

HRF Terms & Conditions Sub-group : Summary Note of Meeting

25 May 2005, 2.30, Ramada Jarvis Hotel, Perth

Present:

Management Side:

George Brechin	GB
Alex Killick	AK
Janis Millar	JM
Steve Conway	SC
Rona Webster	RW
Jim Cameron	JC
Gordon Walker	GW (M)
Brian Cowan	BC
Alan Boyter	AB

Staff Side:

Patricia McNally	PM
Gillian Lenaghan	GL
Colin Poolman	CP
Gordon Wenham	GW
Graham Pirie	GP
Michael Fuller	MF
Elizabeth Stow	ES
Jimmy Farrelly	JF

Secretariat:

Ryan Gunn	RG
Jacqui Jones (in attendance)	JJ
Vicki Larkin (minute)	VL

Apologies: Gerry Marr, Ian Reid, Jim McCaffery, Robert Calderwood, John Burns, Catherine MacKay, Lilian Macer, Jim Devine, Eddie Egan

1 Minute of previous meeting and matters arising

- **Item 1** Payroll Managers Claim - PSU along with JC and a staff side rep from UNISON to set up a working group.
- **[Item 2** Annual Leave Policy - Has the note been issued to the service? **JJ PLEASE]**
- **Item 4** Work plan 2005/06 - PSU to work with JC and a staff side rep to pull together.
- **Item 5** should be "RCM Claim for Remuneration in Respect of Supervisors".
- **[Item 6** Introduction to the service - Has the joint chairs letter been issued? **JJ PLEASE]**
- **Item 7** Pay Modernisation Directors - It was agreed to invite the Directors to future meetings.

2 Constitution

JJ tabled a revised draft constitution as agreed at a meeting on 20 May with JD, John Gallacher, GB, GW (M), RW and JJ. GB noted the omission from the draft of the agreed reference to Joint Chairs action; JJ would incorporate in the next version. There was general discussion of the likely effectiveness of the draft text in sustaining full engagement of all parties. Both sides agreed to review the draft and comment to JJ to enable a draft to be signed off at the June meeting.

3 Draft Policies

3.1 Annual Leave and Public Holidays

The Group considered a draft policy on annual leave. The covering paper raised three issues:

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

Management Side’s view was that this should be accepted, but that where too much leave had been given this should not be protected. Staff Side disagreed, saying that all leave enjoyed as at September 2004 should be protected. It was agreed to seek advice from the Staff Council; this could be done via the Council’s Ts & Cs Group on 10 June. Staff Side would provide a draft for JM.

- “Reckonable Service - whether a list of appropriate organisations should or should not be included in the policy (paragraph 6.3)”

Staff Side proposed a detailed list of employments be included. Management Side’s view was that any recognition should be reciprocal; in the circumstances they were prepared to accept only the opening two sentences in the draft paragraph 8.3. [Note: these two sentences are the first in both option 1 and option 2 of the draft of paragraph 8.3.] Staff Side were unable to agree.

- “Sick Leave - consideration of options around staff being able to claim time back if sick during annual leave but not on a public holiday (paragraph 9).”

Management Side were not prepared to accept this as it amounted to renegotiation of the national agreement. Staff Side noted the position.

3.2 Recruitment and Retention Premia

Noted that the correct title for the Family Friendly PIN Guideline is “Working Life Balance PIN Policy and Procedure”. Noted that the Group will include Distant Island Allowance in its workplan.

The Policy was otherwise agreed.

4 Policy Development

It was agreed that the following point are covered by PIN:

- Special Leave
- Resolution of Disciplinary Matters and Disputes
- Preparation for Retirement

Health awareness for NHS Staff will be covered by OHSSIG.

All other areas:

- Removal Expenses and Associated Provisions
- Reimbursement of Telephone Expenses
- Protection of Pay and Conditions of Service - Organisational Change
- Lease cars

will be included in the Group’s work plan.

5 Chaplains

Management tabled its position on the issue. Staff Side objected strongly, pointing to the HRF decision 18 months ago. The sub-group which then started work had produced a unanimous recommendation that Church of Scotland Chaplains' employment should be transferred to the NHS. Tayside have already taken this on board. Management understood the sensitivity of the issue, but pointed to recent developments such as the HDL on spirituality. Staff Side informed the Group that the issue would be raised at the HRF on 10 June.

6 RCM Claim for Remuneration in Respect of Supervisors

Staff Side tabled a claim suggesting that a small sub-group could take this issue on.

It was agreed that this would be discussed at the next meeting.

7 Equal Pay

Noted that this issue was being considered by the Staff Council at a UK level and that SPRIG had received no formal response from them as yet. It was agreed to keep this on the agenda for information.

8 Date and time of next meeting

**Wednesday 22nd June 2005
2.30pm
Dalien House, Glasgow**

