dismissal, UPOP, UPP, misconduct proceedings and Post Incident Proceedings (if trained).

### Administration

- Monitor and track time spent on Federation work to create a verifiable and accurate log of time and activities.
- Maintain working knowledge of relevant Federation practices, topical issues, legislation changes and regulations.
- Prepare and provide support to members in the completion of all appropriate paperwork e.g. sickness, UPOP, Ill Health Dismissal, Misconduct and UPP.

**Management**

- Manage own case load, escalating any issues of concern, with the appropriate individual, where necessary.
- Manage member expectations when dealing with queries.

**Key Competencies**

The below key competencies will aid the successful performance of a Federation Representative.

**Functional**

- Federation Representatives are encouraged to attend internal training courses to develop skills e.g. Misconduct Course, PIP.
- Experience using modern IT systems.

**Interpersonal**

- Willingness to learn, with enthusiasm to establish, develop and maintain skills and experience whilst carrying out the role.
- Strong interpersonal skills.
- High emotional intelligence and listening skills to relate, empathise and engage with members.
- Ability to respond efficiently to a range of ad hoc requests.
- Proactive and forward thinking e.g. always identifying what can be done to improve functions and activities.
- Time management skills.
- Advocacy skills.
- Have the ability to engage with individuals at all levels of the organisation, up to senior management level, where appropriate.

**Mobility**

There is an expectation that all Federation Representatives are willing to travel in line with their Federation duties. For example, to attend meetings, training and annual conference, as well as being committed to interacting with members as required.

**Values**

It is expected that all Federation Representatives lead by example and represent commitment to the values outlined in the Federation's core purpose, including:

- Openness
- Transparency
- Member first
- Collaboration
- Integrity
- Wellbeing

- Efficiency

**Compliance**

First and foremost, all Federation representatives are serving police officers. As such, post holders should ensure that their actions and practices are compliant with all relevant Police Regulations and Determinations, force requirements and policies, including the College of Policing Code of Ethics and its Code of Practice for the Principles and Standards of Professional Behaviour.

**Federation Friend**

On top of the role of Federation Representative and after successful completion of the appropriate training, Federation Friend will accompany a Police Office at any conduct investigatory interview at any of the stages of both the conduct and performance proceedings.

- Advise the police officer throughout the proceedings under British Transport Police Conduct & Performance Regulations 2015.
- Where covered under the Federation fund rules and when entitled to have legal representation present within the stages of either Conduct or Performance Interviews the “Friend” can advise on how to gain legal representation and completion of relevant paperwork.
- They can make representations to the appropriate authority concerning any aspect of the proceedings under the Conduct and Performance Regulations.
- They can accompany a police officer to any interview, meeting or hearing, which forms part of any proceedings under the Conduct or Performance Regulations.
- Prepare and present paperwork/responses in accordance with regulations on behalf of the officer for any misconduct or performance proceedings that does not attract legal assistance.
- Present the case and any mitigation in accordance with regulations on behalf of the officer for any misconduct or performance proceedings that does not attract legal assistance.
- Report directly to the National Executive at West Dulwich.

A Federation Friend will liaise with Professional Standards on behalf of the member, arrange to meet in person for a discussion, assist with a statement under caution if required, arrange a time and date for an interview if required and where necessary arrange for legal advice and or attendance.

**Post Incident Procedure Trained Representative**

On top of the role of Federation Representative and after successful completion of the appropriate training, a PIP trained representative will be required to attend Post-incident investigations that will commence in all situations where there has been a discharge of a weapon by the police (including those involving a conventional firearm

or less lethal weapon), whether intentional or unintentional which has or may have:

- resulted in death or serious injury (these will be subject to mandatory referral to IIA)
- revealed failings in command
- caused danger to officers or the public

Or any incident that involves Death or Serious Injury (DSI) and is deemed to be a Post Incident Procedure by the SDO.

Throughout the Post Incident process, the main concern for the Federation PIP Representative is for the welfare and wellbeing of any members involved, for example:

- ensuring they have been moved to a suitable area
- welfare assistance (contacting home, refreshments, change of clothing)
- arranging legal contact
- assisting with IOPC
- liaising with the Post Incident Managers

All PIP representatives will be utilised on the PIP on call roster where they are expected to perform a week of on call duties. These duties will include:

- 24-hour first contact for any Post Incident Procedure that may occur.
- If location permits, attend and carry out PIP duties.
- If not logistically possible to attend, arrange for nearest PIP representative to do so.
- Report directly to the National Executive at West Dulwich.

## Health & Safety

On top of the role of Federation Representative and after successful completion of appropriate training, a Health & Safety Representative will

- Work closely with management to identify and eradicate risks to the health and well-being of our members.
- Conduct investigations of accidents and dangerous occurrences. In normal circumstances such investigations will be carried out jointly with a member of management, as the purpose of the investigation is to identify the problem and to put it right for the future.
- Carry out workplace inspections to ensure Health & Safety legislation is being followed and identify any failings.
- Report directly to the National Executive at West Dulwich
- Represent your divisional committee on the Health & Safety committee, which sits three times a year.

The Federation is recognised as having the same status as a trade union for the purpose of the Health and Safety at Work Act (HSWA) and any Regulation made under the Act.

## Welfare

On top of the role of Federation Representative and after successful nomination by your divisional committee, a welfare representative will:

- Represent your divisional committee on the Welfare Committee which meets three times a year.
- As part of the Welfare Committee, you will decide on how the Welfare fund is distributed.
- Be first point of contact for all members on your division for welfare issues and support.
- Contact or visit members who are in need of support e.g. long-term sickness, injury or assault on duty.
- Report directly to the Welfare Committee Chairperson who in turn will liaise with the National Executive at West Dulwich.