

Scottish Terms and Conditions (STAC) Committee
Tuesday 5 June 2023 1:30pm
Minute of Virtual Meeting via MS Teams

In Chair: Matt McLaughlin (standing in for Colin Poolman)

In attendance:

Employer Side		Staff Side	
Ian Reid (Employer Secretary)	MSG	Matt McLaughlin (Staff Side Secretary)	Unison
Laura Ace	NHS Lanarkshire	Philip Coghill	RCN
Janis Butler	NHS Lothian	Tam Hiddleston	Unison
Caroline Cooksey	NHS D&G	Cathy Miller	Unison
		Jackie Mitchell	RCM
Jane Grant	NHS GG&C	Angela Montgomery	POA
Jane Hamilton	Scottish Government	Karen Leonard	GMB
Lorraine Hunter	NHS Grampian	James O'Connell	Unite
Lynne Khindria	MSG	Norman Provan	RCN
Colin Marsland	NHS Shetland	Allan Robertson	HCSA
Kenny Nairn	Scottish Government	Ros Shaw	RCN
Barbara Anne Nelson	MSG	Yvonne Stewart	SoR
Conor Quinn	Scottish Government	Matthew Tucker	CSP
Lyndsay Turner	Scottish Government		
Jennifer Wilson	NHS A&A		

Secretariat: Colin Cowie

1. Apologies

Staff Side: Wilma Brown, Julie Collins, Linda Delgado, Simon Fevre, Ewing Hope, Scott Keir, Lilian Macer, Graham Pirie, Colin Poolman, Claire Ronald, Sylvia Stewart

Employers: Calum Campbell, Lorraine Hall, Pauline Howie, Jacqui Jones, Daniel MacDonald, Claire Pearce, Darren Purdie, Laura Zeballos

2. Minutes and Action Points of Previous Meeting

The draft minute of the 21 March 2023 meeting was agreed as an accurate record of the discussion at that meeting.

3. Matters to Report:

a) Job Evaluation

It was noted that the Job Description Sharing Protocol approved at the last meeting had been issued and members of the Job Evaluation Group had been engaging with Boards to provide additional support. Feedback was reported as positive.

It had been agreed that the Job Evaluation Group would take forward the work associated with the Band 5 Nursing review agreed as part of the Agenda for Change pay deal and the assumption was this this would be prioritised by the Group over the second half of the year.

Finally, questions had been raised around the approach to Bank Staff with regard to the new Band 2 and 3 Nursing Clinical Support Worker Profiles. The intention was for the Chairs of the Job Evaluation Group to put together guidance to ensure a consistent approach.

Action: To agree guidance around Band 2 to 3 for Bank Staff

The Committee further agreed that all Boards should be written to at the end of June seeking confirmation of whether they had completed the Band 2 to 3 process.

Action: To write to NHS Boards re completion

b) Homeworking / Working from Home Working Group

It was confirmed that the response covering the terms and conditions questions which had been referred to STAC had been passed back to the Once for Scotland Group considering the Work-Life Balance policy on 23 May. That larger policy will now go to the Scottish Workforce and Governance Group for approval on 29 June.

c) Outstanding RRP Applications

It was noted that the Committee had two outstanding RRP applications, one from NHS Lanarkshire re Prison Nursing Staff and one from NHS Western Isles re Podiatry Staff. The Lanarkshire application had been considered by both sides but no agreement had been reached on the correct approach. Staff Side supported the application and stressed that they felt it was a strong application. It was agreed that the matter should be considered further through the Secretariat discussion.

Action: Secretariat to consider way forward re Lanarkshire application

The Western Isles application was still out for consideration by Employers and the Staff Side and the Committee would return to it once each side had come to a view.

4. Matters to Discuss:

a) Agenda for Change Review – Terms of Reference

The draft overarching Terms of Reference for the Review agreed as part of the Agenda for Change pay settlement had been circulated to the Committee and was formally approved. It was noted that the Secretariat would oversee the process and all sides felt it would be important to quickly address logistical issues in terms of populating the individual Groups, appointing Joint Chairs and getting a schedule of meeting in diaries.

b) STAC Protocol and Role Diagram

The Secretariat had worked together to refresh the agreed protocol for how the Committee will operate and a revised text had been circulated for approval.

The key revision was the creation of a formal process for Boards to approach STAC in partnership seeking advice on terms and conditions issues. The Committee agreed the new protocol and the accompanying diagram setting out STAC's place in addressing Agenda for Change terms and conditions questions.

Action: To publish revised protocol and diagram on STAC website

c) Amendment to Section 15 of AfC Handbook – Leave and Pay for New Parents

The NHS Staff Council had recently agreed a minor change to Section 15.106 of the Agenda for Change Handbook. In view of this, the Committee agreed to make the same change to the Scottish version of the Handbook.

Action: To update Section 15 of the Scottish AfC Handbook

5. Matters to Note

- a) [DL\(2023\)09](#): Medium Secure Supplement – 30 March 2023
- b) [PCS\(AFC\)2023/3](#): Job Description Sharing Protocol – 6 April 2023
- c) [STAC\(TCS01\)2023](#): Organisational Change Pay Protection – Data Collection 2022-23 – 25 April 2023

7. Date of Next Meeting

Tuesday 5 September 2023, 1:30 pm

Scottish Terms and Conditions Committee
5 June 2023 Meeting
Action Points

Agenda Subject	Action	Action Officer(s)	Update
3.a) Job Evaluation	To agree guidance around Band 2 to 3 for Bank Staff	Secretariat and Scottish Government	Done – guidance issued as STAC(TCS02)2023 on 12 June
3.a) Job Evaluation	To write to NHS Boards re completion	Job Evaluation Group	
3.c) Outstanding RRP Applications	Secretariat to consider way forward re Lanarkshire application	Secretariat	Following further exchanges, NHS Lanarkshire now considering the best way forward.
4.b) STAC Protocol and Role Diagram	To publish revised protocol and diagram on STAC website	Secretariat	Done – website updated on 16 June.
4.c) Amendment to Section 15 of AfC Handbook	To update Section 15 of the Scottish AfC Handbook	Secretariat	Done – confirmation issued as PCS(AFC)2023/4 on 5 June