

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

**Monday 16 March, 10.00 am  
Unison House, Glasgow**

**Present:**

**Employers:**

**Trade Unions and  
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) - In Chair - RCN
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Janis Butler – NHS Lothian	Jane Anderson – Unison
Malcolm Clark – Scottish Government	Ron Banton – BDA
Lynne Khindria – Management Steering Group	Wilma Brown – UNISON
Anne MacPherson – NHS Greater Glasgow and Clyde	Philip Coghill - RCN
Billy McKenzie – Scottish Government	Linda Delgado - Unite
Jennifer Porteous – NHS Western Isles	Andy Hogg - POA
Chris Raftery – Scottish Government	Jackie Mitchell - RCM
Caroline Sharp – NHS Dumfries and Galloway	Graham Pirie - SCP
	Claire Ronald – CSP
	Ros Shaw – RCN
	Deborah Shepherd - SoR

Secretariat: Colin Cowie – SGHSCD

**1. Apologies**

Employers	Laura Ace, John Burns, Pauline Howie, Annie Ingram, Helen Kelly, Patricia Leiser
TU & Professional Organisations	Gordon Casey, Julie Collins, Tony Dowling, Lilian Macer, Cathy Miller, Donald Spence, Norman Provan, Tom Waterson

## 2. Minutes and Actions of Previous Meeting (5 December 2016)

The Minutes and Action Points were agreed as an accurate record of the 5 December meeting.

## 3. Matters to Report

### a) Equal Pay

The Committee noted the paper which had been circulated detailing the up to date position. This confirmed that the majority of represented cases have now been resolved, with CLO and Boards now left to finalise the process for unrepresented claimants. The Committee agreed that this no longer needed to be a standing item on the Agenda.

### b) Working Group: Impact of Working Longer

Staff Side proposed that the Group should meet one last time to assess where things stand and then report back to STAC to allow the Chairs to write to other Groups such as SWAG, where necessary, in order to pass on any ongoing workstreams. The Committee agreed to this approach.

**Action: Scottish Government**

### c) Working Group: Health Visitor Roles and Responsibilities

The Working Group had now met twice and agreed a work programme for developing a generic Job Description. The intention was to finalise this at their next meeting and then report back to STAC.

### d) Band 1 Review

The Secretariat had met to discuss the Review and a questionnaire had been circulated to the Group with a view to gathering information. This will then form the basis of a report back to STAC.

### e) Job Evaluation

A paper had been circulated raising various points to consider. Staff Side indicated they were supportive of the direction of travel indicated. The Employer side undertook to discuss the issues raised and feed back to STAC. The Group agreed that a process to assess new profiles issued by the Staff Council should be set up through the Secretariat and that further work needed to be done around supporting local job evaluation infrastructure, across Board boundaries where this would be helpful.

### f) SAS Paramedic Band 6 Profile

The Committee noted the paper which had been submitted by the Scottish Ambulance Service and agreed that the proposal which it contained seemed reasonable.

g) Service in Other EU Countries

The Staff Council had recently agreed an amendment to the Agenda for Change Handbook which clarified the legal position re taking account of service in other EU member states for the purpose of considering Annual Leave entitlement. The same change had also been made to the Scottish Handbook and the Secretariat had agreed a further amendment to the Annual Leave Policy issued previously by STAC to take account of this amendment. The committee noted these points.

h) Pay Review Body Recommendation

The NHS Pay Review Body will be publishing its recommendations shortly and Scottish Government representatives confirmed to the Committee that everything would be done to try to ensure that any uplift is in staff's April salaries. Staff Side commented that it would be helpful if salaries could be uplifted in April, but if it was not possible to produce finalised pay circulars in time for the payroll cut-off, then May would be acceptable.

#### 4. Matters for Discussion

a) Recruitment and Retention Premium Guidance and Process

A revised draft of the guidance had been circulated. Employers had suggested the addition of a paragraph covering a potential "regional" approach to recruitment challenges. Staff Side had also added a section covering workforce planning, fair work and working longer. The Committee indicated it was happy to see the revised version published.

**Action: Scottish Government**

b) Exit Payments

The Committee noted that Staff Council discussions are due to get underway soon around revisions to Section 16 of the English Handbook. The Scottish Staff Side indicated that they would wish to sit as observers to these discussion, but it will be for different parties to decide on their position in due course.

Scottish Government representatives highlighted that this country is due to have its own consultation on Exit Payments in the Public Sector and that a consultation paper will be issued soon. Staff Side observed that Exit Payment provisions were very different in different areas of the public sector and asked whether it would be possible to have sector specific discussions. Scottish Government representatives agreed to take that question back to the centre for consideration.

**Action: Scottish Government**

c) Modern Apprenticeships

From April, the Apprenticeship Levy will add 0.5% to Board payroll costs. The money collected by the UK Government in Scotland will be passed back to the Scottish Government and distributed by Skills Development Scotland to support training for apprentices. The Committee recognised that more work needs to be done to ensure that NHS Scotland can tap into available funding streams in this area, potentially by delivering accredited training courses within the service.

SWAG are currently considering this subject and it will be important to be clear what elements of responsibility sit with what group. It was agreed that the Secretariat should give the matter further consideration with a view to identifying any terms and conditions issues to be addressed, liaising with SWAG where required.

**Action: Secretariat**

**5. Matters to Note**

a) Pensions/Governance Group Minutes

Since the last STAC meeting, minutes from the 18 May 2016 and 21 September 2016 NHS Scotland Pension Scheme Advisory Board meetings have been released and are available to view at the SPPA website.

**Date of Next Meeting**

27 June 2017

Colin Cowie  
Scottish Government

## Scottish Terms and Conditions Committee

### 16 March 2017 Meeting

#### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3(b) Working Group: Impact of Working Longer	To organise a further meeting.	Scottish Government	Done. Meeting organised for 16 May
4(a) Recruitment and Retention Premium Guidance and Process	To issue revised RRP guidance.	Scottish Government	Done. Issued on 30 March
4(b) Exit Payments	To feed back comment re sector specific discussions	Scottish Government	Done.
4(c) Modern Apprenticeships	To consider what work there is for STAC re Apprenticeship Levy funding	Secretariat	Done