

Scottish Terms and Conditions (STAC) Committee
Thursday 21 November 2024, 11:10 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 | | |
| Liam Gibson | Scottish Government | Frances Carmichael | NHS GG&C |
| Lorraine Hall | NHS Shetland | Philip Coghill | RCN |
| Jane Hamilton | Scottish Government | Emma Curren | RCM |
| Daniel MacDonald | Scottish Government | Dr Paul Donaldson | HCSA |
| Anne MacPherson | NHS GG&C | Simon Fevre | BDA |
| Colin Marsland | NHS Shetland | Tam Hiddleston | Unison |
| David Miller | NHS Fife | Karen Leonard | GMB |
| Kenny Nairn | Scottish Government | James O'Connell | Unite |
| Barbara Anne Nelson | MSG | Graham Pirie | COP |
| | | Norman Provan | RCN |
| Carol Potter | NHS Fife | Claire Ronald | CSP |
| Darren Purdie | Scottish Government | | |
| Lyndsay Turner | Scottish Government | Ros Shaw | RCN |

Secretariat: Colin Cowie

1. Apologies

Staff Side: Cathy Miller, Yvonne Stewart, Susan Walker

Employers: Sybil Canavan, Jaquie Jones, Jennifer Wilson

Staff Side noted that Jane Gibson from NHS Grampian was attending as an observer from the RCN.

2. Minutes and Action Points of Previous Meeting

The draft minute of the 19 September 2024 meeting was agreed as an accurate record of the discussion at that meeting. It was noted that all the actions identified were picked up on the current Agenda.

3. Matters to Report:

a) Job Evaluation

Representatives of the Job Evaluation Group confirmed that it continued to monitor progress with the Band 5 Review and that the most recent figures indicated that around 3,500 individuals have engaged with the portal and that 291 forms had been completed and submitted.

Annual Performance Reports on Job Evaluation were due at the end of October. They will be analysed and a report taken to the Job Evaluation Group in due course. The Group is also reviewing the guidance around development of national roles to try to ensure that the correct stakeholders are involved at the right time. These revisions will come to STAC for approval once they have been agreed by the Group.

b) Health and Safety Committee (SWAG Feedback)

The Committee noted the written brief which had been provided which indicated the intention to nominate a Staff Side representative for the Staff Council group. It was confirmed that SWAG are seeking nominations for this role and that Health and Safety will be a standing item on the SWAG Agenda going forward.

It was noted that there are linkages with Protected Learning Time workstream which SWAG is also overseeing in regard to the statutory and mandatory training which is linked to health and safety.

Action: To report on progress to the next STAC

c) Agenda for Change Pay

It was confirmed that the Cabinet Secretary for Health and Social Care had met with the Staff Side of STAC Secretariat to discuss next steps with regard to pay negotiations. He had indicated that the Government would need to complete the budget process before formal negotiations could begin but that he was content for informal discussions to start early next year to identify the elements which a negotiation would focus on, and the potential for a multi-year settlement.

Staff Side acknowledged this but were keen to stress that there was no commitment to a multi-year approach and that in meeting the Cabinet Secretary they had also highlighted the need to confirm how the commitment to reduce full time working hours to 36 would be taken forward.

Employers noted the position and suggested that it might be helpful to establish an Employer / Staff Side implementation group as a way of smoothing the pay

implementation process in 2025. Staff Side indicated they would be receptive to this proposal and it was agreed to discuss this further in due course.

Action: Employers and Staff Side to discuss the formation of an AfC Pay Implementation Group.

d) UK Mileage Review

Scottish Government representative confirmed that the Cabinet Secretary had indicated he did not want Scotland to be part of the current Staff Council Review, but that officials would simply observe the process. Once the Group reports, Scotland will need to consider its position given the enhanced rates currently in place in this country were agreed as a temporary measure until such time as the Staff Council updated its approach.

e) Annual Leave and Public Holiday Guidance

It was noted that modelling had been undertaken in order to inform further discussions around the concerns which had been raised in relation to the approach to long shifts and public holidays in the current guidance.

Staff Side acknowledged the outstanding questions but were keen to stress that agreed guidance needs to be implemented by the service. Employers acknowledged this point but all sides recognised that it would be helpful to get to the bottom of any outstanding issues and resolve these as soon as possible. It was agreed to organise that discussion at the first opportunity.

Action: To set up partnership meeting to discuss long shifts on public holidays.

f) Working Group – Compensatory Rest

The Terms of Reference for the Compensatory Rest Working Group had been agreed at the last meeting and it was reported that the first meeting of the Group was now scheduled for 4 December.

g) Working Group – RRP

The Terms of Reference for the RRP Group had also been agreed at the last meeting and the Group had now been populated. The intention was to have the first meeting in January with a view to making recommendations on the outstanding RRP renewal applications to the March STAC. It was noted that a number of the renewal applications relate to premiums which have now been in place for some time and that this is an issue the Group will need to consider.

4. Matters to Discuss:

a) **Apprenticeships – ToR**

A draft Terms of Reference for this Group had been circulated and both sides of the Committee indicated they were content to approve these.

b) Meeting Dates for 2025

A list of the main STAC meeting dates for 2025 had been circulated along with the papers and the Committee noted these. A date in March had since been identified and Teams invites had been issued for all of these.

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 – 21 March 2024](#)
- b) [PCS\(AFC\)2024/04](#) – Changes to the Agenda for Change Handbook:
Reduction in the working week to 37 hours and updates to Section 15 and Section 27

Colin Poolman highlighted that this would be Jane Grant's last STAC meeting as Employer Chair before retirement and he took the opportunity to thank her for her contribution to the Committee and all sides joined in wishing her well for the future.

6. Date of Next Meeting

17 March 2025

Scottish Terms and Conditions Committee
21 November 2024 Meeting

Action Points

| Agenda Subject | Action | Action Officer(s) | Update |
|--|--|--------------------------|---|
| | | | |
| 2.b) Health and Safety Committee (SWAG Feedback) | To report on progress to the next STAC | Scottish Government | Covered for report on Agenda |
| 2.c) Agenda for Change Pay | Employers and Staff Side to discuss the formation of an AfC Pay Implementation Group | Employers and Staff Side | Ongoing. To be discussed at the appropriate time in the pay negotiations process. |
| 3. e) Annual Leave and Public Holiday Guidance | To set up partnership meeting to discuss long shifts on public holidays. | Scottish Government | Meeting took place on 9 December. Revisions to guidance being considered. |