

**Scottish Terms And Conditions (STAC) Committee  
Minute of Meeting**

**Friday 14 June 2019, 10.00 am  
St Andrew's House, Edinburgh**

**Present:**

**Employers:**

**Trade Unions and  
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lanarkshire	Colin Poolman (Co Chair) – RCN – In Chair
Ian Reid – Employer Secretary – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Laura Ace – NHS Lanarkshire	Jane Anderson - Unison
Janis Butler – NHS Lothian	Vicki Bennett - BDA
Caroline Cooksey – NHS Dumfries and Galloway	Wilma Brown - Unison
Lynne Khindria – Management Steering Group	Emma Curren - RCM
Anne MacPherson – NHS GG&C (via phone link)	Kirsty Harper - RCN
	Andy Hogg - POA
	Karen Leonard - GMB
	Lilian Macer - Unison
	James O'Connell - Unite
	Graham Pirie - SCP
	Rob Quick - HCSA
	Claire Ronald – CSP
	Deborah Shepherd – SoR
	Sylvia Stewart - Unite
	Tom Waterson - Unison

Secretariat: Colin Cowie – SGHSCD

## 1. Apologies

Employers	John Burns, Pauline Howie, Annie Ingram, Jacqui Jones, Patricia Leiser
TU & Professional Organisations	Tony Axon, Tony Dowling, Linda Delgado, Cathy Millar, Jackie Mitchell

## 2. Minutes and Actions of Previous Meeting (15 March 2019)

The Minutes and Action Points were agreed as an accurate record of the 15 March meeting.

Staff Side again highlighted their concerns about other recent public sector pay settlements and noted they had written to the Cabinet Secretary seeking a meeting on this issue.

## 3. Matters to Report

### a) Job Evaluation

The Committee noted the report which had been circulated setting out the agreed priorities for the Job Evaluation Group.

The Group had created a template which all Boards would fill in on an annual basis with the aim of improving local governance and national oversight. Staff Side welcomed this move as helpful and suggested a number of areas in which the template could be enhanced before being issued to the services. They undertook to submit these for consideration.

**Action: To suggest amendments, finalise and Issue**

The Group also intends to organise a series of workshops around the country during the second half of the year to disseminate best practice, ensuring a Once for Scotland approach. These should give staff involved in job evaluation locally a chance to discuss current issues and challenges, and also provide an opportunity to explain the replacement for CAJE which is being put in place.

Staff Side suggested exploring links with the National Evaluation Committee, which grades Executive and Senior Manager posts, and also expressed a desire to set up a national body which could make authoritative decisions on banding.

### b) Paid As If At Work

Following agreement within the Working Group, a circular had been drafted setting out how paragraph 13.9 of the Agenda for Change Handbook should be interpreted with regard to non-contractual overtime and excess hours. Staff Side undertook to consider this and confirm their position to the secretariat.

**Action: To consider and confirm position**

A timetable for making payments was being agreed with Payroll Departments and the schedule would be confirmed as part of a Q&A, issued along with the circular.

c) Qualified Health Visitors

Following the implementation of the Band 7 Job Description at the end of 2018, a number of issues had arisen. A paper covering questions around incremental dates, maternity pay and trainees had been circulated for discussion.

With regard to incremental dates, the Committee did not feel it would be helpful to give a national view at this point and agreed that the matter should be remitted back to Board level for resolution.

On maternity pay and trainees, the Committee noted the approaches proposed in the paper and agreed to issue guidance to the service in line with this.

**Action: To issue circulars confirming agreed position**

d) New Scottish Severance Policy

A paper which had been circulated for information highlighting that the Scottish Government intended to implement a policy of capping exit payments at £95,000. As this will be a non-legislative change, it will not affect what NHS staff are entitled to under existing terms and conditions, but will mean greater Scottish Government scrutiny of any settlement above this level. STAC had previously submitted a joint response to the consultation on this subject saying it did not agree that there needed to be any change to the current approach.

#### 4. Matters to Discuss

a) Shared Parental Leave and Child Bereavement

The Committee noted the new sections of the Agenda for Change Handbook which had already been agreed by the Staff Council. Staff Side agreed in principle to include these in the Scottish handbook but were keen to ensure that the Scottish context was reflected in both sections.

**Action: To annotate for Scotland and publish new sections of Handbook**

b) North of Scotland Estates RRP Extensions

The six RRPs which North of Scotland Boards hold for Estates Staff are due to end on 31 March 2020. All the Boards concerned have submitted applications for extension. The Committee felt that the quality of the applications was variable.

Given the length of time these RRPs have now been in place and the fact that they cover male dominated professions, the Committee felt that further consideration was needed around the issues raised. It was therefore agreed to establish a group to examine the subject in more detail.

**Action: To convene RRP Sub-Group**

#### **4. Matters to Note**

- a) Scheme Advisory Board – Minutes – 16 November 2018

Scheme Advisory Board members noted that legal proceedings connected to the Firefighters' and Judges' Schemes meant that the reform proposals being discussed had been put on hold for the time being.

- b) PCS(AFC)2019/2 – Policy on Management of Sickness Absence
- c) PCS(AFC)2019/3 – Appraisal and Incremental Progression
- d) PCS(AFC)2019/4 – Time Off In Lieu (TOIL)
- d) PCS(AFC)2019/5 – Organisational Change and Pay Protection

The Committee noted the circulars which had been issued relating to the four areas of reform agreed as part of the Scottish Agenda for Change pay deal. Various questions had arisen, subsequent to the publication of the circulars. The Committee agreed that there should be a consistent route for dealing with enquires and that, where necessary, these should be referred to the Joint Chairs of the relevant Group.

#### **5. Date of Next Meeting**

18 September 2019

Colin Cowie  
Scottish Government  
**Scottish Terms and Conditions Committee**

## 14 June 2019 Meeting

### Action Points

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3.a) Job Evaluation	To suggest amendments, finalise and Issue	Staff Side, Secretariat	Done – letter issued 19 August
3.b) Paid As If At Work	To consider and confirm position	Staff Side	Position confirmed and circular issued on 12 July
3.c) Qualified Health Visitors	To issue circulars confirming agreed position	Secretariats, Scottish Government	Circular on maternity pay issued on 25 June and on trainees on 27 June
4.a) Shared Parental Leave and Child Bereavement	To annotate for Scotland and publish new sections of Handbook	Secretariats	Done – circular issued on 3 September
4.b) North of Scotland Estates RRP Extensions	To convene RRP Sub-Group	Secretariats	First meeting now arranged for 15 October