



PROGRAMME BOARD MEETING

DATE: Wednesday 7 November 2018
TIME: 3-4 pm
VENUE: MR1, Royal College of Nursing, 42 South Oswald Road,
 Edinburgh

Chair: Sean Neill, Deputy Director, Scottish Government
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	15:00	Welcome and Apologies	SN	Verbal
2.	15:05	Minutes from meeting 11 October 2018 for approval Review actions	SN	Paper
3.	15:15	Terms of Reference (ToR) 3.1 Programme Board 3.2 Policy Development Group 3.3 Digital Development Group	AG/LH	Paper
4.	15:35	Milestone Chart	LH	Paper
5.	15:40	Risk Register	SN	Paper
6.	15:50	Any Other Business • Programme Brief for approval	All	Paper
7.		Date of next meeting: December date to be confirmed		

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Attendees

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway (via teleconference)
- (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
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)
- (MS) Malcolm Summers, Head of Workforce Practice Unit, Scottish Government

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (LS) Lianne Scott, Project Support Officer, NHS NSS

Apologies

- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)