



PROGRAMME BOARD MEETING

DATE: Wednesday 15 September 2021

TIME: 10:00-12:00

VENUE: MS Teams

Chair: Laura Zeballos, Deputy Director, Scottish Government

Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	10:00	Welcome and Apologies	LZ	Verbal
2.	10:05	Draft Flexible work location policy 2.1. Draft policy 2.2. Review of supporting documents 2.2.1. Manager guide 2.2.2. Employee guide 2.2.3. Flexible work location request form 2.2.4. Health, safety and wellbeing self-assessment 2.2.5. Flexible work location agreement 2.3. SWAG submission and handling on 28/09/21	NC / SL / LH	Papers
3.	10:50	Draft Chief Executive Letter (subject to policy approval)	LH	Paper to follow
4.	11:00	Highlight Report	LH	Paper
5.	11:10	Review of Risk Register & Approach to Phase 2	LH	Slides
6.	11:30	National Recruitment Guidance Content	JD	Paper
7.	11:50	Stakeholder Communication - Key Messages	LZ	Verbal
8.	11:55	Any Other Business	All	
9.	12:00	Date of next meeting (TBC)		

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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, Unison
- (JB) Janis Butler, HR Director, NHS Lothian (attending 10:00-11:00)
- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian
- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (CH) Catriona Hetherington, Acting Head of Staff Governance, 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)

- (JD) Jenni Duncan, Programme Director – East Region Recruitment Transformation

- (LH) Lynn Hunter, Programme Manager, NHS NSS
- (RVZ) Roxanne Van Zyl, Project Manager, NHS NSS

Apologies

None