

# DEFENCE POLICE FEDERATION

## MANUAL OF GUIDANCE

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FOREWORD BY THE DPF NATIONAL CHAIRMAN

I have deliberately included within this Manual of Guidance a brief history of the development of the Defence Police Federation. On reading this narrative you will soon realise that in our organisation's relatively brief, but nevertheless eventful, history the DPF has achieved a lot. These achievements are made that much more remarkable when you consider that the persons who achieved them were not highly paid negotiators nor professional parliamentary lobbyist but police officers. DPF representatives like yourselves, who with a strong sense of purpose and a overwhelming desire to better the pay and working conditions of their colleagues and enhance the status of their Force, set about laying the foundations of this organisation and actively shaped the future of the Ministry of Defence Police. To my mind this aptly demonstrates what can be achieved when the officers of the Ministry of Defence Police combine in a common purpose and adopt a can do, can win attitude.

The National Executive Committee is grateful to Branch Representatives such as yourselves who freely give up your time and devote your efforts for the benefit of your colleagues; you too may influence our futures.

It is the NEC commitment to provide you and our members with a quality service no less than a 'Commitment to Excellence'. We are pledged to continually review the way in which we do things and the way in which we conduct our business, in order to provide our members with a staff representative service that is second to none.

This Manual of Guidance is intended to assist you our Branch Representatives in your duties. It has been provided in electronic form to aid easy amendment, as it is a living document. If we have missed anything that you believe should be included please let me know.

In the same spirit of Rule 31b of the Rules and Constitution, unless the contrary intention appears, words importing the masculine gender shall include the feminine, in regard to this Manual of Guidance.

## 1.1 A BRIEF HISTORY OF THE FEDERATION

The development of the Defence Police Federation is interwoven with that of the Ministry of Defence Police. Indeed, it would not be overmodest to say that the Force owes its very existence to the Federation's efforts, or rather to those of its predecessors.

Before 1971 there were originally three forces, the Admiralty Department, the Army Department and the Air Force Department Constabulary. Each Constabulary was represented by its' own Association. These associations had a long history behind them stretching from the inter-war years. They represented their members directly to their individual Chief Constables and to their respective departments. The basic Conditions of Employment, pay and duty systems were identical throughout the Constabularies, but apart from that, the day-to-day working arrangements were as varied as the Constabularies themselves.

Early in 1971, all the Executive Committees of the Associations agreed to form a single Defence Police Federation, pooling their funds and appointing a National Executive Committee (NEC) drawn from all the Associations. A draft constitution was ratified. There remained much to be done. It was clear that the divisions among the former Associations had contributed to the inferior Conditions of Employment. Although called Policemen, our members were not paid police salaries. At the Arbitration Tribunal that had reaffirmed the 85% ratio, the Treasury spokesmen had gone out of their way to emphasise the difference in duties and responsibilities, age and standard of recruitment between Departmental Constabularies and Home Office Police Forces. The Constabularies were portrayed as second class Police Forces.

By direct representation to the Minister of State, by Parliamentary pressure and

argument with Civilian Management, we gave every support to those groups within the Ministry that were working towards amalgamation. At last our efforts were crowned with success. Official working parties with the Federation were set up, reports prepared, the Minister gave his blessing and finally less than one year later in October 1971 the MDP was established.

Subsequent events proved the wisdom of the Federation's policy. In 1974 we achieved a long-held aim in the outcome of the MOD/DPF working party: the acknowledgement that the MDP's pay and conditions should be in all respects equal to those of their counterparts in Home Department forces. And every report and enquiry into the MDP since that one has reached the same conclusion- our officers are fully equal in competence to Home Department officers, and should receive full police pay.

We have fought for and achieved an MDP Act (Ministry of Defence Police Act 1987) and are now officially governed by an act of parliament. This fully recognises the overall importance of the Ministry of Defence Police in relation to its responsibilities and enhances the credibility not only of the Force but that of the Federation. The Act gives the Federation full legal status and puts it on a par with the representative bodies of other police forces.

As a Federation, we still have much to achieve for our members, and whilst we have accomplished much in previous years we must guard against complacency and taking things for granted because nothing is sacrosanct.

The Federation's Head Office is situated in the MOD Main Building, Whitehall, London and the Chairperson and General Secretary's positions have been accepted by the Official Side as full time Federation Officials.

## 1.2 CONSULTATION

The DPF, as a Staff Representative body whose members are prohibited by law from taking any forms of industrial action, relies heavily upon full and meaningful consultation as a lawful means in which we are able to influence opinions and to prosecute our views. The consultation agreement clearly gives details of the procedures to be followed by the department for consulting with the Federation. This agreement constitutes an agreement between MOD Management and the Trade Unions and Staff Associations who have recognition rights for MOD Civilian Staffs and must be followed without exception. The MOD Personnel Manual, Volume 12, Chapter 2, Section 3, provides the fundamental principles underlying effective consultation. In particular, Chapter 3, Annex G, provides details of the procedures to be followed for consulting Trades Unions and Staff Associations, Annex G1, paragraph 10d refers specifically to the DPF and Chief Police Officers Association.

Branch Representatives are reminded that the DPF places a lawful reliance on these procedures you are requested to bring any occasion where management fail to abide by it's provisions to the attention of the NEC.

Other references are MOD Personnel Instruction 43/98 'Consultation with the Defence Police Federation and Chief Police Officers Association' and see Policy Rules and Guidance Our Approach to employee and relations.

## 2.1 FEDERATION OBJECTIVES

The objectives of the Defence Federation are defined within Rule 2 of the Federation's Rule Book – see ANNEX A. Our objectives define the actual and fundamental reasons

### 2.2

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2 3

why we as an organisation exist.

### RULE 2

The objects of the Federation shall be.

2a - To protect and improve the conditions of employment of its members and to enhance the efficiency and raise the status of the Defence Police Force by all legitimate means, and in particular through the machinery of consultation and representation jointly established by the Federation, the Ministry of Defence and the Treasury.

2b - To maintain and administer welfare funds, to provide benefit on death, to provide arrangements for convalescence for members in need thereof, to secure for members access to any group insurance scheme approved by the NEC.

2c - To provide legal advice and assistance to members arising from their employment including discipline proceedings. Such advice and assistance shall be wholly within the absolute discretion of the NEC. Legal advice and assistance not connected with member's employment and for member's families may be provided and such provision shall also be wholly within the absolute discretion of the NEC.

The above rule is self-explanatory, however it must be understood that Rule 2a has an overriding priority. Any unprofessional or inefficient behaviour would call into question the status of

the MDP, so it is in every one of our interests to protect the role and status of the MDP and never allow it to be impaired or eroded by any policy or action by Federation members.

It is also from Rule 2a, that the NEC derives its authority to co-operate with the MOD in formulation of policies and in the administration of the Force and therefore it follows that it must serve as a guide to all branch officials in their local activities.

The question of co-operation with Civil Service Staff Associations does from time to time occur at Branch level; in all such cases Branch Representatives must make no commitment or joint statement involving the DPF except when authority has been obtained from DPF Head Office.

The DPF is not a member of the CCSU or the Whitley Council, it is not a Trade Union or association of affiliation with outside bodies, and it is limited by Section 3 of the MDP Act 1987.

## FEDERATION STRUCTURE

Supreme authority lies with the Annual Conference; however between Conferences the NEC is charged with the overall running of affairs and in so doing its powers are governed by Rule 8.

Each Area JBB consists of members elected from a geographical division. Grades above sergeant have parallel committees called the Senior Supervisory Grades (SSG) and are represented on the NEC (see diagram below).

JBB (Northern) Branches

JBB (Mid West) Branches

JBB SSG (Southern) NAC

Branches

Annual Conference National Executive

### 3. 2.3 THE DPF NATIONAL EXECUTIVE COMMITTEE:

1. 1 National Chairperson
2. 2 National Vice Chairperson
3. 3 General Secretary
4. 4 3 Area JBB Chairpersons
5. 5 SSG Chairperson
6. 6 3 Independent Area Representatives
7. 7 SSG Independent Representative

### 4. 2.4 LIST OF COMMITTEES

1. 1 National Executive Committee (NEC)
2. 2 Joint Branch Board (JBB)
3. 3 Senior Supervisory Grades National Advisory Committee (SSGNAC)
4. 4 Conference Arrangements and Standing Orders Committee (CASOC)
5. 5 Joint Consultative Committee (JCC)

As and when appropriate, the NEC is empowered (under Rule 8) to appoint sub-committees for any purpose they think appropriate.

## 3.1 BRANCH ORGANISATION GETTING STARTED

Branches of the Federation are formed at each station or, subject to the approval of the Area JBB, at appropriate groups of stations where members of the Ministry of Defence Police Force are employed.

A Branch Committee would normally consist of five members, including Chairperson and Secretary. The size of the committee is at the discretion of those members forming the Branch. However, the member representing the Branch must be elected.

NB: It is advisable to elect a Secretary/Deputy Branch Representative as well as the Chairperson/Branch Representative (even on a small branch) to enable representations to the Official Side in an appropriate manner. This would also ensure that the Branch is represented in the event of the Branch Representative being unable to attend meetings.

Rule 21 of the Rules and Constitution see ANNEX A sets out the criteria affecting Branch organisation. It states:

1. (a) Branches of the Federation shall be formed at each station or, subject to the approval of the Area JBB, at appropriate groups of stations where members of the Ministry of Defence Police are employed.
2. (b) Members of the Branch shall elect at each Branch AGM a Branch Representative and supporting Branch Committee as deemed necessary, who shall have overall responsibility for all matters concerning the Branch.
3. (c) In matters of purely Station concern, the Branch Representative shall have direct responsibility for the protection and promotion of the interest of the members of the Branch. When disagreement on such a matter exists between the Branch Representative and the appropriate Senior Police Officer, which cannot be resolved at that level, the matter may be referred to the Area JBB who may require a Branch resolution on the matter before taking it as an agenda item.
4. (d) It shall be the duty of the Branches to furnish timely returns or information as the NEC or Area JBB may require, and to recruit and maintain membership, and generally to assist the Area JBB and NEC in carrying out the rules and objects of

the Federation.

5. (e) The Annual Meeting of Branch Representatives shall be attended by the Branch Representative unless he is unable to do so or is also JBB Chairman in which case a Deputy shall attend with full voting rights.
  6. (f) Branch Meetings shall be held as considered necessary by the Branch Representative provided that an AGM is held each year in the last quarter of each calendar year. A majority of Branch members may by requisition oblige the Branch Representative to call a special Branch Meeting. The NEC may determine procedural requirements for Branch Meetings including provision as to notice to members, the quorum, minutes and other such matters.
2. 3.2 THE FACILITIES AGREEMENT  
The Memorandum of Agreement 1977 (known as the Facilities Agreement). ANNEX B

provides for the following:

1. 1 A room may be set aside for meetings of the Federation.
2. 2 A Federation notice board, supplied by the Department, or access to official notice

boards for displaying Federation information.

3. 3 Allocation of a room for the exclusive use by DPF officials, and/or a desk with

lockable drawer or lockable cabinet.

4. 4 Federation officials may use the technical facilities of the office, including the use

of official telephones, photocopying and typing equipment for Federation duties.

### 3. 3.3 RESPONSIBILITIES OF MEMBERS

You are reminded that the responsibilities of all members are set out in Rule 4 of the Rules and Constitution – see ANNEX A.

Branch Representative:

1. 1 To arrange Branch Meetings and advertise such to membership.
2. 2 To record and publish the minutes of Branch meetings.
3. 3 To circulate correspondence to all members within Branch.
4. 4 To proactively reply to correspondence.
5. 5 To keep apprised of changes to Conditions of Service and advise members accordingly.
6. 6 To maintain office furniture/equipment used for DPF purposes.
7. 7 To make contact with new members and assist them as necessary.
8. 8 To liaise with Area Officials.
9. 9 To arrange for distribution and collection of ballot papers.
10. 10 To inform the JBB Secretary of changes to Branch Officials.
11. 11 To attend meetings with the station SPO.
12. 12 To assist members in completing and forwarding of PAR/NOA forms.
13. 13 To advise DPF HQ of changes to death benefit nominees and/or change of

address.

14. 14 To immediately notify the Area JBB Secretary of the death of a member.
15. 15 To notify the Area Support Officer of any member with a welfare problem or on

long term sick leave.

16. 16 To liaise with members suspended from duty and assist members on Force

Redress of Grievance Procedures.

Area JBB Member:

1. 1 To attend Area Meetings, discuss and vote on issues brought to the attention of the committee.
2. 2 To represent the views of the branches to the Area JBB.
3. 3 To make frequent contact with the officials of branches within Area, or as

designated by the Area JBB Chairperson/Secretary.

4. 4 To advise the Area JBB Secretary on matters affecting the DPF within that Area.
5. 5 To attend and participate at Annual Conference.
6. 6 To research and present motions at Annual Conference.
7. 7 To provide support to the Area JBB Chairperson/Secretary in their representations

to the Divisional Commander on matters of local interest or Area dispute.

8. 8 To provide support and advise on any matter.
9. 9 To read circulars and publications and be proactive on DPF issues of interest

affecting the membership.

10. 10 To monitor and highlight ineffective communication and bring such matters to the attention of the Area JBB.

11. 11 To promote the professional image of the DPF.

#### 3.4 RUNNING A MEETING Setting an Agenda:

The Agenda sets out the order of business. It would generally include apologies and absentees, the Chairperson's opening remarks, Minutes from the previous meeting, matters arising from those minutes, items for discussion, election of officials, any other business and the Chairperson's closing remarks. Other items may well be included dependent on the type of meeting and guests attending. See ANNEX C for an agenda template.

It would be considered good practice to promulgate the Agenda as early as possible prior to the meeting.

During the meeting the Chairperson is entitled to adjust the running order of the Agenda as he/she sees fit.

#### Proposals/Motions:

The Branch may formulate proposals (Resolutions) to be forwarded to the Area JBB for consideration as Motions for Annual Conference. After due consideration, the respective Area JBB will forward the proposals to CASOC who will then decide on the competency of the Motions.

Before any Resolutions can be forwarded they must be formally proposed, seconded and carried by the Branch.

#### Point of Order:

This is an interjection to the proceedings of the meeting to indicate a breach of the rules. Be aware that a point of order can be raised at any time and the Chairperson must deal with it immediately even if it means interrupting a speaker in full flow.

#### Elections:

Elections are mandatory at the Branch Annual General Meetings and any Federated Member can be elected in accordance with Rule 21.

#### Minutes of the Meeting:

The recording of meetings (Minutes) is vitally important to ensure there is a record of what happened at that particular meeting. They should be brief but nevertheless should record essential information and decisions reached.

1. 1 Always use indirect speech in recording what is said.
2. 2 Always number the items of the minutes.

See ANNEX D for an example of Minutes. 3.5 CONDUCT OF ELECTIONS AND BALLOTS

1. The selection of Federation Representatives at all levels will be conducted in accordance with the DPF Rule Book and Constitution.
2. Any form of referendum within the Federation will be arranged and managed in the following manner:
  1. (a) Every member having a right to vote will be given every opportunity to register their vote, including those members who are sick or annual leave, where possible.
  2. (b) Before any ballot is taken, notice of intention to hold a ballot, when practicable, will be given to members at least seven days before commencement.
  3. (c) When ballot slips are to be circulated they will be numbered and only enough slips to cover voting members will be prepared. Each individual member will receive one voting slip and an envelope.
  4. (d) A sealed container will be provided to receive the completed slips.
  5. (e) A register of the issued voting slips will be kept for the scrutiny of the

General Secretary if necessary.

6. (f) At least two scrutineers will be nominated from the branch membership not

being candidates in the election.

7. (g) No member having any personal interest in the outcome of any ballot shall

participate in the arrangement or management of that ballot.

8. (h) All ballots shall be confidential and the result not circulated until the General

Secretary and Area JBB Secretary have been notified.

3. The selection of Branch Officers (Rule 21) will be at the Annual General Meeting of the Branch held in the last quarter of each year and may be resolved by a show of hands.
4. The General Secretary and the Area JBB Secretary will be notified as soon as possible of the results on DPF Form NOT1. See ANNEX E.
5. The selection of Area JBB Committee will be conducted in accordance with Rule 20(b).
6. The National Executive Committee will be selected in accordance with Rule 9.

#### 4.1 AREA JBB REPRESENTATIVES

The Election of Area Representatives will take place at the Annual Area Branch Representatives meeting. All elected Branch Representatives qualify for election by virtue of their office (Deputy Representatives deputising for the Branch Representative do not qualify). At the time of the Annual Branch Representatives Meeting, nominations will be sought from amongst the Branch Representatives present to fill any vacancy that may exist on the Area JBB. For the purpose of elections the Area JBB may divide the

Area into constituencies. Should there be more than one nomination for any vacant position on the Area JBB an election will take place with the nominees peers, the Branch Representatives and any deputising deputy representatives who are present at that meeting, deciding the result by either a show of hands or by means of a paper ballot. The successful

candidate will serve on the Area JBB for a three-year period of office providing they remain the Branch Representative for their respective Branch.

#### 4.2 CASUAL AREA JBB REPRESENTATIVE VACANCIES

Area JBB Representatives may only continue in office if they continue to be elected by their respective branch as their Branch Representative. Should they be transferred from their station to another or fail to be elected by their Branch as Branch Representative during their term of office, the Area Representative must resign his/her position on the Area JBB, in which event a casual vacancy will arise.

This casual vacancy may be filled (in accordance with Rule 19(d)) by the Area JBB Secretary calling for nominations for office from amongst those Branch Representatives in whose constituency the casual vacancy arose. Should there be more than one nomination forthcoming the JBB Secretary will decide the outcome by means of a ballot during which each Branch Representative within the constituency in which the vacancy arose may indicate their choice on the ballot paper provided. The successful candidate's term of office will be until the next Annual Branch Representatives meeting.

#### 5.1 JOINT MEETINGS – BASIC ESSENTIAL KNOWLEDGE

It is essential that all Federation representatives who are likely to be involved in joint meetings should have a working knowledge of the relevant legislation, agreements and reports dealing with industrial relations in the Ministry of Defence Police, for example:

- • Memorandum of agreement. See ANNEX B
- • Force Orders and PPM/PRG.

Before each branch meeting ask yourself:

- What are we trying to achieve?
  - • Is the matter appropriate to negotiation or consultation at Branch Level?
  - • Have we consulted our members and are we truly reflecting their collective views?
  - • Have we or is there a need to consult with Area or National Officers?
  - • Have we got all the facts?
  - • Have we prepared sufficient information for management and is that information

in a suitable form?

- • Can we anticipate management questions?
- • Do we understand what part each member of our team will play in the joint

meeting?

- • What are our reserve positions?

During each meeting:

- • Allow the SPO/Committee Chairman to open the meeting and introduce each agenda item.
- • State your case carefully and deliberately. Have what you say noted down by a member of your team.
- • Listen carefully to the management case. Note down what they say.
- • Never be pushed into agreeing – you can always note.
- • Keep to your allotted role. Do not interrupt or contradict colleagues (unless

essential, and then be very tactful).

- Remember winning debating points for the sake of it rarely helps to achieve your objectives.
- Always identify yourself with your teams agreed line.
- At the end of your discussion on an item, repeat your understanding of what has been agreed/disagreed. In formal meetings try to get an agreed minute.
- It is the responsibility of management to produce minutes of joint meetings.

After each meeting (de-brief meeting):

- Check out any facts or figures given at the meeting.
- Review areas of agreement/disagreement and what management have undertaken to do.
- Check your own team's notes of the meeting. How do they compare with the minutes? Ensure that any disagreements on them are recorded.
- Identify any training needs indicated by the session.
- Ask yourselves are there any implications for the Federation's policy generally?
- MAKE AN ACTION PLAN OF THINGS TO BE DONE.

## 6.1 RUNNING A BRANCH BRANCH NEGOTIATIONS

Branch Representatives have the responsibility of making sure that grievances both individual and collective are raised with the SPO. If there is a problem of man- management or of industrial relations, then it should be capable of solution by persons who know their respective responsibilities and are prepared to discharge them. The first responsibility of Branch Representatives when they are presented with an individual complaint or grievance is to ensure that the member concerned has raised the matter with their line manager in the first instance - Branch Representatives should be wary of short-circuiting this fundamental principle.

When the Branch Representative is satisfied that this has happened, they may support that member in their complaint. A meeting should be arranged with the SPO - remember at least 2 persons should attend this meeting. If the aggrieved member so desires they should be allowed to be present. A note on how Branch level representations to authority should be prepared for is contained in the next paragraph.

The most important responsibility of the Branch Representative is to get to know the facts – all the facts.

The procedural agreement with the DPF states “The Ministry of Defence will ensure that all levels of management within the department concerned with the MDP know the extent of their authority in relation to matters dealt with within this memorandum and abide by the agreements reached, including the procedural arrangements for dealing with collective or individual agreements.”

So the SPO has a clear responsibility to see that the procedure followed in the examination of a member's grievance is a full and fair one. There should be no "That's my decision – now get on with it"

Unless the Representative knows all the facts and the point must be put squarely to the member complaining – the case may be lost by default.

It must be appreciated that there are occasions when national agreements or Chief Constables assurances to the Federation sometimes take a little while to reach down to the lower echelons of the Force. If the particular grievance relates to the non-compliance of nationally settled conditions or of an understanding or assurance from the

Chief Constable to the Federation, Branch Representatives should lose no time in seeking the views of Head Office.

If no progress is made at SPO level then the Area JBB Secretary should be informed using form EQ1 and the Area Officials will decide whether to take the matter to Divisional Level. See ANNEX F.

Branch Representatives will understand that once the matter has been placed in the hands of the Area, it is for the Area JBB Chairman and Secretary jointly to determine how the matter is to be pursued. It may well be referred directly to Head Office for advice.

If the problem remains unresolved after it has been to the Divisional Commander it can be referred to the General Secretary and the NEC may give consideration of the issue. The NEC is obliged to inform both Area and Branch of their decision.

The Area JBB through its delegates at Annual Conference may, when the NEC presents its Annual Report, refer to the matter in front of representatives (co-delegates) of the whole Federation.

So that in the end (such is the democratic nature of the Federation) an issue affecting a small group of members, indeed even a single member, can find its way into Annual Conference business.

## 6.2 BRANCH MEMBERSHIP RETURNS

### MEMBERSHIP APPLICATIONS

The majority of applications are completed whilst prospective members, usually new recruits, are at the MDP Training Centre. However, if a serving non-member wishes to join application must be made in writing by completion of the appropriate form DPF/FIN/14. See ANNEX H. If the applicant is a re-join then a DPF/FIN/15 must also be completed. See ANNEX G. This will then be processed through the Branch, Area and National Executive Committees prior to acceptance or rejection, dependent upon the circumstances of each individual application.

Where an applicant is re-joining within a 12-month period, no penalty applies. However, for applicants re-joining after the one-year period, a back payment of 6 months subscriptions will be required.

### SUBSCRIPTIONS

All Federation subscriptions should be deducted at source from salary and then remitted by the Paying Authority to the General Secretary form DPF/ FIN/13. See ANNEX I.

Should a member wish to leave the Federation (i.e. VERS, ill health) they should complete a FIN 12. See ANNEX K.

## REFUND OF SUBSCRIPTIONS

Should a member be absent from work for more than 6 months due to sickness, they should, with the assistance of a Support Officer, complete form DPF/FIN/10 and return to the General Secretary. See ANNEX L.

### 3. 6.3 NOTIFICATION OF DEATH OF A MEMBER

Branch Representatives should ensure that all members have submitted the name and address of their nominee to whom, in the event of their death, benefit will be paid under the Death Benefit Fund Rule.

Changes in personal details should be registered with DPF HQ using form DPF/FIN/11. See ANNEX J.

On the occasion of a death of a member, the Branch Representative should contact the Area JBB Secretary. The Federation endeavours to ensure speedy payment of the death benefit.

### 4. 6.4 BRANCH EXPENDITURE

Only essential expenditure is authorised for the efficient dispatch of branch business. Such expenditure is confined to charges in connection with Federation business and for this purpose the Branch Representative should maintain a record to support the claims which should be made to the General Secretary on form DPF/FIN/3 which is obtainable from the Area JBB Secretary. See ANNEX M.

### 5. 6.5 TRAVELLING AND EXPENSES FORM

Where an official carries out a duty on behalf of the Federation, they are required to submit a claim form DPF/FIN/1, providing all receipts. These claims must be authorised by the appropriate person, i.e. relevant JBB Secretary or National Officer. If it is the first claim then bank details are required for BACS payment to be made. See ANNEX N.

### 6. 6.6 SPECIAL PAID LEAVE

Where local leave of absence is not sufficient, Special Paid Leave may be granted to Accredited Federation Representatives to carry out various joint and Federation activities.

Applications for Special Paid Leave must be made through the Area JBB Secretary or Head Office.

### 1. 7.1 GRIEVANCE PROCEDURES

Branch Representatives can provide our members with invaluable support and assistance in [grievance](#) matters. Indeed, members have a right to be accompanied by an Accredited Representative or a colleague when pursuing a grievance.

(ACAS codes of practice)

Branch Representatives are reminded that in the first instance members should normally discuss matters of concern with their immediate line manager in an effort to find a solution. It is only after these discussions have failed to resolve the issue that the grievance procedure should be invoked. Members should have a realistic

resolution to his/her problem and this should be stated within the body of the written grievance.

## 2. 7.2 LEGAL ASSISTANCE AND DISCIPLINE

In the event of a member being served with a Regulation 15 Notice he/she should contact the Area JBB Secretary and submit a DPF PAR1 Form (obtainable from the

Branch Representative or DPF Website) as soon as possible. The member should give a brief statement of the event on DPF PAR1 Form and request the services of an Accredited Friend. The member should refrain from making any comment until they receive the appropriate advice.

The DPF Legal/Misconduct Protocol & Guidelines document, which explains the procedure, may be referred to on the MOD Intranet site and on the DPF Web site by clicking on to 'What's New' and then click on to '26 July Legal & Misconduct Manual update'.

With regard to legal matters, the member should submit a PAR1 form to the Area JBB Secretary as soon as possible. See ANNEX O.

Legal assistance and advice is covered by Rule 29 in the DPF Rules and Constitution. A copy of which can be found at ANNEX A.

## 8.1 RESTORING EFFICIENCY PROCEDURES

These procedures cover attendance as well as poor performance. The restoring efficiency procedures are stated in the new UPP's. Any queries with regard to the subject should be addressed through the Area JBB Secretary.

## 9.1 STAFFING AUDIT REVIEWS

In the event of your station undergoing a staffing audit review the Branch Representative must contact the JBB Representative responsible for that particular station and/or the JBB Secretary for that Area.

### 1. 10.1 THE ROLE OF THE AREA JBB

The role of the Area JBB is set out in Rule 19 and Rule 20 of the DPF Rules and Constitution – see ANNEX A.

### 2. 10.2 THE ROLE OF THE NATIONAL EXECUTIVE COMMITTEE

The role of the National Executive Committee is set out in Rule 7 to Rule 9 of the DPF Rules and Constitution –see ANNEX A.

### 3. 10.3 THE ROLE OF MOD OCCUPATIONAL WELFARE SERVICE

A welfare organisation exists within the Civil Service employing full-time personnel. Federation Support Officers must liaise with the MOD OCWS practitioners and refer cases to them whenever there is a need for professional counselling. MOD OCWS have right of access to senior management, and there are clear advantages in using their independence and authority in welfare matters.

### 4. 10.4 AREA SUPPORT OFFICERS Introduction

The Area JBB's appoint DPF Area Support Officers. They serve on the Area JBB as ex-officio members. The appointees are full time Police Officers who carry out this role on a voluntary basis. There are currently five Area Support Officers geographically dispersed

throughout the UK. It is recognised that DPF Support Officers work within the codes of practice on confidentiality as for the Civil Service Support Officers and that integrity is maintained at all times.

#### Authority

1. (a) To exercise the rules and conditions of the Defence Police Federation in pursuit of the services to the membership.
2. (b) To provide a confidential Welfare Service to the Membership.
3. (c) To liaise directly with Force Management and external professional agencies as required.
4. (d) To process emergency or urgent grants to members in need via the General Secretary/JBB Secretaries and to submit applications to the loan/grant committee.
5. (e) To attend Departmental Review Boards and Civil Service Appeal Boards.
6. (f) To contact and offer assistance to members on long term sick.

#### Convalescence

Welfare cases are always dealt with on an individual basis, as each member's requirements are different and so are the resources to assist them. It is always the intention to enable the member to return to work via the most recuperative means, which the DPF may be able to provide from its resources. The Area Support Officer and the Treasurer will deal with each application.

#### Home Visits

DPF Area Support Officers carry out visits to members when requested by the member. The actual time spent on the visit is covered by SPL application, facility time, or through local leave of absence. At times it may be necessary to enlist the assistance of the Area JBB or Branch Officers to carry out such visits where it would be impractical for the Support Officer to undertake, due to the distance involved. This action would be subject to each individual case.

#### Welfare Loans/Grants

The Area Support Officer deals with all loan/grant applications and the approval of the subsequent loan/grant will be the decision of the Loan/Grant Committee. See information on Criteria for loans and grants.

#### Training

The Area Support Officers position is purely voluntary. No pre-requisites are required for the incumbent as knowledge is gained through continual development training, experience and mutual support.

#### Support Liaison Officer

The role of the National Executive Committee Support Liaison is developed through the Area Support Officers. The representative is nominated from the DPF Area Support Officers. The

representative co-ordinates the quarterly reports and liaises directly with the General Secretary thereby maintaining the link with the National Executive Committee

#### 10.5 CRITERIA FOR LOANS AND GRANTS Introduction

The DPF provide a facility whereby members may apply for a loan or a grant in times of 'need'. The Loans and Grants Committee are the authorising authority on submitted applications with the exception of emergency situations. See ANNEX P.

Additionally the following should be complied with: -

1. (a) Confirmation of approval/rejection by letter or phone call to both the member and the Area Support Officer.
2. (b) Standing Order to be completed at the time of application. Standing Order to be incorporated as part of the application.
3. (c) A legal statement as to the intended repayment to be included on the application form.
4. (d) Each application to be subject to a 21-day turn around.
5. (e) All applications to the General Secretary.
6. (f) In the absence of the General Secretary, the processing of the application is to be

undertaken by a National Officer as nominated official.

#### 11.1 HEALTH AND SAFETY

It is advised that your Branch formally appoints from its numbers a Safety representative to assist in the Health and Safety function at your unit.

The NEC, Health and Safety Liaison is Mr Michael Reynolds – Fort Blockhouse – Firearms Training Wing

Most Divisions also have a Health and Safety Advisor, from whom advice on Health and Safety Issues may be obtained. Please refer to the Enterprise Directory.

#### 12.1 MEMBERSHIP SERVICES

The Defence Police Federation offers a number of membership services to its members, who are able to take advantage of various discounts and special offers promoted by a variety of companies and organisations: Booklet and application forms produced. Visit Services page of DPF website/see ANNEX Q.

#### 13.1 PRESS AND PARLIAMENTARY LIAISON FEDERATION POLICY

The general policy of the Federation is to refrain from commenting in the Press or Broadcasting Media unless all forms of representation have been exhausted. Decisions to approach the media will be made by National Officers, normally after discussion with the Federation's media consultant.

Under no circumstances may any DPF member or official approach the media overtly or "off the record" without National Officer approval. All contacts are regulated by Head Office. Failure to observe this rule may lead to Force misconduct action against the individual and, quite possibly, serious embarrassment to the Federation.

#### MEMBERS OF PARLIAMENT

Members of the Federation should not approach their MP with regard to personal pay and conditions matters. The National Officers conduct negotiations into pay and conditions for all

federated members thus advice should be sought from the National Officers in the first instance.

#### ACCESS TO MINISTERS

The National Executive Committee has the right to make a direct approach to the Secretary of State for Defence, who can be questioned in the House of Commons. However, this is often a time consuming procedure and would be followed only in the most extraordinary circumstances.

Branch officials should not hesitate to seek advice from their Area JBB Secretary, who will be able to provide information on Federation policy.