

<p style="text-align: center;"><b>HRF Terms &amp; Conditions Sub-group: Minute of Meeting</b> <b>10 February 2005, 3.00pm, Stirling Management Centre</b></p>
---

**Present:**

Jim Devine - in chair	JD	George Brechin	GB
Lilian Macer	LM	Alan Boyter	AB
Gordon Wenham	GW	John Burns	JB
Patricia McNally	PM	Alex Killick	AK
Gillian Lenaghan	GL	Mike Palmer	MP
Ian Reid	IR	Gordon Walker	GW
Jacqui Jones (in attendance)	JJ	Vicki Larkin (in attendance)	VL

**Apologies:** Elizabeth Stow, Susan Russell, Robert Calderwood, John Matheson, Eddie Egan, Catherine MacKay, Peter Collings

## **1 Constitution**

### **1.1 Name of organisation**

It was agreed that the sub-group would be known as the HRF Terms and Conditions sub-group.

### **1.2 Scope of remit**

It was agreed that the reference to SPRIG in paragraphs 1.1 and 2.1 of the constitution should be removed.

A discussion took place around the meaning of the phrase "recognised separate collective bargaining arrangements" at paragraph 2.1 of the constitution.

It was suggested that the group look at the remit for the NHS Staff Council for a guideline into a form of words which could be used to supplement the constitution previously agreed by the HRF.

It was agreed that further clarification on paragraph 2.3 of the constitution was required.

**Action:** JJ to circulate the remit of the NHS Staff Council to the group.

### **1.3 Membership**

It was agreed to remove all references to SPRIG throughout the constitution.

It was raised that there was no representation from the British Medical Association (BMA) on the group. JJ informed the group that when she asked for members for the group she received no response from the BMA.

Two changes to text of the constitution : paragraph 3.4 change “body” with “constituency” and renumber 3.8 to 3.5.

**Action:** JD to discuss BMA representation on the group with Peter Kenny.

#### **1.4 Chairing of Meetings**

It was agreed that the Co-Chairs would decide between themselves who would take the chair at each meeting.

#### **1.5 Quorum and attendance at meetings**

The wording in the constitution a paragraph 5.1 was agreed.

#### **1.6 Others invited to attend meetings**

Some clarity was needed in regards to persons with special knowledge; JJ informed the group that this was intended to mean people with legal knowledge for example.

It was agreed that that paragraph 6.1 of the constitution would be amended to read “.....may invite any persons whose special knowledge would be of assistance to attend and speak at its meetings with the agreement of the Co-Chairs.”

#### **1.7 Notice of Meetings**

It was agreed that the arrangement of further meetings would be decided after the groups work plan had been agreed.

#### **1.8 Communication**

Paragraph 8.1 of the constitution should be amended to read “Will report back to the HRF” not SPRIG.

#### **1.9 Functions of the T&C sub-group**

It was agreed to look at the functions of the NHS Staff Council to see if they contained an appropriate form of words which could be used in the constitution.

It was agreed that the word “sustainable” would be removed from paragraph 1, section 2 “Functions of the Terms and Conditions sub-group.

**Action:** JJ to circulate the appropriate section of the Staff Council Handbook to the group.

#### **1.10 Failure to reach an agreement**

A discussion took place on the issue and process to be followed in the event of a failure to reach an agreement. This is described in section 4 of the constitution “Decision Making”, paragraph 2 Failure to reach an agreement. It was agreed that this could be described as shown below with an appropriate form of words agreed by the Co-Chairs.



The National Staff Council would only be approached if the decision fell into their remit. The group was also reminded that the minister's view on Agenda for Change is that there should be no variations.

**2 AOB**

it was agreed that the chairs would meet with JJ to discuss changes to the constitution and other arrangements for future meetings.

**3 Date of Next Meeting:**

**Wednesday 2<sup>nd</sup> March 2005  
3.00pm  
Dalien House, Glasgow**

