

HRF Terms & Conditions Committee : Minute of Meeting

22 June 2005, 1.30pm, Dalien House, Glasgow

Present:

Employers:	Trade Unions & Professional Organisations:
George Brechin	Jim Devine (in Chair)
Jim Cameron	Michael Fuller
Gordon Walker	Patricia McNally
Rona Webster	Elizabeth Stow
Robert Calderwood	Gordon Wenham
Janis Miller	Gillian Lenaghan
Iain Reid	Glyth Hawker
Colin McCowan (in attendance for Alex Killick)	Alex McCluckie

Secretariat:

Jacqui Jones (in attendance) JJ
Vicki Larkin (minute) VL

Apologies: Graham Pirie, Colin Poolman, Eddie Egan, John Burns, Brian Cowan

1 Minute of previous meeting and matters arising

1.1 The minute of the last meeting was accepted as accurate.

1.2 Payroll Managers Claim

Joe Lynch and Eileen Stewart (Unison) were nominated to sit on the working group. Working group now to be set up.

Action: PSU

1.3 Annual Leave Calculation

As the note had not yet been issued to the service it was decided that it was to late to do so.

1.4 Work Plan 2005/06

PSU to work with Jim Cameron and a Representative from the Trade Unions and Professional Organisations to pull together a draft.

Action: PSU

1.5 Introduction to the Service

Jacqui Jones to draft a letter to go out to the service from the joint chairs introducing the Terms and Conditions Committee to NHS Scotland and explaining the role and remit.

Action: Jacqui Jones

2 Draft Policies

2.1 Annual Leave and Public Holidays Draft Policy

2.1.1 Acceptance of the principle of issues a policy which refers to annual leave and public holiday entitlement in hours rather than days.

The group was informed that a question had not yet gone to the Staff Council. Janis Millar agreed to forward a copy of the draft letter and question to Gordon Wenham and Gillian Lenaghan for input from the Trade Unions and Professional Organisations before being sent to the Staff Council.

Action: Janis Millar, Gordon Wenham, Gillian Lenaghan

2.1.2 Reckonable Service

It was agreed that a small working group be set up to discuss and scope out areas of agreement and disagreement on the issue between Trade Unions and Professional Organisations and Employers, and bring back to the committee. Jacqui Jones said that she could supply information on Reckonable Service from a Local Government perspective for information.

Rona Webster, Michael Fuller, Jim Devine, Jim Cameron, Jacqui Jones will make up this group.

Action: PSU, Jacqui Jones

2.1.3 Sick Leave

It was agreed to the leave this issue until the previous two items (Annual Leave and reckonable Service) have been resolved.

To be brought back to the next meeting.

2.2 Recruitment and Retention Premia

It was agreed that once the introduction letter had gone out this would be issued with a letter from the joint chairs.

Action: Janis Millar

3 RCM Claim for remuneration in respect of supervisors

Management are awaiting information regarding the claim for remuneration. It was agreed to set up a small working group to deal with this issue.

Action: PSU

4 Chaplains

It was agreed that a discussion on the issue would take place between George Brechin and Michael Fuller.

Action: PSU

5 Equal Pay Update

The committee was informed that the Staff Council are meeting on Monday 27th June and that this issue was on the agenda.

An update is to be brought back to the next meeting,

Action: Janis Millar

6 Constitution

Jacqui Jones to draft and insert a paragraph setting out the role of the joint chairs.

Changes to be made and circulated to the committee giving 7 days to comment.

To be brought back to the next meeting.

Action: All

7 Assimilation Resource Solution - Management Proposal

The employers tabled a paper setting out a proposal regarding the payment of overtime for payroll and HR staff during the assimilation process of Agenda for Change.

A 20 minute break was allowed to give the Trade Unions and Professional Organisations time to consider the proposal.

Agreement was not reached in discussion. It was agreed that the following steps should be taken:

- Staff Side to take away the proposal to consider and comment on.
- Management side to consider Trade Union and Professional Organisation's views.
- Joint discussion and agreement.

This to be brought to the meeting which will be set up to discuss the Annual Leave policy.

Action: All

8 Secretariat

What is the role of the secretariat?

Discussions to take place between Jacqui Jones, Jim Devine, George Brechin and Jacqui Jones, Vicki Larkin, Ryan Gunn.

Action points now to be issued with the minute.

Action: Jacqui Jones, Jim Devine, George Brechin, Vicki Larkin, Ryan Gunn

9 Date and time of next meeting

Wednesday 17th August 2005

1.30pm

Stirling Management Centre (University)

