



PROGRAMME BOARD MEETING –

DATE: Tuesday 22 October 2024

TIME: 13:00 – 15:00

VENUE: MS Teams

Chair: Anna Gilbert

Attendees: See attached list

AGENDA

	Time	Item	Lead	Format
1	13:00 – 13:05	Welcome and Apologies	AG	Verbal
2	13:05 – 13:15	Minutes from meeting 30 August 2024 for approval and review priority actions	AG	Paper / Excel
3	13:15 – 13:40	Phase 2.2: <ul style="list-style-type: none"> • Outstanding Queries • Soft Launch • Cabinet Secretary approval • Publication policies and NHS Board launch with staff and managers ('go live') 	AG/CH	Verbal
4	13:40 – 13:55	Programme Highlight Report	MH	Paper
5	13:55 – 14:20	Delivering Phase 3 and BAU - Proposal	AG	Paper
6	14:20 – 14:40	Risks & Issues: <ul style="list-style-type: none"> • Review current risks & issues • Review new risks & issues 	MH/AG	Excel
7	14:40 – 14:50	Membership <ul style="list-style-type: none"> • Programme Board • PDG 	AG	Verbal
8	14:50 – 15:00	Any Other Business	All	Verbal
		Date of next meeting: Tuesday 26 th November 2024 from 12:30 until 14:30		

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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
- (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