

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

**Monday 5 September 2016, 9.30 am  
St Andrews House, Edinburgh**

**Present:**

**Employers:**

**Trade Unions and  
Professional Organisations:**

Robert Calderwood (Co Chair) - In Chair – NHS Greater Glasgow and Clyde	Colin Poolman (Co Chair) - RCN
Ian Reid – Employer Secretary - MSG	Wilma Brown – UNISON
Malcolm Clark - SGHSCD	Gordon Casey – Unite
Pauline Howie – Scottish Ambulance Service	Julie Collins - CSP
Anne MacPherson – NHS Greater Glasgow and Clyde	Linda Delgado - Unite
	Lilian Macer - UNISON
	Jackie Mitchell - RCM
	Graham Pirie - SCP
	Norman Provan - RCN
	Mary Ross-Davie - RCM
	Deborah Shepherd - SOR

Secretariat: Colin Cowie – SGHSCD

**1. Apologies**

Employers	Laura Ace, Alan Boyter, John Burns, Calum Campbell, Annie Ingram, Helen Kelly, Lynne Khindria, Rona King, Patricia Leiser, Billy McKenzie, Caroline Sharp
TU & Professional Organisations	Ron Banton, Philip Coghill, Willie Duffy, Richard Leonard, Cathy Miller, Claire Ronald, Donald Spence, Tom Waterson

The Chair began by welcoming Mary Ross-Davis of the RCM to the meeting. It was noted that she was taking over from Gillian Smith who had been a leading figure in NHS partnership working over the years, including STAC.

## **2. Minutes and Actions of Previous Meeting (8 March 2016)**

The Minutes and Action Points were agreed as an accurate record of the 8 March meeting, and the update circulated following cancellation of the 8 June meeting was noted.

## **3. Matters to Report**

### **a) Equal Pay**

It was reported that the Unison and IFON claims were being processed with an aim to make payments in January. The parties in these discussions were also looking to remove invalid claims, but it was not clear how long this would take. The Tribunal is seeking to clarify the situation with GMB claims and it was hoped that progress would be made by the December STAC.

### **b) Working Group: Pay During Annual Leave**

The Secretariat had discussed the work of this Group and concluded that, as the UK legal process was moving very slowly, this group should be stood down for the time being. The Committee agreed to this but Staff Side still had concerns about whether Boards were properly implementing the 2008 circular which set out how staff should be paid during annual leave. STAC agreed that this was a separate issue and should not be confused with the outstanding legal questions. Discussions relating to the 2008 circular were referred back to the Secretariat.

**Action: Secretariat**

### **c) Working Group: Impact of Working Longer**

A paper had been circulated outlining what the Scottish Working Longer Group had done so far. Staff Side informed the Committee that they intended to discuss the subject with a view to identifying relevant areas of work for the Scottish Group going forward. Scottish Government representatives confirmed the Group would be happy to take on board any such suggestion and noted that the current UK review of State Pension Age may be another subject in which the group would take an interest.

**Action: Staff Side**

### **d) Health Visitor Job Descriptions**

The first meeting of this Group set up to consider Health Visitor job descriptions in the wake of the Children and Young People's Act took place on 1 September. The Group had discussed the scope of the work with which it had been tasked and agreed terms of reference, as well as electing joint chairs.

e) UK Agenda for Change Review

There was no progress to report since the last STAC. However, it was noted that a Staff Council meeting was due to take place the following week and that STAC Staff Side were holding an event subsequent to this on 20 September, at which the Agenda for Change pay structure would be discussed. Scottish Government and MSG representatives had been invited to participate in this session.

f) Band 1 Review

Boards should currently be implementing the process outlined in the Review circular. No issues of concern had so far been raised with the Working Group, which was due to meet again after the Staff Side event. Discussions aimed at ensuring private contractor staff benefitted from the same opportunity were ongoing, with a further meeting to discuss this issue planned for 12 September.

g) Christmas and New Year Holiday at Weekend – STAC(TCS04)2016

The Committee noted that a further letter had been issued on 13 June clarifying the position of staff who are rostered on-call and are called into work when the festive period falls at the weekend.

h) Mileage – STAC(TCS05)2016

There had been no change to mileage rates as a result of the Staff Council's Spring review and a letter to that effect had been issued on 5 July as part of STAC's commitment to issue regular communications on this subject.

#### 4. Matters for Discussion

a) Bulky Items - Guidance

NHS Lothian guidance around the 4p mileage premium for carrying bulky items had been submitted for consideration by STAC as national guidance. Employers confirmed that the matter had been discussed by the Human Resources Directors Group, who did not feel that national guidance was required.

Staff Side expressed disappointment with this response and asked that HRDs write to the Staff Side, through the Secretariat, explaining the reasons for their position.

**Action: Employers**

b) North of Scotland Estates RRP

Recruitment and Retention Premia (RRP) for Estates staff in Shetland, Orkney, Western Isles, Highland, Grampian and the Aberdeen Ambulance

Service were due to end in March 2017. Earlier in the year, all six Boards had submitted applications for extensions.

Both sides confirmed that they had considered the applications and that the evidence submitted supported a continued need for RRP's. It was agreed that letters should be issued to the Boards concerned extending the present RRP's for a further three years.

**Action: Chairs/Scottish Government**

**5. Matters to Note**

a) Pensions/Governance Group Minutes

Minutes of the 19 October 2015 NHSScotland Pension Scheme Advisory Board had been released since the last STAC and a link to these had been circulated with the papers, for information.

**6. Date of Next Meeting**

5 December 2016

In closing, the Chair noted that Alan Boyter was shortly due to retire as Director of Human Resources for NHS Lothian. The Committee joined him in thanking Alan for his contribution to STAC over the years and wishing him well in his retirement.

Colin Cowie  
Scottish Government

## Scottish Terms and Conditions Committee

### 5 September 2016 Meeting

#### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3(b) Working Group: Pay During Annual Leave	To discuss application of 2008 circular	Secretariats	Ongoing
3(c) Working Group: Impact of Working Longer	To consider possible areas of work for the Working Longer Group	Staff Side	Ongoing
4(a) Bulky Items - Guidance	HRDs to write to Staff Side explaining stance on guidance	Employers	Ongoing
4(b) North of Scotland Estates RRP	To write to Boards extending current RRP for three years.	Chairs/Scottish Government	Done. Letters sent out 1 September