

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

**Tuesday 12 March 2013, 11 am
Europa Building, Glasgow**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Robert Calderwood (Co Chair) - In Chair - NHS Greater Glasgow and Clyde	Elizabeth Stow (Co Chair) – SoR
Rona King (Employer Side Secretary) NHS Fife	Willie Duffy – (Staff Side Secretary) - UNISON
Laura Ace – NHS Lanarkshire	Ron Banton - BDA
John Burns - NHS Ayrshire and Arran	Wilma Brown - UNISON
Helen Kelly - NHS Forth Valley	Gordon Casey - Unite
Patricia Leiser - NHS Ayrshire and Arran	Drew Duffy - GMB
Sarah Manson - SGHSCD	Alex McLuckie - GMB
Janis Millar - MSG	Patricia McNally - CSP
Ian Reid – NHS Greater Glasgow and Clyde	Jackie Mitchell - RCM
	Colin Poolman - RCN
	Norman Provan - RCN
	Donald Sime - Unite
	Donald Spence - Unite
	Tom Waterson – UNISON

Secretariat: Colin Cowie – Scottish Government Health Workforce Directorate

1. Apologies

Employers	Alan Boyter, Annie Buchanan, Caroline Sharp, Malcolm Wright
Trade Unions & Professional Organisations	Philip Coghill, Gordon McKay, Lilian Macer, Joe McIlwee, Cathy Miller , Graham Pirie, Clare Ronald

2. Minutes and Actions of Previous Meeting (19 December 2012)

The Minutes and Action Points were agreed as an accurate record, although it was suggested that further explanation should be added to Item 3(d) to clarify that the Terms and Conditions being discussed are technical points of clarification for Payroll purposes, and not the kind of changes to terms and conditions which the Staff Council have recently agreed.

Action: Scottish Government

3. Matters to Report

(a) Equal Pay

The Committee was informed that there is due to be another Case Management Discussion in April, and it was expected that a process will be set up which will see large numbers of the existing claims struck off. This would help to clarify the position and Staff Side commented that they believed there will ultimately be a relatively small number of claims, and that these will be of low value.

(b) Accrual of Public Holidays During Maternity leave

Staff Side highlighted that they did not agree that the approach arrived at at the last STAC meeting should only be backdated to April 2012. They felt there was case law from 2008 which supported their position and undertook to provide this evidence to Employers for consideration.

Action: Staff Side

It was noted that the decision taken at the previous meeting was communicated to the service as an MSG letter. Although this was the agreed approach, it was felt that in future any decision taken by the Committee should be confirmed as a joint letter to the service. All sides agreed to this and to numbering letters for reference purposes.

(c) Volunteering for Commonwealth Games

Guidance had been drafted on the approach which should be taken where staff volunteer for, or wish to attend, the Commonwealth Games. The Committee approved this guidance and agreed that it should be issued.

Action: Secretariats

(d) Injury Benefits

The Committee noted that the new approach had been endorsed by the Staff Council on 28 February. It was confirmed that the intention was to issue a circular enabling the new agreement in Scotland from 31 March.

(e) RRPs and Variation Orders

The desk instructions which the Scottish Government use when processing Variation Order requests had been circulated to the Committee, for information, along with lists of RRPs agreed in Scotland since the inception of Agenda for Change and a list of current Variation Orders. The Committee noted these and it was confirmed that they would be updated, as appropriate.

(f) Scotland Wide Job Evaluation Issues

It was confirmed that both sides had now made nominations for this Working Group and the intention was to set up the first meeting soon.

(g) On-Call Implementation

The Chairs of the Working Group had now had a wash-up meeting and it was decided that no further Q&A document would be required. It was agreed that the minutes of this meeting, along with a Final Report from the Working Group should be submitted to the Committee.

Action: On-Call Working Group

(h) Pensions Negotiating Group

The Final Report of the Pensions Negotiating Group was noted by the Committee.

4. Matters for Discussion

(a) Scottish Pensions Group Terms of Reference

The Committee was briefed on the work which the re-constituted Scottish Pensions Group will be taking forward. It noted and approved the revised Terms of Reference.

(b) Terms and Conditions Issues

An agreed position had been reached on most of the technical payroll terms and conditions issues which were previously raised. It was agreed that these answers should be issued to the service and that discussions should continue on the few points which remained outstanding.

Action: Secretariats

(c) Western Isles RRP Report

The Committee had previously agreed an RRP for Band 7 pharmacy staff working in the Western Isles. NHS Western Isles had now submitted a Progress Report. The Committee considered this and agreed to write to NHS Western Isles supporting the continuation of this RRP until 2015.

Action: Secretariats

(d) Lothian Perfusionists RRP Application

The Committee noted NHS Lothian's application for a 20% RRP for perfusionist staff, and approved this. Staff Side, however, raised concerns that the benefit of this addition could be lost as part of the pay protection applied around on-call. The Committee undertook to write to NHS Lothian approving the RRP, but also to seek clarification of how this will be applied in the context of on-call pay protection.

Action: Secretariats

2020 Workforce Vision

The Chair took the opportunity to highlight the letter which had been sent to the Joint Chairs briefing them on the upcoming consultation on the 2020 Workforce Vision. The Committee noted that the consultation process was about to begin and that this would be an important opportunity to help shape policy for the future. It was agreed that the letter should be circulated to the Committee, for information.

Action: Scottish Government

Transplant Services

Staff Side pointed out that there would be a number of staff working in Scotland for Transplant Services who had English employers. They questioned whether the recent changes to things such as sick pay and progression in England would apply to these staff and referred to an agreement which they believed gave Scottish staff protection of Scottish Terms and Conditions. Employers said they would be happy to look at this point and Staff Side agreed to supply the relevant documentation.

Action: Staff Side

5. Date of Next Meeting

26 June 2013.

Colin Cowie, STAC Secretariat

Action Points

Agenda Subject	Action	Action Officer(s)	Update
Minutes and Actions Points	To add further clarity around "terms and conditions" issues	Scottish Government	Done
Accrual of Public Holidays During Maternity Leave	To provide reference for starting new provisions in 2008	Staff Side	Employers content to backdate to 2008
Volunteering for Commonwealth Games	To issue guidance letter	Secretariats	Done
On-Call Implementation	Minutes of last meeting and final report to be submitted to Committee	On-Call Working Group	Will go to 26 June Meeting
Terms and Conditions Issues	To issue advice on agreed positions	Secretariats	Done. STAC now looking at effective date
Western Isles RRP Report	To write confirming continuation	Secretariats	Done
Lothian Perfusionist RRP	To write confirming approval and also seek clarification around application	Secretariats	Done
2020 Workforce Vision	To circulate letter about 2020 Workforce Vision to Committee	Scottish Government	Done
Transplant Services	To supply agreement which protects Scottish terms and conditions	Staff Side	Clarity being sought from Staff Council