



**PROGRAMME BOARD MEETING –**

**DATE:** Friday 31<sup>st</sup> January 2025  
**TIME:** 09:30 – 11:30  
**VENUE:** MS Teams

**Chair:** Anna Gilbert  
**Attendees:** See attached list

**AGENDA**

	<b>Time</b>	<b>Item</b>	<b>Lead</b>	<b>Format</b>
<b>1</b>	09:30 – 09:35	Welcome and Apologies	<b>AG</b>	Verbal
<b>2</b>	09:35 – 09:40	Minutes from meeting 22 October 2024 for approval and review priority actions	<b>AG</b>	Paper / Excel
<b>3</b>	09:40 – 10:10	Phase 2.2 - Soft Launch Feedback	<b>CH</b>	Paper
<b>4</b>	10:10 – 10:15	Programme Highlight Report	<b>MH</b>	Papers
<b>5</b>	10:15 – 10:20	Phase 3 – Timeline	<b>MH</b>	Verbal
<b>6</b>	10:20 – 10:50	Phase 3 – Draft Policies for Public Consultation <ul style="list-style-type: none"> <li>• Adverse Weather</li> <li>• Menopause and Menstrual Health</li> <li>• Alcohol and Other Substances</li> <li>• Smoking and Vaping</li> <li>• Work-related Stress</li> <li>• Work-related Violence and Aggression</li> <li>• Work-related Driving</li> <li>• Manual Handling</li> <li>• Lone Working</li>   <li>• Workplace Biological and Chemical Hazards</li> </ul>	<b>CH</b>	Papers
<b>7</b>	10:50 – 11:00	<ul style="list-style-type: none"> <li>• NHSScotland Attendance Policy Query</li> <li>• Request for a National Recruitment Policy</li> </ul>	<b>CH</b>	Papers
<b>8</b>	11:00 – 11:15	Risks & Issues: <ul style="list-style-type: none"> <li>• Review current risks &amp; issues</li> <li>• Review new risks &amp; issues</li> </ul>	<b>MH</b>	Excel
<b>9</b>	11:15 – 11:20	Membership <ul style="list-style-type: none"> <li>• Programme Board</li> <li>• PDG</li> </ul>	<b>AG</b>	Verbal
<b>10</b>	11:20 – 11:30	Any Other Business	<b>CH</b>	Verbal
		<b>Date of next meeting:</b> Tuesday 25 <sup>th</sup> March 2025 from 13:00 until 15:00.		

## PROGRAMME BOARD MEETING – 31 January 2025

### **Attendees**

- (AG) Anna Gilbert, OFS SRO, Scottish Government (**Chair**)
- (RB) Ryan Bradley, Project Support Officer, NHS National Services Scotland
- (ZD) Zac Deponio, Senior Policy Officer, Scottish Government
- (MH) Magdalena Henderson, Project Manager, NHS National Services Scotland
- (CH) Catriona Hetherington, OFS Programme Lead, 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) Jarrard O’Brien, Director of People and Culture, NHS Orkney
- (JO’C) James O’Connell, Regional Officer, Unite
- (NP) Norman Provan, Associate Director (Employment Relations), Royal College of Nursing (RCN)