

Scottish Terms And Conditions (STAC) Committee Minute of Meeting

Thursday 26 November 2020, 10 am Virtual Meeting via Teams

Present:

Employers:

**Trade Unions and
Professional Organisations:**

Calum Campbell (Co Chair) – NHS Lothian – In Chair	Colin Poolman (Co Chair) – RCN
Ian Reid – Management Steering Group	Willie Duffy – Staff Side Secretary - Unison
Laura Ace – NHS Lanarkshire	Wilma Brown - Unison
Janis Butler – NHS Lothian	Scott Keir - BDA
Colin Cowie – Scottish Government	Karen Leonard - GMB
Mariela Fordyce – Scottish Government	Lilian Macer – Unison
Pauline Howie – Scottish Ambulance Service	James O’Connell - Unite
Lorraine Hunter – NHS Grampian	Graham Pirie - SCPOD
Lynne Khindria – Management Steering Group	Pauline Paxton - HCSA
Daniel MacDonald – Scottish Government	Norman Provan - RCN
Anne MacPherson – NHS GG&C	Claire Ronald - CSP
Kenny Nairn – Scottish Government	Ros Shaw - RCN
Julia Pym – Scottish Government	Tom Waterson - Unison

Secretariat:

Jack Ashton – Scottish Government

1. Apologies

Employers	Hazel Borland, John Burns, Caroline Cooksey, Linda Douglas, Lorraine Hall, Stewart Irvine, Jacqui Jones, Colin Marsland, Audrey McCall, Alex McMahon, Kay Sandilands, Laura Zeballos
TU & Professional Organisations	Tony Axon, Julie Collins, Cathy Miller, Jackie Mitchell, Sylvia Stewart

2. **Minutes and Action Points of previous meeting (7 September 2020)**

The Minutes and Action Points were agreed as an accurate record of the 7 September 2020 meeting.

Action: Correct a mistake regarding the name of “Dying to Work” in the previous note and attached papers for this meeting.

3. **Matters to Report:**

a) **Job Evaluation**

Work is currently ongoing and two Job Evaluation leads have been hired and will be contacting Boards over the next few months regarding the job evaluation training program.

Action: To prepare a draft Job Evaluation Policy for consultation.

b) **Appraisal and Incremental Progression**

NES has not yet undertaken this work due to current pressures. The funding for this work has been provided by Scottish Government and is currently with MSG. It was raised that the Agenda for Change Handbook also needs to be updated including removing the “Gateways” section.

Action: Take forward the work of updating the AfC Handbook.

c) **Organisational Change Protection**

Employer Side colleagues noted that there was overlap between STAC, SWAG and the Scottish Partnership Forum on this issue and that STAC had clarified on 16 September that current organisational change policy still applies. Scottish Partnership Forum guidance was subsequently issued on 17 November confirming that Boards are able to take forward organisational change at the present time, providing this is discussed in partnership locally.

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

Central Legal Office are working with Staff Side solicitors to resolve outstanding issue on behalf of employers and aim to draft letters in the next few weeks.

e) **Midwifery Continuity of Care (Best Start)**

A STAC sub-group was established previously but this work was paused due to the Covid-19 Crisis. STAC secretariat are currently analysing what the ask of STAC is around Best Start and what is already covered by organisational change and Terms and Conditions of Service.

Action: Finish drafting paper and discuss with the STAC secretariat.

f) Refresh of Technical Payroll Issues Circular - STAC(TCS06)2016

It is on the work program to look at the technical guidance which was issued in 2016 as terms and conditions have since changed. Employer Side colleagues noted that some of these changes have already been made as part of the current changes to terms and conditions due to Covid-19, and that they will continue to monitor the situation and look to resume the work at the start of next year.

Staff Side colleagues raised that there is an urgent need for the STAC Secretariat to look at the Annual Leave policy and update the advice and guidance. Employers agreed to prioritise this issue and informed the group that boards had been asked to complete a template outlining current issues with Annual Leave by 2 December.

Staff Side indicated that they believed some payroll departments were interpreting guidance incorrectly. They highlighted the need to use existing networks to resolve issues and maintain consistency across Boards.

Action: Payroll and Staff Side colleagues to discuss discrepancies of interpretation of existing guidance between boards.

g) Review of Coronavirus (COVID-19) Policies

This issue was discussed previously as part of item F. The group confirmed that they were content with the discussion up to this point.

h) Homeworking / Working From Home

A group of Staff Side and Employer representatives has been set up and the first meeting dates are scheduled. The group will look to break this subject down to identify which issues are to be addressed by STAC and which by SWAG and SPF and report back to STAC.

i) Scottish and Distant Islands Allowance Review

The work has not yet been completed as a number of outstanding issues are still being looked at. The Working Group is looking to consult with local APFs before coming back to STAC with recommendations.

j) Review of RRP Policy

The Working Group has been reconvened and meetings have taken place virtually. Letters have been sent to the appropriate Boards granting an RRP extension until 31 September 2021 and asking them to submit renewal applications by 31 March 2021. A draft of the revised policy has been circulated but needs to be finalised.

Action: Schedule next meetings of the group and finalise the policy before the next STAC meeting.

4. Matters to Discuss:

a) Agenda for Change Pay

Staff Side colleagues indicated that they were disappointed by the lack of pace from Scottish Government with regards to pay and were waiting for a response and follow-up meeting with the Cabinet Secretary. It was agreed that this would be given priority and efforts would be made to move forward.

b) Dying to Work

All sides indicated support for the initiative and it was agreed that there is a need for wraparound communications to ensure the message is communicated positively.

Action: Complete final steps required to adopt policy in NHS Scotland.

c) Meeting Dates for 2021

The group noted and agreed the meeting dates for 2021.

d) Other business

Staff Side colleagues raised that the relaxation of Covid-19 restrictions over Christmas may cause issues with the longstanding arrangement that NHS Staff choose to take Leave at either Christmas or New Year and that this may cause pressure in the service.

Staff Side are looking for a Variation Order to offer staff incentives to work at Christmas this year and will take this forward through the Secretariat.

5. Matters to Note:

a) Scottish Pensions Group Minutes, 31 January and 18 August 2020

b) PCS(AFC)2020/3 – Christmas and New Year at Weekend

c) STAC(OrgCh)2020 – Organisational Change Policy

d) DL(2020)30 – Covid Special Leave

6. **Date of Next Meeting:**

29 March 2021

**Scottish Terms and Conditions Committee
26 November 2020 Meeting**

Action Points

Agenda Subject	Action	Action Officer(s)	Update
2) Minutes and Action Points of previous meeting	Correct a mistake regarding the name of "Dying to Work"	Scottish Government	Complete
3.a) Job Evaluation	To prepare a draft Job Evaluation Policy for consultation	Job Evaluation Working Group	Complete
3.b) Appraisal and Incremental Progression	Take forward the work of updating the AfC Handbook	Employers / Scottish Government	Ongoing
3.e) Midwifery Continuity of Care (Best Start)	Finish drafting paper and discuss with the STAC secretariat	Employers	Ongoing
3.f) Refresh of Technical Payroll Issues Circular	Payroll and Staff Side colleagues to discuss discrepancies of interpretation of existing guidance between boards.	Employers / Staff Side	Ongoing
3.j) Review of RRP Policy	Schedule next meetings of the group and finalise the policy before the next STAC meeting.	RRP Working Group / Scottish Government	Complete
4.b) Dying to Work	Complete final steps required to adopt policy in NHS Scotland	Scottish Government	Ongoing