

Scottish Terms and Conditions (STAC) Committee
Wednesday 26 November 2025, 10:00
Minute of Virtual Meeting via MS Teams

In Chair: Colin Poolman

In attendance:

Employer Side		Staff Side	
Carol Potter (Emp Side Chair)	NHS Fife	Colin Poolman (Staff Side Chair)	RCN
Ian Reid (Emp Side Secretary)	MSG	Matt McLaughlin (Staff Side Secretary)	Unison
Sybil Canavan	NES	Frances Carmichael	Unison
Colin Cowie	Scottish Government	Philip Coghill	RCN
Liam Gibson	Scottish Government	Emma Currer	RCM
Lorraine Hall	NHS Shetland	Simon Fevre	BDA
Lorraine Hunter	NHS Grampian	Tam Hiddleston	Unison
Jacqui Jones	NHS Lanarkshire	Ewing Hope	Unite
Holly Lenk	Scottish Government	Karen Leonard	GMB
Daniel MacDonald	Scottish Government	Angela Montgomery	POA
Jim Miller (Emp Side Deputy Chair)	NHS 24	Karren Morrison	Unison
Kenny Nairn	Scottish Government	James O'Connell	Unite
Barbara Anne Nelson	MSG	Norman Provan	RCN
		Claire Ronald	CSP
		Yvonne Stewart	SOR
		Susan Walker	Unite

Secretariat: Holly Lenk

1. Apologies

Staff Side: Wilma Brown, Karren Morrison, Graham Pirie

Employers: Michael Breen, Colin Marsland, David Miller, Elaine Watson

2. Minutes and Action Points of Previous Meeting

The draft minute of the 4 July 2025 meeting was agreed as an accurate record of the discussion at that meeting. It was noted that the majority of actions identified were picked up on the current Agenda apart from the outstanding question from Staff Side regarding how an employee's public holiday leave is impacted if they are off sick on a public holiday. It was agreed that Staff Side would submit this question in writing and officials would follow up after the meeting with a view to completing this action.

Action: Staff Side to submit question regarding how leave is impacted if an employee is off sick on a public holiday to officials.

The update which had been circulated following the cancellation of the 24 September 2025 STAC meeting was also noted and approved by the Committee.

3. Matters to Report:

a) Staff Council – Review of AfC Handbook

Officials noted that the redrafting of the Handbook is being undertaken by Task and Finish Groups who refer proposed changes back to the Review Steering Group for discussion. Agreed changes will then be passed to the Staff Council for ratification prior to being published within the revised UK Handbook.

Discussions at the previous STAC Secretariat meeting highlighted the need for Scottish input into the drafting process, and also the need to consider how any resulting changes will apply to Scotland. The Secretariat had therefore agreed to form a Scottish Working Group to feed into the UK process and names are currently being sought from both sides in order to populate this.

Action: Staff Side and Employers to supply names to participate in the STAC AfC Handbook Review Working Group

b) Staff Council – Review of Mileage

The Staff Council Negotiating Group tasked with updating the policy on reimbursing staff for work based travel is reported to be near to making recommendations and a paper had been circulated for information setting out what these are likely to be. Scotland holds an observer status on the group, rather than being a full participant. Any changes to the current Mileage System by the UK Staff Council will therefore need to be considered for Scotland in due course, in light of the current provisions set out in DL(2022)39.

c) Working Group – Recruitment and Retention Premia

The Committee noted the paper which had been circulated setting out the work which the RRP Group had undertaken over the last year. The RRP group had met on three occasions over 2025 and considered 12 renewal applications in total. All but one were ultimately approved.

All sides agreed that it had been helpful to consider the large number of renewal applications at the same time so that consistent themes and issues could be highlighted. The Working Group had, for instance, noted an inconsistency in RRP rates between a male dominated and female dominated staff group and, following this point being raised with the Board concerned, the rates were equalised.

It was noted that there were a number of RRPs which have now been in place for over a decade and the hope is that, going forward, Boards can share information and experience on how the need for RRPs in a given area can be mitigated in the long term.

d) Band 5 Review

A report setting out information available from the TURAS application portal had been circulated to the Committee and it was confirmed that the Job Evaluation Group is actively engaging with the Human Resource community as applications progress through the system.

Staff Side highlighted that while TURAS data provides a high level view, it remains difficult to track what progress is being made on the ground and frustrations continue to grow from both applicants and managers who feel they need more support around the exercise.

Employers reiterated their commitment to moving this work forward and indicated that the issue is due to be discussed at the upcoming Chief Executives meeting and that HR Directors are being encouraged to reflect on how managers can be better supported through this process locally.

Staff Side pointed out that this initiative is not about promotion, but rather restorative action for roles that were not adequately banded to reflect growth and additional responsibilities. It was noted that several Boards have yet to process any applications. The RCN indicated they will be writing to these Boards to express disappointment and ask for urgent meetings. Staff Side collectively had agreed that no closing date for the exercise could be agreed until credible progress has been made in moving applications through the system and Employers acknowledged this point.

e) Reduced Working Week

Staff Side commented that they have seen the RWW Implementation plans submitted by Boards but are looking for reassurance from Employers that they are committed to ensuring that the further reduction to a 36 hour week happens for all AfC staff on 1 April 2026. Employers confirmed that Chief Executives have reiterated that the further reduction will be implemented in full on 1 April 2026.

It was noted that updated and expanded guidance on the RWW was presently being agreed in partnership and would likely be issued shortly.

Employers questioned when they would be advised on the funding available to support the RWW and Scottish Government Officials noted that there is recurring funding to support Boards and the Health Finance Directorate is actively engaging with Directors of Finance on their plans.

Staff Side raised the question of how the reduction of the working week would impact on-call provisions and Employers indicated they intended to discuss this matter and arrive at a position which they would share when it was available.

- Action:** i) All sides to finalise further RWW guidance for distribution to service.
ii) Employers to share paper outlining their position re on-call in the context of the RWW.

f) AfC Pay Settlement – Inflation Guarantee

The Scottish Government has committed to ensuring that the uplift in each year of the current two year pay settlement will be at least one percentage point higher than average CPI inflation for that calendar year. It was confirmed that the average inflation to date in 2025 was 3.4%, and that if the average was to remain at this level for the remainder of 2025 it would result in a further uplift to the 2025/26 pay scales of 0.15%.

Any uplift will be implemented in the February 2026 pay run, with the arrears to be paid in March 2025. Payroll will work with Scottish Government Officials on timing to publish the corresponding circular.

g) Scottish Distant Islands Allowance – STAC Report 2021

The Committee noted that a STAC short-life working group had produced a paper in 2021 making a series of recommendations in relation to the Scottish Distant Islands Allowance. A number of questions had been raised about this payment recently and the Committee agreed that the Group should be reconstituted with a view to having further discussions.

- Action:** To re-establish a short-life working group via STAC Secretariat to review the current position on the Distant Island Allowance and report back to STAC.

4. Matters to Discuss:

a) Job Evaluation

An Action Plan prepared by the Job Evaluation Group containing short, medium and long term actions aimed at improving the quality and speed of job evaluation in Scotland had been circulated to the Committee, in addition to also being shared with HRD and MSG.

This had been developed in response to Staff Side concerns and Staff Side welcomed the paper and expressed the hope that this would go some way towards addressing issues which had arisen in local systems, including unacceptably long

waits for banding outcomes. The Committee agreed that STAC had a role in monitoring job evaluation at a national level and will want to return to this discussion as the measures in the Action Plan are rolled out around the country.

b) Working Group – Compensatory Rest

The Working Group which had been established to agree an overarching Scottish position had gone through an extensive discussion process and guidance focussing on the on-call element had now been produced and submitted to the Committee for ratification. Both sides of the committee indicated they were happy to support the guidance being issued to the service. In addition, it was noted that the Secretariat would have further discussions around on-call data to be gathered from around Scotland.

- Action:** i) Compensatory rest guidance circular to be prepared and issued by Scottish Government.
ii) Secretariat to discuss data gathering re on-call.

c) Meeting Dates for 2025

The proposed meeting dates for 2026 had been circulated along with the papers for the meeting and were formally approved by the committee.

5. Matters to Note

The Committee noted the following documents had been published since the last meeting:

- [STAC\(TCS03\)2025](#) - UK Staff Council: Publication of Updated Nursing and Midwifery Profiles – 7 October 2025
- [NHS Pension Scheme Advisory Board Minutes](#) from 12 June 2025

6. Date of Next Meeting

25 March 2026

**Scottish Terms and Conditions Committee
26 November 2025 Meeting**

Action Points

Agenda Subject	Action	Action Officer(s)	Update
2. Minutes and Action Points of Previous Meeting	Staff Side to submit question regarding how leave is impacted if an employee is off sick on a public holiday to officials.	Staff Side	Done
3.a) Staff Council – Review of AfC Handbook	Staff Side and Employers to supply names to participate in the STAC AfC Handbook Review Working Group	STAC Secretariat	Ongoing
3.e) Reduced working week	i) All sides to finalise further RWW guidance for distribution to service.	Staff Side / Employers / Scottish Government	Done. Published as PCS(AFC)2025/08
3.e) Reduced working week	ii) Employers to share paper outlining their position re on-call in the context of the RWW.	Employers	Done
3.g) Scottish Distant Islands Allowance – STAC Report 2021	To re-establish a short-life working group via STAC Secretariat to review the current position on the Distant Island Allowance and report back to STAC.	STAC Secretariat	Ongoing
4.b) Working Group – Compensatory Rest	i) Compensatory rest guidance circular to be prepared and issued by Scottish Government.	Scottish Government	Done. Published as PCS(AFC)2025/07
4.b) Working Group – Compensatory Rest	ii) Secretariat to discuss data gathering re on-call.	STAC Secretariat.	Ongoing