

## Scottish Terms and Conditions (STAC) Committee

Friday 14 June 2024, 10:30 am

### Minute of Virtual Meeting via MS Teams

In Chair: Jane Grant

In attendance:

Employer Side		Staff Side	
Jane Grant (Emp Side Chair)	NHS GG&C	Colin Poolman (Staff Side Chair)	RCN
Ian Reid (Emp Side Secretary)	MSG	Matt McLaughlin (Staff Side Secretary)	Unison
Janis Butler	NHS Lothian	Emma Curren	RCM
Colin Cowie	Scottish Government	Dr Paul Donaldson	HCSA
Lorraine Hall	NHS Shetland	Simon Fevre	BDA
Jacqui Jones	NHS Lanarkshire	Catherine Garner	RCN
Daniel Macdonald	Scottish Government	Tam Hiddleston	Unison
Anne MacPherson	NHS GG&C	Karen Leonard	GMB
Colin Marsland	NHS Shetland	Cathy Miller	Unison
David Miller	NHS Fife	Angela Montgomery	POA
		James O'Connell	Unite
		Norman Provan	RCN
		Claire Ronald	CSP
		Yvonne Stewart	SoR
		Susan Walker	Unite

Secretariat: Holly Lenk, Scottish Government

#### **1. Apologies**

**Staff Side:** Graham Pirie, Wilma Brown, Frances Carmicheal & Allan Robertson

#### **2. Minutes and Action Points of Previous Meeting**

The draft minute of the 18 March 2024 meeting was agreed as an accurate record of the discussion at that meeting.

### **3. Matters to Report:**

#### **a) Job Evaluation**

Employers indicated that the lessons learned paper regarding the Review of Band 5 Nursing roles was being completed and will be shared by the Secretaries with their respective sides in due course. Any comments will be collected and collated by the Secretariat.

**Action:** To share Review of Band 5 Nursing lessons learned paper and collate comments

#### **b) Health and Safety Committee update**

The Committee noted that this had been raised with the Secretariat and, following discussions around the most appropriate governance arrangements, has been passed to SWAG Secretariat to take forward at a meeting later this month. It was agreed that an update would be sought at the appropriate time in order to close off this issue from a STAC perspective.

**Action:** SWAG Secretariat to provide an update to STAC in due course.

#### **c) RRP – Mid Term Reviews**

It had been agreed at the last meeting that replies would be sent to Boards who had submitted mid-term reviews to the Committee, and that these would reflect the content and quality of each submission, highlighting in particular any issues Boards would need to address in submissions going forward. It had taken longer than expected to complete these responses but it was confirmed to the Committee that they are now ready to be issued.

**Action:** To issue responses to RRP Mid-Term Reviews.

It was also observed that a large number of renewal applications will be due shortly and, in this regard, it was agreed that the RRP Sub-Group should be reconstituted.

**Action:** To stand up the RRP Group in order to consider renewal applications.

#### **d) Reduced Working Week – Part time staff**

The Secretariat reported that has been a challenging issue, however, a form of words detailing an agreed approach was being finalised and it was anticipated that this would be circulated to STAC Secretariat for comments shortly.

#### **e) Annual Leave Guidance**

It was noted that the online annual leave calculator has been updated and is live. The guidance will now need to be updated to take full account of the reduction of the working week. Concerns had also been raised in relation to the guidance around long shifts and public holidays which had been included in the most recently published version of the guidance.

Both side indicated it would be helpful to seek greater clarity on what the remaining issues were with the guidance and it was agreed that a paper should be drafted for the Secretariat setting these out in order to facilitate any further discussion which will be required.

**Actions:** To prepare paper on outstanding issues for Secretariat.

#### **4. Matters to Discuss:**

##### **a) Changes to AfC Handbook – Reduced Working Week and Section 15**

The Secretariat noted the draft circular which detailed changes to the AfC Handbook resulting from the reduction to the working week, and also a small change to Section 15 which had been agreed by the UK Staff Council. All were content to see the circular confirming these amendments issued.

**Action:** To issue circular announcing RWW and Section 15 changes to Handbook

##### **b) Changes to AfC Handbook – Section 27**

Further to the proceeding item, the UK Staff Council had also agreed changes to Section 27 addresses working time regulations for night workers. A paper had been circulated detailing these revisions and setting out a process whereby any issues which arose as a result of this change could be brought to the attention of STAC. The Committee agreed to this approach and were content to see a circular published making the relevant changes to the Handbook.

**Action:** To publish circular confirming changes to Section 27

#### **5. Matters to Note**

The Committee noted the relevant documents which had been published since the last meeting.

- a)** Minutes of the NHS Scotland Pension Scheme Advisory Board – 23 November 2023
- b)** PCS(AFC)2024/1 – Protecting learning time for Agenda for Change staff in NHS Scotland – 21 March 2024
- c)** PCS(AFC)2014/2 - Reduction in the working week for Agenda for Change staff in NHS Scotland – 22 March 2024
- d)** PCS(AFC)2024/3 Review of Band 5 nursing roles – 4 June 2024

#### **6. Date of Next Meeting**

Thursday 19 September 2024

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3.a) Job Evaluation	To share Review of Band 5 Nursing lessons learned paper and collate comments	Staff and Employer Secretariats	Circulated to Employers on 3 July.
3.b) Health and Safety Committee update	SWAG Secretariat to provide an update to STAC in due course.	Scottish Government	Update included in papers for 19 September
3.c) RRP – Mid Term Reviews	To issue responses to RRP Mid-Term Reviews.	Secretariat	Complete. Letters issued on 17 June.
3.c) RRP – Mid Term Reviews	To stand up the RRP Group in order to consider renewal applications	Secretariat	In hand. Terms of Reference for approval going to 19 September meeting
3.e) Annual Leave Guidance	To prepare paper on outstanding issues for Secretariat.	Secretariat	Complete. Paper considered at 16 July Secretariat Meeting
4.a) Changes to AfC Handbook – Reduced Working Week and Section 15	To issue circular announcing RWW and Section 15 changes to Handbook	Scottish Government	Complete. Circular issued on 1 July 2024 as <a href="#">PCS(AFC)2024/4</a>
4.b) Changes to AfC Handbook – Section 27	To publish circular confirming changes to Section 27	Scottish Government	Complete. Circular issued on 1 July 2024 as <a href="#">PCS(AFC)2024/4</a>