

PROGRAMME BOARD MEETING

DATE: Tuesday 24 September 2019
TIME: 09:30 – 12:30
VENUE: GN.07 St Andrews House, Edinburgh

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

AGENDA

| | Time | Item | Lead | Format |
|-----|-------|---|------------|--------------|
| 1. | 09:30 | Welcome and Apologies | SN | Verbal |
| 2. | 09:35 | Minutes from meeting 29 August 2019 for approval and review actions | SN | Paper/ Excel |
| 3. | 09:45 | Highlight Reports 3.1 Policy 3.2 Digital | LH | Paper |
| 4. | 09:55 | Supporting Documentation for Review | NC | Paper |
| 5. | 11:00 | Miscellaneous Items | LH | Paper |
| 6. | 11:15 | Project Plan | LH | Paper |
| 7. | 11:35 | SWAG Committee (23 October 2019) 7.1. Draft Agenda 7.2. Item 3 - Revised Policies 7.3. Item 5 - Implementation, Review and Phase 2 | LH | Papers |
| 8. | 12:00 | Risks & Issues | SN | Slides |
| 9. | 12:20 | Any Other Business | All | |
| 10. | | Date of next meeting: Thursday 31 October 2019, 14:00-16:00 | | |

PROGRAMME BOARD MEETING – 24 September 2019

Attendees

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JAn) Jane Anderson, Branch Secretary, Unison
- (JB) Janis Butler, HR Director, NHS Lothian
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (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)
- (SLR) Stephen Lea-Ross, Head of Workforce Practice, Scottish Government

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (AC) Adam Campbell, 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