



PROGRAMME BOARD MEETING

DATE: Tuesday 28 January 2020
TIME: 10:00 – 12:00
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	SN	Verbal
2.	14:05	Minutes from meeting 12 December 2019 for approval and review actions	SN	Paper/ Excel
3.	14:15	Highlight Reports 3.1 Policy 3.2 Digital	RVZ	Paper
4.	14:25	Phase 1 – Training	SLR	Verbal
5.	14:35	Phase 1 – Communications Toolkit (Launch)	RVZ	Paper
6.	14:50	SWAG Committee 6.1 Lessons Learned 6.2 Plan (Milestone Chart) 6.3 NHS Board Implementation – Recommended changes identified during 'soft launch'	NC/AT	Paper
7.	15:15	Programme Plan Phase 2	RVZ	Paper
8.	15:30	Risks & Issues	SN	Slides
9.	15:40	Programme Board Communication – Key Decisions	SN	Verbal
10.	15:50	Any Other Business	All	
11.		Date of next meeting: 18 February 2020 14:00 - 16:00 at St Andrews House, Edinburgh		

PROGRAMME BOARD MEETING – 28 January 2020

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
- (NC) Noreen Clancy, Head of Employee Relations, 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)
- (SLR) Stephen Lea-Ross, Head of Workforce Practice, Scottish Government
- (AT) Anne Thomson, Senior Officer, Royal College of Nursing (RCN)

- (AC) Adam Campbell, Project Support Officer, NHS NSS
- (RVZ) Roxanne Van Zyl, Project Manager, NHS NSS

Apologies

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)