

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

**Monday 7 September 2020, 4 pm
Virtual Meeting via Internet**

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) – RCN – In Chair
Ian Reid – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Laura Ace – NHS Lanarkshire	Scott Keir - BDA
John Burns – NHS Ayrshire and Arran	Karen Leonard - GMB
Caroline Cooksey – NHS Dumfries and Galloway	Steven Lindsay - Unite
Mariela Fordyce – Scottish Government	Lilian Macer – NHS Lanarkshire
Pauline Howie – Scottish Ambulance Service	Cathy Miller - Unison
Audrey McCall - NES	Jackie Mitchell - RCM
Lorraine Hunter – NHS Grampian	James O’Connell - Unite
Stewart Irvine – NES	Norman Proven - RCN
Lynne Khindria – Management Steering Group	Claire Ronald - CSP
Colin Marsland – NHS Shetland	Tom Waterson – Unison
Audrey McCall - NES	
Allie McMahon – Scottish Government	
Kay Sandilands – NHS Lanarkshire	
Laura Zeballos – Scottish Government	

Secretariat: Colin Cowie – SGHSCD

1. Apologies

Employers	Hazel Borland, Janis Butler, Linda Douglas, Lorraine Hall, Jacqui Jones, Anne MacPherson, Alex McMahon
TU & Professional Organisations	Jane Anderson, Tony Axon, Julie Collins, Tony Dowling, Simon Fevre, Graham Pirie, Robert Quick, Ros Shaw, Gavin Smith, Sylvia Stewart

2. Minutes and Actions of Previous Meeting (18 June 2020)

The Minutes and Action Points were agreed as an accurate record of the 18 June 2020 meeting.

Staff Side raised an issue around offsetting in the wake of a letter which had been sent to the service by the Secretariat. Some Boards appear to have not altered their practices in line with the letter. Payroll colleagues undertook to take this up directly with the Boards concerned.

Action: Payroll Leads to ensure a consistent approach to offsetting

3. Matters to Report

a) Job Evaluation

The STAC job evaluation sub group has had its first meeting following the COVID-19 emergency and agreed its priorities and new arrangements for working. The main priorities are:

- I. To develop a Once for Scotland Job Evaluation policy;
- II. To consider arrangements for online training. This is a priority for a number of Boards as there has been a significant fall in the number of qualified evaluators from both employers and staff side;
- III. To continue to maintain and develop the new TURAS JE system;
- IV. To resource some central support to assist with ensuring we maintain our training standards and look at how consistent evaluation can be ensured across all NHS employers in NHS Scotland;
- V. To facilitate and oversee national evaluation as and when required (over the last 6 months this has meant evaluating posts in support of NHS Scotland's COVID-19 mobilisation).

It was confirmed that the Group was looking at options for undertaking virtual training and would be discussing it further within the sub group and with individual Boards

Action: Further update at the next STAC meeting.

b) RRP Group

The Group looking at the current guidance and procedure around RRP in Scotland had been stood down but it was agreed that this work should be started up again, and that an early date for a meeting should be sought. RRP due to expire earlier this year were given temporary extensions and will probably need to be extended again to allow the Boards concerned time to consider the refreshed guidance.

c) Appraisal and Incremental Progression

Initial discussions have taken place around how the work required to implement the agreed changes in this area can be taken forward within the COVID-19 environment and the intention is to draft a revised programme of work to be confirmed at a future STAC.

d) Scottish Distant Islands Allowance Review

The Review Group had now met and a further meeting had been scheduled with a view to having proposals to bring back to the main STAC in November.

e) Organisational Change Protection

A communication had gone out earlier in the year from the Scottish Partnership Forum pausing Organisational Change and all sides now recognised that this needed to be refreshed to allow Boards to proceed with Organisational Change, where appropriate. In addition, it was reported that the letter had caused uncertainty about the application of the existing Organisational Change Protection policy. It was agreed that a communication should be issued from STAC re-affirming that existing Organisational Change Policy still applied.

Action: To issue letter to service about OCP

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

It was confirmed that lawyers for the various parties are presently in discussions over the settlement of tribunal cases. COVID has hindered progress over the summer so it was noted that it may be into next year before this matter can be fully resolved.

g) Maternity Continuity of Care (Best Start)

The RCM once again highlighted the terms and conditions questions which were raised by the new Best Start model, as implementation was already moving forward in a number of Boards. Employers noted this but wished to seek clarity from the Scottish Government on the status of this initiative in order to inform terms and conditions discussions.

Action: To seek confirmation from SG on status of Best Start Programme

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

It is recognised that the 2016 payroll circular needs to be reviewed and redrafted, where required, to ensure it is in line with extant provisions and the law. It was confirmed to the committee that a meeting between appropriate personnel will be set up to do this at the first available opportunity.

Action: To set up review of Payroll Issues circular

i) Review of Coronavirus (COVID-19) Policies

It was confirmed that the Secretariat planned to review the policies which have been put in place to support the service during the COVID-19 pandemic. Staff Side raised the issue of staff whose medical treatment had been delayed by COVID and Employers confirmed that this issue was being discussed and that guidance was likely to be issued at some point.

j) Homeworking / Working from Home

All sides recognised that the changes brought about by COVID mean it will be helpful to develop a national homeworking policy. Initial discussions had taken place with a view to moving this forward. Staff Side stressed that it would be counterproductive for Boards to put in place local policies whilst a national policy was being discussed and Employers agreed to pick this up through the relevant channels.

Employers made the point that this subject is broader than terms and conditions and that work in this area will need to be coordinated between the different partnership groups. It was noted that Homeworking was already on the Agenda for the Joint Secretariats group so it was agreed to continue this discussion in that forum.

Action: To discuss at Joint Secretariats

4. Matters to Discuss

a) Agenda for Change Pay

The Cabinet Secretary has now written to STAC responding to the letter from the Secretariat. Staff Side welcomed a number of the elements contained in the response, such as the commitment to collective bargaining. All sides will need further time to reflect on the issues raised before responding.

b) Christmas and New Year at Weekend

A draft policy setting out the agreed approach to pay over Christmas and New Year 2020 had been circulated and the Committee approved this, subject to minor formatting corrections.

Action: To issue Christmas and New Year at Weekend circular.

Committee members were mindful of the fact that the same message will likely need to go out in 2021, so all sides agreed to return to this issue at the same time next year.

c) Dying to work

Staff Side highlighted the TUC's Dying to Work campaign and confirmed their wish to see the initiative adopted by NHS Scotland. Employers noted this and

indicated their intention to work through the implications and bring the matter back to the Secretariat.

Action: To consider and refer back to Secretariat

4. Matters to Note

a) PCS(AfC)2020/2: Pay During Annual Leave – 29 June 2020

The Committee noted this had been issued.

5. Date of Next Meeting

25 November 2020 (via Teams)

Colin Cowie
Scottish Government

**Scottish Terms and Conditions Committee
7 September 2020 Meeting**

Action Points

Agenda Subject	Action	Action Officer(s)	Update
2) Minutes and Actions of Previous Meeting	To ensure a consistent approach to offsetting	Payroll Leads	Done
3.a) Job Evaluation	To arrange and publicise on-line training	Job Evaluation Group	Being managed by sub group and feedback to next STAC meeting
3.e) Organisational Change Protection	To issue letter to service re-affirming application of OCP policy	Secretariat	Done – letter issued on 16 September
3.g) Maternity Continuity of Care (Best Start)	To seek confirmation from SG on status of Best Start Programme	Employers	Done
3.h) Refresh of Technical Payroll Issues Circular	To set up a review of Payroll Issues circular	Secretariat	Paused
3.j) Homeworking / Working from Home	To discuss at Joint Secretariats	Secretariat	Group established
4.b) Christmas and New Year at Weekend	To issue circular	Scottish Government	Done – circular issued on 17 September
4.c) Dying to work	To consider and refer back to Secretariat	Employers	On the agenda