
STATUTORY INSTRUMENTS

2017 No. 1140

The Police Federation (England and Wales) Regulations 2017

PART 3

**Constitution and proceedings of the Federation
branches, Federation bodies and annual conference**

Federation branches

7.—(1) Each Federation branch is to have a chair (“the branch chair”), elected by the members of the branch from among the members of the branch board in accordance with Federation rules.

(2) Each Federation branch is to have a secretary (“the branch secretary”) and a treasurer (“the branch treasurer”) elected by the members of the branch board from amongst their number in accordance with regulation 10(7).

(3) A meeting of all or some of the members of a Federation branch (“a branch meeting”) may be held in accordance with arrangements made by—

- (a) the relevant branch board, or
- (b) the national board.

(4) The chief officer of the police force in whose area a branch meeting is to be held is to be given at least 14 days’ notice of the meeting.

(5) The arrangements referred to in paragraph (3) may provide for the attendance at a branch meeting of—

- (a) the relevant local policing body or, where the relevant local policing body is the Common Council of the City of London, the members of the Common Council;
- (b) other members of the Federation;
- (c) other persons only to the extent, and subject to such conditions, as may be determined—
 - (i) by the relevant chief officer, where the arrangements are made under paragraph (3)(a);
 - (ii) by the Secretary of State, where the arrangements are made under paragraph (3)(b).

(6) Subject to these Regulations and Federation rules, a Federation branch may regulate its own proceedings.

Branch councils

8.—(1) A branch council constituted in respect of a Federation branch other than the metropolitan police force branch is to comprise the following members—

- (a) the number of members determined under paragraph (2) elected by the members of the relevant Federation branch from among their number in accordance with Federation rules;
- (b) the following officers—
 - (i) the branch chair of the relevant Federation branch, who is to chair the branch council;

- (ii) the branch secretary of the relevant Federation branch, who is to be the secretary of the branch council;
 - (iii) the branch treasurer of the relevant Federation branch, who is to be the treasurer of the branch council;
- (c) any additional officers provided for by Federation rules.
- (2) Unless Federation rules provide otherwise, the number of members mentioned in paragraph (1)(a) to be elected by the members of the relevant Federation branch from among their number is 1 member for every 65 police officers in the relevant police force, subject to a minimum of 20.
- (3) For the purposes of paragraph (2), the number of police officers in a force is the total number of police officers in that force on 31st March in the year that was two years before that in which the election is held.
- (4) Elections for the purposes of this regulation are to be held before the end of the relevant period and in every third year after that.
- (5) A branch council may hold up to three meetings per year, each lasting no more than one day (unless the relevant chief officer agrees otherwise) and, with the consent of the relevant chief officer, additional meetings of the branch council may be held.
- (6) Subject to these Regulations and Federation rules, a branch council may regulate its own proceedings.

Metropolitan police force: branch council and representation

- 9.—(1) Unless Federation rules provide otherwise, the members of the metropolitan police force branch are to elect in accordance with Federation rules one representative for every 65 police officers in the metropolitan police force (“elected representatives”).
- (2) One or more branch councils are to be constituted in respect of the metropolitan police force branch, comprising—
- (a) the number of elected representatives determined in accordance with Federation rules, elected by the elected representatives from amongst their number;
 - (b) any additional members provided for in Federation rules.
- (3) Federation rules may make different provision for the number of members in different branch councils, taking into account the number of members represented by each branch council.
- (4) Each branch council is to elect an executive committee (a “metropolitan executive committee”) from amongst its members in accordance with Federation rules.
- (5) Elections for the purposes of this regulation are to be held before the end of the relevant period and in every third year after that.
- (6) Federation rules may provide for additional members for metropolitan executive committees.
- (7) A branch council may hold up to three meetings per year, each lasting no more than one day and, with the consent of the relevant chief officer, additional meetings of the branch council may be held.
- (8) A metropolitan executive committee may hold up to four meetings per year, each lasting no more than one day and, with the consent of the relevant chief officer, additional meetings of the metropolitan executive committee may be held.
- (9) Subject to these Regulations and Federation rules, a branch council and a metropolitan executive committee may each regulate their own proceedings.

Branch boards

10.—(1) A branch board constituted in respect of a Federation branch other than the metropolitan police force branch, or a branch board constituted in respect of the metropolitan police force branch where there is only one branch council, is to comprise the number of members determined under paragraph (3), elected by the members of the relevant branch council from among their number in accordance with Federation rules.

(2) Federation rules may also provide for the attendance at meetings of the branch board of any members of the relevant Federation branch who are members of the national board, and the extent to which they may participate in such meetings.

(3) Unless Federation rules provide otherwise, the number of members mentioned in paragraph (1) to be elected by the members of the relevant branch council from among their number is—

- (a) 10 where the number of members of the relevant police force is less than 1500;
- (b) 12 where the number of members of the relevant police force is between 1500 and 4499;
- (c) 14 where the number of members of the relevant police force is more than 4499.

(4) For the purposes of paragraph (3), the number of police officers in a force is the total number of police officers in that force on 31st March in the year that was two years before that in which the election is held.

(5) The branch board constituted in respect of the metropolitan police force branch where there are two or more branch councils is to comprise—

- (a) the members of the metropolitan executive committees elected for each branch council; and
- (b) any additional members provided for in Federation rules.

(6) Elections for the purposes of this regulation are to be held before the end of the relevant period and in every third year after that.

(7) The members of the branch board must elect from among their number in accordance with Federation rules—

- (a) the branch secretary of the relevant Federation branch;
- (b) the branch treasurer of the relevant Federation branch.

(8) A branch board may hold up to four meetings per year, each lasting no more than one day (unless the relevant chief officer agrees otherwise) and, with the consent of the relevant chief officer, additional meetings of the branch board may be held.

(9) Subject to these Regulations and Federation rules, a branch board may regulate its own proceedings.

The national council

11.—(1) The national council is to comprise the following members—

- (a) the branch chair and branch secretary of each branch;
- (b) any additional members of the branch board for the Metropolitan police force branch provided for in Federation rules elected by members of that branch board in accordance with Federation rules;
- (c) any additional members elected in accordance with Federation rules pursuant to paragraph (3);

- (d) any additional members provided for in Federation rules, which may also provide for the extent to which such additional members may participate in the proceedings of the national council.
- (2) The national council is to be constituted as soon as the following elections have taken place—
 - (a) the elections of branch chairs and branch secretaries required under regulation 7(1) and (2); and
 - (b) the elections of members required under paragraph (1)(b) and (c).
- (3) Federation rules may provide for additional members sharing a particular protected characteristic if the Federation considers that this is appropriate.
- (4) In determining what, if any, provision to make under paragraph (3), the Federation must take into account the findings of the most recent equality assessment carried out under regulation 15, if such an assessment has been carried out.
- (5) A chair (“the national chair”) is to be elected by the members of the Federation from among the members of the national council in accordance with Federation rules.
- (6) Any elections held for the purposes of this regulation are to be held before the end of the relevant period, and in every third year after that.
- (7) Subject to these Regulations and Federation rules, the national council may regulate its own proceedings.

The national board

- 12.**—(1) The national board is to comprise the following members—
- (a) the national chair, who is to chair the national board;
 - (b) a secretary (“the national secretary”) appointed by the other members of the national board in accordance with Federation rules;
 - (c) the number of members determined under paragraph (2), elected by the members of the national council from among their number in accordance with Federation rules.
- (2) Unless Federation rules provide otherwise, the number of members mentioned in paragraph (1)(c) to be elected by the members of the national council from among their number is 22.
- (3) Federation rules may make appropriate provision to ensure that the members elected under paragraph (2) include members sharing a particular protected characteristic if the Federation considers that this is appropriate.
- (4) In determining what if any provision to make under paragraph (3), the Federation must take into account the findings of the most recent equality assessment carried out under regulation 15, if such an assessment has been carried out.
- (5) Federation rules may provide that the national secretary is not entitled to vote in the national board’s proceedings.
- (6) A treasurer (“the national treasurer”) is to be elected by the members of the national board from among their number in accordance with Federation rules.
- (7) Elections for the purposes of this regulation are to be held before the end of the relevant period and in every third year after that.
- (8) The national board may once a year hold an ordinary meeting lasting not more than two days with the Joint Central Committee of the Scottish Police Federation, and the Joint Central Committee of the Police Federation for Northern Ireland.
- (9) The national board may hold any other meetings it considers appropriate.

(10) Subject to these Regulations and Federation rules, the national board may regulate its own proceedings.

Terms of office

13.—(1) This regulation is subject to Federation rules—

(a) concerning the filling of vacancies made under regulation 22(1)(b)(vi) (elections to Federation bodies and the filling of vacancies), (vii) (elections of Federation officers and the filling of vacancies), (viii) (appointment of national secretary), and

(b) made under regulation 22(1)(b)(xv) (removal from membership or office).

(2) A person elected to be an elected representative or a member of a Federation body becomes an elected representative or a member of that body on the first day of the month following that in which the election is held (or on such earlier date as is provided for in Federation rules) and ceases to be an elected representative or member of that body on the last day of the month in which the next following election for elected representatives or membership of that Federation body is held (or on such other date as may be provided for in Federation rules).

(3) A person elected to be a Federation officer (other than the national secretary) takes office on the first day of the month following that in which the election is held and vacates office on the last day of the month in which the next following election to that office is held.

(4) A person holds and vacates office as the national secretary in accordance with the terms of his or her appointment, and may be appointed for one or more terms, provided that no person holds office as national secretary for a period of more than ten years.

The annual conference

14.—(1) The national board is to arrange an annual conference of the Federation on a date agreed by the Secretary of State.

(2) The following are entitled to attend the annual conference as delegates—

(a) the number of delegates determined under paragraph (3) elected by each branch from the members of the relevant branch in accordance with Federation rules;

(b) the members of the national council and the national board;

(c) the trustees appointed under regulation 20(2).

(3) The number of delegates mentioned in paragraph (2)(a), to be elected in accordance with Federation rules by each branch from the members of the relevant branch, is two plus an additional delegate for every 500 members or part thereof of the relevant police force, unless Federation rules provide otherwise.

(4) For the purposes of paragraph (3), the number of police officers in a force is the total number of police officers in that force on 31st March in the year that was two years before that in which the election is held.

(5) The annual conference must not last more than two days or, with the consent of the Secretary of State, three days.

(6) Subject to these Regulations and Federation rules, the annual conference may regulate its own proceedings.

Equality assessment and report

15.—(1) The Federation must, in accordance with Federation rules, carry out or arrange an assessment within six months after the election of members of the national board under

regulation 12(1)(c) and in every third year after that of the representation of persons with a protected characteristic in the Federation.

(2) Following that assessment, the Federation must publish information, in accordance with Federation rules, relating to protected characteristics of the persons described in paragraph (3).

(3) The persons referred to in paragraph (2) are—

- (a) members of—
 - (i) the Federation;
 - (ii) the Federation branches;
 - (iii) the Federation bodies;
- (b) the Federation officers;
- (c) delegates to the annual conference.

(4) The duty imposed in paragraph (2) applies only insofar as it is possible to publish information in a manner that ensures that no person to whom the information relates can be identified from that information.

(5) The Federation must report annually on the steps it is taking to advance equality of opportunity in the Federation between those who share a protected characteristic, and those who do not share it.

(6) The report made under paragraph (5) must include information on the steps the Federation is taking to encourage persons who share a particular protected characteristic to participate in the Federation where participation by such persons is disproportionately low.

(7) The national board must provide a copy of the report prepared under paragraph (5) to the Secretary of State and publish it on the internet and in any other way the national board considers appropriate.

(8) Federation rules may provide that the assessment carried out under paragraph (1), the information to be published under paragraph (2) and the report required under paragraph (5) must relate to all protected characteristics, or only to such characteristics as are specified in the rules.

(9) Nothing in this regulation authorises the Federation to require a person to provide information to it.