



PROGRAMME BOARD MEETING

DATE: Thursday 29 August 2019
TIME: 10:00 – 12:00
VENUE: GW.06 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 11 July 2019 for approval and review actions	SN	Paper/ Excel
3.	10:15	Highlight Reports 3.1 Policy 3.2 Digital	LH	Paper
4.	10:25	‘Standard Sections’ for Review	LH	Paper
5.	10:45	Project Plan 5.1 Approach 5.2 Milestone Chart 5.3 Milestones (Start/End)	LH	Paper
6.	11:05	Lessons Learned	LH	Paper
7.	11:20	Risks & Issues	SN	Slides
8.	11:35	Benefits Profiles	LH	Paper
9.	11:50	Any Other Business	All	
10.		Date of next meeting: Tuesday 24 September 2019, 9:30-12:30		

PROGRAMME BOARD MEETING – 29 August 2019

Attendees

- (SN) Sean Neill, Deputy Director, Health Workforce, Scottish Government (Chair)
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway (via teleconference)
- (JAn) Jane Anderson, Branch Secretary, Unison
- (JB) Janis Butler, HR Director, NHS Lothian
- (AG) Anna Gilbert, Head of Staff Governance, Scottish Government
- (JO’C) James O’Connell, Regional Officer, Unite (via teleconference – part)
- (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

Apologies

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