

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

**Thursday 3 April 2008, 11.00 am,
Victoria Quay, Edinburgh**

Present:

Employers:

Trade Unions and Professional Organisations:

George Brechin (Co-chair) - In Chair - NHS Fife	Glyn Hawker - (Co-chair) - UNISON
Jim Cameron (Secretary) - MSG	Kate Kenmure - (Co-Secretary) - RCM
John Burns - NHS Dumfries and Galloway	Patricia McNally - CSP
Janine Emerson - NSS	Elizabeth Stow - SoR
Rona Webster - NHS Fife	John Gallacher - UNISON
Steve Conway - NSS	Lilian Macer - UNISON
Alex Killick - Scottish Government	Catherine Mackay - UNISON
John Hannah - Scottish Government	Tom Waterson - UNISON
	Norman Provan - RCN
	Alex McLuckie - GMS

Secretariat: Kirsteen Thomson - SGHD

1. Apologies

Employers	Laura Ace, Alan Boyter, Robert Calderwood, , Brian Cowan, Lynne Khindria, Gerry Marr, John Matheson, Jim McCaffery, Colin McGowan, Janis Millar, Chris Murphy, Ian Reid, Gordon Walker, Paul Wilson
Trade Unions & Professional Organisations	Willie Duffy, Philip Coghill, Fiona Farmer, Jimmy Farrelly, Michael Fuller, Douglas Lockhart, Patricia McNally, Graham Pirie, Colin Poolman , Stephen Smith, 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.

Staff side noted that the application of annex T was not on the agenda and reported that they had met with employers and had also forwarded

information relating to the non implementation of Annex T. Employers confirmed they had shared the information with HRD's but had not yet received responses. HRD's were meeting the next day where annex T would be discussed and the outcome reported at the next STAC meeting. It was agreed that the application of Annex T should go on the agenda for the next STAC meeting.

Action: Employers

3. Matters to Report

a) Pay Protection

Employers thanked Staff side for responding regarding the technical issues arising from pay protection and seeking a further meeting. Staff side confirmed they would wish to discuss the issue of yearly uplifts for staff on organisational change protection as well as hourly rate payment for on-call and also payments to staff who are sick but on-call. They felt an early meeting was necessary to ensure these issues could be addressed, thereby avoiding grievances. Employers agreed that a further meeting of the pay protection sub group should be set up to consider these and any other issues.

Action: Employers/Staff Side

b) Transitional Points

Employers reported that the definition of "unit of equivalent work area" to facilitate consistent application around Scotland of transitional pay points within Agenda for Change is to be discussed at MSG on 9 April 2008, and that the outcome would be reported back to staff side thereafter. They went on to say there didn't appear to be any issues surrounding the definition as currently being discussed, although confirmation was still to be received whether or not the definitions were workable.

Action: Employers

c) First Aid - Statutory Requirements

Staff side reported that the first meeting of the group had been very productive and that the group was close to reaching agreement on a report to STAC. No further meetings had taken place due to availability of members. However, a further meeting of the group is currently being arranged.

Action: Admin Secretariat

d) Medium Secure Unit Allowance

Employers confirmed that an offer had now been made to staff side in relation to this allowance and that a response was awaited. Staff side confirmed that the offer was being put to staff for a decision. A meeting to do so had been arranged and, thereafter, written confirmation of their decision would be sent to employers.

Action: Staff Side

e) Implementation of Annex R (RRPs)

Employers confirmed they had forwarded their position on the matter to Staff side and that a further meeting of the short life working group had been arranged for 30 April 2008. Staff side requested that employers provide written confirmation of their current position which employers agreed to do.

Action: Employers

f) JEMG

Employers reported that the group had met 3 times and was progressing well. A timetable and a workplan had been established and letters with queries had been sent to Boards to which responses were currently being awaited. Staff side agreed with this view but made the point that this work may take longer than anticipated.

g) Unsocial Hours - Scottish Ambulance Service

Employers reported that work in relation to this issue was ongoing. Staff side added that the next meeting had been arranged for 8 April 2008 where it was hoped further progress would be made.

h) Equal Pay

Employers reported that this was a standing item on the agenda with nothing specific to report. Staff side suggested it would be beneficial for a small group to be set up to discuss progress and hopefully move towards some form of settlement rather than going down the route of tribunals. Employers were content for staff side to put forward a proposal.

Action: Staff Side

i) Scottish Deal for Staff and Associate Specialists doctors

Employers confirmed that an offer had been made and accepted by Scottish Staff and Associate Specialists doctors and that work was now underway regarding implementation. Staff side requested that they be forwarded a copy of this agreement.

Action: Admin Secretariat

j) Agenda for Change Update

Staff side welcomed the information provided in the paper circulated prior to the meeting. They referred to the section on protection and requested a further breakdown to show staff group and banding so that hotspots could be identified. They also requested a further break down in relation to reviews around job families, successful reviews and gender. Employers agreed to make enquiries around this in conjunction with the Pay Modernisation Team but initial thoughts were that the systems currently in place could not be

interrogated to the levels requested. They would, however, establish what further information could be provided and report back.

Action: Employers/Pay Mod Team

k) Disputes Resolution

Employers reported that the joint secretaries had not yet met to discuss the matter, but agreed to take this forward.

Action: Employers/Staff Side

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

Employers advised that an offer had been made to staff side in relation to this matter. Staff side were of the view that they had agreed to this proposal but agreed to check whether or not they had formally responded.

Action: Staff Side

m) Overtime for Travel Time

Staff side suggested that a short life working group should be set up to look at the principles of this issue. They requested that research is carried out jointly between staff side and employers with a view to finding a resolution to this matter. Employers advised that a remit for the group would be required to be signed off by the joint chairs and secretaries before agreement to establishing this group could be confirmed.

Action: Staff Side

4. Matters to Discuss

a) Blocked Matching Process

Employers referred to the paper circulated prior to the meeting setting out a Scottish proposal for a blocked matching process aimed at facilitating agreement of Agenda for Change outcomes where there is a local difference or difficulty. Staff side agreed there was a need for such a mechanism and were keen to proceed with this work in partnership.

Action: Employers/Staff Side

b) RRP - HDL (2005) 47

Staff side raised concerns over the arrangements for handling requests from Boards for RRP. They felt it was for STAC to take such decisions but highlighted a case in Western Isles which had been rejected at MSG and not come to STAC for discussion. Employers confirmed that we currently have an extant HDL and a later agreed protocol which are contradictory and said the Western Isles application had been dealt with by them under the terms of the protocol. It was generally agreed that there was some confusion around the guidance and it was agreed that administrative secretariat would consider

the HDL circular with a view to updating it to bring in line with the STAC protocol.

Action: Administrative Secretariat

c) **Unsocial Hours**

Employers confirmed that payments under the recent UK agreement for staff working unsocial hours under Agenda for Change were due to be paid from 1 April 2008. They had proposed, given the very tight timescale, how payments should be made with a view to easing pressure on payroll systems and at the same time being helpful to staff. Staff side were in agreement with these proposals.

However, before signing off, they wished to seek an assurance around the protection arrangements for unsocial hours payments. They pointed out that the Minister for Health of the previous administration had agreed to unlimited mark time protection under Agenda for Change. The unsocial hours agreement, however, only gives protection until 2011.

Staff side claimed that protection for unsocial hours should be the same as for the main Agenda for Change and felt this could be agreed without further Ministerial agreement. Employers did not feel that the payroll and protection issues were linked and suggested payroll arrangements be given the go ahead to proceed and a separate discussion be held over protection arrangements for the decoupled unsocial hours agreement. It was agreed that the payroll arrangements should proceed and that the Cabinet Secretary's view would be taken over the protection issue and fed back to staff side.

Action: Administrative Secretariat

5. Date of Next Meeting:

**Thursday 29 May 2008,
11.00am
Meridian Court,
5 Cadogan Street, Glasgow**

Agenda Subject	Action	Action Officer(s)
Annex T	The application of Annex T to be discussed at the next HRD's meeting and the outcome to be reported at STAC on 29 May.	Employers
Pay Protection	Future meetings to be arranged by Admin Secretariat	Employers/Staff Side
Transitional Points	Report on outcome of discussion at MSG to be forwarded to Staff Side.	Employers
First Aid - Statutory Requirement	Currently canvassing for dates for the next meeting.	Admin Secretariat
Medium Secure Unit Allowance	Written confirmation to be sent following discussions with eligible employees.	Staff Side
Implementation of Annex R	To provide written confirmation of current position.	Employers
Equal Pay	To put forward proposal for establishing a group to discuss issues.	Staff Side
SAS Doctors	Agreement to be forwarded	Admin Secretariat
Agenda for Change Progress	To update the Committee on whether a further breakdown of figures is available.	Employers/Pay Mod Team
Disputes Resolution	Joint Secretariats to meet and take forward	Employers/Staff Side
Arrangements for Less Than 1 in 12 On-Call	To clarify whether or not a formal response had been issued	Staff Side
Overtime for Travel Time	To submit a proposed remit for establishing a group	Staff Side
Block Matching Process	To reach agreement on guidance.	Employers/Staff Side
RRP HDL (2005) 47	Amend HDL in line with later agreed protocol	Admin Secretariat
Unsocial Hours	Seek Cabinet Secretary view on protection for unsocial hours	Admin Secretariat

Kirsteen Thomson
STAC Secretariat