

# **SCOTTISH TERMS AND CONDITIONS COMMITTEE (STAC) PROTOCOL FOR MANAGING BUSINESS**

## **Secretariat**

STAC has a tripartite secretariat made up of officials appointed from the Scottish Government Health Workforce Directorate and nominated individuals from the staff and employer side.

It will be the Scottish Government officials' role to make arrangements for meetings, produce minutes and facilitate the general workings of the Committee. All papers pertaining to the work of the Committee, including its sub-groups, should be copied to the secretariat, part of whose duty will be to keep records, track progress on issues and finalise with the staff and employer representatives the form of words to be used for communications to NHS Scotland through the most appropriate means.

## **Process for placing items on STAC agenda**

As a negotiating Committee, STAC will place emphasis on the correct protocol for bringing issues to the table and on giving all sides reasonable time for reflection and preparation.

The staff and employer side chairs shall together decide on the agenda for each STAC meeting supported by their respective secretariats. The agenda will be decided at a pre-meeting convened between the chairs and the secretariats.

All members wishing to place items on the agenda for discussion at STAC shall do so through their respective secretariats.

The draft agenda will be issued a week before the pre-meeting of the Secretariat together with any papers so that all parties will have a reasonable opportunity to consider each item and come to the pre-meeting suitably briefed.

## **Day to day operation of Committee**

All committee business will be conducted through the chairs with each secretariat acting as a point of contact for their respective side.

## **Relationship of STAC to wider NHS management and staff**

Part of STAC's function will be to disseminate the correct procedure for addressing queries on terms and conditions to the wider health service.

As a general principle, queries should be addressed locally if possible, and only reach STAC if no satisfactory answer can be arrived at through this process.

Where issues raised relating to pay, terms and conditions cannot be resolved locally, the query should be raised with the STAC Secretariat as a last resort.

When an issue is being referred from a local system to the STAC Secretariat it is expected that any referral will be made on a partnership basis from local management and staff side following the exhaustion of local processes.

The referral should:

- a) Clearly identify the issue which needs to be considered, referencing the relevant section of the AFC Handbook or circular/agreement or letter which needs clarified.
- b) Set out each side's preferred interpretation of the issue to be considered and where possible the remedy.

Partnership queries should be sent to [colin.cowie@gov.scot](mailto:colin.cowie@gov.scot) using the proforma which can be found [here](#).

Where the local system is unable to agree that a referral should be made to STAC, that fact and the reasons why an agreement to refer to STAC cannot be reached should be noted in writing between the parties.

In these circumstances it may be appropriate for the party seeking the STAC referral to raise their concerns with the appropriate Secretariat (staff or employer).

The employer Management Steering Group (MSG) and the Joint Trade Unions can have matters referred to them for views prior to the issue being discussed at STAC.

**CALUM CAMPBELL**  
**Chief Executive, NHS Lothian**  
Management Side Co-Chair  
Scottish Terms and Conditions Committee

**COLIN POOLMAN**  
**Director, Royal College of Nursing**  
Staff Side Co-Chair  
Scottish Terms and Conditions Committee