



PROGRAMME BOARD MEETING

DATE: Monday 24 April 2023
TIME: 15:00-17:00
VENUE: MS Teams

Chair: Anna Gilbert
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1.	15:00	Welcome and Apologies	AG	Verbal
2.	15:05	Minutes from meeting 28 February 2023 for approval and review priority actions	AG	Paper / Excel
3.	15:10	3.1 Cover Paper – key questions 3.2 Manager Guides for: a. Flexible Work Pattern Policy b. Retirement Policy c. Career Break Policy d. Special Leave Policy e. Maternity Policy f. New Parent Support Policy g. Parental Leave Policy h. Breastfeeding Policy i. Adoption, Fostering & Kinship Policy	NC	Paper 3.1 Paper 3.2 (a-i)
4.	16:50	Programme Highlight Report	LH	Paper
5.	16:55	Any Other Business	All	
6.		Date of next meeting: Tuesday 30 May 13:00- 15:00		

PROGRAMME BOARD MEETING – 24 April 2023

Attendees

- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government (**Chair**)
- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway (tentative)
- (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, 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

None