

<p align="center">Scottish Terms And Conditions (STAC) Committee:</p> <p align="center">Minute of Meeting</p>

<p align="center">Friday 14 March 2014, 11 am</p> <p align="center">Atlantic Quay, Glasgow</p>
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Present:

Employers:

**Trade Unions and
Professional Organisations:**

Robert Calderwood (Co Chair) - NHS Greater Glasgow and Clyde	Elizabeth Stow (Co Chair) – In Chair - SoR
Rona King – NHS Fife	Norman Provan - RCN
Patricia Leiser – NHS Ayrshire and Arran	Leigh Murray - RCN
Ian Reid – NHS Greater Glasgow and Clyde	Lilian Macer - UNISON
Lorimer Mackenzie - SGHSCD	Alex McLuckie - GMB
Janis Millar - MSG	Gordon McKay - UNISON
	Tom Waterson – UNISON
	Wilma Brown - UNISON
	Donald Sime - Unite
	Claire Ronald - CSP
	Ron Banton - BDA
	Graham Pirie - SCP

Secretariat: Sarah Manson – Scottish Government Health Workforce Directorate

1. Apologies

Employers	Laura Ace, Alan Boyter, John Burns, Annie Ingram, Helen Kelly, Caroline Sharp, Jacqui Jones, Malcolm Wright
Trade Unions & Professional Organisations	Willie Duffy , Gordon Casey, Jackie Mitchell Donald Spence, Philip Coghill, Colin Poolman,

2. Minutes and Actions of Previous Meeting (19 December 2013)

The Minutes and Action Points were agreed as an accurate record of the 19 December meeting.

Scottish Living Wage – referring to the Staff Side concerns which had been raised at the 19 December meeting, it was confirmed that the increase to the Scottish Living Wage would be implemented as part of the 2014/15 pay award effective from 1 April.

3. Matters to Report

(a) Pensions/Scottish Pensions Group Minutes

Scottish Pensions Group (SPG) minutes from 13 December 2013 and 15 January 2014 had been circulated, for information, and were noted.

Gordon McKay updated the Committee on discussions at SPG. The Group are currently looking at the new Governance structures specified within the Public Sector Pensions Act, employee contributions for the 2015 Scheme and communications.

(b) Impact of Working Longer Review

The Committee was informed that the full report was now available and had been submitted to the Scottish Government for consideration. The report outlined 11 recommendations, including a recommendation to continue the work to assess emerging evidence of the impact of working longer on staff.

The “Big Conversation” event in Ayrshire and Arran took place on 10 February 2013, with future events being scheduled within the Board before SPG considers a wider roll out.

(c) Equal Pay

The tribunal process continues. The Unison sponsored cases have now been separated focusing on weekend work. Clarification on the basis of the GMB/IFON sponsored cases has been requested for the next case management discussion week beginning 17 March.

(d) Commonwealth Games

Robert Calderwood updated the Committee on the medical volunteering for the Games. Staffing rosters are now complete and letters detailing individual rotas will be issued to medical volunteers on 17 March. Health Boards have been requested to turn around any requests within two weeks. This means the staffing situation with regard to medical volunteers will be clearer in early April.

Senior Health Service Managers are continuing to meet with Scottish Government officials and the Games Committee to discuss issues in the run up to the Games.

(e) Agenda for Change Handbook

An updated version of the Agenda for Change Terms and Conditions Handbook which annotates the Staff Council text for a Scottish context has now been finalised by the group set up for the task. The Committee agreed that this should now be placed on both the STAC and MSG websites. The Committee passed on their thanks to all those involved with this work, particularly Colin Cowie from Scottish Government who had been key in completing this work.

Action: Scottish Government

(f) High Cost Area Supplement

Scottish Government officials are continuing to work on a draft policy, analogous to the already agreed RRP policy. The Committee agreed that the Working Group formed to consider the Variation Order process should take this work forward and bring this back to the main Committee in due course.

Action: Scottish Government

4. Matters for Discussion

(a) RRP Process

It was noted that the Co-Chairs of STAC had recently received a request from NHS Fife to pay a local RRP to Estates Staff. The request was supported by local Staff Side but not by management, who did not believe that there was a sufficient case to award an RRP. The Co-Chairs had responded stating that STAC would be unable to consider the request as it was not a joint submission and the agreed process as outlined in CEL(2009)41 had not been followed.

The Committee agreed that all Boards must use the STAC process as outlined in the CEL and that all requests for a local RRP should be supported in full by the local APF, along with a robust business case supporting the application.

(b) Variation Orders

The refreshed guidance and pro forma business case and consultation templates were ratified by the Committee. It was agreed that the revised documentation should now be issued to Health Boards with a reminder that the process is there when required, albeit in exceptional circumstances where all other avenues have been exhausted.

Action: Scottish Government

(c) Job Evaluation Sub-Group – Training

The Committee considered the paper on Job Evaluation Training. Responses from Boards confirmed that training is required to be delivered on a national basis to address the continually reducing numbers of trained and experienced panellists available within Boards. The paper outlined the extent of training required and identified two possible options to address this need.

It was agreed that a programme of training for trainers as recommended in the paper should be taken forward. The Committee also agreed to the principle of having regional pools of trainers.

Action: Employers

5. Presentation on Pensions Governance

Chad Dawtry from the Scottish Public Pensions Agency provided a presentation on the new governance arrangements followed by discussion.

An overview of issues raised and discussed follows:

Pensions Board

- It was noted that there would be a set up phase, investigating and understanding the role of the board, clearly noting that the board would be there to “assist and support” the scheme manager. It was also mentioned that the board could make recommendations for the scheme manager.
- It was noted that the board would be responsible to the Scheme manager and ultimately to the Pensions Regulator.

Scheme Advisory Board

- It was envisaged that SPG would evolve into this new Advisory board, with a review of membership.
- SPG will consider the new arrangements moving forward, providing updates to the Committee when appropriate. It was agreed that a copy of the presentation will be circulated to the Committee

Action: Scottish Government

6. Staff Side Chair

It was announced that Elizabeth Stow is retiring and that therefore this would be her last STAC meeting. Robert Calderwood passed on the Committees thanks for Elizabeth’s contribution to both STAC and also wider partnership working in NHSScotland. The Committee wished her well. A new Staff Side Chair will be announced in due course.

7. Date of Next Meeting

13 June 2014.

Sarah Manson, STAC Secretariat

Scottish Terms and Conditions Committee

14 March 2013 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
Agenda for Change Handbook	To place on MSG website	Scottish Government	Done
High Cost Area Supplement	To draft policy	Scottish Government	Ongoing
Variation Orders	To circulate refreshed guidance	Scottish Government	Done
Job Evaluation Sub-Group	To set up programme of training the trainers and to create regional pools of trainers	Employers	Courses arranged. Regional pools will be established once training complete.
Pensions	To circulate presentation re Governance	Scottish Government	Done (along with papers for next meeting)