

Scottish Terms and Conditions (STAC) Committee
Monday 18 March 2024, 11 am
Minute of Virtual Meeting via MS Teams

In Chair: Colin Poolman

In attendance:

Employer Side		Staff Side	
Calum Campbell (Emp Side Chair)	NHS GG&C	Colin Poolman (Staff Side Chair)	RCN
Janis Butler	NHS Lothian	Matt McLaughlin (Staff Side Secretary)	Unison
Jane Grant	NHS GG&C	Wilma Brown	Unison
Lorraine Hunter	NHS Grampian	Frances Carmicheal	Unison
Jacqui Jones	NHS Lanarkshire	Philip Coghill	RCN
Holly Lenk	Scottish Government	Emma Curren	RCM
Daniel Macdonald	Scottish Government	Simon Fevre	BDA
Anne MacPherson	NHS GG&C	Tam Hiddleston	Unison
Colin Marsland	NHS Shetland	Ewing Hope	Unite
David Miller	NHS Fife	Karen Leonard	GMB
Kenny Nairn	Scottish Government	Cathy Miller	Unison
Barbara Anne Nelson	MSG	James O'Connell	Unite
Darren Purdie	Scottish Government	Norman Provan	RCN
Lyndsay Turner	Scottish Government	Alan Robertson	HCSA
Jennifer Wilson	NHS A&A	Claire Ronald	CSP
Scott Wood	Scottish Government	Yvonne Stewart	SoR
Laura Zeballos	Scottish Government	Susan Walker	Unite

Secretariat: Colin Cowie, Scottish Government
 Observing from RCN – Allina Das

1. Apologies

Staff Side: Graham Pirie, Ros Shaw, Sylvia Stewart

Employers: Laura Ace, Lorraine Hall, Ian Reid,

The Chair welcomed Emma Curren to STAC and noted she was taking over from Jackie Mitchell as Jackie has retired. The Committee joined in thanking Jackie for her contribution over the years and wishing her well in her retirement.

It was also noted that Scott Wood was attending from the Scottish Government and that he would be leading on Reduced Working Week implementation, going forward.

2. Minutes and Action Points of Previous Meeting

The draft minute of the 22 November 2023 meeting was agreed as an accurate record of the discussion at that meeting.

4. Matters to Report:

a) Meeting Dates for 2024

A list of the 2024 meeting dates had been circulated to Committee members for reference and these were noted.

b) Covid Special Leave

Scottish Government representatives highlighted that the last of the special measures put in place as a result of the COVID-19 pandemic was being removed from 1 April, meaning Covid would now be treated in line with other comparable respiratory diseases for sick leave purposes.

Staff Side acknowledged this, noting it was a Scottish Government decision rather than something agreed through STAC. They stressed that it will be important to apply appropriate infection control measures where there is an outbreak locally.

4. Matters to Discuss:

a) Agenda for Change Review

The Chair recapped recent developments and noted that Staff Side representatives from STAC had met with the Cabinet Secretary on 22 February and that he had subsequently issued a letter on 29 February confirming his intention to implement the key recommendations from the review.

The Groups which had taken forward the initial discussions were being reconvened with revised terms of reference. The Reduced Working Week and Band 5 Review Groups would continue to be overseen by STAC, whilst oversight of Protected Learning Time work would now be passed to SWAG.

b) Job Evaluation Group – Revised Terms of Reference

Further to the preceding item, the Terms of Reference for the STAC Job Evaluation Group had been reviewed and updated to cover the Review work, as well as making a number of other minor revisions to ensure they are fit for purpose going forward. The Committee noted and agreed these changes.

c) RRP Application – NHS Shetland – Band 8a LD Nurse

Both sides had considered NHS Shetland's application and were content that it should be granted, with the proviso that any support post for the role would not automatically attract an RRP. It was agreed that a response to the Board should be drafted on that basis.

Action: To draft response and issue to NHS Shetland

d) RRP Mid-Term Reviews

The Committee noted the large number of mid-term reviews which had been submitted in line with the most recent version of the RRP policy and agreed to respond to the Boards concerned thanking them for providing this information. It was observed, however, that the quality of the submissions was variable and some did not contain any indication of a plan to mitigate the need for the RRP in the longer term. It was agreed that the individual response should reflect the quality of the review submission.

Action: To respond to RRP Mid-Term Reviews

e) Lothian Referral – End of BST

NHS Lothian has submitted a referral to the Committee seeking a view on how the additional hour worked overnight at the end of British Summer Time should be treated within terms and conditions. Having considered the matter, the Secretariat noted that the Agenda for Change Handbook does not address this issue and that custom and practice was to disregard the time change in both Autumn and Spring, on the basis that any marginal benefit or disadvantage would even out over time.

A draft response to the Board had been circulated with the papers setting out this position and the Committee indicated they were content for this to be issued.

Action: To finalise response and issue to NHS Lothian

f) STAC Protocol for Referrals

The Protocol on the STAC website had been changed in 2023 to introduce a formal process whereby matters could be referred to the Committee. Reflecting on how this process had operated since it was introduced, the Secretariat had suggested some changes to the wording of this provision, to make its purpose clearer and more focussed. Noting that the paper detailing this suggested change had been issued late, the Chair gave the Committee two weeks to review and submit any comments before the relevant changes were made to the website.

Action: To consider and submit any amendments

Action: To update the website

g) NHS Scotland Annual Leave Guidance - Revision

Following discussion, the Secretariat had agreed to update NHS Scotland's annual leave guidance to make use of the online annual leave calculator which had recently been made available to NHS Scotland, and also to future proof the policy for the

reduction in the working week due to commence from 2024-25. In addition, an approach had been agreed in partnership for situations where people work variable shift lengths on public holidays. An amended version of the guidance had been circulated and the Committee agreed that this should now be published.

Action – To issue the revised guidance

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](#) – 16 October 2023
- b) [DL\(2024\)03](#) – Removal of Temporary Covid Special Leave – 7 March 2024

The Chair finished by highlighting that this would be Calum Campbell's last STAC meeting as he was standing down as Employer Chair, having served in that role since 2017, as well as retiring as Chief Executive of NHS Lothian. The Chair passed on his personal thanks for the constructive way Calum had undertaken the Co-Chair role and the Committee joined in thanking him for his significant contribution to STAC over the years. All sides wished him well in his retirement.

6. Date of Next Meeting

Friday 14 June 2024, 10:30 am

Scottish Terms and Conditions Committee
18 March 2024 Meeting
Action Points

Agenda Subject	Action	Action Officer(s)	Update
4.c) RRP Application – NHS Shetland – Band 8a LD Nurse	To draft response and issue to NHS Shetland	Secretariat / Chairs	Complete – letter issued on 19 March
4.d) RRP Mid-Term Reviews	To Respond to Mid-Term Reviews	Secretariat	Replies due to issue shortly
4.e) Lothian Referral – End of BST	To finalise response and issue to NHS Lothian	Secretariat	Complete – letter issued on 19 March
4.f) STAC Protocol for Referrals	To consider and submit any amendments	Committee Members	Complete
4.f) STAC Protocol for Referrals	To update the website	Secretariat	Complete
4.g) NHS Scotland Annual Leave Guidance - Revision	To issue the revised guidance	Scottish Government	Complete – published on 26 March