

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

**Thursday 19 December 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
Laura Ace – NHS Lanarkshire	Willie Duffy – (Staff Side Secretary) - UNISON
Alan Boyter – NHS Lothian	Gordon Casey - Unite
John Burns - NHS Ayrshire and Arran	Lilian Macer - UNISON
Patricia Leiser – NHS Ayrshire and Arran	Alex McLuckie - GMB
Lorimer Mackenzie - SGHSCD	Cathy Millar - UNISON
Sarah Manson - SGHSCD	Jackie Mitchell - RCM
Janis Millar - MSG	Graham Pirie - SoP
Ian Reid – NHS Greater Glasgow and Clyde	Norman Provan - RCN
	Donald Sime - Unite
	Donald Spence - Unite
	Tom Waterson – UNISON

Secretariat: Colin Cowie – Scottish Government Health Workforce Directorate

1. Apologies

Employers	Helen Kelly, Rona King, Malcolm Wright
Trade Unions & Professional Organisations	Ron Banton, Wilma Brown, Philip Coghill - RCN Gordon McKay, Colin Poolman, Clare Ronald

2. Minutes and Actions of Previous Meeting (26 June 2013)

The Minutes and Action Points were agreed as an accurate record of the 26 June meeting.

The update circulated instead of the meeting on 18 September was also noted.

Senior Managers' Pay – referring to the concerns which had been raised at the end of the 26 June meeting, Staff Side confirmed they had subsequently made contact with the Scottish Government and that a Group was being set up with a view to discussing senior managers' pay.

3. Matters to Report

(a) Equal Pay

A further Case Management Discussion is scheduled for February next year. Staff Side participants will be required at that point to confirm their position and it is thought likely that the Unison sponsored cases would split into separate arguments. Employer representatives commented that MSG would welcome the opportunity to clarify the issues.

(b) Scottish Pensions Group Minutes

Scottish Pensions Group (SPG) minutes from 17 May 2013, 26 July 2013, 26 September 2013, 25 October and 22 November 2013 had been circulated, for information, and were noted.

(c) Pensions

The Committee was updated on discussions at SPG. A key point to note was that whilst SPG reports to STAC currently, the new Governance structure specified within the Public Sector Pensions Act will mean that the Governance bodies which will succeed SPG with responsibility for the NHSScotland Pensions Scheme will report direct to Scottish Ministers.

The Committee agreed it would be helpful if a presentation on Governance could be organised for the next meeting.

Action: Scottish Government

(d) Impact of Working Longer Review

The Committee was informed that the initial phase of the Review was coming to an end and that the full report would be available early in the new year. This would contain 11 recommendations, key amongst these would be a continuation of the work to assess emerging evidence of the impact of working longer on staff.

The Scottish response to the Call for Evidence had been strong and a “Big Conversation” event was being organised in Ayrshire and Arran. This would probably take place in March.

(e) Scotland’s Future – White Paper

The White Paper setting out case for independence had been published recently and the Committee noted this.

(f) Commonwealth Games

Further guidance which builds on the STAC’s earlier guidance had been issued to the service on 4 December.

Robert Calderwood updated the Committee on the challenges created for NHSScotland, and NHS Greater Glasgow and Clyde in particular, by the Games. It is anticipated there will be a quarter of a million additional visitors to the West of Scotland during the Games period, which also coincided with the Glasgow Fair. The health service will need to be resilient enough to cope with these additional pressures.

Around 500 health service staff had volunteered to work at the games from Greater Glasgow alone and requests for time off will create difficulties for managers in many areas. Key for the Games Committee will be the staffing of the dedicated polyclinics which are being set up to address the needs of the athletes. However, the staffing situation with regard to these will not become clear until the rotas are put in place at the end of February.

Within NHS Greater Glasgow and Clyde, minimum staffing standards will be specified for each Department but it was clear that a top down approach would not work and that individual managers would have to deal with the specific challenges of their area as they emerged. It will be important, also, to take a long view and to try to avoid creating additional problems over winter through leave policies applied in the summer.

Senior Health Service Managers are having regular meetings with Scottish Government officials and the Games Committee to discuss issues in the run up to the Games.

(g) Variation Orders

Staff Side representatives had met with the Cabinet Secretary to discuss the process for agreeing Variation Orders. This had led to the formation of a Working Group which, it was noted, was due to meet directly after STAC. It was anticipated that this would lead to refreshed guidance and a proforma but the outcomes would be reported back to the main Committee in due course.

(h) Agenda for Change Handbook

An updated version of the Agenda for Change Terms and Conditions Handbook which annotates the Staff Council text for a Scottish context had been circulated. The Committee agreed to the approach being proposed and

it was decided that a small group should meet to go over this and reach a final agreement on the version to be published.

Action: SG/Staff Side/Employers

(i) Job Evaluation Sub-Group - Training

There had been a high demand for training following the Sub-Group's decision to investigate this. The next step would be to set up a course and identify trainers. It was hoped that this process would have started by the next meeting.

Action: Employers

4. Matters for Discussion

(a) High Cost Area Supplement

Staff Side had sought clarification around the process for agreeing High Cost Area Supplements and the group agreed that Scottish Government officials should draft a policy, analogous to the already agreed RRP policy, and bring this back to STAC in due course.

Action: Scottish Government

(b) Living Wage

It was noted that a new Living Wage rate of £7.65 had been announced in November and that this was above the hourly rate of point 2 on the Agenda for Change pay scale. Staff Side had subsequently made representations to have point 2 deleted in Scotland as a result.

Scottish Government officials highlighted that within the criteria for being a Living Wage employer, employers had 6 months from the date of announcement of the new rate to implement it. Since the current settlement date for the NHS of 1 April was within that timescale and that there is a clear commitment that point 2 will be on or above the living wage level at that point, the Cabinet Secretary was not prepared to consider the deletion of point 2 at this time.

Staff Side expressed a number of concerns around this response and undertook to raise these direct with the Cabinet Secretary.

(c) Application of STAC Guidance

There had been recent incidences of the BMA at a local level challenging guidance agreed by STAC which they did not feel applied to doctors, even though that guidance had been agreed on the understanding it applied to all staff.

The BMA have the right to feed into the negotiation process for all such agreements so should be able to voice any concern at that stage. However, it was recognised that it was important for STAC to be alert to this issue and that any guidance which was issued and that was intended to have broad coverage should be badged as such and could not be mistaken as simply covering Agenda for Change staff.

(d) Meeting Dates for 2014

Proposed meeting dates for 2014 had been circulated and were agreed by the Committee.

The Chair ended by wishing everyone a happy Christmas and New Year.

5. Date of Next Meeting

14 March 2014.

Colin Cowie, STAC Secretariat

Action Points

Agenda Subject	Action	Action Officer(s)	Update
Pensions	To organise presentation for STAC re Pensions Governance	Scottish Government	Done
Agenda for Change	To review and agree updated Agenda for Change Handbook	Scottish Government / Staff Side / Employers	Done
Job Evaluation Sub-Group – Training	To set up course and identify trainers	Employers	Paper to go to next meeting
High Cost Area Supplement	To draft policy	Scottish Government	Work still ongoing