

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

**Tuesday 13 September 2011, 09.30 am.
St Andrews House, Edinburgh**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

George Brechin – (Co Chair) NHS Fife	Elizabeth Stow – (Co Chair) – In Chair - SoR
Rona King – (Employer Side Secretary) - NHS Fife	John Gallacher - UNISON
Steve Conway – NHS NSS	Tom Waterson – UNISON
Robert Calderwood – NHS Greater Glasgow & Clyde	Wilma Brown - UNISON
Ian Reid – NHS Greater Glasgow & Clyde	Cathy Miller - UNISON
Alex Killick – NHS Tayside	Gordon Casey, Unite
Caroline Sharp – NHS Dumfries & Galloway	Lisa Cameron - Unite
John Burns – NHS Dumfries & Galloway	Patricia McNally - CSP
Janis Millar – Management Steering Group	Jackie Mitchell - RCM
John Hannah – Scottish Government	Graham Pirie – SCP
	Colin Poolman - RCN
	Norman Provan - RCN
	Ron Banton - BDA

Secretariat: Colin Cowie – Scottish Government Health Department
Dave Watson – Scottish Government Health Department

1. Apologies

Employers	Alan Boyter, Annie Buchanan, Brian Cowan, Colin McGowan, Helen Kelly, Ruth Kelly, Malcolm Wright, Mark Sinclair, Pamela McLauchlan, Rosslyn Crocket.
Trade Unions & Professional Organisations	Willie Duffy, Brian McCann, Brian McDonald, Alex McLuckie, Clare Ronald, Philip Coghill, Donald Sime, Joe McIlwee, Lillian Macer.

2. **Appointment of New Staff Side Chair**

Elizabeth Stow had been appointed as Staff Side Chair since the last meeting. The Co-chair welcomed Elizabeth, who chaired the meeting.

3. **Minute of Previous Meeting (8 March 2011)**

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

4. **Matters to Report**

(a) Mileage Review

The Committee noted that the Staff Council were still discussing this issue although some progress was expected at their October meeting.

(b) On-Call Review

The joint chairs of the Working Group reported that progress had been made at the most recent meeting but that further pay modelling was required in order that outstanding issues around finance could be addressed. This was not likely to be available until later in the year and the Committee acknowledged that this would make the agreed timetable challenging.

Action: Employers

(c) Equal Pay

The Tribunal process in Scotland continues and staff side reiterated their willingness to negotiate a settlement if employers felt this would be appropriate.

(d) National RRPs

A further circular had been published clarifying the methodology to be employed in applying the UK Staff Council's agreement to withdraw the National RRPs put in place under Annex R of the Agenda for Change agreement.

(e) Review of Scottish RRPs

The Committee agreed that the two RRPs which had been put in place as a result of a Scottish process - for staff working in Medium Secure Units and for a single pharmacist post in the Western Isles - should be reviewed. It was agreed that the Working Group which established the Medium Secure Unit RRP should be reconvened to conduct the review and that the Secretariats should set up an appropriate review process for the Western Isles pharmacy RRP. This work would then provide a template for any future reviews which may be required.

Action: Employers and Staff Side Secretariats

(f) JEMG2 Report

It was confirmed that the Cabinet Secretary had seen the Working Group's final report and indicated she was content that this work was now complete.

(g) Annex O

The Working Group had agreed not to proceed with national policies relating to Relocation and Associated Expenses and Telephone Expenses. A revised Annual Leave policy has been agreed covering changes to the rules around carry over of Annual Leave. This only leaves Minimum Period of Notice and a further meeting of the Group was scheduled for 22 September to discuss this.

Action: Working Group

(h) Change of Date of Next STAC Meeting

The Committee noted the change of date from 8 to 21 December.

5. Matters for Discussion

(a) Pensions

The Committee noted the need to clarify reporting lines and the remit of the Scottish Pensions Group (SPG). It was agreed that SPG minutes should be an item on the STAC Agenda in future and that secretariats would work with the relevant parties to draft a document which would clarify the relationship between STAC and SPG, the remit of SPG in this context and, flowing from that, how any negotiation required around the issue of pensions should be handled.

Action: Secretariats and Scottish Government

(b) STAC Remit

Employers and Staff Side secretariats had produced an updated version of the STAC remit as part of the review of Scotland's partnership structure. Following on from this, they had also produced a revised version of STAC's protocol for managing business. Both documents had been circulated and were approved by the Committee with staff side confirming that they would forward a small number of further minor suggested changes to the Secretariats for consideration.

Action: Staff Side

(c) **Protection of Vulnerable Groups (PVG) Payments**

The Committee noted that Employers had developed guidance on the payment of fees which would be required for new staff to register with the new PVG Scheme. Staff side confirmed that they disagreed with the approach proposed and raised concerns that this had not been discussed in partnership at STAC. Employers took these points on board and agreed not to circulate

the guidance for the time being. The Committee agreed that a Working Group should be set up to consider the issues around registration fees for new starts and existing staff, and to report back to the December STAC meeting.

Action: Secretariats

6. Date of Next Meeting

Wednesday 21 December 2011

Dave Watson, STAC Secretariat

Action Points

Agenda Subject	Action	Action Officer(s)	Update
On Call Review	Complete the cost modelling exercise	Employers	Working Group meetings scheduled on 25 November and 16 December.
Scottish RRP	Set up Review process	Employers and Staff Side Secretariats	Working Group meeting took place on 18 November to discuss Med Secure Unit RRP and draft remit for approval by STAC.
Annex O	Discuss final remaining issue, Minimum Period of Notice	Working Group	Working Group meeting took place on 22 September. Agreed that no national policy for notice period would be put in place. Updated Annual Leave guidance to be issued soon to include guidance on carry over of Annual Leave.
Pensions	Draft document clarifying relationship between STAC and SPG, remit of SPG and the negotiation procedure for pensions issues.	Secretariats and Scottish Government	Paper being drafted for circulation before next meeting.
STAC Remit	To forward a small number of minor further suggestions to Employers for consideration.	Staff Side	Suggested amendment put forward for consideration.
Protection of Vulnerable Groups	Set up Working Group to examine registration fee issues and report back to STAC	Secretariats	Working Group meeting took place on 21 November. Paper being submitted to Chief Executives reflecting staff side response to management offer.