

SCOTTISH TERMS AND CONDITIONS COMMITTEE (STAC)

PROTOCOL FOR MANAGING BUSINESS

Secretariat

STAC will have a tripartite secretariat made up of neutral officials appointed from the Scottish Executive and nominated individuals from the staff and employer side. For the sake of clarity, the Executive personnel shall be known as the “administrative secretariat” with the staff and employer side representatives referred to as the “staff secretariat” and “employer secretariat” respectively.

It will be the administrative secretariat’s role to make arrangements for meetings, produce minutes and facilitate the general workings of the Committee. All papers pertaining to the work of the Committee, including its sub-groups, should be copied to the administrative secretariat, part of whose duty will be to keep records, track progress on issues and finalise with the staff and employer secretariats the form of words to be used for communications to the service through HDLs, or other appropriate means.

Process for placing items on STAC agenda

As a negotiating Committee, STAC will place emphasis on the correct protocol for bringing issues to the table and on giving all sides reasonable time for reflection and preparation.

The staff and employer side chairs shall together decide on the agenda for each STAC meeting supported by their respective secretariats. The agenda will be decided at a pre-meeting convened between the chairs and the secretariats.

All members wishing to place items on the agenda for discussion at STAC shall do so through their respective secretariats.

The staff and employer secretariats will inform the administrative secretariat of prospective items for the agenda a week before the pre-meeting and the administrative secretariat will share this information with the other side so that all parties will have a reasonable opportunity to consider each item and come to the pre-meeting suitably briefed.

Day to day operation of Committee

All committee business will be conducted through the chairs with each secretariat acting as a point of contact for their respective side and the administrative secretariat acting in support of the co-chairs.

Relationship of STAC to wider NHS management and staff

Part of STAC’s function will be to disseminate the correct procedure for addressing queries on terms and conditions to the wider health service. As a general principle, queries should be addressed locally if possible, with questions being fed up the appropriate management line and only reaching STAC if no satisfactory answer can be arrived at through this process. So, for example, questions from payroll personnel about the application of pay circulars should be addressed, in the first instance, to the Director of Finance who will, if necessary, refer the

matter to the Management Steering Group who may, if no resolution can be reached, refer the issue on to STAC.

GLYN HAWKER

Staff side Co-chair
Scottish Terms and
Conditions Committee

GEORGE BRECHIN

Management side Co-chair
Scottish Terms and
Conditions Committee