

**Scottish Terms and Conditions (STAC) Committee**  
**Friday 4 July 2025, 11:00**  
**Minute of Virtual Meeting via MS Teams**

In Chair: Carol Potter

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
Elaine Watson	NHS Tayside	Frances Carmichael	Unison
Sybil Canavan	HIS	Philip Coghill	RCN
Liam Gibson	Scottish Government	Emma Curren	RCM
Barbara Anne Nelson	MSG	Tam Hiddleston	Unison
Lorraine Hall	NHS Shetland	Chris Kennedy	SOR
Daniel MacDonald	Scottish Government	Karen Leonard	GMB
Colin Marsland	NHS Shetland	Karren Morrison	Unison
Darren Purdie	Scottish Government	Angela Montgomery	POA
		James O'Connell	Unite
		Claire Ronald	CSP
		Susan Walker	Unite
		Graham Pirie	RCPOD
		Norman Provan	RCN
		Ewing Hope	Unite

Secretariat: Darren Purdie

## **1. Apologies**

**Staff Side:** Allan Robertson, Cathy Miller, Simon Fevre, Yvonne Stewart

**Employers:** David Miller, Jacqui Jones, Jenny Wilson, Jim Miller, Lorraine Hunter, Michael Breen

## **2. Minutes and Action Points of Previous Meeting**

The draft minute of the 17 March 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 with one carried forward.

The Chair noted that since the last STAC meeting, the AfC pay settlement had been agreed and thanked all parties for their collaboration.

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

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

The Employer Co-Chair of the Job Evaluation Group (JEG) highlighted proposed actions to concerns previously raised by Staff Side colleagues regarding Job Evaluation within Boards and confirmed corresponding discussions with both MSG and HRDs.

While the Staff Side Co-Chair of JEG and Staff Side colleagues welcomed the recognition of raised concerns they noted that any actions would require clear milestones, agreed outcomes and to be progressed at pace which the STAC Chair acknowledged.

**Action:** i) Job Evaluation Group to take forward actions at pace  
ii) STAC Employer Co-Chair to raise with fellow Chief Executives to ensure appropriate focus is provided

#### **b) Staff Council – Review of AfC Handbook**

The Employer representative on the National Working Group provided an update on its current position confirming that a Terms of Reference has been drafted and that there are four proposed sub groups to focus on the following key areas: Quick Wins / Joint Priorities / Equality, Diversity and Inclusion Group Priorities / 2023 Non Pay Deal. Overall, they noted that the National Working Group is still formulating how best to take forward.

Staff Side representative noted frustration on length of time the National Working Group has taken to get organised.

Further updates will be provided to STAC as / when the National Working Group makes progress.

#### **c) Staff Council – Review of Mileage**

As STAC are aware, Scottish representatives hold an Observer status on the Staff Council group that are currently reviewing mileage rates. The corresponding update confirmed that, having extensively reviewed data ,the group are having a face to face meeting on 25 July 25 and are focussing on two options: 1) Approved Mileage Allowance Payments (AMAP) with an added NHS Element or 2) an upgrading of the existing calculation mechanism.

A further update will be provided to STAC in due course.

#### **d) Working Group – Recruitment and Retention Premia**

Representative confirmed that the Recruitment and Retention Premia group have approved all extension applications other than one received from NHS Orkney (rejected) and NHS Western Isles which the group have requested additional information (and are meeting in August to review). It was confirmed that, following the outcome of the Orkney application, the exercise will be complete with corresponding expiry dates now in 2027.

#### **e) Working Group - Compensatory Rest**

It was agreed at the last STAC meeting that the corresponding document could be finalised through the Secretariat and the working group representative confirmed that this will be available for the September STAC meeting.

#### **f) New Nursing and Midwifery Job Profiles – Next Steps**

The Co-Chairs explained that they recently received a letter from Staff Council querying implementation of nationally agreed Profiles in Scotland. The Co-Chairs confirmed that work was ongoing to understand what the changes mean for the Service in Scotland, that the corresponding output will be available soon and that they would reply to Staff Council's letter accordingly.

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

#### **a) Band 5 Review – Progress**

Staff Side representatives thanked colleagues for their work to date but stated the requirement for more up to date reporting on Board activity on submitted applications (e.g. Board reporting to match up with the reporting from the Application Digital Portal, a breakdown of batch applications that have re-evaluated etc).

The Employer Co-Chair noted that to enhance existing reporting it is necessary to understand the local reporting at Board level and to ensure that Boards are approaching in a consistent fashion.

**Action:** Chairs of STAC, STAC Job Evaluation Group and SEND to ascertain and implement activities required to improve Board reporting

#### **b) Reduced Working Week – Governance**

Scottish Government Officials asked STAC what mechanism the committee would want to provide oversight to plans submitted by Boards.

Staff Side representatives were clear in the point that this work is to ensure that the hour reduction happens in full on 1 April 2026 and that – in the lead up – local area partnership forums have assurance that this is in place.

The Chairs of STAC agreed with this and that the balance needs to be correct in what STAC are asked to review and make judgement on: Strategic Decisions for STAC with more granular queries / issues settled at a local level.

### **c) Monitoring of Inflation for AfC Pay Settlement**

Scottish Government Officials noted that monthly monitoring of inflation based on the pay deal and any corresponding impacts will be stored and available to access for all staff on the STAC website.

The Chairs were supportive of suggested layout, format and content.

**Action:** Scottish Government to update STAC website with CPI monitoring and send link to STAC members

## **5. Matters to Note**

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

- PCS(AFC)2025/2 – AfC: Evaluation of Newly Developed Posts – Refreshed Guidance – 20 March 2025
- PCS(AFC)2025/3 – Recruitment and Retention Premia Policy – 21 March 2025
- PCS(AFC)2025/4 – Update to the AfC Handbook: Neonatal Care (Leave and Pay) Act – 1 April 2025
- PCS(AFC)2025/5 – Pay and Conditions for NHS Staff Covered by the AfC Agreement – 19 May 2025
- PCS(AFC)2025/6 – Annual Leave Policy for AfC Staff – 28 May 2025
- STAC(TCS01)2025 - UK Staff Council: Publication of Reviewed Nursing and Midwifery Profiles for Bands 2-9 – 29 May 2025
- STAC(TCS02)2025 - Refreshed Annual Leave and Public Holiday Guidance – 30 May 2025
- PCS(SDIA)2025/1 – Scottish Distant Islands Allowance – 12 June 2025
- NHS Pension Scheme Advisory Board Minutes from 19 November 24 and 12 March 25

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

24 September 2025

**Scottish Terms and Conditions Committee**  
**4 July 2025 Meeting**

**Action Points**

<b>Agenda Subject</b>	<b>Action</b>	<b>Action Officer(s)</b>	<b>Update</b>
3.a)i) Job Evaluation	Job Evaluation Group to take forward recommended actions	Job Evaluation Group	Ongoing
3.a)ii) Job Evaluation	Raise focus of Job Evaluation concerns / agreed actions with Board Chief Executives	Employer Co-Chair of STAC	Ongoing
4.a) Band 5 Nursing Review	Ascertain and implement activities necessary to improve Board reporting	Chairs of STAC / STAC Job Evaluation Group and SEND	Ongoing
4.c) Monitoring of inflation for AfC settlement	To update STAC website with monitoring page and send link to STAC members	Scottish Government	Done.
[Carried over from 17 March 25]  3.h) Annual Leave and Public Holidays – Revised Guidance	To e-mail question re being sick on a public holiday to Employer Secretariat	Staff Side	Ongoing