



PROGRAMME BOARD MEETING

DATE: Monday 11 September 2023
TIME: 10:00-11:30
VENUE: MS Teams

Chair: Fiona Hogg
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1	10:00	Welcome and Apologies	FH	Verbal
2	10:05	Minutes from meeting 30 May 2023 for approval and review priority actions	FH	Paper / Excel
3	10:10	Phase 1 – Queries / Amendments 3.1 Overview 3.2 Formal Hearing Guide	NC JOC	Verbal Verbal
4	10:25	Feedback from the ‘soft launch’ of supporting work life balance policies	NC	Paper
5	10:40	Programme Highlight Report	LH	Paper
6	10:50	Programme Plan (Phase 2.2)	LH	Slides
7	11:05	Risk Management	LH	Slides
8	11:15	Communications – Draft Newsletter NHSScotland workforce Polices Newsletter – September 23 edition	LH	MS Sway
9	11:20	Any Other Business	All	
		Date of next meeting: Tuesday 31 October 13:00 - 15:00		

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Attendees

- (FH) Fiona Hogg, Chief People Officer, 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)
- (AG) Anna Gilbert, Head of Workforce Practice, Scottish Government
- (CH) Catriona Hetherington, Head of Staff Governance, Scottish Government
- (JJ) Jacqui Jones, HR Director, NHS Lanarkshire
- (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