

PROGRAMME BOARD MEETING

DATE: Thursday 6 December 2018
TIME: 10:00 – 12:00
VENUE: MR8, NHS Lothian, Waverley Gate, 2-4 Waterloo Pl., Edinburgh EH1 3EG

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 7 November 2018 for approval and Review actions	SN	Paper/ Excel
3.	10:25	Highlight Report	LH	Paper
4.	10:35	SBAR Managing Health at Work	LH/JJ	Paper
5.	10:45	Engagement Strategy and Plan	LH	Paper
6.	11:05	Stakeholder Event (Pre-Policy Development) <ul style="list-style-type: none"> 1. Aims & Objectives 2. Programme 3. Workshops 4. Invitation from Programme Board 5. Delegate Registration 	LH	Slide Deck/ Papers
7.	11:25	Risk Register and Strategy	SN	Slide Deck/ Excel
8.	11:45	Milestone Chart	LH	To be tabled
9.	11:50	Any Other Business	All	
10.		Date of next meeting: Thursday 7 February 2019, 10:00-12:00		

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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)
- (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)
- (MS) Malcolm Summers, Head of Workforce Practice Unit, Scottish Government

- (LH) Lynn Hunter, Programme Manager, NHS NSS

Apologies

- (JAn) Jane Anderson, Branch Secretary, Unison
- (JB) Janis Butler, HR Director, NHS Lothian
- (LS) Lianne Scott, Project Support Officer, NHS NSS