



PROGRAMME BOARD MEETING

DATE: Monday 01 August 2022
TIME: 15:00-17:00
VENUE: MS Teams

Chair: Laura Zeballos
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	15:00	Welcome and Apologies	LZ	Verbal
2.	15:05	Minutes from meeting 26 May 2022 for approval and review priority actions	LZ	Paper / Excel
3.	15:10	3.1 Review Draft Retirement Policy 3.2 Retire & Return approach / next steps	NC / SL LH	Paper Slides
4.	15:40	Review Draft Maternity Policy	NC / SL	Paper
5.	16:05	Review Draft Flexible Work Pattern Policy	NC/ SL	Paper
6.	16:25	Flexible Work Location Position	LH	Slide
7.	16:30	Programme Planning <ul style="list-style-type: none"> • Supporting the Work Life Balance • Risks & Issues 	LH	Slide Deck
8.	16:45	Terms of Reference	LH	Paper
9.	16:50	Communication of key messages	LZ	Verbal
10.	16:55	Any Other Business	All	
11.	17:00	Date of next meeting(s): <ul style="list-style-type: none"> • Thursday 01 September 12:00 -14:00 • Tuesday 04 October 13:00 -15:00 		

PROGRAMME BOARD MEETING – 01 August 2022

Attendees

- (LZ) Laura Zeballos, Deputy Director Health and Social Care Pay, Practise and Engagement **(Chair)**
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway
- (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
- (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
- (DM) David Miller, Chief People Officer, Scottish Government
- (JO’C) James O’Connell, Regional Officer, Unite
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)

- (LH) Lynn Hunter, Programme Manager, NHS NSS

Apologies

None