

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

Wednesday 24 January 2007, 11.00 am, Strathearn House,  
Broxden Business Park

### Present:

#### Employers:

Alan Boyter - NHS Tayside  
Jim Cameron (Secretary) - MSG  
Janis Millar - Pay Modernisation Unit  
Ian Reid - NHS Greater Glasgow and Clyde  
Gordon Walker - NHS Lanarkshire  
David Renshaw - Pay Modernisation Unit

#### Trade Unions and Professional Organisations:

Glyn Hawker (Co-Chair) - In Chair - UNISON  
Gillian Smith (Secretary) - RCM  
Willie Duffy - UNISON  
Fiona Farmer - AMICUS  
Michael Fuller - AMICUS  
John Gallacher - UNISON  
Lillian Macer - UNISON  
Catherine Mackay - UNISON  
Graham Pirie - SCP  
Colin Poolman - RCN  
Elizabeth Stow - SOR  
Tom Waterson - UNISON

Secretariat: Colin Cowie - SEHD, John Provan - SEHD, Kirsteen Thomson - SEHD

#### Apologies:

##### Employers

George Brechin, John Burns, Robert Calderwood, Brian Cowan, Lynne Khindria, Alex Killick, Gerry Marr, John Matheson, Jim McCaffery, Colin McGowan, Elinor Smith, Rona Webster

##### Trade Unions &

##### Professional Organisations

Robert Anderson, James Farrelly, Dougie Lockhart, Sandra-Dee Masson, Alex McLuckie, Patricia McNally, Stephen Smith, Anne Thompson

The Chair introduced Kirsteen Thomson to the Committee. She explained that Kirsteen had just begun work in the Pay and Pensions Unit in the Executive and will be providing additional support to STAC as part of the administrative secretariat.

## 1. Minute of Previous Meeting

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

## 2. JEMG

The Chair referred to the agreement made at the most recent SPRIG meeting that time would be set aside at STAC to discuss current and future arrangements for the Job Evaluation Monitoring Group (JEMG). In particular, ways to reconstitute the JEMG function to meet the 31 March Agenda for Change assimilation target. The Chair invited staff side to put forward their preferred option.

Staff side set out an arrangement whereby those staff who had not been through the JEMG process by mid February could be assimilated, so long as JEMG had approved their staff group in at least 50% of Boards. They would then be processed by JEMG retrospectively. The current JEMG process would remain for staff groups not approved in at least 50% of Boards.

Staff side's expressed a view that pay protection should apply to those not processed through JEMG, where it subsequently comes to light that they have been banded too highly.

Employer side agreed to take the proposal, including protection, away for discussion at the next MSG meeting.

**Action: Employers' Side**

### **3. Matters to Report**

#### **a) Allowances on Assimilation**

Staff side reiterated the view that certain allowances extraneous to Agenda for Change continue to be paid post assimilation in some Boards, and that there is a need for consistency across Scotland. They indicated that they intend to bring a paper on this issue to a future meeting for discussion.

#### **b) Senior Managers Pay**

The Chair indicated the e-mail which John Cowie had sent out in response to questions raised at the last meeting. Staff side felt that this did not answer the questions fully and thus it was agreed that the admin secretariat would look into whether further guidance on certain aspects of the process for including or excluding staff members from the Senior Managers cohort would be helpful.

**Action: Admin Secretariat**

#### **c) Pay Protection**

It was noted that names had now been put forward from both sides for this sub group but a meeting is still to be arranged. The admin secretariat agreed to trawl for dates.

**Action: Admin Secretariat**

#### **d) Transitional Points**

Names have now been put forward from both sides and it was agreed that the first meeting of this sub-group would take place on 16 February. The admin secretariat agreed to make the arrangements.

**Action: Admin Secretariat**

#### **e) Relocation/Co-Location of Special Health Boards**

It was noted that Staff Side had now rejected the offer which employers had made to staff affected by relocation. Employer side confirmed that this would be discussed at the Management Steering Group on 7 February.

f) Scottish Distant Islands Allowance

It was noted that a draft Addendum had been produced clarifying that the new SDIA should also be paid to those Inner Hebridean islands who previously qualified for the SDIA. Once the wording had been agreed this would be issued to the service.

Staff side raised the issue of the inclusion of further islands. Employers were of the view that the remit of the sub-group had been to examine the level of allowance, not its coverage, which was a separate issue.

**Action:** Admin Secretariat

g) Accelerated Progression - Annex T

It was noted that a circular on this subject had now been issued.

h) STAC Web Page

It was reported that final changes had been agreed by the secretariats at the pre-meeting and that this will soon be made available on the SHOW website.

**Action:** Admin Secretariat

#### 4. Matter to Discuss

a) RRP for Chaplains

A paper was circulated by management side proposing that Chaplains current Housing Allowance should be converted to a Recruitment and Retention Premium under Annex Q of the Agenda for Change handbook. This was agreed, and the admin secretariat will inform the Service.

**Action:** Admin Secretariat

b) Incremental Date and Break in Service

A paper was tabled by staff side indicating a difficulty with this issue. Staff side highlighted that a question and answer sheet on a number of issues had been circulated within the payroll community, and that this had advised that 1 day constituted a break in service. The meeting was informed that the "payroll" sheet was based on one signed off by the Joint Chairs of SPRIG some time ago, but that it had since been augmented and updated without SPRIG approval. The staff side paper on Break in Service included a recommendation that the 3 month break under Whitley should be applied.

Staff Side further indicated that there were a number of other issues on the list about which they had concerns. It was agreed that staff side would indicate what these issues were, and if necessary a sub-group to discuss these would be set up.

Employer side agreed to discuss the staff side paper at the next MSG meeting.

**Action:** Management and staff side

5. Date of Next Meeting:

Wednesday 21 March 2007  
11.00am  
UNISON House, Glasgow  
14 West Campbell Street

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>
JEMG	Employer side to discuss JEMG proposal at MSG.	Management side secretariat
Senior Managers' Pay	To look into whether further guidance on inclusion in the senior managers' cohort would be helpful.	Admin secretariat
Pay protection	Sub-group to be arranged.	Admin secretariat
Transitional Points	To finalise arrangements for meeting on 16 February.	Admin secretariat
Scottish Distant Islands Allowance	Management and staff side secretariats to provide comments on addendum.	Management and staff side secretariats
STAC Web Page	To finalise.	Admin secretariat
Incremental Date and Break in Service	To consider three months as appropriate break.	Management side secretariat
"Payroll" list of guidance	Staff side to identify issues of concern.	Staff side secretariat

Colin Cowie  
STAC Secretariat