



PROGRAMME BOARD MEETING

DATE: Monday 21 June 2021

TIME: 15:00-16:30

VENUE: MS Teams

Chair: Laura Zeballos, Deputy Director, Scottish Government

Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	15:00	Welcome and Apologies <ul style="list-style-type: none"> Welcome to Margo Cranmer Apologies received from Jacqui Jones 	LZ	Verbal
2.	15:05	Minutes from meeting 30 November 2020 and 1 March 2021 for approval and review actions	LZ	Paper / Excel
3.	15:10	Highlight Report	LH	Paper
4.	15:20	Homeworking Draft Policy Consultation Questions <ul style="list-style-type: none"> 4.1 Questions for Programme Board 4.2 Approval of Content 4.3 Approval of Consultation Questions 	SL	Paper
5.	15:55	Formal restart of programme – 1 August 2021	LZ	Verbal
6.	16:05	Risk Register	LH	Paper
7.	16:15	Stakeholder Communication - Key Messages	LZ	Verbal
8.	16:20	Any Other Business	All	
9.	16:25	Date of next meeting: <ul style="list-style-type: none"> Early September (TBC) Week of 20-27 October (TBC) - <i>prior to SWAG Committee Review of Homeworking Policy on 18 November 2021</i> 		

PROGRAMME BOARD MEETING – 21 June 2021

Attendees

- (LZ) Laura Zeballos, Deputy Director Health and Social Care Pay, Practise and Engagement (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 Workforce Practice, Scottish Government
- (CH) Catriona Hetherington, Staff Governance Associate, Scottish Government
- (SL) Steven Lindsay, Full Time Partnership Representative, NHS Grampian, Unite the Union

- (JO'C) James O'Connell, Regional Officer, Unite
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN) - tentative

- (MC) Margo Cranmer, Branch Secretary, Unison
- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (RVZ) Roxanne Van Zyl, Project Manager, NHS NSS

Apologies

- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)