

## PROGRAMME BOARD MEETING

**DATE:** Thursday 31 October 2019  
**TIME:** 14:00 – 16:00  
**VENUE:** GE.08, St Andrews House, Edinburgh

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

### AGENDA

	Time	Item	Lead	Format
1.	14:00	Welcome and Apologies	<b>SN</b>	Verbal
2.	14:05	Minutes from meeting 24 September 2019 for approval and review actions	<b>SN</b>	Paper/ Excel
3.	14:15	Highlight Reports 3.1 Policy 3.2 Digital	<b>LH</b>	Paper
4.	14:25	SWAG Committee Feedback	<b>JJ &amp; JAn</b>	Verbal
5.	14:45	Phase 1: Soft Launch 5.1 Letter to HRDs 5.2 Local Implementation Plans 5.3 National Materials	<b>LH</b>	Paper
6.	15:05	Phase 2: Pre-Policy Development Engagement Events (January 2020)	<b>NC</b>	Verbal
7.	15:25	Risks & Issues	<b>SN</b>	Slides
8.	15:40	Review Terms of Reference	<b>LH</b>	Paper
9.	15:50	Any Other Business	<b>All</b>	
10.		Date of next meeting: Thursday 12 December 2019 14:00 – 16:00 at St Andrews House, Edinburgh		

## PROGRAMME BOARD MEETING – 31 October 2019

### **Attendees**

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway
- (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
  
- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian
- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (AC) Adam Campbell, Project Support Officer, NHS NSS