

**Scottish Terms And Conditions (STAC) Committee**  
**Monday 22 November 2021 2:00pm**  
**Minute of Virtual Meeting via MS Teams**

In Chair: Colin Poolman

In attendance:

| Employer Side             |                               | Staff Side               |        |
|---------------------------|-------------------------------|--------------------------|--------|
| Calum Campbell (co-Chair) | NHS Lothian                   | Colin Poolman (co-Chair) | RCN    |
| Ian Reid                  | MSG                           | Willie Duffy             | Unison |
| Laura Ace                 | NHS Lanarkshire               | Wilma Brown              | Unison |
| Tracey Ashworth-Davies    | NES                           | Simon Fevre              | BDA    |
| Janis Butler              | NHS Lothian                   | Ewing Hope               | Unite  |
| Caroline Cooksey          | NHS Dumfries and Galloway     | Scott Keir               | BDA    |
| Colin Cowie               | Scottish Government           | Karen Leonard            | GMB    |
| Linda Douglas             | NHS Fife                      | Lilian Macer             | Unison |
| Pauline Howie             | Scottish Ambulance Service    | Cathy Miller             | Unison |
| Lorraine Hunter           | NHS Grampian                  | Jackie Mitchell          | RCM    |
| Lynne Khindria            | MSG                           | James O'Connell          | Unite  |
| Daniel MacDonald          | Scottish Government           | Norman Provan            | RCN    |
| Anne MacPherson           | NHS Greater Glasgow and Clyde | Allan Robertson          | HSCA   |
| Colin Marsland            | NHS Shetland                  | Ros Shaw                 | RCN    |
| Kenny Nairn               | Scottish Government           | Sylvia Stewart           | Unite  |
| Claire Pearce             | NHS Tayside                   |                          |        |
| Laura Zeballos            | Scottish Government           |                          |        |

Secretariat: Jack Ashton, Scottish Government

### **1. Apologies**

**Staff Side:** Graham Pirie, Claire Ronald, Yvonne Stewart, Steven Lindsay, Angela Montgomery

**Employers:** Lorraine Hall, Lorraine Hunter, Jacqui Jones, Karen Reid

### **2. Minutes and Action Points of previous meeting**

The Committee agreed that the draft minute of the 23 September meeting was an accurate record of the discussion from the previous meeting.

### **3. Matters to Report:**

#### **a) Job Evaluation**

The Committee was updated on the implementation of the new Band 2 and 3 nursing profiles. The original plan was to set up a Group to discuss this but the situation has since moved on and the intention now was to simply issue joint guidance including an agreed implementation date.

More generally, the Job Evaluation Group reported that train the trainers sessions had been held with a view to cascading knowledge locally. A particular issue has been identified around the retention of skills in smaller Boards, where there may be a lower level of job matching activity. Ways of addressing this will be considered by the Group later in 2022.

It was confirmed that a report on the work of the Job Evaluation Group was being prepared for submission to the next STAC meeting.

**Action:** To finalise report and submit to Committee

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

Staff side colleagues advised that lawyers representing the unions involved had met recently with Central Legal Office. Unions were currently considering the issues raised at that meeting and the intention was to respond formally in the near future.

**Action:** Staff Side to write to Employers following CLO meeting

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

Meetings had taken place with RCM and NHS Board representatives and STAC Secretariat were now working on guidance addressing the use of on-call and existing terms and conditions options within the revised approach to maternity provision.

**Action:** Secretariat to draft guidance for consideration

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

Scottish Government colleagues advised that existing Covid-19 guidance will remain in place and will be reviewed at the appropriate time.

#### **e) Pay, Infrastructure and Resources**

Scottish Government confirmed that the Cabinet Secretary has agreed that a 1 year pay deal will be negotiated for 2022/23, and advised that the budgetary process has to be finalised before negotiations can begin. Scottish Government further advised that they have appointed a project manager to look at the future of pay bargaining in Scotland.

Staff Side colleagues advised that they planned to have discussions shortly in order to formulate their approach to negotiations and would hope that these would start in January. They stressed that the Cabinet Secretary had indicated that reform to terms and conditions would not play a part in these negotiations.

Scottish Government colleagues acknowledged this and stressed that reform should be viewed as an opportunity for mutual benefit rather than a vehicle for a cut to Terms and Conditions.

#### **f) Homeworking / Working From Home Working Group**

Both sides indicated their intention to put names forward for the Working Group. It was noted that the UK Staff Council is also forming a group to consider this issue. It was agreed that Scotland should seek observer status on that group. The Staff Council had recently circulated a paper on this issue and it was agreed that this should be shared with the Scottish Working Group, for information.

**Action:** To secure observer status for Scotland on the Staff Council Group

**Action:** To circulate the Staff Council paper to the Scottish Group.

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

##### **a) Recruitment and Retention Premia Working Group – ToR**

The Committed noted and approved the Terms of Reference which had been circulated indicating that the group should consider the best approach for recognising the unique challenges of the Medium Secure care environment and the correct approach to withdrawal of RRP's in Scotland. Both sides indicated that they would supply names for the Group in due course.

**Action:** Employer and Staff Side to populate Group.

##### **b) NHS Lothian RRP Renewal Application – Estates Staff**

Employer and Staff Side both confirmed that they are supportive of the RRP renewal application from NHS Lothian.

**Action:** To confirm renewal to NHS Lothian

##### **c) Scottish Agenda for Change Handbook Refresh**

A version of the Scottish AfC Handbook taking account of the changes agreed at the previous STAC meeting had been circulated for approval. Staff and Employer Sides both indicated they were content to now see this published. The Committee agreed that, as a general principle, it may be helpful to formally review the Scottish Handbook on a regular basis.

**Action:** To publish revised version of the Handbook.

##### **d) Meeting Dates for 2022**

The Committee noted the list of proposed meetings for 2022 which had been circulated. These were approved. It was confirmed that the intention at this stage was that all the scheduled meetings would be virtual. This could, however, be reviewed if necessary.

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

- a) PCS(AFC)2021/4: Christmas and New Year at Weekend 2021-22 – 5 October 2021
- b) NHS Pension Scheme Advisory Board Minutes – 29 April 2021, 2 June 2021

The above papers were noted by the committee.

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

2 March 2022 (via Teams)

**Scottish Terms and Conditions Committee  
22 November 2021 Meeting**

**Action Points**

| <b>Agenda Subject</b>                                     | <b>Action</b>   | <b>Action Officer(s)</b> | <b>Update</b>           |
|---|---|--------------------------|-------------------------|
| 3.a) Job Evaluation                                       | To finalise report and submit to Committee                        | Job Evaluation Group     |                         |
| 3.b) Paid As If At Work                                   | Staff Side to write to Employers following CLO meeting            | Staff Side               |                         |
| 3.c) Midwifery Continuity of Care (Best Start)            | To draft guidance for consideration                               | Secretariat              |                         |
| 3.f) Homeworking / Working From Home Working Group        | To secure observer status for Scotland on the Staff Council Group | Secretariat              |                         |
| 3.f) Homeworking / Working From Home Working Group        | To circulate the Staff Council paper to the Scottish Group.       | Secretariat              |                         |
| 4.a) Recruitment and Retention Premia Working Group – ToR | To populate Working Group   | Staff Side and Employers |                         |
| 4.b) NHS Lothian RRP Renewal Application – Estates Staff  | To confirm renewal to NHS Lothian                                 | Secretariat              | Done – 25 November 2021 |
| 4.c) Scottish Agenda for Change Handbook Refresh          | To publish revised version of the Handbook                        | Scottish Government      | Done – 22 November 2021 |