

## PROGRAMME BOARD MEETING

**DATE:** Thursday 7 February 2019  
**TIME:** 10:00 – 12:00  
**VENUE:** 2nd Floor, 2 West Rear Meeting Room 4, St Andrews House, Edinburgh

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

### AGENDA

	Time	Item	Lead	Format
1.	10:00	Welcome and Apologies	SN	Verbal
2.	10:05	Minutes from meeting 6 December 2018 for approval and Review actions	SN	Paper/ Excel
3.	10:15	Feedback from SWAG Committee	SLR	Verbal/ Paper
4.	10:20	Highlight Report	LH	Paper
5.	10:30	Engagement Events & Policy Development	LH	Paper
6.	11:00	Digital Discovery Workshop	DM/ LH	Paper to Follow
7.	11:30	Risks & Issues	LH	Slides to follow
8.	11:50	Any Other Business	All	
9.		Date of next meeting: Friday 5 April 2019, 2-4 pm St Andrews House, Edinburgh		

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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)
- (JB) Janis Butler, HR Director, NHS Lothian
- (AG) Anna Gilbert, Head of Staff Governance, Scottish Government
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (JO'C) James O'Connell, Regional Officer, Unite
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)
- (SLR) Stephen Lea-Ross, Head of Workforce Practice, Scottish Government
  
- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (DM) David McColl, Head of Service – Digital, NHS Education for Scotland
- (LS) Lianne Scott, Project Support Officer, NHS NSS

### Apologies

- (JAn) Jane Anderson, Branch Secretary, Unison