**REFERRAL TO THE SCOTTISH TERMS AND CONDITIONS COMMITTEE**

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| **NHS Board making the referral:** |
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| **Unions or Professional Organisations in disagreement**  |
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| **Please, firstly, confirm that this approach is being made in partnership.** |
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| **Please identify the issue which needs to be considered, referring to the relevant section of the Agenda for Change Handbook, circular, agreement or letter which needs to be clarified.**  |
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| **It should be stressed that STAC expects issues to be dealt with on a local basis firstly, and that a referral to the Committee will only be made following the exhaustion of local processes. Please outline the formal processes which have been followed locally in an effort to resolve this disagreement.**  |
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| **Please set out each side’s preferred interpretation of the issue and, where possible, their preferred remedy.**  |
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| **Please confirm the Employer and Staff Side representative sponsoring this referral.**  |
| **Employer Representative:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Staff Side Representative:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_**  |