



PROGRAMME BOARD MEETING

DATE: Thursday 18 July 2024
TIME: 10:00-12:00
VENUE: MS Teams

Chair: Anna Gilbert
Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1	10:00 – 10:05	Welcome and Apologies	AG	Verbal
2	10:05 – 10:25	Minutes from meeting 31 May 2024 for approval and review priority actions	AG	Paper / Excel
3	10:25 - 10:45	Miscarriage Leave	CH	Verbal
4	10:45 – 11:15	Updated policies and manager guides overview: <ul style="list-style-type: none"> - Equality, diversity and inclusion policy - Gender-based violence policy - PDPPR policy - Employment checks policy - Secondment policy <p>Paper: Cover paper for draft policies and manager guides</p>	NC	Paper
5	11:15 – 11:25	Programme Highlight Report	SN	Paper
6	11:25 - 11:45	Risks & Issues: <ul style="list-style-type: none"> • Review current risks & issues • Review new risks & issues 	SN/AG	Slides
7	11:45 – 11:50	Programme Board membership	AG	Verbal
8	11:50 – 12:00	Any Other Business	All	Verbal
		Date of next meeting: Friday 30 August 10:00-12:00		

PROGRAMME BOARD MEETING – 18 July 2024

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)
- (CH) Catriona Hetherington, Head of Staff Governance, Scottish Government
(Programme Lead)
- (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)
- (SN) Sasha Neradna, Project Manager, NHS National Services Scotland
- (RB) Ryan Bradley, Project Support Officer, NHS National Services Scotland

Apologies

None