

PROGRAMME BOARD MEETING

DATE: Tuesday 28 May 2019
TIME: 10:00 – 12:00
VENUE: Conference Room D, St Andrews House, Edinburgh

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 5 April 2019 for approval and Review actions | SN | Paper/ Excel |
| 3. | 10:15 | Highlight Reports 3.1 Workforce Policies 3.2 Digital | LH / AB | Paper |
| 4. | 10:25 | Risks & Issues | LH | Slides |
| 5. | 10:35 | Digital Demonstration & Product Design Document | AB | Paper |
| 6. | 11:00 | SBAR on STAC Promoting Attendance Documents | CH | Paper |
| 7. | 11:15 | SBAR on Managing Health at Work | LH | Paper |
| 8. | 11:30 | Benefits Realisation Strategy | LH | Paper |
| 9. | 11:50 | Any Other Business | All | |
| 10. | 12:00 | Date of next meeting: Thursday 28 June 2019, St Andrews House, Edinburgh | | |

PROGRAMME BOARD MEETING – 28 May 2019

Attendees

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JAn) Jane Anderson, Branch Secretary, Unison
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway (via teleconference)
- (JB) Janis Butler, HR Director, NHS Lothian
- (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)
- (SLR) Stephen Lea-Ross, Head of Workforce Practice, Scottish Government

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (LS) Lianne Scott, Project Support Officer, NHS NSS

In Attendance

- (AB) Ameet Bellad, Senior Specialist Lead – Workforce, NHS Education for Scotland (NES)
- (CH) Catriona Hetherington, Staff Governance Associate, Scottish Government

Apologies

None.