

**Scottish Terms And Conditions (STAC) Committee  
Minute of Meeting  
Monday 14 June 2021, 2 pm  
Virtual Meeting via Teams**

**Chairing:** Colin Poolman

**Present**

<b>Employers</b>	<b>Trade Unions and Professional Organisations</b>
Calum Campbell (Co-chair) - NHS Lothian	Colin Poolman (Co-chair)- RCN
Ian Reid - MSG	Willie Duffy - Unison
Laura Ace - NHS Lanarkshire	Ewing Hope - Unite
John Burns - NHS Ayrshire & Arran	Karen Leonard - GMB
Janis Butler - NHS Lothian	Jaqueline McClure - RCN
Colin Cowie - Scottish Government	Cathy Miller - Unison
Linda Douglas - NHS Fife	Jackie Mitchell - RCM
Lorraine Hall - NHS Shetland	Angela Montgomery - POA
Lorraine Hunter - NHS Grampian	James O'Connell - Unite
Lynne Khindria - MSG	Norman Provan - RCN
Daniel MacDonald - Scottish Government	Claire Ronald - CSP
Colin Marsland - NHS Shetland	Ros Shaw - RCN
Kenny Nairn - Scottish Government	Yvonne Stewart - SOR
Anne MacPherson - NHS Greater Glasgow and Clyde	Tom Waterson - Unison
Laura Zeballos - Scottish Government	

**Secretariat**

Jack Ashton - Scottish Government

## 1. Apologies

Employers	Pauline Howie, Jacqui Jones, Audrey McColl, Alex McMahon, Claire Pearce, Karen Reid
TU & Professional Organisations	Phil Fairley, Karen McDonald, Graham Pirie, Sylvia Stewart

## 2. Minutes and Action Points of previous meeting (26 November 2020)

Action 3.f to discuss differences in interpretation with Payroll contacts had been marked as complete but was still ongoing. It was agreed that this change should be made before publication.

**Action:** Amend action 3.f.

Other than this, the Minutes and Action Points were agreed as an accurate record of the 26 November 2020 meeting.

Staff Side contacts updated STAC on the Dying to Work charter, confirming that STAC's part in this was complete and that SWAG will now take this forward with a view to having the relevant agreement published.

## 3. Matters to Report:

### a) Appraisal and Incremental Progression

Employer Side colleagues advised that work to revise the Agenda for Change handbook is ongoing and it is hoped that the revisions to Section 6 will be completed in time to be brought to the next STAC meeting. The other developments around Appraisal and Incremental Progression agreed in relation to the 2018 pay deal remain on hold because of the pandemic.

**Action:** Complete necessary revisions to the Agenda for Change Handbook and bring to next STAC meeting for approval.

### b) Paid As If At Work (Non-Contractual Overtime)

Central Legal Office are currently working to resolve issues with Staff Side legal representatives and a meeting between Central Legal Office and Staff Side representatives is scheduled for later in June.

### **c) Midwifery Continuity of Care (Best Start)**

Interim guidance has been produced but there remain a number of outstanding issues. STAC representative on both sides will meet with colleagues from the Boards which were early implementers in order to identify what these are and which areas will require STAC input, before taking these matters to a STAC sub-group.

**Action:** Undertake work to identify outstanding issues and bring back to STAC if necessary.

### **d) Review of Coronavirus (COVID-19) Policies**

The Covid-19 policies which have been introduced remain in place for the time being.

**Action:** STAC secretariat to discuss which policies should remain in place and which should be withdrawn and bring back to STAC as required.

### **e) Homeworking / Working From Home**

SWAG are planning a consultation regarding home working arrangements. The STAC Secretariat are of the view that a home working policy which will serve NHS Scotland in the long term will be beneficial.

**Action:** STAC secretariat to feed into the SWAG consultation.

## **4. Matters to Discuss:**

### **a) Scottish Distant Islands Allowance Review**

The Final Report of the Distant Islands Allowance Review sub-group was included with the papers for the meeting and the Chair thanked the group on behalf of STAC for their work. It was noted that the 2021-22 allowance had already been uprated in line with the Agenda for Change pay settlement.

The group's report is currently with the Scottish Government for consideration and they will respond in due course.

**Action:** Scottish Government to respond to Review Group recommendations.

### **b) Job Evaluation**

The latest version of the Scottish Job Evaluation Policy was included in papers for final ratification by STAC. The sub-group now plan to produce further guidance to help the service through particular aspects of the Job Evaluation process.

The chair expressed thanks to those who have worked on producing the document and the group formally ratified the Job Evaluation Policy.

**Action:** Issue Job Evaluation Policy to the service.

### **c) Review of RRP Policy**

A refreshed RRP Policy had already been ratified and issued to the service as DL(2021)11 on 24 March. There were also a number of outstanding applications which had been submitted to STAC and the Chairs of the sub-group confirmed that the intention was to scrutinise these within the group and make relevant recommendations to STAC. Meetings with Board representatives were being arranged to allow the Group to discuss the new policy and their individual applications before coming to a decision on each one.

In addition, discussions were ongoing around the correct approach in situations where an RRP is withdrawn. Staff Side indicated that they are currently seeking views in order to feed into that process.

**Action:** Discuss RRP applications with Boards as appropriate and make recommendations to STAC.

### **5. Matters to Note:**

**a) STAC(TCS09)2020: COVID-19 Sickness Absence Management**

**b) PCS(COV)2020/1: £500 Covid Payment**

**c) DL(2021)03: Annual Leave in 2020-21 and Carry Forward to 2021-22**

**d) DL(2021)07: Working from Home as a Consequence of COVID-19: Terms and Conditions of Service**

**e) PCS(AFC)2021/2: Pay for AfC Staff**

The Secretariat highlighted that arrears relating to the pay settlement may not be paid until August because of the added complexity of this year's pay settlement. A letter to the service clarifying this point had been drafted and would be issued after the meeting.

**Action:** Scottish Government to issue note to the service

**f) DL(2021)13: Quarantine (Self-Isolation) for NHS Scotland Staff Returning to the UK**

**g) PCS(SDIA)2021/1 – Scottish Distant Islands Allowance**

**h) NHSS Scheme Advisory Boards Minutes – 5 October 2020, 18 February and 23 March 2021**

### **6. Date of Next Meeting:**

**23 September 2021**

All meetings for the rest of the year will be conducted through Microsoft Teams.

**Scottish Terms and Conditions Committee**  
**14 June 2021 Meeting**

**Action Points**

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
2. Minutes and Action Points of Previous Meeting	Amend action 3.f in the minute of the previous meeting to reflect that the action is ongoing	Scottish Government	Complete
3.a) Appraisal and Incremental Progression	Complete necessary revisions to the Agenda for Change Handbook and bring to next STAC meeting for approval.	Employer Side	Ongoing
3.c) Midwifery Continuity of Care (Best Start)	Undertake work to identify outstanding issues and bring back to STAC if necessary.	Employer Side/ Staff Side	Ongoing
3.d) Review of Coronavirus (COVID-19) Policies	Discuss which policies should remain and which should be withdrawn and bring back to STAC as required.	STAC Secretariat	Ongoing
3.e) Homeworking/ Working From Home	Feed into the SWAG consultation.	STAC Secretariat	Complete
4.a) Scottish Distant Islands Allowance Review	Scottish Government to give a view	Scottish Government	Ongoing
4.b) Job Evaluation	Issue Job Evaluation document to the service.	Scottish Government	Complete, issued as DL(2021)19
4.c) Review of RRP Policy	Discuss RRP applications with Boards and make recommendations to STAC	RRP Sub-Group	Complete
5.e)PCS(AFC)2021/2: Pay for AfC Staff	Issue note on backdated element of the uplift to the service	Scottish Government	Complete, issued as STAC(TCS02)2021