

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

**Friday 17 August 2018, 10.00 am  
Empire House, Glasgow**

**Present:**

**Employers:**

**Trade Unions and  
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) – RCN – In Chair
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Laura Ace – NHS Lanarkshire	Andy Hogg - POA
Janis Butler – NHS Lothian	Wilma Brown – Unison
Michelle Campbell – Scottish Government	Emma Curren - RCM
Pauline Howie – Scottish Ambulance Service	Karen Leonard - GMB
Annie Ingram – NHS Grampian	Lilian Macer - Unison
Lynne Khindria – Management Steering Group	Annette Maxwell-Green - BDA
Caroline Sharp – NHS Dumfries and Galloway	Cathy Miller - Unison
	Jackie Mitchell - RCM
	Graham Pirie - SCP
	Norman Provan - RCN
	Claire Ronald - CSP
	Ros Shaw - RCN
	Deborah Shepherd - SoR
	Sylvia Stewart - Unite
	Tom Waterson - Unison

Secretariat: Colin Cowie – SGHSCD

## 1. Apologies

Employers	John Burns, Jacqui Jones, Patricia Leiser, Anne MacPherson
TU & Professional Organisations	Jane Anderson, Tony Axon, Philip Coghill, Linda Delgado, Tony Dowling, James O'Connell,

## 2. Minutes and Actions of Previous Meeting (22 June 2018)

### Band 1 Review

Staff Side highlighted that, at the time of the Band 1 Review, some staff had chosen to stay on Band 1 because the increased pay would interfere with their benefits. However, the higher salary and restructured pay Band which the 3 year deal would offer may now outweigh considerations about benefits and make movement to Band 2 more attractive. It would seem fair, therefore, to offer such people another chance to move under the terms of the original review. Employers agreed to look at this point in partnership, as well as potentially addressing wider points about how people with learning difficulties can be helped into work.

**Action: To consider Band 1 Review implications of pay deal**

The Committee also noted that Ian Reid and Willie Duffy were scheduled to do a presentation on the Scottish Band 1 Review at the next Staff Council on 18 September.

### AfC Pay Discussions

Staff Side challenged the wording of the first paragraph of this section of the minute and it was agreed to look at this again.

**Action: To agree revised wording of para**

### Private Contractors

Staff Side highlighted the commitment to provide a list of private contractors who would and would not be covered by the pay deal and Employers agreed to provide this through the Secretariat.

**Action: To provide list of private contractors in and out of purview**

### EQIA

Staff Side wished the commitment to undertake an EQIA noted as an action in the minute and it was confirmed that Scottish Government and Staff Side contacts were working on taking this forward.

**Action: To add Action to minute**

### 3. Matters to Report

#### a) Job Evaluation

All sides had agreed to convene a working group to draft a protocol for national, regional and local evaluation. This had not happened yet but the intention was to meet before the next STAC.

Staff Side also raised the issue of nominations to the National Evaluation Committee (NEC), a the group which gradees Executive and Senior Manager posts according to the Hay system. Although outwith the remit of STAC, they felt that Staff Side representation on this Group should be sought through STAC and Scottish Government official agreed to raise this with the Chair of the Committee and respond through the Secretariat.

#### b) Working Group: Health Visitor Job Descriptions

Delays in the legislation had meant that the original impetus of this workstream had been lost, but it was confirmed that a meeting involving the Chairs of the Group had been arranged and the expectation was that progress would be made by the next STAC.

#### c) DOCAS

Since the UK legislation had been delayed, both sides had agreed to pause implementation of a Scotland wide approach for the time being and return to this, as appropriate, once the legislative process moves on. The intention was to write to Boards confirming this.

**Action: To confirm DOCAS position with Boards**

#### d) Paid As If At Work

Employers were now in a positon to make a revised offer which included a retrospective element and confirmed that this would be supplied in writing within a week of the meeting.

Staff Side undertook to consider the offer but highlighted that unions could not withdraw existing claims on behalf of staff but could only withdraw support.

**Action: To make revised offer**

### 4. Matters to Discuss

#### a) AfC Pay Discussions

Following a recap of the process which led to the recently completed consultations, Staff Side confirmed that all unions had accepted the proposals except GMB. For the unions who had accepted, the votes had generally been overwhelmingly in favour.

The task now would be to fully implement the first year of the deal and consider the technical issues involved over the three years of restructuring.

It was also imperative that STAC moved quickly to set up Working Groups to discuss the 4 proposed areas of reform. Staff Side agreed to finish supplying names for all groups in the next few days and a meeting of all the Group Chairs had been set up for 31 August where the specific remits could be finalised. Staff Side advised that they also intend to meet monthly in an effort to ensure that the process is complete by the 3 December STAC.

In addition to the already agreed Group, it was confirmed that a Technical Working Group involving Payroll staff would be set up to support both the implementation of the pay arrangements and the work of the reform Groups.

**Action: To complete establishment of all Groups**

There would be arrears to pay as a result of the deal but this would involve manual intervention from Payroll Staff who are already under pressure. It was agreed that once the final circular was published Board would communicate with staff to confirm when they could expect any arrears.

**Action: Boards to confirm when arrears will be paid**

b) Lothian RRP Application for Payroll Staff

STAC had received an application for an RRP for payroll staff in NHS Lothian. Following on from earlier discussion, all sides recognised this as symptomatic of the pressure on payroll staff more generally.

Staff Side felt that the application was well evidenced and wished to support it, although they felt further discussion was required on how long the term of the premium should be.

Employers had not been able to arrive at a view as yet, but confirmed that there was a teleconference the following week, after which they expected to be in a position to respond.

Staff Side felt that any RRP granted should be effective from the date of STAC. Employers noted this but did not feel able to commit to an implementation date. They did, however, recognise the need for a decision to be reached quickly and undertook to get back to the Staff Side as quickly as possible.

**Action: Employers to confirm position**

c) Meeting Schedule for Rest of Year

Another full STAC meeting had originally been scheduled for 19 September but the Secretariat had concluded that it would be better to use this date to support the reform discussions, making 3 December the next full STAC. The Committee agreed to this.

**6. Date of Next Meeting**

3 December 2018

Colin Cowie  
Scottish Government  
**Scottish Terms and Conditions Committee**

## 17 August 2018 Meeting

### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
2) Minutes and Actions of Previous Meetings – Band 1 Review	To consider Band 1 Review implications of pay deal	Employers and Staff Side	Secretariat to discuss.
2) Minutes and Actions of Previous Meetings – Band 1 Review	To agree revised wording of para of AfC Pay Discussions section of minute	Secretariats	Chairs considering
2) Minutes and Actions of Previous Meetings – Band 1 Review	To provide list of private contractors in and out of purview	Employers	Initial list provided. Employers clarifying which are in and out of purview
2) Minutes and Actions of Previous Meetings – Band 1 Review	To add undertake EQIA as action to minute	Scottish Government	Done
3.c) DOCAS	To confirm DOCAS position with Boards	Secretariats	Done
3.d) Paid As If At Work	To make revised offer	Employers	Done – 20 August
4.a) AfC Pay Discussions	To complete establishment of all Groups	All Sides	Done
4.a) AfC Pay Discussions	Boards to confirm when arrears would be paid	Employers	Addressed at Board level.
4.b) Lothian RRP Application for Payroll Staff	To confirm position on application	Employers	Done – Letter granting RRP sent out on 27 September.