



PROGRAMME BOARD MEETING –

DATE: Friday 30 August 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 – 10:15	Minutes from meeting 18 July 2024 for approval and review priority actions	AG	Paper / Excel
3	11:15 – 10:45	Review of all documentation for SWAG Submission <i>Paper: Cover paper</i>	NC	Paper
4	10:45 – 11:00	Programme Highlight Report	CH/MH	Paper
5	11:00 – 11:15	Risks & Issues: <ul style="list-style-type: none"> • Review current risks & issues • Review new risks & issues 	MH/AG	Excel
6	11:15 – 11:25	Programme Board membership	AG	Verbal
7	11:25 - 11:50	Delivering Phase 3 and BAU	AG/CH	Verbal
8	11:50 – 12:00	Any Other Business	All	Verbal
		Date of next meeting: TBC		

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Attendees

- (AG) Anna Gilbert, OFS SRO, Scottish Government **(Chair)**
- (JB) Janis Butler, HR Director, NHS Lothian
- (JJ) Jacqui Jones, HR Director, NHS Lanarkshire
- (NC) Noreen Clancy, Head of Employee Relations, NHS Lothian (PDG Chair)
- (CH) Catriona Hetherington, OFS Programme Lead, 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)
- (MH) Magdalena Henderson, Project Manager, NHS National Services Scotland
- (RB) Ryan Bradley, Project Support Officer, NHS National Services Scotland

Apologies

None