

**Scottish Terms And Conditions (STAC) Committee:  
Minute of Meeting**

**Wednesday 14 November 2007, 11.00 am,  
Victoria Quay, Edinburgh**

**Present:**

**Employers:**

**Trade Unions and Professional Organisations:**

George Brechin (Co-chair) - In Chair - NHS Fife	Willie Duffy - (Secretary) - UNISON
Jim Cameron (Secretary) - MSG	Simon Fevre - BDA
Laura Ace - NHS Dumfries and Galloway	Michael Fuller - UNITE
Alan Boyter - NHS Tayside	John Gallacher - UNISON
John Burns - NHS Dumfries and Galloway	Kate Kenmure - RCM
Steve Conway - National Services Scotland	Lilian Macer - UNISON
Ian Reid - NHS Greater Glasgow and Clyde	Catherine Mackay - UNISON
Caroline Sharp - NHS Dumfries and Galloway	Patricia McNally - CSP
Gordon Walker - NHS Lanarkshire	Graham Pirie - SCP
Rona Webster - NHS Fife	Colin Poolman - RCN
Paul Wilson - NHS Lanarkshire	Elizabeth Stow - SoR
	Anne Thomson - RCN
	Tom Waterson - UNISON

**Secretariat:** John Provan - SGHD, Colin Cowie - SGHD

**1. Apologies**

<b>Employers</b>	Robert Calderwood, Brian Cowan, Lynne Khindria, Alex Killick, Gerry Marr, John Matheson, Jim McCaffery, Janis Millar, , Elinor Smith,
<b>Trade Unions &amp; Professional Organisations</b>	Robert Anderson, Glyn Hawker, Fiona Farmer, Jimmy Farrelly, Douglas Lockhart, Alex McLuckie, , Stephen Smith,

The Chair began by welcoming Simon Fevre to the meeting who was attending as an observer from the British Dietetic Association (BDA).

## 2. Minute of Previous Meeting

The minute and action points were agreed as an accurate record of the discussion at the last meeting.

## 3. Matters to Report

### a) Pay Protection

It was noted that a meeting of the working group was taking place after the main STAC meeting.

### b) Transitional Points

It was confirmed to the Committee that the next meeting of this working group was due to take place on 12 December.

### c) Contractual Overtime

NHS Circular PCS(AFC)2007/7 had now been published detailing the STAC agreement on the inclusion of contractual overtime in the “regularly paid supplements” referred to in the Agenda for Change agreement, and the definition of “contractual overtime” for this purpose.

### d) Unplanned Acting Up

An addendum to NHS Circular PCS(AFC)2006/2 clarifying the application of this guidance had now been agreed by the Committee and published.

### e) RRP for Perfusionists

NHS Circular PCS(AFC)2007/8 had been published covering the STAC agreement on this issue. Staff side asked whether the original agreement on which this circular had been based could also be published and employers agreed to look into this.

**Action: Employer Secretariat**

### f) First Aid - Statutory Requirements

It was noted that the first meeting of this working group had now been re-arranged for 6 December.

### g) Medium Secure Unit Allowance

Admin secretariat confirmed to the Committee that a date was still being sought for the next meeting of this working group.

**Action: Admin Secretariat**

h) Implementation of Annex R (RRPs)

It was noted that a meeting of this working group had taken place on 29 October and that further background work was now being undertaken by employers as a result of the discussions which took place. Staff side enquired when they were likely to receive a response from employers on the issues raised and employer secretariat undertook to seek clarification on this and respond to staff side.

**Action: Employer Secretariat**

i) Working Group Protocol

The Committee noted the protocol which had been circulated before the meeting and formally agreed to the wording.

Staff side suggested that the document should be reviewed in 6 months time to ensure it was still fit for purpose. Employers responded that it could be reviewed as necessary, but agreed that it should be looked at again in 6 months.

Admin secretariat confirmed that this protocol would now go onto the STAC website alongside the main committee protocol.

**Action: Admin Secretariat**

J) Equal Pay

It was noted that a key case was scheduled to take place in Newcastle in April next year and that this was potentially a watershed for discussions on this matter.

k) Dates for 2008

The suggested meeting dates for next year were accepted by the Committee, although it was noted that the suggested date of 24 March would need to be rearranged.

**Action: Admin Secretariat**

l) JEMG

Employers related their view that the Agenda for Change assimilation and review process had not yet stabilised sufficiently for the sharing of information on banding outcomes to be meaningful, although commented that ISD would be publishing information soon that would contain banding information.

Staff side indicated that they were very unhappy that a comparative banding exercise had not taken place yet and pointed out that they were also looking for information on how many staff have requested reviews and on how many staff were on protection. Staff side felt that an exercise of

this nature could circumvent many of the requested reviews and thus prove helpful in shortening the overall implementation process.

Staff side further indicated that they intended to raise their concerns direct with the Cabinet Secretary at a meeting planned for 21 November. Employers undertook to reflect on these points and get back to staff side with their position before the planned meeting.

**Action: Employer Secretariat**

m) MUFTI

Staff side noted the employer's refusal to agree a national MUFTI allowance and said this would increase the cost incurred by any uniform policy and that this decision would therefore end up being more expensive in the long run. Employers agreed to reflect on the points raised and write to staff side clarifying their position.

**Action: Employer Secretariat**

n) SPensiR

It was confirmed to the Committee that agreement had been reached on pension reform in NHS Scotland and that the new arrangements were due to be in place from April next year.

It was noted that a review of ill health retirement provisions was currently being consulted upon and was due to end on 14 December.

#### 4. Matters to Discuss

a) Disputes Resolution

The joint secretaries, as tasked by STAC, had been discussing how disputes could best be resolved.

A paper had been tabled at the meeting but both sides had indicated that they wished to make further refinements. Staff side indicated that they would await the amended document and get back to employers once they had had a chance to consider it.

**Action: Employer/staff  
side Secretariats**

b) British Dietetic Association

Staff side indicated that the BDA were seeking a seat on the staff side of the Committee, which was the reason Simon Fevre of the BDA was attending as an observer.

Employers referred to the constitution of the Committee which allowed 16 members per side and stated that it was for each side to make decisions on the composition of their respective membership.

Admin secretariat made the point that this may be a good time to clarify the membership of the committee and confirmed that they were undertaking an exercise with the secretariats to do this.

**Action: Secretariats**

c) **MSG Guidance on AfC Issues**

Staff side raised concerns about the fact that MSG had issued management guidance on Agenda for Change matters which in their view should be subject to joint guidance.

Employers acknowledged the points that staff side were making and, whilst reserving the right to issue information to its own constituency, agreed to share guidance which MSG intended to issue on AfC matters with staff side where this would be appropriate. Employers also indicated they would be willing to discuss re-issuing certain MSG guidance as joint STAC guidance.

d) **Draft Proposals for less than 1 in 12 On-Call**

Employers had submitted a paper to the Committee outlining how they would propose to deal with remuneration of staff who were required to work less than 1 in 12 on-call. The Agenda for Change agreement is silent on this point. Employers clarified that the proposals being put forward were based on arrangements already agreed by STAC and in place within the Scottish Ambulance Service.

Staff side indicated that they would need to take the paper away and consider the proposals and requested further information from the employers on which staff groups these proposals would be most likely to apply to. Staff side also wanted to know whether staff would automatically be entitled to move onto the new arrangements.

It was felt that the issue was predominantly around Admin and Clerical posts but employers agreed to supply further information on this and the question of moving to the new system which staff side had raised and staff side undertook to consider the proposals set out in the paper and respond.

**Action: Employer/Staff Secretariat**

**5. Date of Next Meeting:**

**Wednesday 23 January 2008**

**11.00am**

**Unison Offices, Glasgow**

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>
RRP for Perfusionists	To look at publishing original "Perfusionists' Allowance" guidance	Employer Secretariat
Medium Secure Unit Allowance	To identify date for further meeting.	Admin Secretariat
Implementation of Annex R (RRP's)	Employers to undertake background work and confirm to staff side when this is likely to be completed.	Employers Secretariat
Working Group Protocol	To go on website.	Admin Secretariats
Date for 2008	To rearrange 28 March date and inform members.	Admin Secretariat
JEMG	Employers to clarify position.	Employer Secretariat
MUFTI	Employers to consider and write to staff side.	Employer Secretariat
Disputes Resolution	Employers to update diagram. Staff side to respond.	Employer/Staff Secretariat
Committee Membership	Membership to be clarified	All Secretariats
Proposals for Less Than 1 in 12 On-Call	Employers to clarify which staff groups affected and entitlements for moving to the new system. Staff side to respond on proposal.	Employer/Staff Secretariat

Colin Cowie  
STAC Secretariat