

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

**Thursday 21 September, 10.00 am  
Atlantic Quay, Glasgow**

**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
Laura Ace – NHS Lanarkshire	Tony Axon - SoR
Pauline Howie – Scottish Ambulance Service	Ron Banton - BDA
Jacqui Jones – NHS National Services Scotland	Wilma Brown – Unison
Lynne Khindria – Management Steering Group	Linda Delgado - Unite
Jennifer Porteous – NHS Western Isles	Lilian Macer - Unison
Chris Raftery – Scottish Government	Cathy Miller - Unison
Caroline Sharp – NHS Dumfries and Galloway	Jackie Mitchell - RCM
Kenny Small – NHS Lanarkshire	James O’Connell – Unite
	Graham Pirie - SCP
	Norman Provan - RCN
	Bob Quick - HCSA
	Claire Ronald - CSP
	Ros Shaw - RCN
	Gavin Smith - GMB
	Tom Waterson - Unison

Secretariat: Colin Cowie – SGHSCD

## 1. Apologies

Employers	John Burns, Janis Butler, Annie Ingram, Patricia Leiser, Anne MacPherson
TU & Professional Organisations	Jane Anderson, Philip Coghill, Julie Collins, Tony Dowling, Deborah Shepherd

## 2. Minutes and Actions of Previous Meeting (27 June 2017)

The Minutes and Action Points were agreed as an accurate record of the 27 June meeting.

## 3. Matters to Report

### a) Working Group: Health Visitor Roles and Responsibilities

It was confirmed that a draft version of the generic job description had been circulated to the Group and the intention was to meet again in October to discuss this. Once a form of words had been agreed, a matching process would be arranged to ascertain what the implications were in terms of job profiles.

### b) Band 1 Review

STAC noted the report which had been circulated. It was highlighted that some Boards had not yet processed back pay so the exercise could not be considered concluded yet. It was agreed that the Secretariat should write to each Board asking for confirmation of where things stood. Having this information would also be helpful in reporting to the Staff Council on the project.

**Action: Secretariat to write to Boards**

### c) Job Evaluation

The Committee noted the paper which had been circulated providing an outline of how the introduction of new profiles in Scotland will be handled in future. The intention now was for the Secretariat to discuss the specifics in more detail and report back to STAC.

**Action: Secretariat to agree detail**

### d) DOCAS

It was confirmed that the Working Group to consider this issue was due to meet for the first time on 25 September.

### e) TOIL for Band 8 and Above

Employers reported that this question still needed to be considered by MSG. Subsequent to this, the matter could be finalised with the Secretariat.

**Action: MSG to discuss.**

f) Maternity Supervision Allowance

Agreement had been reached on protection for this allowance and a circular had been drafted which was currently with Employers for clearance. Once it had been approved the circular would be issued.

**Action: Employers to clear circular/Circular to be issued**

**4. Matters for Discussion**

a) Pay Restraint Research

Both sides had engaged with the process of agreeing the parameters of the research and remained keen to see it go ahead. The intention was to meet with an independent researcher for this project directly after the main STAC.

Staff Side also took the opportunity to set out the pay claim they had submitted at a UK level and intend to submit to the PRB, the key features of which were a general uplift at the level of RPI (3.9%), a flat rate £800 payment and additional funding to facilitate the modernisation of the Agenda for Change pay system.

b) UK Reform of Agenda for Change

All sides agreed it would be helpful to set up a Scottish event to explore what a reformed Agenda for Change system might look like. The Secretariat undertook to find a suitable date for this in the near future.

**Action: To find date for event**

c) Western Isles Pharmacist RRP

Both sides had now indicated support for the continuation of the premium for Band 7 pharmacists in the Western Isles. STAC therefore agreed that the relevant letter should be sent to the Board.

**Action: To confirm extension to Board**

**5. Matters to Note**

a) Mileage Rates

A letter had been issued by the Chairs confirming that mileage rates had not changed.

b) NHS Scheme Advisory Board Minutes

The Committee noted the minutes. SAB representatives also briefed STAC on discussions at the most recent meeting where the structure of contribution rates was discussed. The issue of whether to move from whole time

equivalent to actual pay as a basis for calculating contributions for part time staff was also raised. Over time, the majority of provision would move from the old scheme to the new one and it is acknowledged that the nature of the new scheme provides a rationale for making this change.

Contribution rates for high earners was also raised as it will be important that these staff continue to see the scheme as good value as the withdrawal of too many staff in this category would impact on the scheme valuation and could lead to increased contributions.

### **Gordon Casey Retirement**

The Committee noted that Gordon Casey would be retiring soon and wanted to record its thanks to him for his contribution to STAC over the years.

### **Date of Next Meeting**

7 December 2017

Colin Cowie  
Scottish Government

## Scottish Terms and Conditions Committee

### 21 September 2017 Meeting

#### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3b Band 1 Review	To write to Boards asking about completion of process	Secretariat	Done
3c Job Evaluation	To agree specifics of process	Secretariat	Ongoing
3e Toil for Band 8 and Above	To establish MSG position	Employers	Done
3f Maternity Supervision Allowance	To approve circular	Employers	Done
3f Maternity Supervision Allowance	To issue circular	Scottish Government	Done
4b UK Reform of Agenda for Change	To find date for event	Secretariat	
4c Western Isles Pharmacist RRP	To write to Board confirming extension	Scottish Government	Done