



PROGRAMME BOARD MEETING

DATE: Tuesday 04 October 2022
TIME: 13:00-15:00
VENUE: MS Teams

Chair: Anna Gilbert
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	13:00	Welcome and Apologies	AG	Verbal
2.	13:05	Minutes from meeting 01 September 2022 for approval and review priority actions	AG	Paper / Excel
3.	13:15	Review Draft Consultation on the NHSScotland ‘Once for Scotland’ Workforce Policies – Supporting the Work-Life Balance & Questions asked by PDG Programme Board previous reviewed (further qs): 3.1 Flexible Work Pattern 3.2 Retirement Policy 3.3 Career Break Policy 3.4 Special Leave Policy 3.5 Maternity Policy Programme Board first review: 3.6 New Parent Support Policy 3.7 Shared Maternity and Shared Adoption Policy 3.8 Parental Leave Policy 3.9 Breastfeeding Policy 3.10 Adoption, Fostering and Kinship Policy 3.11 Review consultation questions	NC / SL	Paper
4.	14:45	Programme Highlight Report & Risk Management	LH	Paper
5.	14:50	Stakeholder Communication	LH	Paper
6.	14:55	Any Other Business	All	
7.	15:00	Date of next meeting: Thursday 08 December 11:00-12:00 Agenda items:		

		<ul style="list-style-type: none">• Position on consultation responses• Digital update on user testing and website development		
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PROGRAMME BOARD MEETING – 04 October 2022

Attendees

- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government (**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 (PDG Chair)
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)
- (CH) Catriona Hetherington, Acting Head of Staff Governance, Scottish Government
- (SL) Steven Lindsay, Employee Director, NHS Grampian (PDG Vice-Chair)
- (GM) Gordon McKay, UNISON Health Committee
- (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

- (LZ) Laura Zeballos, Deputy Director Health Workforce Pay, Practice and Partnership
- (DM) David Miller, Chief People Officer, Scottish Government