

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

**Wednesday 23 January 2008, 11.00 am,  
Unison House, 14 West Campbell Street, Glasgow**

**Present:**

**Employers:**

**Trade Unions and Professional Organisations:**

George Brechin (Co-chair) - NHS Fife	Glyn Hawker - (Co-chair) - in Chair UNISON
Jim Cameron (Secretary) - MSG	Willie Duffy - (Co-Secretary) - UNISON
John Burns - NHS Dumfries and Galloway	Kate Kenmure - (Co-Secretary) - RCM
Lynne Khindria - NHS Lanarkshire	Philip Coghill - RCN
Colin McGowan - Scottish Government	Michael Fuller - UNITE
Janis Millar - Pay Modernisation Team	John Gallacher - UNISON
Ian Reid - NHS Greater Glasgow and Clyde	Lilian Macer - UNISON
Rona Webster - NHS Fife	Catherine Mackay - UNISON
	Graham Pirie - SCP
	Elizabeth Stow - SoR
	Anne Thomson - RCN
	Tom Waterson - UNISON

**Secretariat:** Colin Cowie - SGHD

**1. Apologies**

<b>Employers</b>	Laura Ace, Alan Boyter, Robert Calderwood, Steve Conway, Brian Cowan, Alex Killick, Gerry Marr, John Matheson, Jim McCaffery, Gordon Walker, Paul Wilson
<b>Trade Unions &amp; Professional Organisations</b>	Fiona Farmer, Jimmy Farrelly, Douglas Lockhart, Alex McLuckie, Patricia McNally, Colin Poolman, Stephen Smith,

The Chair welcomed members to the first meeting of 2008 and informed the Committee that it had been agreed to add two further items to the agenda - Equal Pay and Multi-Year Pay Talks.

## 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 informed the Committee that they wished to seek clarification around certain aspects of the Contractual Overtime circular which had been issued recently. It was felt, however, that this could be picked up through the work of the secretariats.

## 3. Matters to Report

### a) Pay Protection

It was noted that Employers had now responded in writing on the list of issues which had been raised by the staff side. Staff side expressed disappointment both at the length of time it had taken to get to this stage and that the employers reply had rejected most of the staff side's claims. The letter said that employers were gathering further information on the issue of yearly uplifts for staff on Organisational Change protection and staff side sought clarification on when they could expect a response on this point. Employers were not able to provide a definite timescale but undertook to respond as quickly as possible.

**Action: Employers**

Staff side felt there was a need for further discussion on various of the issues raised within the Working Group. Employers asked that staff side put their further concerns in writing before convening a meeting.

**Action: Staff Side**

### b) Transitional Points

It was confirmed to the Committee that a definition of "unit or equivalent work area" had been discussed at the last meeting of the Working Group. Employers now said they wished to clear this with HR colleagues to ensure that it was practical and would work in all Health Board areas since different Boards organised their services differently. Employers undertook to come back to staff side as soon as possible.

**Action: Employers**

### c) RRP for Perfusionists

The Committee noted that the original agreement on which circular PCS(AFC)2007/8 was based had now been circulated to the service.

### d) First Aid - Statutory Requirements

The first meeting of this Working Group has been arranged for Friday 8 February.

e) Medium Secure Unit Allowance

It was reported that the working group had met on 12 December and employers said that legal advice had confirmed that the two tier payment they were proposing was legally permissible. However, staff side continued to reject the idea of a two tier payment. In response, employers had proposed an RRP based on a percentage of a staff member's salary. Employers had agreed to put this in writing, but they had not done so yet. They undertook to forward a response to the staff side in the next few weeks and confirmed that this letter would confirm the legal advice which employers had received.

**Action: Employers**

There was general discussion about the usefulness of sharing legal advice and both sides agreed that it would be helpful, where possible, to share information on the advice they receive, but this would be on a reciprocal issue-by-issue basis and each time subject to the agreement of relevant legal advisers.

f) Implementation of Annex R

Employers reported that they had given further consideration to the issues brought up by the Working Group and that they were broadly supportive of implementation of the Annex although they wished to do further work around the number of people in each of the specified staff groups and on the equal pay implications. Staff side felt that Agenda for Change had already been equal pay proofed and wished to move quickly to implementation. They also expressed a wish to discuss the application of RRPs to other staff groups. It was agreed that a further meeting of the working group should be arranged and that the terms of reference for this group should be re-circulated for clarification.

**Action: Admin Secretariat**

g) JEMG

It was noted that an initial meeting had taken place between staff and employer representatives to discuss how a high level banding monitoring exercise might be taken forward against the present equal pay background. Employers indicated that the matter would be discussed by MSG at its February meeting. They further agreed they would draft a paper for STAC setting out the proposed shape of a Monitoring exercise.

**Action: Employers**

The Committee was then updated on progress with Agenda for Change implementation. It was reported that there are currently around 15,000 substantive staff still to assimilate, and that of those staff who had assimilated, around 80% had been assessed for arrears.

It was acknowledged that the picture is variable around the country with some Boards having completed and others still with a considerable number of staff to process.

It was agreed that updates on assimilation would be provided to STAC.

**Action: Workforce Modernisation Team**

h) MUFTI

Employers confirmed that they had responded in writing reaffirming their position on MUFTI following the last meeting. Staff side said they had not received this letter and employers undertook to resend their response.

**Action: Employer Secretariat**

i) Unsocial Hours

Staff side highlighted that new unsocial hours arrangements were being agreed in England and sought clarification of the position in Scotland. The unions stressed that they were about to ballot their members and that an explanation of the precise situation in Scotland was therefore vital for this to take place.

Scottish Government officials informed the committee that a view was being sought from the Cabinet Secretary. They acknowledged the time pressures which the unions were under and undertook to respond with clarification as soon as was practicable.

**Action: Scottish Government**

It was noted that there may be a need for a Working Group to discuss this matter and it was agreed that this should be under the aegis of STAC and that all efforts should be made to ensure that the Group met and concluded its business as quickly as possible.

J) Overtime for Travel Time

Staff side wished to highlight this as a future item for discussion. They undertook to review previous correspondence on the matter and submit a paper for a future meeting.

**Action: Staff Secretariat**

k) Equal Pay

It was noted that this was an issue which would be part of the landscape in which the Committee operated for some time to come and that equal pay considerations were already affecting other items on the Agenda.

l) Multi-Year Pay Talks

Talks on a possible multi-year pay deal have been taking place at a UK level. The Staff Side Secretary provided a brief update on the current position although it was confirmed that no formal offer had been made as yet.

**4. Matters to Discuss**

a) Disputes Resolution

The Committee noted the draft paper which had been circulated. Staff side commented that they would like to see further discussion on the detail of the flow chart and it was agreed that this should be progressed through the secretariats.

**Action: Secretariats**

b) Arrangements for Less than 1 in 12 On-Call

Staff side sought clarification of the staff groups affected by the proposed arrangements and employers agreed to write formally with this information. This would then allow staff side to respond on the proposals.

**Action: Employer/Staff Secretariat**

c) Application of Annex T

Staff side were of the view that HDL(2007)02 is not being applied correctly in the service and that the issue of movement from band 5 to 6 within a post needs to be revisited with a view to issuing further guidance.

Employers undertook to seek clarification through the HRD community that all Boards were applying the HDL, where appropriate. They made the point, however, that this clarification process would be more effective if staff side were able to provide specific examples of when the procedure had not been applied. Staff side agreed to provide this information.

**Action: Staff /Employers Side**

**5. Date of Next Meeting:**

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

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>
Pay Protection	To respond on outstanding point around uplifts for staff on OCP.	<b>Employers</b>
Pay Protection	To put further issues in writing	<b>Staff Side</b>
Transitional Points	To check workability of definition across Scotland.	<b>Employers</b>
Medium Secure Unit Allowance	To put new proposal in writing.	<b>Employers</b>
Implementation of Annex R	To arrange further meeting and circulate terms of reference.	<b>Admin Secretariat</b>
JEMG	To draft a paper outlining how a high level banding monitoring exercise could be undertaken.	<b>Employers</b>
Agenda for Change Progress	To update the Committee.	<b>Workforce Modernisation Team</b>
MUFTI	To write confirming position.	<b>Employer Secretariat</b>
Unsocial Hours	To confirm Scottish position.	<b>Scottish Government</b>
Overtime for Travel Time	To submit paper for discussion	<b>Staff Secretariat</b>
Disputes Resolution	To discuss detail of flow chart.	<b>Secretariats</b>
Proposals for Less Than 1 in 12 On-Call	To write confirming staff groups affected.	<b>Employer Secretariat</b>
Proposals for Less Than 1 in 12 On-Call	To respond on proposal.	<b>Staff Secretariat</b>
Application of Annex T	To supply examples of where HDL is not being applied where it should.	<b>Staff Side</b>
Application of Annex T	To seek clarification that HDL is being applied correctly.	<b>Employers</b>

**Colin Cowie**  
**STAC Secretariat**