

# Defence Police Federation



*Established by Act of Parliament*

## RULES & CONSTITUTION

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**The Defence Police Federation was formed in 1971**

**This version of the Rules & Constitution  
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## TABLE OF CONTENTS

RULE 1	NAME
RULE 2	OBJECTS
RULE 3	MEMBERSHIP
RULE 4	RESPONSIBILITIES OF MEMBERS
RULE 5	MANAGEMENT
RULE 6	OFFICERS
RULE 7	THE NATIONAL EXECUTIVE COMMITTEE
RULE 8	POWERS & RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE
RULE 9	ELECTION TO THE NATIONAL EXECUTIVE COMMITTEE
RULE 10	ELECTIONS
RULE 11	ELECTION OF THE NATIONAL CHAIR & NATIONAL VICE CHAIR
RULE 12	THE DUTIES OF OFFICERS
RULE 13	DUTIES OF THE NATIONAL CHAIR
RULE 14	DUTIES OF THE NATIONAL VICE CHAIR
RULE 15	APPOINTMENT OF THE GENERAL SECRETARY
RULE 16	DUTIES OF THE GENERAL SECRETARY
RULE 17	AREA'S
RULE 18	BRANCH ORGANISATION
RULE 19	DUTIES OF THE BRANCH REPRESENTATIVE
RULE 20	INSPECTING & SUPERINTENDING RANKS
RULE 21	DPF WELFARE OFFICERS
RULE 22	AUDITORS
RULE 23	FINANCES & MEMBERS SUBSCRIPTIONS
RULE 24	FINANCE, GENERAL
RULE 25	FINANCE, PETTY CASH ACCOUNT
RULE 26	APPOINTMENT OF NATIONAL TRUSTEES
RULE 27	ANNUAL CONFERENCE
RULE 28	CONFERENCE ARRANGEMENTS & STANDING ORDERS COMMITTEE (CASOC)
RULE 29	DEATH BENEFIT
RULE 30	LEGAL ASSISTANCE & ADVICE
RULE 31	OFFENCES & APPEALS
RULE 32	INTERPRETATION OF THE RULES
RULE 33	AMENDMENT TO THE RULES
RULE 34	DISSOLUTION

# **DEFENCE POLICE FEDERATION**

## **RULES AND CONSTITUTION**

### **Rule 1 – Name**

The organisation shall be known as the **DEFENCE POLICE FEDERATION** hereinafter referred to as “**THE FEDERATION**”

### **Rule 2 – Objects**

The objects of the Federation shall be:

- (a) To protect and improve the terms and conditions of employment of its members and to enhance the efficiency and raise the status of the Ministry of Defence Police 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.
- (b) To maintain and administer welfare funds, to provide benefit on death, to secure for members access to any group insurance scheme approved by the National Executive Committee.
- (c) To provide legal advice and assistance to members on matters arising from their employment including disciplinary proceedings. Such advice and assistance shall be wholly within the absolute discretion of the National Executive Committee. Legal advice and assistance not connected with members' employment and for member's families may be provided and such provision shall also be wholly within the absolute discretion of the National Executive Committee. Membership funds will not be used for cases that involve member(s) against member(s) in work related legal matters.

### **Rule 3 – Membership**

- (a) Membership shall be open to all ranks of the Ministry of Defence Police up to and including the rank of Chief Superintendent.
- (b) Application for membership, on initial entry to the Ministry of Defence Police, by new recruits or new entrants from other Forces shall be made to the Branch Representative or relevant Area Secretary in the absence of a Branch or in the case of the Inspecting & Superintending Ranks, to an Inspecting & Superintending Ranks Representative currently serving on the National Executive Committee, except that the National Executive Committee may, in its discretion, make arrangements for new recruits and new entrants from other Forces into the Ministry of Defence Police to be enrolled into the Federation during their initial training course.

- (c) Former Federation members who wish to rejoin shall apply to their respective Branch Representative or relevant Area Secretary in the absence of a Branch, who shall submit the matter to the National Executive Committee with the appropriate recommendation as to whether membership shall be granted and on what terms. In the case of Inspecting & Superintending Ranks, former members will apply to one of the Inspecting & Superintending Ranks Representatives currently serving on the National Executive Committee, who shall submit the matter to the National Executive Committee with the appropriate recommendation as to whether membership shall be granted and on what terms.
- (d) A copy of the Rules and Constitution shall be available on the Federation Website.
- (e) Membership of the Federation shall ordinarily cease when a member ceases to be employed by the Ministry of Defence Police. Conditional membership may be retained by a person who has been dismissed from the Ministry of Defence Police for so long as that person is the subject of disciplinary or legal proceedings to adjudicate on that dismissal, or to continue with an existing personal injury claim, or in relation solely to Gross Misconduct and only in relation to that, and only where the member RETIRED (resigned with pension, including ill health retirement) in the last 12 months and is accused of Gross Misconduct under the Ministry of Defence Police (Conduct, Performance and Appeals Tribunals) Regulations 2020 (or any successor Regulations) – and solely for the purpose of those internal proceedings only, subject always to a decision by the National Executive Committee in its discretion to support that person in those proceedings. Such conditional membership shall be retained only for the purpose of receiving such support and gives rise to no other rights or benefits under these Rules. Conditional membership shall thereafter cease when the National Executive Committee in its discretion decides that it can no longer support that person in such proceedings.

#### **Rule 4 – Responsibilities of Members**

It shall be the responsibility of a member of the Federation:

- (a) To assist in maintaining the integrity of the Federation and to work for the unity and harmony of the membership as a whole. In furtherance of this end they will ensure that any complaint they may have against any member, Officer or Committee of the Federation or any disagreement on policy is duly registered through the proper channels and in no other way. Should they wish to dispute the decision or action of an Officer of the Federation they will make a written report to their Area Secretary, or in the case where that person is the subject of the complaint, to the General Secretary and await investigation.
- (b) To ensure that their subscriptions are deducted from their monthly salary at source.

- (c) To attend their Branch meetings and to keep themselves versed in the current policies of the Federation.
- (d) To advise the Federation when they are on long term sick leave.

### **Rule 5 – Management**

The supreme authority of the Federation is the Annual Conference. The management of the Federation is vested in the National Executive Committee and the Officers of the Federation. It shall be the duty of the National Executive Committee to present to Annual Conference a report of all major decisions it has taken since the last Conference and an update on all major issues currently affecting the membership.

### **Rule 6 – Officers**

The Officers of the Federation shall be the National Chair, National Vice Chair and General Secretary.

### **Rule 7 – The National Executive Committee**

- (a) The National Executive Committee shall consist of
  - (i) The National Chair of the Federation
  - (ii) two members from each Area who are Branch Representatives who shall be elected in accordance with Rule 9 and
  - (iii) two members from the Inspecting & Superintending Ranks who shall be elected in accordance with Rule 20

with the proviso that:

no two Branch Representative members of the National Executive Committee shall come from the same Branch and no two Inspecting & Superintending Rank members of the National Executive Committee shall come from the same Station, Establishment, Department or Unit.

- (b) The National Chair, National Vice Chair, General Secretary, and Area Secretaries shall be members by virtue of their office, but without the power to vote save the National Chair's casting vote and the National Vice Chair's casting vote when acting as Chair.

### **Rule 8 – Powers & Responsibilities of the National Executive Committee**

- (a) Subject to these Rules and the decisions of Annual Conference, the affairs of the Federation shall be administered by the National Executive

Committee who shall take action as considered necessary in the interests of the Federation and its members. The National Chair, at their discretion, will agree with members of the National Executive Committee a specific portfolio of responsibility which may be:

- (i) a specific subject and/or
  - (ii) responsibility for a designated number of stations, establishments or units and/or
  - (iii) responsibility for a specific group of members and/or
  - (iv) such other responsibility as it may be expedient to do.
- (b) The National Executive Committee shall meet, when possible, not less than once every three months and four voting members shall form a quorum. When necessary, a voting member can attend via Video or Telephone Conference and this will count towards the quorum.
- (c) The National Executive Committee may at any time, by resolution of a Special Meeting specially summoned for that purpose, remove any of its members from membership of the National Executive Committee. Any member so removed, may appeal against removal under Rule 31 within 14 days of receiving notice of the decision of the National Executive Committee. Notwithstanding the provisions of Rule 10 below, where an appeal is lodged, the National Executive Committee may decide that the vacancy will be gapped pending the outcome of that appeal. Where there is no appeal, or any appeal is rejected by Annual Conference, the vacancy shall be filled for the remainder of the term by an election under Rule 9. The National Executive Committee may also choose to appoint a member from the relevant Area to temporarily fill the vacancy pending an appeal.
- (d) The National Executive Committee shall have the power to remove from office any Officer if it deems this necessary for the conduct of the business of the Federation. Any Officer so removed, may appeal against removal under Rule 31 within 14 days of receiving notice of the decision of the National Executive Committee. Where an appeal is lodged the vacancy may be filled pending the appeal by the National Executive Committee from its members. Where there is no appeal, or any appeal is rejected by Annual Conference, the vacancy shall be filled in respect of the National Chair and National Vice Chair in accordance with Rule 11 and the General Secretary in accordance with Rule 15.
- (e) The National Executive Committee shall have the powers to make levies on the membership to keep the funds solvent or for any other specific purpose that it shall deem fit.
- (f) The National Executive Committee shall have the power to appoint such sub-committees as it feels appropriate and may co-opt on to such sub-committee's additional members of the Federation in an advisory capacity.
- (g) The National Executive Committee shall ensure that timely and adequate reports on its deliberations are provided to the membership.

- (h) Any member of the National Executive Committee may attend any meeting of the Federation, in an ex-officio capacity, on the direction of an Officer of the Federation or the National Executive Committee.

### **Rule 9 – Election to the National Executive Committee**

- (a) Unless otherwise resolved by Annual Conference for that year, to stand for election to the National Executive Committee a member must:
  - (i) Be fully paid up and have at least three years unbroken membership at the time of nomination: and
  - (ii) Have served at least one year's membership as a Branch Representative.
- (b) This qualification does not include membership by virtue of an ex officio post.
- (c) Two Inspecting & Superintending Rank Representatives will automatically serve on the National Executive Committee as a consequence of their election as Inspecting & Superintending Rank Representatives under Rule 20 (a).
- (d)
  - (i) No more than eight weeks prior to the commencement of Annual Conference, the Conference Arrangements and Standing Orders Committee will seek nominations for any vacancies that may exist on the National Executive Committee.
  - (ii) The Conference Arrangements and Standing Orders Committee will publish a timetable to request and thereafter for candidates to return Nomination Forms.
  - (iii) Branch Representatives may nominate themselves for a position on the National Executive Committee if supported by at least two other Branch Representatives from the same Area that they seek to represent.
  - (iv) An interim list of candidates for each vacant position shall be prepared by the Conference Arrangements and Standing Orders Committee and issued by way of a Federation Circular to all Federation members at least two weeks prior to Annual Conference.
  - (v) Nominations for vacancies on the National Executive Committee will also be sought at the Annual Conference in accordance with the timetable prepared by the Conference Arrangements and Standing Orders Committee.
  - (vi) A nomination paper not completed in accordance with the instructions thereon, or delivered after the closure of nominations shall be null and void.



- (vii) Candidates for election will be given the opportunity to address Conference for two minutes.
- (viii) Voting for vacancies on the National Executive Committee will take place at the Annual Conference by Branch Representatives present at the Annual Conference from the Area for which the vacancy exists.
- (e) The Conference Arrangements and Standing Orders Committee shall be responsible for the supervision of the elections to the National Executive Committee, for the counting and scrutiny of votes and for the declaration of returns and results to Annual Conference.
- (f) Appeals as to qualifications, candidates and complaints as to alleged breaches of election procedures shall be made to the National Executive Committee whose decision shall be followed and considered final.
- (g) Subject to the following paragraphs, members of the National Executive Committee shall hold office for three years. Where any such members retire from the National Executive Committee within the three year period, elections to fill consequential vacancies shall be held at the next Annual Conference, and successful candidates shall then hold office for the balance of the three year term remaining.
- (h) Members of the National Executive Committee shall retire in accordance with paragraph (g) of this Rule ie. at the conclusion of the three-year term of office. Such members shall be entitled to seek re-election in accordance with this Rule. The National Executive Committee will be empowered to vary the dates of the requirement for re-election to ensure continuity in the business of the Federation.
- (i) For the duration of serving any term of office on the National Executive Committee, a Branch Representative must hold and retain the status of being a Branch Representative. Should a Branch Representative cease to hold that position for any reason whatsoever, they will immediately cease to be a member of the National Executive Committee. The National Executive Committee, through the Conference Arrangements & Standing Orders Committee, will undertake all necessary actions to fill this casual vacancy in accordance with these Rules.

### **Rule 10 – Elections**

- (a) The National Executive Committee shall have discretion in determining the method to be used in filling any casual vacancy, taking into account the timetable involved if that particular vacancy were to be filled by election. This includes vacancies on any Committee and non-elected ex-officio posts. The member filling the vacancy shall have the full voting and other rights applicable to the vacant position.
- (b) In respect of all Officers and positions elected for a period of years, a candidate for that office or position may stand, notwithstanding that, if elected, they may be unable to serve for the full term whether due to pending retirement from the Ministry of Defence Police or otherwise.

## **Rule 11 – Election of the National Chair & National Vice Chair**

- (a) The National Chair shall be elected by the membership of the Federation from the members of the current National Executive Committee at the time of the election who have served a minimum term of three years in that capacity. Upon election the National Chair will cease to be a member of the National Executive Committee in their former capacity (but shall be a member pursuant to Rule 7) and except as otherwise determined by the National Executive Committee shall cease to hold any other office under these Rules. The National Chair's term of office shall be five years. The retiring National Chair will by virtue of their office be eligible for re-election.
- (b) The Chair of the Conference Arrangements and Standing Orders Committee will seek nominations for the office of National Chair of the Federation at the time of the fifth anniversary Conference coinciding with the retiring National Chair's original nomination.
- (c) In the event of there being more than one nomination an election will take place immediately following Annual Conference and will be conducted in accordance with these Rules. The ballot will be completed no later than the first National Executive Committee meeting following that Annual Conference whereupon the successful candidate will commence their term of office as the National Chair of the Federation.
- (d) The retiring National Chair if unsuccessful in their re- election will, subject to the provisions of Rule 13 (c), immediately relinquish their office.
- (e) The National Vice Chair shall be chosen from the members of the National Executive Committee. Upon election the National Vice Chair will cease to be a member of the National Executive Committee in their former capacity (but shall be an ex-officio member pursuant to Rule 7) and except as otherwise determined by the National Executive Committee shall cease to hold any other office under these Rules. The National Vice Chair's period of office shall be five years. The National Vice Chair will be eligible for re-election.

## **Rule 12 – Duties of Officers**

The Officers of the Federation shall collectively be responsible for the administration of the Federation's affairs and for the pursuance of Federation policy in periods between meetings of the National Executive Committee.

## **Rule 13 – Duties of the National Chair**

- (a) The National Chair will be the Head of the Federation. The National Chair shall preside at the Annual Conference of the Federation, at meetings of the National Executive Committee and at such other meetings of the Federation as directed by the National Executive Committee. The National Chair will represent the Federation at the Ministry of Defence, and at such other Government Ministries and Departments to which the

Federation may from time to time make representations. The National Chair will also lead all deputations to those aforementioned Government Ministries and Departments and the post holder will also be expected to lead the Federation Representatives at the Joint Consultative Committee and any other periodic meetings with the Chief Constable or any designated deputies. Where directed by the National Executive Committee, the National Chair, or a deputy in their absence, shall represent the Federation at National Conferences and occasions sponsored by other police organisations to which the Federation may be invited.

- (b) On accepting office the post holder shall, at the discretion of the National Executive Committee and subject to the co-operation of the Ministry of Defence, take up a place of residence such as will enable them to carry out their duties.
- (c) On relinquishing this position at the end of their term of office, the retiring National Chair may be required for a period before transfer to assist in the induction of their successor in all these duties.
- (d)
  - (i) The National Chair shall have the specific power to appoint any former and/or retired member of the Ministry of Defence Police, who was an Accredited "Federation Friend" or who has served as a Branch Representative for a minimum of three years, to assist the Federation with the discharge of its duties and functions.
  - (ii) Any person(s) so appointed under this Rule will not, under any circumstances, be considered to be an employee of the Federation or create any other form of employment relationship but will be considered as a "volunteer".
  - (iii) Any person(s) so appointed under this Rule will enter into a "Volunteer Agreement" with the Federation to act as an Accredited "Federation Friend" or in any other agreed capacity or role on such terms and for such remuneration and for such periods as the National Chair shall determine. For the avoidance of doubt, remuneration under this Rule shall be limited to reasonable reimbursement for actual travel and subsistence incurred in the performance of the duties of an Accredited "Federation Friend" or any other agreed capacity or role.
  - (iv) Any person(s) so appointed under this Rule, or any other serving Accredited Friend so nominated, may be eligible for an annual payment, which will be no more than the maximum amount which is payable under the Federations separate Honoraria Scheme. Payments under this Rule, of whatever amount, will only be payable on the authority of the National Executive Committee and will be subject to any conditions that the National Executive Committee may stipulate.
  - (v) Any person(s) so appointed under this Rule will, as a pre-requisite for appointment, possess the necessary qualifications and experience upon which the Federation can rely for the discharge of its duties and functions. Any person(s) so appointed will also continue to be subject

to the Ministry of Defence's security clearance requirements to the necessary level for the information and material which they may have access to during their work on behalf of the Federation.

- (vi) The National Executive Committee shall thereafter ratify (or otherwise) any such appointment. No Volunteer Agreement will be considered valid until the National Executive Committee has formally ratified the same.

#### **Rule 14 – Duties of the National Vice Chair**

In addition to their responsibilities under Rule 12, the National Vice Chair shall, in the absence of the National Chair, act with the full authority of Rule 13 (a).

#### **Rule 15 – Appointment of General Secretary**

- (a) The National Executive Committee shall appoint a General Secretary from amongst the membership of the Federation. The appointment procedure to be followed and the conditions of the appointment attached to the post shall be at the discretion of the National Executive Committee who shall have due regard to the responsibilities and duties of the member holding this post as set out in Rule 16.
- (b) Should any member of the National Executive Committee be appointed to this position, they will upon appointment cease to be a member of the National Executive Committee and the vacancy shall be filled in accordance with these Rules. Similarly, should a Branch Representative be appointed to this position, they will on appointment cease to carry out that role and that vacancy will be filled in accordance with these Rules.
- (c) The power to terminate the General Secretary's period of office linked to performance reviews and appraisals is detailed in the Annex entitled Tenure for General Secretary and Area Secretaries approved by Annual Conference.
- (d) The General Secretary, with the consent and approval of the National Executive Committee shall enjoy the benefit of either working from the Federation Head Office, their home or other such hybrid working practices as are commensurate with the role.

#### **Rule 16 – Duties of General Secretary**

- (a) The General Secretary will be the Administrative Manager of the Federation and, notwithstanding the provisions of Rule 12, will have the day-to-day responsibility for the administration of the Federation funds and assets and the preparation of the accounts for auditing purposes. In addition to their responsibilities under Rule 12, they will be responsible for the administration of the Federation Office. The General Secretary will also be responsible for convening the National Executive Committee, the

preparation of its agenda and the recording of its minutes. In the discharge of these duties, the post holder will be provided with such assistance, as the National Executive Committee deems necessary.

- (b) The General Secretary shall be responsible for the management of the Area Secretaries and shall delegate such of these functions and duties to the Area Secretaries as they consider appropriate. Further responsibilities are as follows:
  - (i) Line management of the Federation Head Office staff.
  - (ii) Developing and marketing of the Federation's services to the membership.
  - (iii) Representing the Federation at meetings as agreed with the National Chair.
  - (iv) Advising the National Executive Committee, Ministry of Defence and Force Management on the Federation Policy relating to matters that affect the membership, usually relating to resources, complement levels and terms and conditions of service.

### **Rule 17 – Areas**

- (a) The Branches of the Federation shall be divided into two geographical Areas, Northern and Southern. Area boundaries shall be determined by the National Executive Committee. Each Area shall be comprised of all Branch Representatives within their Area.
- (b) The National Executive Committee shall appoint two Area Secretaries, one per Area from the membership of the Defence Police Federation. Such appointments shall be ex-officio of that Area and without voting powers. In the event of the Area wishing to appoint a person, that person shall forthwith resign from any elected position. The power to terminate an Area Secretary's period of office is linked to performance reviews/appraisals as detailed in the Annex entitled Tenure for General Secretary and Area Secretaries (approved by Annual Conference). The Area Secretaries shall be responsible for the conduct of Federation business in their Areas between meetings of the National Executive Committee.
- (c) The National Executive Committee may appoint one or more Federation Welfare Officers. Such appointments will be made from within the Area membership on behalf of the Area by a panel comprising of the Area's Secretary and two members of the National Executive Committee. The General Secretary will also attend in an advisory capacity only.
- (d) Each Area may meet at the Annual Conference each year. In addition, Extraordinary Meetings may be held but only with the approval of the National Executive Committee.
- (e) The Area Secretary shall have the following responsibilities:

- (i) The growth and organisation of membership within the respective Area's geographic responsibility.
  - (ii) To receive resolutions from Branches in the Area and refer to the National Executive Committee or to Annual Conference through the Conference Arrangements and Standing Orders Committee. A Branch dissatisfied with the manner in which its resolution has been dealt with may appeal to the Conference Arrangements and Standing Orders Committee.
  - (iii) To initiate discussion and to pass resolutions for the attention of the National Executive Committee.
- (f) The Area Secretary shall be responsible primarily for the guidance, assistance and development, from a Federation perspective, of the Branch Representatives, Federation Friends and Federation Welfare Officers within their Area. In addition, they will be responsible for the duties set out in Rule 25 below and also the administration of the Area, including preparation of agendas and recording the minutes of meetings held on behalf of the Area. The Secretary shall deal with correspondence on behalf of the Area.
- (g) The duties of the Federation Welfare Officer are defined in Rule 21 below.

### **Rule 18 – Branch Organisation**

- (a) Branches of the Federation shall be formed at each station or, subject to the approval of the National Executive Committee, at appropriate groups of stations where members of the Ministry of Defence Police are employed. Collective representation by specific groups of members may be permitted with the approval of the National Executive Committee.
- (b) Members of the Branch shall elect, at each Branch Annual General Meeting, a Branch Representative or, dependent on the size of the station, a number of representatives as determined by the National Executive Committee. At Stations where there is more than one Branch Representative, they will elect, from amongst their numbers, a Lead Branch Representative. The Lead Branch Representative shall have overall responsibility for all matters concerning the Branch but will agree with the other Branch Representatives a delegation of the duties outlined in Rule 19. At stations where there is one Branch Representative, they shall have overall responsibility for all matters concerning the Branch.
- (c) In matters of purely Station concern, the Branch Representatives will have direct responsibility for the protection and promotion of the interests 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 Secretary who may require a Branch resolution on the matter before deciding on the appropriate course of action.
- (d) It shall be the duty of the Branch Representative to furnish timely returns or information as the National Executive Committee or Area Secretary

may require, to recruit and maintain membership and generally to assist the National Executive Committee in carrying out the Rules and Objects of the Federation.

- (e) Branch Meetings shall be held as considered necessary by the Branch Representatives provided that an Annual General Meeting 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 National Executive Committee may determine procedural requirements for Branch Meetings including provision as to notice to members, the quorum, minutes and other such matters.
- (f) A Branch Representative who is subject to a posting from the station for which they are elected will immediately, on taking up that posting, relinquish their post at their former station, and any other position held in the Federation by virtue of that post.

### **Rule 19 – Duties of Branch Representatives**

In addition to the provisions of Rule 18, it shall be the responsibility of the Branch Representative: -

- (a) To advise the National Executive Committee, through the Area Secretary, of details of any member who is not in receipt of FULL pay in consequence of long-term sickness and to inform that member on the procedure for re-claiming subscriptions.
- (b) Within the constraints of any relevant data protection legislation and any restrictions imposed by the Ministry of Defence Police, the Ministry of Defence or any other relevant organisation, to advise without delay, the Area Secretary of the death of a member or retired member in accordance with Rule 29 with the following details where available and known:
- Full name.
  - Membership number.
  - Staff Number.
  - Date of Birth.
  - Date of joining the Force
  - Date of joining the Federation.
  - Date of Death, with cause if known.
  - Details of Nominee including address and family circumstances.
  - Name of member prepared to accept and convey to the nominee the death benefit cheque.
  - Retired members Date of Retirement.
- (c) To carry out such reasonable tasks as required by either the Area Secretary or the National Executive Committee to ensure the smooth and proper running of the Branch.

## **Rule 20 – Inspecting & Superintending Ranks**

- (a) Within the Federation, the Inspecting & Superintending Rank members will elect two Inspecting & Superintending Rank Federation Representatives, who will be part of the National Executive Committee by virtue of their position. Each member shall serve for three years.
- (b) The Inspecting & Superintending Rank Federation Representatives shall be responsible for advising the National Executive Committee on all matters especially appertaining to Inspecting & Superintending Rank members and for assisting the establishment of machinery at National level for the negotiation of matters specifically concerning Inspecting & Superintending Rank members, as they may be considered necessary.
- (c) They shall maintain liaison between the Inspecting & Superintending Ranks and members in all areas and between those Inspecting & Superintending Rank members and the National Executive Committee.
- (d) It is preferable that one of the Inspecting & Superintending Rank Federation Representatives is drawn from the Inspecting ranks and one from the Superintending ranks, but not a requirement.

## **Rule 21 – Welfare Officers**

- (a) Area Federation Welfare Officers may be appointed as defined under Rule 17 and be responsible primarily for supporting Federation members who are on Long Term Sick absence from work and advising such members of the avenues of support that are available to them.
- (b) They shall submit quarterly reports to the Area Secretary for the attention of the relevant National Executive Committee portfolio holder.
- (c) Any matters that may impinge on National Agreement or concern legal, discipline including legal advice, injury on duty and conditions of service, must be forwarded to the Area Secretary for immediate action.
- (d) Duly appointed Federation Welfare Officers will, following appointment, stand down from any elected position.
- (e) The National Executive Committee shall have power to remove a Federation Welfare Officer from their position. The removed member shall, provided they have in the meantime respected the decision of the National Executive Committee, have the right to appeal against their removal from office to Annual Conference. The time period to file the appeal shall be the same as that determined by National Executive Committee in respect of appeals under Rule 31.
- (f) The National Executive Committee shall determine the procedure in respect of appeals under this Rule, which may be similar to that applicable under Rule 32.



## **Rule 22 – Auditors**

- (a) The General Secretary will be responsible for compiling an Annual Financial Statement and the Accounts of the Federation, which shall be examined by qualified Chartered Accountants appointed by the National Executive Committee. They shall have access to all books and papers necessary for the fulfilment of their duties and shall have such assistance from the National Officers and the National Executive Committee as they may require. The Chartered Accountants shall report to the Federation whether in their opinion, the Accounts give a true and fair view of the Income and Expenditure of the Federation for the year of Account and the state of affairs of the Federation as at the end of the year of Account.
- (b) The independent auditor shall be a person who is a member, or a firm where all of the partners therein are members, of one or more of the following bodies: -
  - (i) Association of Authorised Public Accountants (AAPA).
  - (ii) Association of Chartered Certified Accountants (ACCA).
  - (iii) Chartered Accountants Ireland (CAI).
  - (iv) Institute of Chartered Accountants in England and Wales (ICAEW).
  - (v) Institute of Chartered Accountants in Scotland (ICAS).
  - (vi) Any other eligible statutory auditor as recognised by section 1211 of the Companies Act 2006.

## **Rule 23 – Finances and Members' Subscriptions**

- (a) The annual subscriptions shall be as determined by the National Executive Committee and based upon the mandate for the time in place and being approved by Annual Conference. Arrangements for the collection of subscriptions shall be made by the General Secretary as approved by the National Executive Committee.
- (b) A member shall be exempt from payment of subscriptions while they are not in receipt of full salary on grounds of ill health.
- (c) A member more than three months in arrears with subscriptions shall forfeit all rights and title to the funds and property of the Federation. Unless the arrears are cleared before a further three months have elapsed the member's name will be erased from the membership of the Federation.
- (d) All subscriptions shall be remitted to the General Account. Expenditure will be met from the General Account in accordance with Rule 24.
- (e) The National Executive Committee shall have the overall responsibility to the membership through Annual Conference for the custody of the Federation financial affairs and property, with the right to delegate such

responsibility as necessary for the conduct of Federation business to Officers and sub-committees.

- (f) Federation Officers, Delegates to Conference, Members of authorised committees either by Rule or by minute, members attending at Federation approved Solicitors or Counsel in the furtherance of a disciplinary matter and other such members who may be required to travel on Federation business, other than members attending their own Branch Meetings, shall be entitled to necessary travel expenses in accordance with the conditions directed by the National Executive Committee and shown on Form DPF/FIN/1. Members attending at Federation approved Solicitors or Counsel in the furtherance of a disciplinary matter will be limited to a claim for travel expenses not exceeding £100 for each such visit unless written pre-authorisation to exceed that limit is received from the relevant Area Secretary.
- (g) When Federation business requires overnight absence from home, there shall be an entitlement to an overnight allowance as directed by the National Executive Committee. Day subsistence allowance shall also be allowed to members travelling on Federation business according to circumstances. Levels of the various allowances and the qualifications attached to the entitlement shall be reviewed periodically by the National Executive Committee.
- (h) Members who suffer loss of salary whilst on Federation business shall be reimbursed at the discretion of the National Executive Committee.
- (i) Subject to the approval of Annual Conference, the National Executive Committee may award honoraria for services rendered.
- (j) All cheques issued on behalf of the Federation shall be signed as follows:  
  
General Account - General Secretary and one other of the following:  
National Chair, National Vice Chair.

#### **Rule 24 – Finance, General**

In addition to the responsibilities under Rules 12 and 22, it shall be the responsibility of the General Secretary to ensure that the following takes place:

- (a) To maintain records for the purposes of accounting for the Federation finances in accordance with the system directed by the National Executive Committee, and maintain an account known as the 'General Account' in the name of the Federation at a branch of a bank nominated by the National Executive Committee for that purpose.
- (b) To make payment in respect of authorised expenditure by and on behalf of the membership of the Federation. To receive and pay into the appropriate account, membership subscriptions and such other monies due to the Federation.

- (c) To maintain, in addition to the account shown in (a), a reserve fund in a deposit or similar account as directed by the National Executive Committee.
- (d) In consultation with the Financial Advisers and the Federation Brokers, subject to the approval of the National Executive Committee, transfer such funds that may become available to long-term investment funds.
- (e) To annually advise the Trustees of the Federation's Death Benefit Scheme of the strength of the Federation.
- (f) To maintain such records as are required by the Taxes and Social Security Acts in respect of PAYE and Statutory Sick Pay and make such returns as may be required on behalf of the National Executive Committee to the appropriate authority.
- (g) To oversee the activities of, and receive monthly reports from, the holders of subsidiary accounts, and to report to each meeting of the National Executive Committee on the state of the Federation Finance, and to obtain approval for expenditure not covered by Rule, and to ensure that such approval is recorded in the minutes of meetings.
- (h) In conjunction with the holders of subsidiary accounts and the Federation Auditors, to prepare and present on behalf of the National Executive Committee to Annual Conference a duly audited Statement of Accounts and Financial Report.
- (i) To receive all subscriptions by way of deduction from payroll and any cheques in respect of subscriptions.

#### **Rule 25 – Finance, Petty Cash**

- (a) There shall be an account known as the 'Head Office Petty Cash Account' held at the Federation Head Office and it shall be the responsibility of the General Secretary to:
  - (i) Maintain this account with such funds as necessary to conduct this account, and to keep a recorded account of all transactions in respect of this account together with supporting documentation.
  - (ii) Obtain at the end of each financial year a Statement of Account in respect of the account for inclusion in the Annual Audit.

#### **Rule 26 – Appointment of National Trustees**

- (a) The property, funds and investment income of the Federation shall be vested in Trustees who shall hold the same and act upon the directions of the National Executive Committee in accordance with the Trust Deed dated 28 August 1984 and any supplementary and amending deeds.

- (b) The appointment and removal of the Trustees shall be exercised by resolution of the National Executive Committee.
- (c) The number of Trustees shall be not less than two and not more than five in number.
- (d) Trustees will hold a minimum of three audit checks per year to ensure that claims and other expenses are correct in their submission. Written reports will be submitted to the National Executive Committee when an audit check is carried out.

### **Rule 27 – Annual Conference**

- (a)
  - (i) The Annual Conference shall be held at such times and places as the National Executive Committee shall decide. This will include the power to call a special meeting of Annual Conference during the year.
  - (ii) For the avoidance of doubt, Annual Conference (or any special meeting of Annual Conference) may, by direction of the National Executive Committee, be held by means of an exclusively “virtual” meeting or a “hybrid” mixture comprising both the physical attendance of delegates and the “virtual” attendance of other delegates.
  - (iii) The National Executive Committee, or by delegated authority, the Conference Arrangements & Standing Orders Committee shall have the power to determine all the rules of conduct for Annual Conference in whatever form it is constituted.
  - (iv) All business conducted at a “virtual” or “hybrid” Annual Conference will be treated as if the Annual Conference had been held by the physical attendance of delegates.
- (b) The voting delegates at the Annual Conference shall be the elected Branch Representatives, including those elected unopposed and those elected to fill casual vacancies and including the members of National Executive Committee specified as voting delegates in this Rule.
- (c)
  - (i) The National Chair, National Vice Chair, General Secretary, Area Secretaries and Federation Welfare Officers shall be non-voting delegates at the Annual Conference except that the National Chair has a casting vote as does the National Vice Chair when acting as Chair. Such delegates are permitted to speak at the Conference, (including the proposing and seconding of Reports and Motions). Other members of the National Executive Committee shall be voting delegates at Annual Conference albeit they will be bound by the rules of collective responsibility for decisions previously taken by the

National Executive Committee and will therefore vote in accordance with those decisions.

- (ii) Any member of the National Executive Committee who feels they cannot be bound by this responsibility must resign from their position on the National Executive Committee, but will continue to hold their position as a Branch Representative.
- (iii) No delegate shall have more than one vote.
- (d) Invited guests to Conference may also be invited to address conference if appropriate.

### **Rule 28 – Conference Arrangements & Standing Orders Committee**

- (a) There shall be established a Conference Arrangements and Standing Orders Committee comprised of up to four members as follows:
  - (i) One member appointed annually by the National Executive Committee from amongst its number and who will normally be the Chair of this committee.
  - (ii) Two members, one from each Area, and one Inspecting & Superintending Rank member may be elected by all voting delegates attending Annual Conference from its delegates (“Delegate-Members”). The term of office of a Delegate-Member shall be three years provided they continue to be elected as a member of their Area. The election of a new Delegate-Member shall be made from among delegates of the Area of the retiring Delegate-Member (not including for this purpose Inspecting & Superintending Rank delegates).
- (b) The Committee shall make the necessary arrangements, in consultation with the National Executive Committee, for the holding of Annual Conference and arrange the procedure to be followed by Areas in submitting Resolutions and Amendments to the Rules. The Committee shall, where required, assist the General Secretary, or those delegated with the preparation of the Agenda for Conference and submit reports on the Order of Business during the Conference as considered necessary. A resolution defeated at Annual Conference shall not be permitted to appear on the Agenda in the same or substantially similar form until the third Annual Conference after that at which it was defeated, except where a material change of circumstances has occurred to justify this (as judged by the Committee or by express resolution of the National Executive Committee).
- (c) The Conference Arrangements and Standing Orders Committee shall supervise the elections to the National Executive Committee in accordance with Rule 9.
- (d) The Committee shall also determine any questions in respect of interpretation of these Rules. Such questions shall be referred in the first instance to the National Executive Committee by any member, Branch or Committee who may refer the matter to the Conference Arrangements

and Standing Orders Committee for consideration. Final determination of such questions rests with the National Executive Committee. The National Executive Committee may also refer such questions to the Conference Arrangements and Standing Orders Committee whether of its own motion or following a referral to it by any member, Branch or Committee.

- (e) The Committee shall also determine appeals as to resolutions pursuant to Rule 17 (e) (ii).

### **Rule 29 – Death Benefit**

- (a) A member may nominate a person to receive a benefit to be paid upon their death whilst in service, provided they had not forfeited their rights under Rule 23. A separate benefit shall also be paid to the nominee of a member who dies within 12 months of their retirement, provided that at retirement they had not forfeited their rights under Rule 23.
- (b) If it can be shown to the satisfaction of the Trustees and National Executive Committee, that the forfeiture of rights arose through no fault of the deceased member, it shall be within the Trustees and National Executive Committee's discretion to award an ex-gratia benefit.
- (c) The benefit to be paid under the Death Benefit Scheme shall be as determined by Annual Conference.

### **Rule 30 – Legal Advice & Assistance**

- (a) Any member requiring legal assistance or advice for themselves or a member of their family may make application to the National Executive Committee which may, at its discretion, grant such assistance or advice. The National Executive Committee may delegate all powers of discretion under this Rule to a person nominated whose decision in any case shall be immediately effective provided always that the National Executive Committee shall determine any disputes as to such decisions which shall remain effective pending such determination. Applications for legal advice and assistance shall be in such form as the National Executive Committee may determine.
- (b) The provision, continuation and withdrawal of legal advice and assistance shall be wholly within the absolute discretion of the National Executive Committee.
- (c) Assistance shall not be given under this Rule in respect of incidents occurring before the member joined the Federation.
- (d) Legal assistance will not be given in respect of any claim made by a member against the Federation, or where the assistance is sought in relation to a matter that is deemed by the National Executive Committee to be a breach of trust by the member in respect of the Rules and Constitution of the Federation.

- (e) The National Executive Committee will normally withdraw legal assistance or advice in any case where:
- (i) A member fails to co-operate fully with the solicitor appointed by the Federation in providing information, attending appointments or otherwise, and causes the abandonment of the investigation, case-preparation or litigation;
  - (ii) A member fails to follow the reasonable advice of the Federation solicitor and/or the National Executive Committee concerning the conduct of their case;
  - (iii) A member elects to appoint other solicitors in place of the Federation solicitors to take over the conduct of their case;
  - (iv) A member falls into arrears of subscriptions as provided by these rules or otherwise ceases to remain a member of the Federation;
  - (v) It is established that the case in relation to which legal assistance or advice has been provided has been lost or has had to be abandoned as a result of false statements made by the member.
- (f) Save where legal assistance or advice is withdrawn, or where otherwise determined by the National Executive Committee, the Federation shall indemnify the member against all legal costs arising from the member's case. Alternatively, the Federation may require protection in respect of such costs by means of insurance or otherwise. Where legal assistance or advice is withdrawn, the member will not be entitled to any indemnity for costs incurred in the course of their case and the Federation shall be entitled to recover from the member any costs already incurred by the Federation.
- (g) The Federation shall have no liability for the costs incurred by any member instructing a solicitor and/or commencing any litigation on their own account where no instructions have been given by the National Executive Committee under this Rule.

### **Rule 31 – Offences & Appeals**

- (a) No member shall conduct any activity, which is considered by the National Executive Committee, Annual Conference on appeal, to undermine the confidence of the members of the Federation or to bring the reputation of the Federation into disrepute. A member so acting or wilfully acting contrary to these Rules or to the instructions of the National Executive Committee may be suspended from membership, removed from office or from membership of any committee or expelled by National Executive Committee.
- (b) A member so suspended or expelled shall forfeit all rights and titles to funds and properties of the Federation.

- (c) A member upon whom the penalty of suspension or expulsion has been imposed, or an officer or Committee member (including members of the National Executive Committee) who has been removed from office or membership of a Committee by the National Executive Committee shall, provided they have in the meantime respected the decision of the National Executive Committee, have the right to appeal to Annual Conference, against their suspension, expulsion or removal from office.
- (d) Procedures in respect of proceedings under this Rule may be issued by the National Executive Committee.

### **Rule 32 – Interpretation Of Rules**

The interpretation of these Rules is a matter for the Federation and decisions of the Conference Arrangements and Standing Orders Committee under Rule 28 (d) shall be final and binding.

### **Rule 33 – Amendment To Rules**

The National Executive Committee may submit amendments or alterations at any Annual Conference. No amendment or alteration shall be effective except that it has received a majority vote at Annual Conference.

### **Rule 34 – Dissolution**

The Federation shall not be dissolved except with the consent of not less than five-sixths of the members voting in a ballot.



**The following Annexes to these Rules contain materials for the use of members but do not constitute part of the Rules & Constitution of the Federation.**

**STANDING ORDERS FOR RULE AMENDMENTS**

**RULES OF DEATH BENEFIT SCHEME**

**TENURE**

**BRANCH REPRESENTATIVE ROLE PROFILE**

**MEMBERSHIP ASSISTANCE AND SUPPORT SCHEME (MASS)**

## **STANDING ORDERS FOR RULE AMENDMENTS**

1. The following Standing Orders shall be observed for the handling of any proposals for amendment(s) to Rules under Rule 33 of the Federation Rules & Constitution.
2. The National Executive Committee shall submit the text of the amendment(s) in writing to the Conference Arrangements and Standing Orders Committee not later than the last day of the week, which is six weeks prior to the Annual Conference.
3. The National Executive Committee may in its discretion appoint a Rule Revision Sub-Committee to examine the text of all proposed amendment(s) and to make recommendations as to acceptance or rejection and to draft any amendment of its own which it considers to be in the interests of the Federation and its members.
4. The composition of the Rules Revision Sub-Committee shall be decided by the National Executive Committee and may include persons who are not members of the National Executive Committee. The Rules Revision Sub-Committee may, subject to the consent of the National Executive Committee, seek such legal or otherwise expert advice, as it considers necessary to carry out its duties. The Rules Revision Sub-Committee shall be automatically dissolved at the end of Annual Conference but a new Rules Revision Sub-Committee may be appointed thereafter at any time of the National Executive Committee's choosing.
5. The Rules Revision Sub-Committee may meet at any time of its choosing before or after receipt of amendment(s) and may be set up in any year to consider the Rules & Constitution of the Federation on behalf of the National Executive Committee.
6. The Rules Revision Sub-Committee shall be advisory to the National Executive Committee and shall have no power to propose amendment(s) at Annual Conference except as shall have been endorsed by the National Executive Committee. The National Executive Committee shall have power to propose its own amendment(s) at any time, whether or not recommended by the Rules Revision Sub-Committee, or submitted within the time frames outlined in paragraph 2 above.
7. Any member of the Rules Revision Sub-Committee who is a Delegate to Annual Conference and wishes to oppose or dissent in supporting any amendment(s) proposed or endorsed by the National Executive Committee, shall not be precluded from doing so by reason of being a member of the Rules Revision Sub-Committee.
8. The text of all proposed amendment(s) and the text of any recommended amendments by the Rules Revision Sub-Committee available at that time shall be set out in a Circular prepared by the General Secretary and sent to both Areas for consideration prior to

## Annual Conference.

9. An Area, having received the text of proposed amendment(s) or text of any amendment(s) to be recommended by the Rules Revision Sub-Committee, may make representations or suggestions for consideration by the Rules Revision Sub-Committee or National Executive Committee through the Conference Arrangements and Standing Orders Committee Chair at any time prior to Conference, but without the right to have the text of any further amendment(s) on the Order Paper except as accepted and approved by the National Executive Committee and such further amendment(s) shall stand in the name of the National Executive Committee.
10. The Rules Revision Sub-Committee shall not be bound by the closure date in Paragraph 2 herein but may recommend amendment(s) at any stage to the National Executive Committee, and the National Executive Committee may propose amendment(s) at any stage before a vote on a particular provision at Annual Conference.
11. No amendment(s) proposed by the National Executive Committee shall be ruled out of order by reason only that the text was not previously circulated to the Areas in advance of Annual Conference, but no amendment(s) may be carried unless the written text of such amendment shall be made available in an appropriate manner, to each delegate before the vote is taken.
12. Any amendment(s) proposed by the National Executive Committee may nevertheless be the subject of suggestions and representations by an Area for consideration by the National Executive Committee at Annual Conference in that year.
13. Motions to amend the Rules of The Federation will be moved by the National Executive Committee.
14. For the convenience of Annual Conference each separate amendment(s) shall bear a serial number. Where conflicting amendment(s) to the same provision are being proposed, the Annual Conference may choose to debate all amendments at the same time, but the voting shall be taken by serial number. If an amendment(s) is carried, any further and conflicting amendment(s) to the same provision shall be deemed to have fallen and shall not be voted upon.
15. Where a group of amendment(s) to a Rule are considered by the proposer to stand or fall together (by reason of interacting provisions) an amendment(s) may, in the discretion of the Conference Arrangements and Standing Orders Committee, bear a single serial number, and be proposed by a single motion to be accepted or rejected by conference.
16. An amendment shall be carried at Annual Conference by a simple majority of delegates voting. The Chair shall exercise a casting vote in the event of a tie.
17. The Annual Conference may decide to receive advice from any

legal adviser to the Federation during the course of debate before the vote is taken.

18. At the end of debate on each proposed amendment(s) the proposer shall have the right of reply before the vote is taken.
19. Annual Conference may at any time before or during the course of debate on a proposed amendment(s) decide to adjourn the matter to allow the text of any further amendment, likely to receive the support of the Annual Conference, to be set out in writing for the Delegates, and may proceed to the next proposed amendment.
20. Conference, as the supreme authority of the Federation, may decide, under exceptional circumstances to allow any rule amendment(s) or proposal(s) that has not followed this procedure if it is deemed by Annual Conference to be in the interests of the Federation.

## **DEFENCE POLICE FEDERATION**

### **RULES OF DEATH BENEFIT SCHEME**

#### **1. INTERPRETATION**

The following words shall have the following meaning:-

**Dependent** - In relation to a member means their spouse or any person or persons who in the opinion of the Trustees, is financially dependent on the Member on the date of the member's death.

**Federation** - The Defence Police Federation.

**Force** - The Ministry of Defence Police.

**Member** - A person who, being a Federation member and in the service of the Force, is a member of this Scheme.

**Membership** - A member of the Federation within the meaning of Rule 3 of the Rule Book.

**Nominee** - A person or persons nominated by a member to the Federation to receive benefit under this scheme in the event of their death.

**Rule Book** - The Rules & Constitution of the Federation.

**Subscriptions** - The membership subscription paid to the Federation under Rule 23 of the Rule Book.

Where the context admits, words importing the singular number include the plural and vice versa. Any reference to a Rule in the Rule Book shall include any Rule of the Federation having the same substantial effect, which may be substituted for the Rule Book at the time of the adoption of these Rules.

#### **2. CONSTITUTION OF THIS SCHEME**

The Scheme shall be governed by a Trust Deed and be administered by Trustees who shall be indemnified by the Federation in respect of any benefits payable under this Scheme. The Trustees shall receive monies for the payment of benefits as and when monies are required for the purposes of the Scheme.

### **3. ELIGIBILITY AND ENTRY INTO MEMBERSHIP**

- (a) All persons being Federation Members shall become members of the Scheme by virtue of being a Federation Member.
- (b) Federation members upon retirement from the Force shall also be eligible to receive a benefit in accordance with paragraph 5(b).

### **4. COST OF THE SCHEME**

The cost of the Scheme shall be borne by the membership contributions paid by the Federation Member under Rule 24 of the Rule Book and the payment of money for the purpose of benefits shall be made from the funds of the Federation.

### **5. BENEFIT**

- (a) In the event of the death of a Member, a benefit of £5,000 shall be payable.
- (b) In the event of the death of a former member within one calendar year of their retirement from the Force, a benefit of £2,500 shall be payable, provided the Member had retired at their respective retirement age or on grounds of ill health, and was a paid up member of the Federation at the date of their retirement.

### **6. PAYMENT OF BENEFIT**

- (a) The disposal of any benefit under this Scheme shall be governed by the discretionary provisions of the Trust Deed. The benefit shall normally be paid to the Member's Nominee but may be paid wholly or in part to one or more Dependents or may be paid to the legal representative of a Member.
- (b) In exercising their power under the Trust Deed the Trustees shall normally have regard to but shall not be bound by any written nomination of the Member.

### **7. CESSATION OF MEMBERSHIP**

Membership of this Scheme and eligibility for benefit shall cease in the event of any of the following, or whichever of them is first to occur:-

- (a) A member ceasing to be in the service of the Force whether by reason of resignation, dismissal, or otherwise, notwithstanding the provisions of Rule 5b.

(b) A member ceasing to be a Federation Member.

#### **8. TEMPORARY ABSENCE FROM DUTY**

So long as they continue to pay their required contributions to the Federation, a Member who is absent from duty by reason of ill health or disablement or is absent for some other reason but who remains in the service of the Force shall retain their entitlement to benefit.

#### **9. DISCONTINUANCE OR AMENDMENT OF THE SCHEME**

The Federation may discontinue or amend the Scheme at any time in accordance with the Rule Book.

## TENURE

The General Secretary and Area Secretaries are subject to a 5-year tenure to reflect the commitment they make to the Federation. This should be automatically renewed subject to satisfactory annual performance reviews at each 5-year renewal date.

The current appraisal system introduced to ensure compliance with Force Management appraisal procedures requires an annual appraisal. That should continue but the endorsement stage set out below will apply for Federation purposes. At that stage of the annual appraisal, the report to the endorsement stage will be verbal only where there has been a satisfactory review at the first reporting stage. In the absence of a satisfactory review at the first reporting stage the first reporting officer will provide at the endorsement stage a short summary giving the reasons for this. No right of appeal will arise at annual appraisals but the subject of the report may register their disagreement with the performance assessment in the report.

At each 5-year renewal date, in order to secure automatic renewal the relevant personnel will be required to obtain a satisfactory performance review, which will be a review of their performance over the 5-year period. The Federation annual performance reviews will be taken into account at this review.

For the purpose of this 5-year report a brief summary will be prepared by the first reporting officer for the endorsing body and this shall contain the overall performance marking for each of the 5 years, an overall marking for the 5-year period and a short summary of the reasons if that overall marking is not satisfactory. But where the subject of the report has registered their disagreement with one or more of the annual performance assessments, this shall also be taken into account with particular emphasis on the fact that such disagreements will not have been resolved by appeal as no appeal arises on annual reports.

A performance review is satisfactory where both at the first reporting stage and endorsement stage the officer/committee conducting the report/endorsement certify that performance has been satisfactory. Where either of these does not so certify at the 5-year review, automatic renewal applies only if the relevant official appeals and the appeal is successful in that the appeals body certifies that performance has been satisfactory.

The relevant first reporting officer, endorsing officer/committee and appeals body is set out below:

POSITION	1 <sup>st</sup> REPORTING	ENDORSEMENT	APPEALS
General Secretary	National Chair	National Executive Committee	Annual Conference
Area Secretary	General Secretary	National Chair	National Executive Committee



## **Introduction Timetable**

Automatic renewal is deemed to apply from the relevant Annual Conference in the fifth year. For any new General Secretary or Area Secretary the five years would run from the date they take up their post so the first renewal date would be the fifth Annual Conference after appointment.

The aim will be for the endorsement stage to take place at the last meeting of the relevant endorsing body before the week of Annual Conference.

## **Summary**

This procedure provides for adequate accountability of the General Secretary and Area Secretaries. It also contains adequate safeguards in terms of appeal rights for the General Secretary and Area Secretaries.

It is consistent with the current appraisal system introduced to ensure compliance with Force Management appraisal procedures whilst retaining the appropriate independence of the Federation from MDP.

## **DEFENCE POLICE FEDERATION**

### **Branch Representative Role Profile**

#### **Role Title**

Defence Police Federation (DPF) Branch Representative.

#### **Full or Part Time/Shift-work**

Secondary responsibility undertaken alongside normal operational duties.

#### **Date**

Elected in the last quarter of each year to represent their Branch for the following 12 months.

#### **Location**

Permanent Station of the Branch Representative.

#### **Defence Police Federation Purpose**

The Defence Police Federation is an independent body which represents members of the Ministry of Defence Police (MDP) Federated ranks (Constable to Chief Superintendent) in all matters affecting welfare and efficiency.

#### **Role Purpose**

To administer the local DPF Branch efficiently and effectively within the current DPF Rules & Constitution while providing the initial point of contact with the DPF for members.

Provide advice, guidance and assistance to members as appropriate.

To represent members interests when meeting with line managers and SPO's

#### **Main Duties and Responsibilities**

- To arrange and chair the Branch Annual General Meeting (AGM) within the last quarter of the calendar year where the Branch Representative/s will be elected for the following 12 months and ensure the completed NOT1 form is forwarded to the Area Secretary.
- To inform the Area Secretary of any in year changes to Branch Officials.

- To arrange Branch Meetings as necessary and advertise such meetings to the branch membership.
- To record and publish the Minutes of all Branch meetings.
- To attend meetings with the station SPO as necessary.
- To organise the ballot of members as and when required including the distribution and collection of ballot papers as well as informing members of the result.
- To keep apprised of DPF circulars and publications while being proactive in circulating the information to the membership through effective management of the DPF noticeboard.
- To keep apprised of changes to MDP Terms and Conditions of Service along with Standard Operating Procedures (SOPs) advising members accordingly.
- To attend and participate at Annual Conference along with researching and presenting motions on behalf of the branch.
- To make contact with new members and assist them as necessary.
- To provide support to the Area Secretary in their representations to Senior MDP Management on matters of local interest or areas of dispute.
- To immediately notify the Area Secretary of the death of a member.
- Assist members with the Bullying and Harassment, Grievance / Dispute Resolution process and the Mediation policy.
- Assist members who are subject to the MDP formal Conduct, Performance or Attendance process.
- Ensure any member who is notified they are under misconduct investigation makes contact with the Area Secretary without delay.
- Notify the DPF Welfare Lead of any member with a welfare problem or who is long term sick leave.
- Identify and proactively raise any Health and Safety concerns through the line management chain or other appropriate means.
- Articulate DPF policy to the Branch membership and provide the Area Secretary with feedback of any concerns expressed by the membership regarding DPF policy.
- Encourage the use of the DPF Website and promote the products and services available to members.
- Promote the professional image of the DPF outlining the benefits of membership and encourage non-members to join.

## **Compliance**

All DPF Branch Representatives are serving police officers and as such they must ensure that they carry out their Branch Representative duties in line with the DPF Rules & Constitution while also complying with the relevant MDP Conduct Regulations.

**MEMBERSHIP ASSISTANCE**

**AND**

**SUPPORT SCHEME (MASS)**

**The Rules of the MASS are currently under review.**

**The new Rules and updated guidance will be posted when they have been reviewed and approved.**