

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

**Tuesday 27 June, 10.00 am
Victoria Quay, Edinburgh**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Calum Campbell (Co Chair) – In Chair - NHS Lanarkshire	Colin Poolman (Co Chair) - RCN
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Lynne Khindria – Management Steering Group	Ron Banton – BDA
Jennifer Porteous – NHS Western Isles	Wilma Brown – Unison
Chris Raftery – Scottish Government	Gordon Casey - Unite
	Philip Coghill - RCN
	Linda Delgado - Unite
	M Gratta - POA
	Lilian Macer - Unison
	Norman Provan - RCN
	Claire Ronald – CSP
	Gavin Smith - GMB

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Laura Ace, John Burns, Janis Butler, Pauline Howie, Annie Ingram, Patricia Leiser, Anne MacPherson, Caroline Sharp
TU & Professional Organisations	Jane Anderson, Julie Collins, Tony Dowling, Cathy Miller, Jackie Mitchell, Deborah Shepherd, Donald Spence, Graham Pirie, Tom Waterson

2. Minutes and Actions of Previous Meeting (16 March 2017)

The Minutes and Action Points were agreed as an accurate record of the 16 March meeting.

3. Matters to Report

a) Working Group: Health Visitor Roles and Responsibilities

It was reported that the Working Group had set up a smaller partnership group to agree a form of words which can be added to existing job descriptions to reflect the new duties in the Children and Young People (Scotland) Act. The smaller group had met once and intended to meet again in the next few weeks to progress this work. Once a form of works has been agreed, the Working Group will re-convene with a view to referring the outcomes back to STAC.

b) Band 1 Review

The draft report of this review of the process had been circulated to STAC. It concluded, amongst other things, that any such exercise should have a clear communication plan to keep stakeholders briefed on progress, that if private contractor staff are to be included in an initiative then the process and governance around this element needs to be made clear as quickly as possible, and that a further exercise should be undertaken to ascertain what impact on efficiency and effectiveness the Band 1 Review has had.

Further issues were raised about the capacity of Payroll Departments to action any agreed change in payment for staff within a reasonable timescale and it was agreed that these points would be reflected in the finalised report.

Action: To update report to reflect payroll issue

c) Job Evaluation

Employers had produced a paper setting out a process for assessing new profiles issued by the UK Staff Council. It was reported that this was currently with Staff Side for consideration. Staff Side enquired what would happen if a Board decided not to apply a new profile and what recourse the local Staff Side would have to challenge that decision. It was agreed that further thought should be given to that point.

Action: To consider implications of Board refusing to apply new profile

d) Severance Payments

Staff Side and Employers reported that they had considered the issues raised by this consultation and, as the view of both sides was that no change was required, it was agreed that a joint submission should be made.

Action: To Submit Joint Response to Consultation

Staff Side continued to raise questions about why sector specific discussions had not taken place and Scottish Government representatives agreed to seek an answer on this point from Scottish Government Finance colleagues.

Action: Scottish Government

e) Modern Apprenticeships

Employers reported that they had gathered information on how Modern Apprentices are paid around the country and that the majority of Boards apply Annex U, which specifies the Scottish Living Wage as a minimum. STAC agreed there was no further terms and conditions issues associated with the subject at the present time and that STAC should write to SWAG referring the matter to them.

Action: To write to SWAG

f) DOCAS (Check-Off)

STAC noted that the Trade Union Act will initiate changes around “check-off” of union subscriptions and also the recording of facilities time. The Committee acknowledged that it would be helpful to have a national approach to these issues and agreed to set up a sub-group to discuss this.

Action: To establish sub-group

g) UK Reform of Agenda for Change

The UK process to reform Agenda for Change appears to remain stalled for the time being with discussions focussing only on the changes required to accommodate the national living wage. An event had been set up in September last year to consider this subject in a Scottish context and the Committee agreed that it would be helpful to have further discussions within the Secretariat around what modelling could be provided to move this work forward in Scotland.

Action: Secretariat to explore modelling for reform of AfC

4. Matters for Discussion

a) Working Group: Impact of Working Longer

Following the decision taken at the 16 March STAC, the Impact of Working Longer group had met a final time. The Chairs of that Group had subsequently written to STAC updating the Committee on its work and making various recommendations, the key one being that overall responsibility for this subject should be passed to SWAG. The Committee accepted all the recommendations and the Secretariat undertook to take these forward.

Action: To follow up on Working Group recommendations

b) Pay Restraint (Terms of Reference)

Following the Cabinet Secretary’s announcement in Parliament on 10 May, the Secretariat had produced a draft Terms of Reference for the proposed

research project. The text was agreed by the Committee with the proviso that workforce size should be included within the scope of the research. It was confirmed that the Secretariat would act as a Project Board for this initiative and that the next task would be to draft a specification to use for engaging with potential researchers. As the timescale is acknowledged to be extremely tight, it was agreed that the Project Board should meet as soon as possible.

Action: Project Board to meet to agree specification

5. Matters to Note

a) RRP's Due for Renewal in 2018:

- Medium Secure Unit
- Western Isles Pharmacist

It was confirmed that letters had been sent to the Boards concerned reminding them of the timescales for submitting extension applications.

Date of Next Meeting

21 September 2017

Colin Cowie
Scottish Government

Scottish Terms and Conditions Committee

27 June 2017 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
3(b) Band 1 Review	To update report to include payroll issue	Employers	Done
3(c) Job Evaluation	To consider implications of Board refusing to apply new profile	Employers	Done
3(d) Severance Payments	To submit Joint Response to Consultation	Secretariat	Done
3(d) Severance Payments	To enquire about sector specific discussions.	Scottish Government	Done
3(e) Modern Apprenticeships	To write to SWAG	Secretariat	Done
3(f) DOCAS (Check-Off)	To establish sub-group	Secretariat	Done
3(g) UK Reform of Agenda for Change	To explore modelling for reform of AfC	Secretariat	Done
4(a) Working Group: Impact of Working Longer	To follow up on Working Group recommendations	Secretariat	Done
4(b) Pay Restraint – Terms of Reference	To agree specifications	Secretariat (Project Board)	Done