



PROGRAMME BOARD MEETING

DATE: Thursday 11 July 2019

TIME: 13:00 – 16:00

VENUE: Meeting Room, GR.09, Ground Floor, St Andrews House, Edinburgh

Chair: Sean Neill, Deputy Director, Scottish Government

Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	13:00	Welcome and Apologies	SN	Verbal
2.	13:05	Minutes from meeting 28 May 2019 for approval and review actions	SN	Paper/Excel
3.	13:15	Consultation Summary & Recommendations	LH/ NC	Paper
4.	13:30	Final Draft Policies 4.1 Attendance 4.2 Bullying & Harassment 4.3 Capability 4.4 Conduct 4.5 Grievance 4.6 Workforce Policies Investigation Process	NC/AT	Papers (1-6)
5.	15:00	Supporting Documentation – Grievance	NC/AT	Paper
6.	15:20	SWAG Committee Submission 6.1 Agenda 6.2 Overview Paper	LH	Paper
7.	15:40	Highlight Reports 7.1 Workforce Policies 7.2 Digital	LH	Paper
8.	15:50	Any Other Business	All	
9.	16:00	Date of next meeting: Thursday 29 August 2019, 10-12 pm		

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Attendees

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JAn) Jane Anderson, Branch Secretary, Unison
- (JB) Janis Butler, HR Director, NHS Lothian
- (AG) Anna Gilbert, Head of Staff Governance, Scottish Government
- (JO’C) James O’Connell, Regional Officer, Unite
- (SLR) Stephen Lea-Ross, Head of Workforce Practice, Scottish Government

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (PJ) Paul James, Project Support Officer, NHS NSS

In Attendance

- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian
- (AT) Anne Thomson, Staff Side, Royal College of Nursing (RCN)

Apologies

- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)