

## HRF Terms & Conditions Sub-group: Minute of Meeting

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

### Present:

George Brechin - in chair	GB	Iain Reid	IR
Jim Devine	JD	Robert Calderwood	RC
Gordon Wenham	GW	John Burns	JB
Gillian Lenaghan	GL	Alex Killick	AK
Patricia McNally	PM	Michael Fuller	MF
Graham Pirie	GP	Rona Webster	RW
Catherine MacKay	CM	Lilian Macer	LM
Brian Cowan	BC		
Jacqui Jones (in attendance)	JJ	Vicki Larkin (minute)	

**Apologies:** Eddie Egan, John Matheson, Jim McCaffery, Mike Palmer, Alan Boyter.

The group was informed that Brian Cowan would be replacing Dr Ken Ferguson on the group.

## 1 Minute of previous meeting and matters arising

### 1.1 Constitution

JD raised 1.10 (Failure to reach an agreement) from the previous minute. More clarification would be needed for the constitution before it goes to the HRF for agreement.

It was agreed that a small group of members get together to finalise this for the HRF. Volunteers for this group were: JD, GB, RW, AK, MF. (ACTION POINT)

## 2 Membership

A discussion took place around the membership of the group in particular the issue was raised and discussed that not all trade union and professional organisations were represented on the group. It was agreed that JD as the trade union co-chair meet with representatives of any trade union or professional organisation currently not represented on the group to discuss their position.

MF asked why voting arrangements for the groups' membership were not included in the constitution. JJ informed the group that this issue had been discussed at some length during discussions on previous drafts of the constitution. It had been agreed that voting arrangements were not appropriate for this group and it was deleted from the draft constitution.

### 3 Work Plan

#### 3.1 Payroll Managers Claim

It was agreed that a smaller group from the main group take on this issue. (ACTION POINT)

#### 3.2 Standardisation of Terms & Conditions - Single System working

JD stated that he did not think that it was appropriate for the PSU to continue to take forward work on this issue and as such has been corresponding with Ryan Gunn in regards to recent letters. JJ informed the group that work on this issue was almost at completion.

#### 3.3 Removal & associated expenses guidance for doctors in training.

JJ informed that group that this issue was referred directly from the HRF.

#### 3.4 Other issues

- Annual Leave Policies which have been referred to the group from SPRIG. Janis Millar's reports to be circulated to the group. (ACTION POINT)
  - Chaplains: this issue has not been brought back to the HRF yet as concerns had been expressed at the Management Steering Group. The Chaplains sub-group are due to meeting again and this issue has to be brought forward as a matter of urgency. (ACTION POINT)
  - It was agreed that the following issues could come to the group from SPRIG: Distant Island Allowance, Secure Unit Payments and Senior Managers. It was also agreed that the Terms and Conditions Sub-Group seek feed back from various groups on issues for the work plan. (ACTION POINT)
  - It was agreed that both the Employers and Trade Unions and Professional Organisations consider issues for the work plan and feed back to the chairs and JJ. (ACTION POINT)
- Action: All**
- It was agreed that the group write out to the service to let them know that the HRF Terms and Conditions sub-group has been set up and inform them of the remit and constitution of the group. (ACTION POINT)
  - It was agreed that the Pay Modernisation Directors should be in attendance at meetings to give the group regular feedback on critical Pay Modernisation issues. (ACTION POINT)

### 4 Frequency of meetings

It was agreed that future meetings should not take place at 3.00pm after SPRIG meetings as the day is too long and the group will eventually need more than a couple of hours to do their work.

GW suggested that Perth is used for a venue as it is more central than Edinburgh or Glasgow.

It was suggested and agreed that every second SPRIG meeting should be shortened to a half day with the T&C's sub-group following on with a 1.30pm start. (ACTION POINT)

Next meeting to take place on 30 March, St Andrews venue due to the HR Conference taking place the following day.

## **5 Relationships with HRF/SPF/SPRIG**

A discussion took place around the relationships with various groups. It was agreed that HRF, SPF, SPRIG and PIN Board should also be copied into the letter to the service.

The group agreed that PSU should produce a chart of all the groups that we maybe involved with and what they do. JJ informed the group that the PSU had a remit from both SPF and HRF to undertake a mapping exercise and that when this is complete it will be circulated to the group.

## **6 AOCB**

JD brought to the groups' attention knowledge of the debate regarding shared services between Trade Unions and the SEHD.

## **7 Date and time of next meeting**

**Wednesday 30<sup>th</sup> March 2005  
1.30pm  
St Andrews Bay Hotel**

