



PROGRAMME BOARD MEETING

DATE: Tuesday 30 May 2023
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 24 April 2023 for approval and review priority actions	AG	Paper / Excel
3.	13:10	<p>3.1 Cover Paper – key points</p> <p>3.2 Manager and Employee Guides for:</p> <ul style="list-style-type: none"> • Flexible Work Location Policy (1) • Shared Maternity and Shared Adoption Policy (8) <p>3.3 Employee Guides for:</p> <ul style="list-style-type: none"> • Flexible Work Pattern Policy (2) • Retirement Policy (3) • Career Break Policy (4) • Special Leave Policy (5) • Maternity Policy (6) • New Parent Support Policy (7) • Parental Leave Policy (9) • Breastfeeding Policy (10) • Adoption, Fostering & Kinship Policy (11) <p>3.4 Flowcharts and Forms</p>	NC	<p>Paper 3.1</p> <p>Documents – 3.2 – 3.4</p>
4	14:25	Draft SWAG Committee Paper	LH	Paper
5	14:40	Programme Highlight Report	LH	Paper
6	14:45	SBAR – Public Health Dentists	NC	Paper
7	14:55	Any Other Business	All	
8		<p>Date of next meeting:</p> <p>Monday 11 September 10:00- 12:00</p>		



		[SWAG Extraordinary Meeting on Thursday 29 June from 14:00-16:00]		
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PROGRAMME BOARD MEETING – 30 May 2023

Attendees

- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government (**Chair**)
- (JB) Janis Butler, HR Director, NHS Lothian
- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian (PDG Chair)
- (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

- (JA) Jeff Ace, Chief Executive, NHS Dumfries & Galloway
- (CH) Catriona Hetherington, Head of Staff Governance, Scottish Government
- (JJ) Jacqui Jones, HR Director, NHS National Services Scotland (NSS)