

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

**Wednesday 8 March 2016, 9.30 pm
Europa Building, Glasgow**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

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| Robert Calderwood (Co Chair) - NHS Greater Glasgow and Clyde | Colin Poolman (Co Chair) - In Chair – RCN |
| Ian Reid – Employer Secretary - MSG | Willie Duffy – Staff Side Secretary - UNISON |
| Laura Ace – NHS Lanarkshire | Ron Banton - BDA |
| John Burns – NHS Ayrshire and Arran | Wilma Brown – UNISON |
| Malcolm Clark - SGHSCD | Gordon Casey – Unite |
| Annie Ingram – NHS Grampian | Philip Coghill - RCN |
| Helen Kelly – NHS Forth Valley | Richard Leonard - GMB |
| Patricia Leiser– NHS Ayrshire and Arran | Lilian Macer - UNISON |
| Anne MacPherson – NHS Greater Glasgow and Clyde | Matt McLaughlin - UNISON |
| Billy McKenzie - SGHSCD | Alex McLuckie - GMB |
| Janis Millar - MSG | Cathy Miller - UNISON |
| | Claire Ronald – CSP |
| | Deborah Shepherd - SOR |
| | Donald Spence – Unite |

Secretariat: Colin Cowie – SGHSCD

1. Apologies

| | |
|---------------------------------|---|
| Employers | Alan Boyter, Calum Campbell, Rona King, Lorimer Mackenzie, Caroline Sharp |
| TU & Professional Organisations | Jackie Mitchell, Graham Pirie, Norman Provan, Tom Waterson |

2. Minutes and Actions of Previous Meeting (2 December 2015)

The Minutes and Action Points were agreed as an accurate record of the 2 December meeting.

3. Matters to Report

a) Equal Pay

It was reported that an agreement had been reached, in principle, with the UNISON claimants represented by Thompsons Solicitors, although there was still work to do to finalise the arrangement. The GMB and IFON claims remain to be resolved, but it is expected these will be addressed on the same terms as the UNISON cases. There is still considerable logistical and legal work to be done in a number of areas, notably the independent cases, but the expectation is that some form of joint statement will be issued soon.

b) Working Group: Pay During Annual Leave

The original intention had been to arrange a meeting of the Working Group directly after STAC, but the Group felt there had not been enough movement at a national level to warrant this. It was agreed that the situation should be kept under review.

c) Working Group: Impact of Working Longer

The Group had not met since the last STAC, but a UK Working Longer meeting was due to take place on 23 March. The intention was therefore for the Scottish group to meet subsequent to that on 4 April.

d) UK Staff Council Agenda for Change Review

The next Staff Council meeting was scheduled for 16 March. Staff Side, Employers and the Scottish Government were all due to be represented and the intention was to report back to STAC.

e) Maternity Pay – Changes During Reference Period

It had been pointed out that there was a mistake in STAC letter STAC(TCS01)13, although it was not thought this had ever been applied in practice. The proposal, therefore, was that the previous guidance should be deleted and a revised version issued as STAC(TCS03)16. The Committee agreed to this.

Action: Scottish Government

f) Pay Settlement 2016

Scottish Government representatives confirmed that the Cabinet Secretary had accepted the recommendations of the latest Pay Review Body Report for a 1% rise in pay for Agenda for Change staff. The Review Body had also

noted the additional measures in the Scottish Government's Public Sector Pay Policy around the lower paid i.e. at least a £400 uplift for staff earning under £22,000, and application of the Scottish Living Wage.

The intention was to apply all these measures as part of the 2016 pay settlement. The implications with regard to the discontinuation of point 2 in Scotland were noted. It was confirmed that pay circulars would be published in time to allow any uplifts to be in April salaries.

g) Lothian VO Application – Health Visitors

NHS Lothian had made an application to the Scottish Government to pay a "Disruption Allowance" to Health Visitors who had moved their place of work to fill gaps in the service. Views had been sought from the Employer and Staff Sides and both had indicated that they did not support the application.

It was also noted that it was inappropriate to make a payment without the necessary authority, and the Committee agreed it would be helpful to feed that message back to the Board.

Action: Scottish Government

4. Matters for Discussion

a) Lothian Estates RRP Application

Staff Side had supported this application at the last meeting. Following further discussion, Employers now also confirmed they support the application.

Action: Chairs/Scottish Government

In addition, Employers informed the Committee that they wished to re-design the process and the application form to include a step whereby Boards would seek help from neighbouring Boards to explore whether a collaborative / shared services approach could be used to address staffing difficulties. Staff Side agreed to progress this through the Secretariats and Employers undertook to draft a proposed change to the guidance and application form, and to share with the Staff Side.

Action: Employers

Wider questions around workforce planning in relation to RRP's were also raised and the point was made that Boards should have measures in their workforce plans to work towards meeting their needs, for example running apprentice schemes to grow their own, and that consideration should be given as to how this should be evidenced in applications. It was agreed that the Secretariats should scope out how STAC might examine these issues.

Action: Secretariat

b) Band 1 Review

The Committee noted the draft guidance paper which had been circulated. This was approved, subject to minor textual changes which it was agreed would be taken forward through the Secretariats.

The section on transitional pay still needed to be inserted, but Employers confirmed they were willing to agree to the Staff Side's revised proposal, in principle. Again, the Secretariats were tasked with drafting the required text.

Action: Secretariats

Once the guidance has been finalised, the Committee agreed that it should be issued as an NHS circular with a Ministerial direction.

Action: Scottish Government.

c) Bulky Items - Guidance

STAC had previously referred this matter back to Boards. NHS Lothian had subsequently produced local guidance which was now being submitted to STAC as a basis for a national position. Staff Side confirmed that they supported the issuing of the guidance nationally. However, Employers said they would need to take the matter to Management Steering Group before arriving at an agreed position.

Action: Employers

5. Matters to Note

a) Pensions/Governance Group Minutes

There were no further agreed pension governance group minutes since the last STAC.

b) PCS(AFC)2016/1 – Annual Increments for Band Workers

The Committee noted that the agreed circular has been issued.

6. Date of Next Meeting

8 June 2016

Colin Cowie
Scottish Government

Scottish Terms and Conditions Committee

8 March 2016 Meeting

Action Points

| Agenda Subject | Action | Action Officer(s) | Update |
|--|---|------------------------------|---------------------------------------|
| 3(e) Maternity Pay – Changes During Reference Period | To issue revised guidance. | Scottish Government | Done – 9 March 2016 |
| 3(g) Lothian VO Application – Health Visitors | To write to Board rejecting application and emphasising need for cover before making payments | Scottish Government | Done – 24 March 2016 |
| 4(a) Lothian Estates RRP Application | To write to Board granting RRP | Chairs / Scottish Government | Done – 10 March 2016 |
| 4(a) Lothian Estates RRP Application | To suggest redesign to RRP process / application form | Employers | Working Group formed to consider this |
| 4(a) Lothian Estates RRP Application | To examine wider issues around RRP | Secretariats | Working Group formed to consider this |
| 4(b) Band 1 Review | To finalise guidance | Secretariats | Done |
| 4(b) Band 1 Review | To issue circular | Scottish Government | Done – 23 March 2016 |
| 4(c) Bulky Items – Guidance | To consider guidance and respond to STAC | Employers | Ongoing |