

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

**Monday 5 December 2016, 10.00 am
St Andrews House, Edinburgh**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

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	Wilma Brown – UNISON
John Burns – NHS Ayrshire and Arran	Gordon Casey – Unite
Calum Campbell – NHS Lanarkshire	Julie Collins - CSP
Pauline Howie – Scottish Ambulance Service	Lilian Macer - UNISON
Lynne Khindria – Management Steering Group	Jackie Mitchell - RCM
Anne MacPherson – NHS Greater Glasgow and Clyde	Graham Pirie - SCP
	Shirley Johnston - Unite
	Ros Shaw - RCN

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Malcolm Clark, Annie Ingram, Helen Kelly, Patricia Leiser, Billy McKenzie, Caroline Sharp
TU & Professional Organisations	Ron Banton, Philip Coghill, Linda Delgado, Cathy Miller, Claire Ronald, Deborah Shepherd, Donald Spence, Norman Provan, Tom Waterson

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

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

3. Matters to Report

a) Equal Pay

The Committee noted the papers which had been circulated. These included a letter to all Boards detailing the settlement which had been reached for Unison, IFON and a number of unrepresented claimants. GMB cases remain outstanding but it was confirmed that the intention was to settle these on the same terms, although the legal process to allow this is still ongoing.

b) Working Group: Impact of Working Longer

It had recently been announced that the UK Impact of Working Longer Group was being scaled back and discussions were taking place as to how this workstream would be address going forward. Staff Side in Scotland had indicated that they wished the Scottish Group to continue and intended to suggest items for its work programme in due course.

The Scottish Group had recently finalised work on a new section of the STAC website covering working longer. A link to the development site had been circulated to the Committee. The new section contained versions of the products which had been developed by the UK Group and which had subsequently been re-worked to fit the Scottish context, as well as explanatory narrative addressed to the service in this country. STAC indicated it was happy to see the revised website released to the public and it was agreed that a letter would be sent out announcing this.

Action: Scottish Government /Secretariat

c) Working Group: Health Visitor Roles and Responsibilities

The first meeting of this Group took place on 1 September, at which the remit and various actions were agreed. Key among these was information gathering amongst service contacts and the intention is to discuss this information at the second meeting which has been arranged for 9 February.

d) Band 1 Review

The implementation date of 1 October had passed and the intention was to get feedback based on the November payroll to provide a national picture of where things stand around the country. The Secretariat had proposed a partnership discussion of how the exercise had gone and what lessons could be learnt and the Committee agreed that this would be helpful. It was agreed that the Secretariat should meet early in the new year to take this forward.

Action: Scottish Government /Secretariat

e) Bulky Items

There had been further discussions around this subject since the last meeting. It had been agreed that a note should be issued by the Secretariat reminding

the service of the relevant provision in the Agenda for Change handbook, and attaching the guidance agreed in NHS Lothian, for information.

Action: Scottish Government /Secretariat

f) STAC(TCS06)2016 – Payroll Technical Issues

A further revision had been agreed to the list of guidance covering technical payroll issues first published in 2013. As well as bringing the guidance in line with the Agenda for Change Handbook the opportunity had been taken to consolidate two previous circulars and issue this as one piece of guidance on 23 November.

g) STAC(TCS07)2016 - Mileage

There had been no change to mileage rates as a result of the Staff Council's November review and a letter to that effect had been issued on 23 November as part of STAC's commitment to issue regular communications on this subject.

h) Recruitment and Retention Premium Application Guidance

Staff and Employer representatives were still discussing the respective changes they wanted to make to the RRP application guidance and the expectation was that these would be brought to the next meeting for approval.

Action: Staff Side/Employers

4. Matters for Discussion

a) UK Staff Council Agenda for Change Review

It was noted that the UK review had not made any significant progress for a number of reasons, including capacity within the Department of Health and the difficulty of having to work within a 1% envelope. It was noted, however, that George Osborne's "National Living Wage" was going to force other areas of the UK to look at the bottom of the pay matrix in the near future.

A Scottish event to look at this issue had been held in September and attended by STAC representatives and other stakeholders. The Committee agreed that these discussions were helpful and that consideration should be given to arranging a further event in the new year.

b) Meeting Dates for 2017

Proposed meeting dates had been circulated and these were agreed by the Committee.

5. Matters to Note

a) Pensions/Governance Group Minutes

The minutes of the 18 May 2016 NHSScotland Pension Scheme Advisory Board had been agreed at the 21 September 2016 Scheme Advisory Board meeting and would be made available at the Scottish Public Pensions Agency website.

6. Employer Side Chair

Robert Calderwood had announced his intention to retire in February 2017 and it has been agreed that Calum Campbell (Chief Executive of NHS Lanarkshire) will take over as Employer Side Chair from that point.

The Committee thanked Robert for his considerable contribution to partnership working over the years. His tenure had spanned a number of landmark agreements and the members of STAC joined together to wish him well in his retirement.

7 Date of Next Meeting

16 March 2017

Colin Cowie
Scottish Government

Scottish Terms and Conditions Committee

5 December 2016 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
3(b) Working Group: Impact of Working Longer	To release new website and send letter to service	Scottish Government/ Secretariats	Done. Letter issued 15 December 2016
3(d) Band 1 Review	To examine exercise to see what lessons can be learnt	Scottish Government/ Secretariats	Ongoing
3(e) Bulky Items	To issue letter to service reminding them of provision and including Lothian guidance	Scottish Government / Secretariat	Done. Letter issued 3 February 2017