

PROGRAMME BOARD MEETING

DATE: Friday 5 April 2019
TIME: 14:00 – 16:30
VENUE: Conference Room A, 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 7 February 2019 for approval and Review actions	SN	Paper/ Excel
3.	14:15	Highlight Reports (For Information) 3.1 Workforce Policies 3.2 Digital	LH	Paper
4.	14:20	Risks & Issues	LH	Slides
5.	14:30	Digital Development Update & Demonstration	CS	Slides
6.	14:45	Specific Policy Issues – SBARs 6.1 Phased Return to Work 6.2 Status of Bank Workers	CH / LH	Paper
7.	15:10	‘Once for Scotland’ Workforce Policies – Core Policies Consultation Document 7.1 Questions for Programme Board 7.2 Approval of Content 7.3 Approval of Consultation Questions	SN / LH	Paper
8.	16:25	Any Other Business	All	
9.		Date of next meeting: Tuesday 28 May 2019, 10:00-12:00, St Andrews House, Edinburgh (to be reviewed dependent on extraordinary SWAG Committee July 2019)		

PROGRAMME BOARD MEETING – 5 April 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
- (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
- (JP) Jessica Parish, Project Support Officer, NHS NSS
- (RVZ) Roxanne Van Zyl, Project Manager, NHS NSS

In Attendance

- (CC) Colin Cowie, Senior Policy Officer, Scottish Government
- (CH) Catriona Hetherington, Staff Governance Associate, Scottish Government
- (CS) Colin Sanders, Principle Lead (Expereince), NHS Education for Scotland

Apologies

- (AG) Anna Gilbert, Head of Staff Governance, Scottish Government
- (LS) Lianne Scott, Project Support Offices, NHS NSS