

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

**Thursday 7 December, 10.00 am
St Andrews House, Edinburgh**

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	Wilma Brown – Unison
John Burns – NHS Ayrshire and Arran	Philip Coghill - RCN
Annie Ingram – NHS Grampian	Linda Delgado - Unite
Lynne Khindria – Management Steering Group	Kirsty Harper - RCN
Anne MacPherson – NHS Greater Glasgow and Clyde	Andy Hogg POA
Jennifer Porteous – NHS Western Isles	Gordon McKay - Unison
Chris Raftery – Scottish Government	Matt McLaughlin - Unison
	Tracy Miller - RCM
	Jackie Mitchell - RCM
	James O’Connell – Unite
	Graham Pirie - SCP
	Norman Provan - RCN
	Claire Ronald - CSP
	Gavin Smith - GMB
	Tom Waterson - Unison

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Laura Ace, Janis Butler, Pauline Howie, Jacqui Jones, Patricia Leiser, Caroline Sharp, Kenny Small
TU & Professional Organisations	Jane Anderson, Tony Axon, Ron Banton, Julie Collins, Tony Dowling, Lilian Macer, Cathy Miller, Willie Duffy, Ros Shaw, Deborah Shepherd

2. Minutes and Actions of Previous Meeting (21 September 2017)

The Minutes and Action Points were agreed as an accurate record of the 21 September meeting.

3. Matters to Report

a) Working Group: Health Visitor Roles and Responsibilities

The Working Group had met and made revisions to a generic job description which could be used by Boards as a reference when the Children and Young People Act is implemented. The intention is now to put the completed job description through a matching panel.

b) Band 1 Review

The Committee noted the table of Board responses which had been circulated. This confirmed that the transfer process was largely complete around the country except for small numbers in certain Boards. Greater Glasgow had not been included in the collation but it was confirmed that they were also concluded. The Secretariat undertook to circulate a complete set of responses.

Action: To circulate final table

The intention was now to gather evidence showing where this initiative had assisted the services or boosted productivity.

c) Job Evaluation

Scottish representatives had been involved in recent UK meetings where a variety of new profiles at different levels were being developed.

One key area of discussion was the use of profiles which had originally been developed for the joint system in Northern Ireland in other areas of the UK. Committee members cautioned, however, that the Northern Irish system was different and that we would not wish to implement anything in Scotland which contradicted any other guidance issued in connection with Integrated Joint Boards.

d) DOCAS

A sub-group has been taking this forward and have started work on a generic service level agreement which can be used across the country. The

particulars still need to go to the Management Steering Group for approval but it was hoped that this could be approved quickly. The intention was to build in a 12 month review to assess how the agreed system had been working after a year.

e) UK Reform of AfC

There was nothing to report from a UK level but it was confirmed that a workshop had been set up on 16 February to begin discussing options for reform at a Scottish level.

4. Matters for Discussion

a) Pay Restraint Research

The final report of the pay restraint research had been submitted by the lead researcher Diane Skatun and shared with the Committee before the meeting. It was noted that the work had been completed within a very tight timescale as the initial commissioning process had taken longer than expected, and also that the project had been constrained, to some extent, by the data available. There was good information available on nurses and midwives but less detailed information available for other staff groups. The point was also made that more consideration should be given to bank workers in any future research.

Both sides had had the chance to discuss the findings with the researcher and the Committee accepted the report and was happy to see it used as a reference for the various submissions to the Pay Review Body. The Committee also agreed that the Chairs should send a letter of thanks to Diane and her team for their hard work.

Action: To write thanking researcher

b) Medium Secure Unit RRP

Requests for extensions from all three of the Boards hosting Medium Secure Units (Tayside, Glasgow and Lothian) had been submitted. Following consideration by both sides, the Committee agreed to all the extensions.

Action: To write to Boards confirming extension

c) Paid As If At Work

The Committee noted the paper which had been circulated detailing recent legal developments and approved a proposal it contained to set up a working group with a view to agreeing a national position.

Action: To establish working group

d) Meeting Dates for 2018

A list of proposed meeting dates for 2018 had been circulated. The first meeting of the year had originally been set for 13 March but the committee

was informed that this had had to be moved to 9 March. Noting this, the dates were approved.

5. Matters to Note

a) Maternity Supervision Allowance

Agreement has been reached and a circular issued 5 October 2017 - STAC(TCS04)2017.

b) TOIL for Band 8 Staff

Agreement has been reached and a circular issued 23 November 2017 - STAC(TCS05)2017.

The Chair finished by wishing all Committee members a happy Christmas and New Year.

6. Date of Next Meeting

9 March 2018

Colin Cowie
Scottish Government

Scottish Terms and Conditions Committee

7 December 2017 Meeting

Action Points

Agenda Subject	Action	Action Officer(s)	Update
3.b) Band 1 Review	To circulate complete list of responses	Employer Secretariat	Done
4.a) Pay Restraint Report	To write thanking researcher	Chairs / SG	Done
4.b) Medicum Secure Unite RRP's	To write to Boards confirming extensions	Chairs / SG	Done
4.c) Paid As If At Work	To establish Working Group	Secretariats	Done