

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

**Thursday 29 May 2008, 11.00 am,
Meridian Court, Glasgow**

Present:

Employers:

Trade Unions and Professional Organisations:

George Brechin (Co-chair) - In Chair - NHS Fife	Willie Duffy - (Co-Secretary) - Unison
Jim Cameron (Secretary) - MSG	Michael Fuller - Unite
	Patricia McNally - CSP
John Burns - NHS Dumfries and Galloway	John Gallacher - UNISON
Robert Calderwood - NHS Greater Glasgow and Clyde	Lilian Macer - UNISON
Steve Conway - NSS	Catherine Mackay - UNISON
John Hannah - Scottish Government	Gordon McKay - UNISON
John Matheson - NHS Lothian	Alex McLuckie - GMS
Janis Millar - Pay Modernisation Unit	Patricia McNally - CSP
Ian Reid - NHS Greater Glasgow and Clyde	Debbie O'Rourke - BDA
Mark Sinclair - NHS Grampian	Colin Poolman - RCN
Gordon Walker - NHS Lanarkshire	Graham Pirie - SCP
	Norman Provan - RCN
	Claire Ronald - CSP

Secretariat: Colin Cowie - SGHD

1. Apologies

Employers	Laura Ace, Alan Boyter, Brian Cowan, Lynne Khindria, Gerry Marr, Jim McCaffery, Colin McGowan, Chris Murphy, Rona Webster, Paul Wilson
Trade Unions & Professional Organisations	Philip Coghill, Fiona Farmer, Jimmy Farrelly, Glyn Hawker, Kate Kenmure, Douglas Lockhart, Stephen Smith, Elizabeth Stow, Anne Thomson, Tom Waterson

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) Disputes Resolution

The Committee noted that the “Disputes Resolution” protocol had now been agreed and that this would be disseminated through appropriate means including the STAC website.

Action: Admin Secretariat

b) Arrangements for Less Than 1 in 12 On-Call

The circular outlining the arrangements which should be put in place for staff working less than 1 in 12 on-call had now been signed off and it was agreed that this should be issued to the service.

Action: Admin Secretariat

c) Implementation of Annex R

The Working Group tasked with looking at this issue had agreed a form of words which were turned into a draft circular and distributed to the members of the Group for comment. Staff side had raised 2 points of clarification and it was agreed that assuming these could be resolved by the secretariats the circular should be issued to the service.

Action: Employer/Staff/Admin Secretariat

d) Evaluation of New Posts

The Chair indicated a paper had been circulated on this subject and invited comments. Staff side queried why roles developed by NHS Education for Scotland (NES) could not also be evaluated by NES and felt that the paper excluded Special Health Boards. Employers made the point that new roles needed to be evaluated in the environment in which they would operate and that NES would, therefore, not necessarily be the appropriate place for such an evaluation to take place. They reassured the staff side that proposals in the circular had been carefully considered and would move to disseminate the guidance to the service.

Action: Employer/Admin Secretariat

e) Blocked Matching

A draft circular outlining the procedure to be followed where there has been an “absolute failure to agree” on Agenda for Change outcomes in partnership locally had been prepared. Staff side had confirmed that they were broadly content with the proposal but had raised issues about the wording of the circular. It was agreed that these should be addressed by the secretariats with a view to arriving at a final form of words which could be disseminated to the service.

Action: Employer/Staff/Admin Secretariat

f) Pay Protection

Employers informed the Committee that they were currently gathering information with a view to sending a written response to the staff side covering all the issues discussed by the Working Group. Staff side felt that further meetings of the Group would be necessary but it was agreed that nothing should be decided until the employers' written response had been issued.

Action: Employers

g) Transitional Points

Employers confirmed that feedback had now been gathered from Boards around Scotland and that this had raised questions about the workability of the definition of "unit or equivalent work area" which had previously been proposed. They felt that a further meeting of the Working Group was required in order to move forward.

Staff side expressed disappointment that these discussions had taken so long and still not reached a conclusion. They felt that if the definition had been issued then any questions raised about it could have been worked through as part of the implementation process. However they agreed to a further meeting and looked to the secretariat to set this up at the first opportunity.

Action: Admin Secretariat

h) First Aid - Statutory Requirements

The Committee noted that a further meeting of this Working Group had now been arranged for 2 June.

i) Medium Secure Unit Allowance

As a result of discussions at the Working Group employers had put a proposal to staff side for an RRP for staff working in medium secure facilities. Staff side confirmed that they had now consulted relevant staff and intended to make a formal response in the next couple of weeks.

Action: Staff Side

j) JEMG 2

Work within the Group was reported to be ongoing. Staff side raised questions around the ability of the Group to influence Boards. Employers clarified that the Group was not in a position to compel Boards into any course of action but was there to highlight areas where the evidence suggested that Boards needed to look again at the banding of a particular staff group.

k) Unsocial Hours in the Scottish Ambulance Service

Work on reaching an agreement within the Group was progressing and a further meeting was scheduled for 4 June.

l) Overtime for Travel Time

It was reported that the issue which had arisen in NHS Highland had been resolved through a letter sent to management there. Staff side asked for a copy of the letter and employers agreed to provide this.

Action: Employer Secretariat

m) Equal Pay

There was general support for informal dialogue on this matter although this is being progressed at a UK level.

n) Agenda for Change Update

A paper prepared by the Pay Modernisation Team had been circulated prior to the meeting and the Committee noted its contents. Staff side made the point that nursing staff should be designated as “unregistered” as opposed to “unqualified” and it was agreed that the heading would be changed in future reports.

Action: Pay Modernisation Team

Staff side also felt it would be useful to have information on when the review process was likely to be completed. There was doubt as to whether it would be possible to provide this currently. However, Pay Mod Team agreed to attempt to get a forecast for the next meeting of STAC.

Action: Pay Modernisation Team

o) HDL(2005)47

It was confirmed that work was ongoing on updating the RRP circular, as agreed at the last meeting.

Action: Admin Secretariat

p) Annex T

Neither of the principals in this discussion were at the meeting but it was suggested that further talks could take place in the margins of the JEMG 2 meeting taking place in the afternoon.

Action: Employers/Staff Side

o) Unsocial Hours (Payroll Process and Protection)

Staff side wished to discuss the arrangements for ensuring that staff were not disadvantaged by the delay in implementing the abolition of rolled up holiday pay from 1 April to 1 October. It was agreed that a small group should look at this issue and consider any guidance which might be required.

Action: Admin Secretariat/Employers/Staff Side

Staff side also sought clarification on the extension of pay protection around unsocial hours which they had raised at the previous meeting. Employers

undertook to clarify this point with the Scottish Government and provide a response in the letter they were due to issue which covered the other pay protection issues.

Action: SGHD/Employers

4. Matters to Discuss

a) Mileage Allowance

Staff side reported that they were receiving a high level of queries about when the current mileage rate is likely to be raised and felt that the Committee should discuss raising the rate in Scotland.

Employers acknowledged the staff side's concerns but noted that the UK Staff Council sub-group tasked with looking at this issue was due to meet twice in the coming month. They therefore felt that STAC should await the outcome of these meetings before discussing the matter further, although it was acknowledged that if no progress was made at the UK level it may be expedient to start talks on the way forward in Scotland.

b) Payment on Account

Staff side had written to employers seeking clarification on whether payment on account would be increased in line with Agenda for Change for those staff yet to be assimilated.

Employers made the point that the pay offer for this year had yet to be accepted but indicated that they would be likely to look favourably on an increase when the time came. However they also made the point that payment on account was agreed as part of a reciprocal agreement which involved staff side participating in measures to speed up the assimilation process and pointed out any extension to payment on account would be made under the same conditions.

Employers undertook to respond to staff side's letter once the outcome of the current pay deal considerations were known.

Action: Employer Secretariat

c) RRP for Building Trades

Staff side withdrew this item as no paper had been prepared.

5. Date of Next Meeting:

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

Agenda Subject	Action	Action Officer(s)
Disputes Resolution	To disseminate protocol	Admin Secretariat
Arrangements for Less Than 1 in 12 On-Call	To publish circular	Admin Secretariat
Implementation of Annex R	To finalise draft and publish circular	Employer/Staff/Admin Secretariat
Evaluation of New Posts	To disseminate guidance	Employer/Admin Secretariat
Blocked Matching	To finalise draft and publish circular	Employer/Staff/Admin Secretariat
Pay Protection	To respond in writing to the staff side	Employers
Transitional Points	To set up a further meeting of Working Group	Admin Secretariat
Medium Secure Unit Allowance	To respond in writing to the Employers	Staff Side
Overtime for Travel Time	To share letter to NHS Highland with staff side	Employer Secretariat
Agenda for Change Update	To change “unqualified” to “unregistered”	Pay Modernisation Team
Agenda for Change Update	To check if it is possible to get an estimation of when the review process will be complete	Pay Modernisation Team
HDL(2005)47	To update circular	Admin Secretariat
Annex T	To discuss application around country	Employers/Staff Side
Unsocial Hours (Rolled up Holiday pay)	To convene small group to look at “rolled up holiday pay” issue	Admin Secretariat/Employers/Staff Side
Unsocial Hours	To respond on extension of protection issue.	SGHD/Employers
Payment on Account	To respond to staff side letter.	Employer Secretariat

Colin Cowie
STAC Secretariat