

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

**Friday 22 June 2018, 10.00 am
St Andrews House, Edinburgh**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

| | |
|-----------------------------------------------------------|----------------------------------------------|
| Calum Campbell (Co Chair) – NHS Lanarkshire – In Chair | Colin Poolman (Co Chair) – RCN |
| Ian Reid – Employer Secretary – Management Steering Group | Willie Duffy – Staff Side Secretary - Unison |
| Laura Ace – NHS Lanarkshire | Jane Anderson - Unison |
| Janis Butler – NHS Lothian | Wilma Brown – Unison |
| Michelle Campbell – Scottish Government | Emma Curren - RCM |
| Annie Ingram – NHS Grampian | Linda Delgado - Unite |
| Lynne Khindria – Management Steering Group | Karen Leonard - GMB |
| Sean Neill – Scottish Government | Lilian Macer - Unison |
| Caroline Sharp – NHS Dumfries and Galloway | James O’Connell – Unite |
| | Graham Pirie - SCP |
| | Norman Provan - RCN |
| | Claire Ronald - CSP |
| | Deborah Shepherd - SoR |
| | Sylvia Stewart - Unite |
| | Tom Waterson - Unison |

Secretariat: Colin Cowie – SGHSCD

1. Apologies

| | |
|---------------------------------|----------------------------------------------------------------------------------------------------|
| Employers | John Burns, Pauline Howie, Jacqui Jones, Patricia Leiser, Anne MacPherson |
| TU & Professional Organisations | Tony Axon, Ron Banton, Philip Coghill, Julie Collins, Tony Dowling, Cathy Miller, Deborah Shepherd |

2. Minutes and Actions of Previous Meeting (7 December 2017)

The Minutes and Action Points were agreed as an accurate record of the 7 December meeting. A complete list of Band 1 implementation data had not yet been circulated but Employers had supplied this and it was confirmed that it would be circulated directly after the meeting.

3. Matters to Report

a) Band 1 Review

The Committee noted that the service in England is about to embark on a similar exercise to the one already completed in Scotland around Band 1 staff. Scottish representatives are due to make a presentation to the upcoming Staff Council outlining the Scottish process and examples of benefits realised, which may be helpful to English colleagues looking to take forward this piece of work.

b) Job Evaluation

There had been delays with respect to the UK Job Evaluation Group, although meetings have now been set up at which changes to existing profiles would be considered.

The exercise seeking volunteers to train as Job Evaluators in Scotland had been successful and had filled all the current places available, although it was agreed that it would be helpful to canvass for volunteers on a regular basis, perhaps twice a year, to ensure that Scotland maintains a pool of available resource.

There will need to be consideration of what can be undertaken at regional and national level and it was suggested that a group should be convened to take this work forward and in particular to consider this point with respect to the outcomes of the Health Visitor Roles and Responsibilities Group.

Action: To convene Job Evaluation Group

4. Matters for Discussion

- ### a) AfC Pay Discussions
1. Framework Document
 2. Areas of Reform

The recent discussions on formulating a 3 year pay deal were the first instance of collective bargaining on pay which had been undertaken in NHS Scotland and had led to the Framework Document which had been circulated to the Committee.

A second document setting out 4 agreed areas for further discussion and negotiation on potential reform to wider terms and conditions was also circulated to the committee. These areas are:

- Management of Sickness Absence
- Organisational Change Protection
- TOIL
- Appraisals and Incremental Progression

It was agreed that this paper would be remitted to the STAC secretariat to establish working groups to begin discussion & negotiation on each of the 4 areas of potential reform. It was noted by Staff Side that the joint paper being remitted to STAC contained an indication of management's position on the areas for further discussion.

The pay proposals would see most staff receive at least a 9% uplift over 3 years, whilst the pay bands would be restructured over 4 years to deliver higher starting salaries and shorter pay bands.

The Committee approved the proposals in the Framework Document and the Staff Side confirmed that individual unions will now consult their membership between 2 July and 15 August. The Committee agreed that a special meeting should be set up shortly after 15 August to discuss the outcomes and next steps.

Action: To set up special meeting

The Chairs confirmed they would immediately send a joint letter to the Cabinet Secretary confirming that STAC had agreed the proposals and commending these to her. The Cabinet Secretary would then write back noting the position.

Action: Chairs to write to the Cabinet Secretary

The aim was to submit proposals around the 4 areas of reform to the 3 December STAC meeting. This was recognised as a challenging timescale and the intention was to work through the Secretariats to quickly identify Chairs, populate the respective working groups and schedule meetings.

A number of further issues were raised:

Facility Time – Staff Side expressed the hope that managers locally would allow staff to attend briefing meetings in order to discuss the proposed deal. Employers confirmed they would look to Boards to be as flexible as possible, within the exigencies of the service, in allowing staff to engage with their unions.

Action: Employers to encourage service to allow staff to engage

Firewall – Staff Side raised concerns that information and ballot e-mails sent by unions to members' work e-mail addresses would be blocked by local firewalls. Employers undertook to put relevant union contacts in touch with IT leads to try to ensure that this does not happen.

Action: Employers to put Staff Side in touch with IT contacts

Private Contractors – Staff Side welcomed the commitment in the Framework Document to applying the pay deal to staff covered by the Scottish Two Tier agreement but asked for information on the contractors covered by this agreement. Employers undertook to make enquiries around this point.

Action: Employers to check Two Tier contractors

EQIA – Staff Side noted the intention in the Framework Document to complete an Equality Impact Assessment and committed to feed into that in terms of capturing benefits.

Action: To undertake EQIA

Pay Calculator – Unison had developed a pay calculator which allowed staff to track their personal pay trajectory over the period of the English deal. This was currently being adapted for Scotland and the expectation was that this could be made available shortly. It was agreed that a link should be placed on the STAC website.

Action: To place pay calculator on STAC website

b) Working Group: Health Visitor Job Descriptions

It was noted that the Scottish Government had now provided further analysis of the Act and it would be helpful to the Chairs of the Group to discuss this with the Scottish Government with a view to reporting back at the next meeting.

c) DOCAS

The Working Group have developed a template Service Level Agreement for Boards to use. Although the relevant legislation has been delayed, the Committee agreed it would be helpful to have a national approach with regard to the collection of charges and the intention was to have something in place for 1 September.

d) Paid As If At Work

Discussions within the Working Group are ongoing with Employers expected to write to Staff Side shortly making a formal offer.

e) Lothian RRP Extension

Both sides had considered the application and reported support for the extension. It was therefore approved and the Chairs would write to the Board confirming this.

Action: Chairs to confirm approval to Board

5. Matters o Note

a) STAC(TCS02)2018 – Travel Costs Communication and Electric Cars

The Committee noted that a circular confirming that mileage rates would stay the same until further notice and that these rates also cover electric cars had been published.

b) Scheme Advisory Board Minutes

The Committee noted the minutes for the 20 September 2017, 20 December 2017 and 20 March 2018 meetings. Colleagues involved with the Board confirmed that the key issue currently is the Scheme Valuation. Once this is completed it will allow new contribution rates to be discussed. These will, however, need to be agreed by September this year.

6. Date of Next Meeting

17 August 2018

Colin Cowie
Scottish Government

Scottish Terms and Conditions Committee

22 June 2018 Meeting

Action Points

| Agenda Subject | Action | Action Officer(s) | Update |
|----------------------------|-----------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 3.b) Job Evaluation | To convene Job Evaluation Group | Secretariats | Ongoing |
| 4.a) AfC Pay Discussions | To set up special meeting | Secretariats | Done – meeting arranged for 17 August. |
| 4.a) AfC Pay Discussions | To write to the Cabinet Secretary | Joint Chairs | Done – letter sent on 22 June. |
| 4.a) AfC Pay Discussions | To encourage service to allow staff to engage | Employers | Scottish Government wrote to Chief Execs on 25 June outlining proposals and encouraging Boards to be supportive of consultative meetings. |
| 4.a) AfC Pay Discussions | To put Staff Side in touch with IT contacts | Employers | Done – contacts made with Board IT leads. |
| 4.a) AfC Pay Discussions | To check Two Tier contractors | Employers | Ongoing |
| 4.a) AfC Pay Discussions | To undertake EQIA | Scottish Government | Ongoing |
| 4.a) AfC Pay Discussions | To place pay calculator on STAC website | Staff Side / Scottish Government | Done |
| 4.e) Lothian RRP Extension | To confirm approval to Board | Chairs | Done – letter sent on 25 June |