

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

**Thursday 28 August 2008, 11.00 am,  
Victoria Quay, Edinburgh**

**Present:**

**Employers:**

**Trade Unions and Professional Organisations:**

|  |  |
|--|--|
| George Brechin (Co-chair) - NHS Fife     | Glyn Hawker (Co-Chair) - In Chair - Unison |
| Alan Boyter - NHS Lothian                | Willie Duffy - (Co-Secretary) - Unison     |
| John Hannah - Scottish Government        | Kate Kenmure - (Co-Secretary) - RCM        |
| Lynne Khindria - NHS Lanarkshire         | John Gallacher - UNISON                    |
| Colin McGowan - Scottish Government      | Catherine Mackay - UNISON                  |
| Janis Millar - Pay Modernisation Unit    | Gordon McKay - UNISON                      |
| Ian Reid - NHS Greater Glasgow and Clyde | Patricia McNally - CSP                     |
| Rona Webster - NHS Fife                  | Graham Pirie - SCP                         |
| Paul Wilson - NHS Lanarkshire            | Colin Poolman - RCN                        |
|  | Claire Ronald - CSP                        |
|  | Tom Waterson - Unison                      |

**Secretariat:** Colin Cowie - SGHD

**1. Apologies**

|  |   |
|--|---|
| <b>Employers</b>                                     | Laura Ace, John Burns, Robert Calderwood, Jim Cameron, Steve Conway, Brian Cowan, Gerry Marr, Chris Murphy, Mark Sinclair,                                |
| <b>Trade Unions &amp; Professional Organisations</b> | Philip Coghill, Fiona Farmer, Jimmy Farrelly, Michael Fuller, Douglas Lockhart, Lilian Macer, Alex McLuckie, Stephen Smith, Elizabeth Stow, Anne Thomson, |

**2. Minute of Previous Meeting**

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

### 3. Matters to Report

- a) Arrangements for less than 1 in 12 On-Call
- b) Evaluation of New Posts
- c) Blocked Matching Process
- d) Mileage Allowances
- e) Payment on Account
- f) Disputes Resolution
- h) Implementation of Annex R

The Committee noted that guidance on all of the issues listed from 3.a to 3.f, and at 3.h on the Agenda had been published.

- g) Unsocial Hours (Extension of Scottish Protection Arrangements)

Confirmation of the Cabinet Secretary's position (which was that Unsocial Hours protection should be extended in line with Agenda for Change protection in Scotland for as long as it is required) had been included in John Burns "pay protection" letter of 4 July to the staff side.

- i) Pay Protection

John Burns had written to the staff side on 4 July setting out the employers' position on the points which had been raised within the pay protection working group. The staff side thanked employers for this correspondence and noted the commitment to agree a system of uplifts for staff who had gone onto organisational change protection under Whitley pay scales.

Staff side had subsequently written to employers on 5 August raising further points about a number of the issues dealt with by the Group. It was agreed that a further meeting of the Working Group should be arranged to discuss these points.

**Action: Admin Secretariat**

- j) Transitional Points

The Committee noted the guidance which had been prepared by the Working Group on the definition of "unit or equivalent work area" and agreed that this should now be issued to the service.

**Action: Admin Secretariat**

- k) Medium Secure Unit Allowance

Another meeting of this Working Group had been arranged and employers agreed to respond to the points which staff side had raised in their e-mail correspondence of 1 July before the meeting takes place.

**Action: Employers**

l) JEMG 2

This piece of work was reported to be progressing well and a further meeting had been set for directly after the main STAC.

m) Unsocial Hours in the Scottish Ambulance Service

A meeting of this Working Group had taken place on 15 July. At that point a new approach to migrating Ambulance Service staff onto Agenda for Change terms had been proposed which was a hybrid of previous approaches being considered. This had subsequently been fleshed out between employers and staff side representatives and it had been agreed that a further meeting of the Working Group would take place soon in order to move this matter forward.

**Action: Admin Secretariat**

n) Equal Pay

There was no discussion around this standing item.

o) Agenda for Change Update

The Committee noted the information on progress with assimilation which had been circulated. Staff side made the point that it would be useful if information could be broken down by Board. Employers acknowledged this request and undertook to provide information broken down by Board wherever possible.

**Action: Pay Modernisation Unit**

p) Annex T

Staff and employer representatives had been in contact by phone about this issue and the intention is now to have a one off meeting in an effort to resolve the outstanding issues.

**Action: Employers/Staff Side**

q) Unsocial Hours (Rolled Up Holiday Pay)

It was noted that guidance had now been prepared on this issue and it was agreed that this should be circulated in the near future. Questions were outstanding around some technical points and it was agreed these should be discussed at secretariat level with a view to reaching agreement. It was also agreed that the discussions should not delay the publication of the guidance.

**Action: Employer/Staff/Admin Secretariat**

#### 4. Matters for Discussion

a) HDL(2005)47

The corrigendum to HDL(2005)47, was agreed by the Committee. This will update the procedure for submitting RRP requests to STAC in light of changes in partnership arrangements which have occurred since its publication.

**Action: Admin Secretariat**

b) First Aid - Statutory Requirements

The First Aid Working Group had now produced its report and the Committee noted and approved its contents. It was agreed that the report could now be published.

**Action: Admin Secretariat**

c) Payment of Registration Fees

Staff side had submitted a claim for the adoption of Annex W of the Agenda for Change terms and conditions in Scotland. The Annex provides for a £38 payment towards registration fees for staff in pay bands 5-8a.

Employers rejected the claim on the basis that Scotland had taken a different approach in a number of areas of NHS pay and that they therefore considered it appropriate to take a different approach with respect to Annex W.

Staff side expressed disappointment at the employers' stance and undertook to reflect on the points raised.

d) Lease Cars

A paper had been put forward by the staff side suggesting that a Working Group be formed to agree consistent mileage rates for staff who have lease cars across Scotland.

Employers did not feel it would be appropriate to standardise lease car policy and mileage rates across Scotland and made the point that it was important that the policies in place locally reflected local circumstances.

Staff side did not accept that it would not be possible to arrive at a standard mileage rate and felt that some staff were losing out because of local lease car mileage rates which had fallen behind the recent rise in fuel prices.

Employers accepted that it was important that local systems review their mileage rates at times of rising fuel costs and agreed to remind Boards of their duty in this regard.

**Action: Employers**

e) RRP for Joiners

The Committee moved on to consider the application for an RRP which had been prepared by NHS Lothian and brought to STAC by the staff side.

Employers said they were not in a position to supply an answer as yet but would consider this at the next MSG meeting on 11 September.

The Chair finished the meeting by noting that staff side co-secretary Kate Kenmure was moving on to a new post with NHS Shetland. The Committee joined the chair in thanking her for her contribution to the Committee and in wishing her well in the future.

**5. Date of Next Meeting:**

**Thursday 23 October 2008,  
11.00am  
Europa Building,  
Argyle Street, Glasgow**

| <b>Agenda Subject</b>                            | <b>Action</b>  | <b>Action Officer(s)</b>                     |
|--|--|--|
| Pay Protection                                   | To set up a further meeting of the Working Group                 | Admin Secretariat                            |
| Transitional Points                              | To issue guidance to service                                     | Admin Secretariat                            |
| Medium Secure Unit Allowance                     | To respond on the issues raised in staff side's e-mail of 1 July | Employers                                    |
| Unsocial Hours in the Scottish Ambulance Service | To arrange a further meeting of the Working Group                | Admin Secretariat                            |
| Agenda for Change Update                         | To break information down by Board where possible                | Pay Modernisation Unit                       |
| Annex T  | To arrange one off meeting to look at issue                      | Employers/Staff Side                         |
| Unsocial Hours (Rolled Up Holiday Pay)           | To publish guidance and resolve outstanding technical points     | Action: Employer/<br>Staff/Admin Secretariat |
| HDL(2005)47                                      | To publish corrigendum.  | Admin Secretariat                            |
| First Aid  | To publish Working Group Report                                  | Admin Secretariat                            |
| Lease Car  | To remind Boards of their duty to review lease car mileage rates | Employers                                    |
| RRP for Joiners in Lothian                       | To consider and come to a view                                   | Employers                                    |

**Colin Cowie  
STAC Secretariat**

