

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

**Thursday 18 June 2020, 9.30 am  
Virtual Meeting via Internet**

**Present:**

**Employers:**

**Trade Unions and  
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire – In Chair	Colin Poolman (Co Chair) – RCN
Ian Reid – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Eni Adesida – Scottish Government	Wilma Brown - Unison
Pauline Howie – Scottish Ambulance Service	Linda Delgado - Unite
Stuart Irvine - NES	Scott Keir - BDA
Lynne Khindria – Management Steering Group	Karen Leonard - GMB
Daniel MacDonald – Scottish Government	Jackie Mitchell - RCM
Colin Marsland – NHS Shetland	James O’Connell - Unite
Audrey McCall - NES	Norman Proven - RCN
Allie McMahon – Scottish Government	Robert Quick - HCSA
Anne McPherson – NHS Greater Glasgow and Clyde	Claire Ronald - CSP
Laura Zeballos – Scottish Government	Ros Shaw - RCN
	Yvonne Stewart - SoR
	Tom Waterson – Unison

Secretariat: Colin Cowie – SGHSCD

**1. Apologies**

Employers	Laura Ace, Janis Butler, John Burns, Caroline Cooksey, Pauline Howie, Jacqui Jones,
TU & Professional Organisations	Jane Anderson, Tony Axon, Philip Coghill, Julie Collins, Tony Dowling, Simon Fevre, Karen Leonard, Lilian Macer, Cathy Millar, Graham Pirie, Norman Proven, Sylvia Stewart

## **2. Minutes and Actions of Previous Meeting (18 September 2019)**

The Minutes and Action Points were agreed as an accurate record of the 5 December 2019 meeting.

## **3. Matters to Report**

### **a) Job Evaluation**

At the beginning of the lockdown period, Job Evaluation had been paused but was subsequently re-started on the basis that panels could be undertaken virtually, providing Boards continued to follow the correct governance process. The Chairs of the Job Evaluation sub-group indicated they planned to meet at the end of July to explore issues around the supply of trained job evaluators to support the process across Scotland. It was also confirmed that the new on-line job evaluation platform which had replaced "CAJE" was now fully operational and seemed to be working well.

### **b) Tayside Correspondence**

The letter which the STAC Secretariat had sent to NHS Tayside following the conclusion of the Blocked Matching Process had been circulated to the Committee for information and noting.

### **c) RRP Group**

The Group had planned to visit NHS Grampian at the end of March to discuss conditions on the ground and how the Board have used the RRP provision, but this visit had to be cancelled and the Group will now need to consider how this work can be progressed within current constraints.

In light of the exceptional circumstances, the Secretariat agreed to extend existing North of Scotland and Lothian RRPs by a further 6 months, meaning they will run until 31 March 2021.

### **d) Appraisal and Incremental Progression**

The work of this sub-group is on hold currently, although exploratory discussions are due to take place to look at what can be progressed around the issue of statutory and mandatory training.

### **e) Organisational Change Protection**

The collection of data in relation to Organisational Change Protection has been paused as a result of COVID-19, but will be re-started again at a suitable point in the future.

### **f) Paid as if at Work (Non-Contractual Overtime)**

An offer has now been made to the 4 unions involved. It was noted that the Prison Officer's Association had rejected the offer and Unison indicated that they would expect any subsequent more generous settlement to be matched for all claimants retrospectively. It was further noted that there had been

delays in making agreed payments in 2020 and STAC representatives are currently working with Payroll leads to resolve these issues.

**Action: To work with Payroll to ensure correct payments are made**

g) Maternity Continuity of Care (Best Start)

The RCM highlighted that they had issued a position statement covering the whole of the UK indicating that, given the context of the COVID-19 pandemic, the pace of transformation in maternity services should be slowed down to give staff time to cope with the other changes which have taken place recently.

h) Refresh of Technical Payroll Issues Circular – STAC(TCS06)2016

STAC had already agreed to review and refresh the Payroll guidance originally issued in 2016 and it was confirmed that a sub-group is being formed to do this. Staff Side made the general point that when Payroll have questions about guidance which has been issued, they should be brought to STAC Secretariat rather than interpreted locally. It was noted that steps are currently being taken to ensure closer links between STAC and Payroll leads.

**Action: To strengthen links between STAC and Payroll**

i) Meeting Dates and Locations 2020

A revised list of meeting dates had been circulated which confirmed that the remainder of meeting dates in 2020 would be taking place via MS Teams.

#### 4. Matters to Discuss

a) Agenda for Change Pay

Staff Side referred to correspondence which they had sent to the Cabinet Secretary seeking the re-opening of the last year of the 3 year pay deal and the response from the Cabinet Secretary which asked all sides to develop a timeline for arriving at a 2021-22 pay settlement. They highlighted that it would be difficult to discuss pay without knowing what the funding envelope will be. More generally, they indicated that a joint 4 country pay claim was being considered and that part of that was likely to be a request to move the settlement date forward to December 2020.

There was consensus on all sides that the previous negotiation process had been rushed and that any negotiation which now takes place would need to be properly resourced and supported.

b) Coronavirus (COVID-19) Policies

STAC had agreed a number of policies through the Secretariat in response to the COVID epidemic. There had been a need to put these measures in place quickly but now that the initial period of urgency had passed the Secretariat were looking to ensure that any further COVID related policies go through a more extensive consultation process. It was noted that policies around shielding and quarantine are currently being developed and the intention was to put in place a formal review process for the emergency COVID policies to

determine whether they continue to be required and, if so, whether they continue to be fit for purpose.

c) SDIA – Review Terms of Reference

The Committee was briefed on the intention to review the approach to Scottish Distant Islands Allowance and agreed the Terms of Reference which had been circulated.

d) STAC – Ways Of Working, Going Forward

STAC had adapted quickly in March, initially with daily Secretariat meetings. But the frequency of meetings was now being reduced to reflect changing circumstances. All meetings were being arranged through MS Teams and the expectation is that this approach would continue for the foreseeable future, with sub-groups also meeting virtually. As well as polices generated by STAC, it was noted that, as we move forward, it will be important that polices generated by other groups addressing COVID come to STAC for consideration of any terms and conditions issues which arise.

**4. Matters to Note**

- a) AfC Handbook – Annex 22 - Once for Scotland Workforce Policies
- b) SAB Minutes – 30 September 2019
- c) 2018 Pay Deal EQIA

The Committee noted the above three items.

d) STAC(TCS02)2020 - Phased Return to Work

A letter had been issued to the service setting out the agreed approach re phased return to work but there had been further discussion around the implementation date. Staff Side had sought backdating of these provisions and Employers had written to the Staff Side setting out their position on this matter.

**5. Date of Next Meeting**

7 September 2020

Colin Cowie  
Scottish Government  
**Scottish Terms and Conditions Committee**

## 18 June 2020 Meeting

### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
f) Paid as if at Work (Non-Contractual Overtime)	To work with Payroll to ensure correct payments are made	Employers	PCS(AFC)2020/2 was issued on 29 June setting out the payments to be made.
h) Refresh of Technical Payroll Issues Circular – STAC(TCS06)2016	To strengthen links between STAC and Payroll	Secretariat	A senior Payroll representative will now participate in Secretariat and main meetings.