

Meeting Agenda: Programme Board



Date and time:	Wednesday 30 January 2019, 10:00 – 12:00
Venue:	8 th Floor Board Room, Cyril Le Marquand House
Attendees:	Catherine Madden (CM) (Chair), John Rogers (JR), John Quinn (JQ) (SRO), Jacquie McGeachie (JM), Stephen Hardwick (SH), Ian Burns (SJ), Kate Nutt (KN), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR), [X] (AC),
Apologies:	

Time	Agenda item	Specific items for discussion / agreement
10:00 – 10:05	Welcome and apologies	-
10:05 – 10:15	Review previous meeting notes and actions	<ul style="list-style-type: none"> - Notes: - Note clarification on TJ recruitment policy (AM) - Accept notes as amended - Actions: - Accept KPI Strategy Update (IR)
10:15 – 11:30	Programme progress, risks and issues	<ul style="list-style-type: none"> - Note TJ Programme Status Update Report (AM, AB and IR) - Phase 1 status update - Phase 2 planning update + Bermuda House development - Phase 3 status update - Accept Proposed Phase 2 Participation Policy (AM & AB) - Note comments from Commercial Group (IR)
11:30 – 11:45	TJ communications	- Note upcoming internal communication plans (AM)
11:45 – 11:45	Change requests	- No requests
11:45 - 11:50	Any other business	-

Time	Agenda item	<i>Specific items for discussion / agreement</i>
11:55 – 12:00	Close	<ul style="list-style-type: none">- <i>Note date and time of next meeting: 5 March 2019, 14:30 – 16:30</i>- <i>Note any specific agenda items</i>

Meeting Agenda: Programme Board

Date and time:	Wednesday 5 December 2018, 14:30 – 16:00
Venue:	Concord Room, 4 th Floor, Cyril Le Marquand House
Attendees:	Catherine Madden (CM) (Chair), John Rogers (JR), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Ian Burns (SJ) [S<] (PR), [S<] (SP) [S<] (AM), Andy Bell (AB), [S<] (IR), [S<] (AC)
Apologies:	Jacquie McGeachie (JM)

Time	Agenda item	Specific items for discussion / agreement
14:30 – 14:35	Welcome and apologies	- Welcome to our two new members – employee representatives
14:35 – 14:45	Review previous meeting notes and actions	- Accept notes as written
14:45 – 15:15	Programme progress, risks and issues	<ul style="list-style-type: none"> - Review TJ KPI Strategy Proposal (see associated document) - TJ Programme Status Update: Phase 1, Phase 2, Phase 3, communications, programme, budget, risks and issues (see associated document) - TJ Lead Recruitment Proposal (see associated document) - Comments from Commercial Group
15:15 – 15:20	Stakeholder engagement	
15:20 – 15:35	Change requests	- TJ Programme Change Proposal (see associated document)
15:35 – 15:50	Other	- TJ Bermuda House Proposal (see associated document)
15:50 - 15:55	Any other business	

Time	Agenda item	<i>Specific items for discussion / agreement</i>
15:55 – 16:00	Close	- <i>Note date and time of next meeting</i>

Meeting Agenda: Programme Board



Date and time:	Wednesday 19 December 2018, 12:00 – 13:00
Venue:	8 th Floor Meeting Room, Cyril Le Marquand House
Attendees:	Catherine Madden (CM) (Chair), John Rogers (JR), John Quinn (JQ) (SRO), Jacquie McGeachie (JM), Stephen Hardwick (SH), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR), [X] (AC), [X] (SJ)
Apologies:	Ian Burns (SJ)

Time	Agenda item	Specific items for discussion / agreement
12:00 – 12:05	Welcome and apologies	
12:00 – 12:10	Review previous meeting notes and actions	- Accept notes as written
12:10 – 12:15	Programme progress, risks and issues	- Note progress since last meeting (AB)
12:15 – 12:45	Change requests	- TJ Programme Change Proposal (see associated document)
12:45 - 12:50	Any other business	
12:50 – 13:00	Close	- Note date and time of next meeting and any specific agenda items

Meeting Agenda: Programme Board



Date and time:	Tuesday 12 March 2019, 15:30 – 17:00
Venue:	Archirondel Room, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Rogers (JR), John Quinn (JQ) (SRO), Jacquie McGeachie (JM), Stephen Hardwick (SH), Ian Burns (SJ), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR)
Apologies:	Kate Nutt (KN)

Time	Agenda item	Specific items for discussion / agreement
15:30 – 15:35	Welcome and apologies	-
15:35 – 15:40	Review previous meeting notes and actions	- Accept notes as circulated
15:40 – 15:50	Change request	- CR01/19: Move budget from Phase 2 (Materials) to Phase 3 (Consultancy)
15:50 – 16:10	Programme Progress Report	- Note TJ Programme Status Update Report (AM, AB and IR): <ul style="list-style-type: none"> - Reports from groups - Phase 1, 2 and 3 status update - Programme communications - Programme management - Programme budget
16:10 – 16:45	Phase 1 Diagnostic Report	- Review and accept Phase 1 diagnostic report (AB)
16:45 - 16:55	Any other business	-
16:55 – 17:00	Close	- Note date and time of next meeting: 2 April 2019, 14:00 – 16:00 - Note any specific agenda items

Meeting Agenda: Programme Board



Date and time:	Tuesday 2 April 2019, 14:00 – 16:00
Venue:	La Pulente Room, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Jacque McGeachie (JM), Stephen Hardwick (SH), Ian Burns (SJ), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR), Kate Nutt (KN), [X] (WP)
Apologies:	John Rogers (JR)

Time	Agenda item	Specific items for discussion / agreement
14:00 – 14:05	Welcome and apologies	- Note absences
14:05 – 14:15	Review previous meeting notes and actions	- Accept notes as circulated - Review outstanding actions
14:15 – 14:25	Phase 2 Participation Protocol	- Approve revised Phase 2 Participation Protocol (IR) - Review initial Phase 2 participation status (AM)
14:25 – 14:40	Programme Progress Report	- Note TJ Programme Status Update Report (IR): - Reports from groups - Phase 1, 2 and 3 status update - Programme communications - Programme management - Programme budget
14:40 – 14:50	Phase 1 completion sign-off	- Review and approve Phase 1 Completion Sign-off Report (IR)
14:50 – 15:00	Phase 1 Diagnostic Report circulation	- Review plans for Phase 1 Diagnostic Report circulation (AM)
15:00 – 15:30	Response to Phase 1 Diagnostic Report	- Consider and agree planned approach to addressing issues raised in Phase 1 Diagnostic Report (JQ & AM)
15:30 – 15:45	Change request	- CR01/19: Move budget from Phase 2 (Materials) to Phase 3 (Consultancy) (IR)

Time	Agenda item	<i>Specific items for discussion / agreement</i>
		- <i>CR02/19: CR02/19: Revise Phase 2 Deployment Plan (IR)</i>
15:45 - 15:55	Any other business	-
15:55 – 16:00	Close	- <i>Note date and time of next meeting: 29 April 2019, 10:00 – 12:00</i> - <i>Note any specific agenda items</i>

Outstanding action log

Ref	Owner	Action	Status

Meeting Agenda: Programme Board – Extraordinary meeting



Date and time:	Tuesday 15 April 2019, 14:00 – 15:00
Venue:	Archirondel Room, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), [redacted] (SP) Andy Bell (AB), [redacted] (IR), Kate Nutt (KN), [redacted] (SJ), John Rogers (JR)
Apologies:	Jacquie McGeachie (JM), Stephen Hardwick (SH), Ian Burns (SJ), [redacted] (PR), [redacted] (AM),

Time	Agenda item	Specific items for discussion / agreement
14:00 – 14:05	Welcome and apologies	- Note absences
14:05 – 14:15	Phase 1 Diagnostic Report recommendations	- Present Phase 1 Report recommendations and current response / plans position (AB)
14:15 – 14:25	Expectations on Programme Board	- Confirm expectations on Programme Board for addressing report recommendations (JQ)
14:25 – 14:55	Review approach options	- Review approach options for addressing recommendations not fully encompassed by present TJ programme (All)
14:45 - 14:55	Any other business	-
16:00	Close	-

Meeting Agenda: Programme Board



Date and time:	Monday 29 April 2019, 09:00 – 11:00
Venue:	Room 2, Third Floor, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Jacque McGeachie (JM), Stephen Hardwick (SH), Ian Burns (IB), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR), Kate Nutt (KN), John Rogers (JR)
Apologies:	

Time	Agenda item	Specific items for discussion / agreement
09:00 – 09:05	Welcome and apologies	- Note absences
09:05 – 09:15	Review previous meeting notes and actions	- Accept notes as circulated - Review outstanding actions - AP01/02/04: review sample report and agree reporting principles (IR) - AP02/02/04: note updated Phase 1 Completion Report (IR)
09:15 – 09:30	Programme Progress Report	- Note TJ Programme Status Update Report (IR): - Phase 2 and 3 status update - Programme communications - Programme management - Programme budget - Reports from groups
09:30 – 09:45	Departmental specific cultural change support	- Review options for extending TJ programme into providing specific cultural change support for individual departments (IR)
09:45 – 10:00	Response to Phase 1 Diagnostic Report	- Follow-up Extraordinary Programme Board meeting and plans for ongoing approach (JQ)
10:00 – 10:15	Review of Phase 1 Report Presentation	- Update on report's presentation and response (AM)

Time	Agenda item	Specific items for discussion / agreement
10:15 – 10:35	Review Colleague Module participation protocol	- Review and confirm plans for ensuring staff attendance at the forthcoming Colleague Module (IR)
10:35 – 10:50	Change request	- CR03/19: Remove Train the Trainer - Leadership Delivery from programme (IR)
10:50 - 10:55	Other business	-
10:55 – 11:00	Close	- Note date and time of next meeting: Thursday 30 May 2019, 09:00 – 11:00 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP01/02/04	IR	Develop periodic reporting process providing present participation status to DGs	
AP02/02/04	IR	Update Phase 1 Completion Report with positive ways of working comments and recirculate for information	
AP03/02/04	IR	Arrange extraordinary Board meeting before Easter to plan approach to addressing Phase 1 Diagnostic Report recommendations	

Meeting Agenda: Programme Board



Date and time:	Thursday 30 May 2019, 09:00 – 10:00
Venue:	Archirondel Room, First Floor, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Ian Burns (IB), [X] (PR), [X] (SP) [X] (AM), Andy Bell (AB), [X] (IR), Kate Nutt (KN), John Rogers (JR)
Apologies:	

Time	Agenda item	Specific items for discussion / agreement
09:00 – 09:05	(1) Welcome and apologies	- Note absences
09:05 – 09:15	(2) Review previous meeting notes and actions	- Accept notes as circulated [Item 2a] - Review outstanding actions - AP7/29/04: Note updated Colleague Module participation protocol (IR) [Item 2b]
09:15 – 09:25	(3) Programme Progress Report	- Note TJ Programme Status Update Report (IR): - Phase 2 and 3 status update - Programme communications - Programme management - Programme budget - Reports from groups
09:25 – 09:35	(4) Change request	- CR04/19: Expand Programme to Support Department Specific Cultural Change Requirements (IR)
09:35 – 09:40	(5) Programme Communication	- Note TJ Overarching Comms Plan (AM)
09:40 – 09:45	(6) Programme Budget Holder Change	- Note change of budget holder from J McGeachie to J Quinn and summary of spend to date (IR)
09:45 – 09:50	(7) Engaging employers on the island proposal	- Note proposed approach to addressing Phase 1 Diagnostic Report recommendation 8.7 (AM & AB).
09:50 - 09:55	(8) Other business	-

Time	Agenda item	<i>Specific items for discussion / agreement</i>
09:55 – 10:00	(9) Close	<ul style="list-style-type: none">- Note date and time of next meeting: Tuesday 2 July 2019, 14:00 – 15:00- Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/29/04	IR	Create accompanying communications for participation report for sending to DGs, agreeing with JQ and CM beforehand.	New:
AP2/29/04	JR	Review potential option to use 28-30 The Parade as a secondary learning centre.	New:
AP3/29/04	IR	Work with Procurement and TDP on required contractual changes to allow specific cultural change support for individual departments.	New:
AP4/29/04	IR	Create 'dashboard / gantt type' summary of recommendation, responses, owners and milestones for agreement by JQ.	New:
AP5/29/04	AB & AM	Meet with [X] to progress creating a summary progress narrative report for circulation internally and externally.	New:
AP6/29/04	AM	Arrange slot at COM to present summary progress narrative report.	New:
AP7/29/04	IR	Update and circulate revised Colleague Module participation protocol.	New:

Meeting Agenda: Programme Board



Date and time:	Tuesday 2 July 2019, 14:00 – 15:00
Venue:	Archirondel Room, First Floor, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Ian Burns (IB), [X] (SP) Andy Bell (AB), [X] (IR), Kate Nutt (KN), John Rogers (JR), Mark Grimley (MG), [X] (JL)
Apologies:	[X] (AM), [X] (PR)

Time	Agenda item	Specific items for discussion / agreement
14:00 – 14:05	Welcome and apologies	- Note absences [Item 1]
14:05 – 14:15	Review previous meeting notes and actions	- Accept notes as circulated [Item 2] - Review outstanding actions
14:15 – 14:30	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [Item 3]: - Phase 2 and 3 status update - Programme communications - Programme management - Programme budget - Reports from groups
14:30 – 14:40	Response to Phase 1 Report - tracking	- Review Response to Phase 1 Report tracking document (IR) [Item 4]
14:40 – 14:50	Children's Service Special Project	- Note terms of reference for the Children's Steering Group (AB) [No document]
14:50 - 15:00	Other business	- TJ Lead Politicians update(AB) - Employer Engagement update (AB)
15:00	Close	- Note date and time of next meeting: Monday 29 July 2019, 09:00 – 10:00 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP2/29/04	JR	Review potential option to use 28-30 The Parade as a secondary learning centre.	Ongoing: AM is in discussion with JR over building lease
AP4/29/04	IR	Create 'dashboard / Gantt type' summary of recommendation, responses, owners and milestones for agreement by JQ.	Ongoing: principles agreed - IR to create and fully populate document
AP5/29/04	AB & AM	Meet with [X] to progress creating a summary progress narrative report for circulation internally and externally.	Ongoing: AM has met with [X] to progress
AP1/30/05	IR	IR to add risk to programme register: Unable to effectively monitor and control supplier engagement across multiple internal initiatives and properly identify time spent against individual activities to ensure no duplication of resource / cost	New
AP2/30/05	All	All to pass AM potential external contacts for employer engagement initiative	New

Meeting Agenda: Programme Board



Date and time:	Monday 29 July 2019, 09:00 – 10:00
Venue:	Group Floor Training Room, Bermuda House, Green Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Ian Burns (IB), [X] (SP) Andy Bell (AB), Kate Nutt (KN), John Rogers (JR), Mark Grimley (MG), [X] (JL), [X] (AM)
Apologies:	[X] (PR), [X] (IR)

Time	Agenda item	Specific items for discussion / agreement
09:00 – 09:05	Welcome and apologies	- Note absences [Item 1]
09:05 – 09:15	Review previous meeting notes and actions	- Accept notes as circulated [Item 2] - Review outstanding actions - AP1/02/07 : Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness (AB & JL)
09:15 – 09:30	Programme Progress Report	- Note TJ Programme Status Update Report (JL) [Item 3]: - Phase 2 and 3 status update - Response to Phase 1 Report - Special projects - Programme communications - Programme management - Programme budget - Reports from groups
09:30 - 09:40	Planned approach to Leadership Sessions attendance	- Present plans to Board for addressing Leadership Sessions booking and attendance issues (AM and JL)
09:40 - 09:50	Planned approach to Colleague Sessions	- Present plans to Board for launching full Colleague Session programme in September 2019 (AM and JL)

Time	Agenda item	<i>Specific items for discussion / agreement</i>
09:50 - 10:00	Other business	- <i>Review any other business</i>
10:00	Close	- <i>Note date and time of next meeting: Monday 2 September 2019, 09:00 – 10:00</i> - <i>Note any specific agenda items</i>

Outstanding action log

Ref	Owner	Action	Status
AP5/29/04	AB & AM	Meet with [] to progress creating a summary progress narrative report for circulation internally and externally.	Complete: AM advised dependent on the presentation to Council of Ministers
AP1/02/07	JL and AB	Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness.	New:

Meeting Agenda: Programme Board



Date and time:	Thursday 5 September 2019, 13:00 – 14:00
Venue:	Room 4, 3 rd Floor Broad Street
Attendees:	Catherine Madden (CM) (Chair), Stephen Hardwick (SH), Ian Burns (IB), Andy Bell (AB), Kate Nutt (KN), John Rogers (JR), Mark Grimley (MG), [X] (JL), [X] (AM), [X] (IR), [X] (DD)
Apologies:	John Quinn (JQ) (SRO), [X] (PR), [X] (SP)

Time	Agenda item	Specific items for discussion / agreement
13:00 – 13:05	Welcome and apologies	- Note absences [document 1]
13:05 – 13:15	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
13:15 – 13.25	Programme Progress Report	- Note TJ Programme Status Update Report (JL) [document 3]: - TJ Leader Programme - TJ Colleague Programme - TJ Lead Programme - TJ Phase 3 Programme - Response to Phase 1 Report - Special projects - Programme communications - Programme management - Reports from groups
13:25 – 13:30	Programme Budget	- Review current budget status and agree planned approach to meet budget at year end (Phase 3) (AM)
13:30 - 13:35	Planned approach to Leadership Sessions attendance	- Approve proposed approach to addressing potential financial overspend on Leadership Programme (AM)
13:35 - 13:45	Incorporating some of the I WILL recommendations	- Discuss learning strategy support I WILL initiative (KN)

Time	Agenda item	<i>Specific items for discussion / agreement</i>
13:45 - 13:55	Response to AP1/02/07	- Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness (AB & JL)
13:55 - 14:00	Other business	- Review any other business
14:00	Close	- Note date and time of next meeting: TBD - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/02/07	JL and AB	Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness	Ongoing: response presented at meeting on 3 Sep 2019
AP1/29/07	JL and AB	Outline the roles of the TJ Leads and Line Managers and how these work together to embed and uphold the cultural framework	New
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	New

Meeting Agenda: Programme Board



Date and time:	Wednesday 2 October 2019, 11:00 – 12:30
Venue:	Ground Floor Meeting Room, Bermuda House
Attendees:	Catherine Madden (CM) (Chair), Stephen Hardwick (SH), Ian Burns (IB), Andy Bell (AB), Kate Nutt (KN), John Rogers (JR), Mark Grimley (MG), [X] (JL), [X] (IR), [X] (DD), [X] (PR), [X] (SP)
Apologies:	John Quinn (JQ) (SRO), [X] (AM)

Time	Agenda item	Specific items for discussion / agreement
11:00 – 11:05	Welcome and apologies	- Note absences [document 1]
11:05 – 11:15	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
11:15 – 11:25	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3]: - Note agreement on whether there should be external comms generated to update progress on Response to Phase 1 Report (IR) - Programme Budget update (DD) - Response to Phase 1 Report update (IR) [document 4]
11:25 - 11:40	Planned approach to Leadership Sessions attendance	- Approve proposed approach to addressing potential financial overspend on Leadership Programme (IR) [document 5]
11:40 - 11:50	Planned approach to improving Colleague Programme attendance	- Review initial engagement in Colleague Programme and plans to increase involvement of Tier 4 managers (JL)
11:50 - 12:05	Incorporating some of the I WILL recommendations	- Discuss learning strategy support I WILL initiative (KN)
12:05 – 12:20	Review Programme Board Terms of Reference	- Review proposed changes to Board terms of reference and membership (IR) [document 6].
12:20 - 12:30	Other business	- Review any other business

Time	Agenda item	<i>Specific items for discussion / agreement</i>
12:30	Close	<ul style="list-style-type: none">- <i>Note date and time of next meeting: TBD</i>- <i>Note any specific agenda items</i>

Outstanding action log

Ref	Owner	Action	Status
AP1/02/07	JL and AB	Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness	Ongoing: response presented at meeting on 3 Sep 2019
AP1/29/07	JL and AB	Outline the roles of the TJ Leads and Line Managers and how these work together to embed and uphold the cultural framework	Ongoing: awaiting update
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	Ongoing: awaiting update
AP1/05/09:	IR	Provide an updated report showing present status of participation in TJ Leader Programme.	New
AP2/05/09	AM	Present plans to bring the budget back on track at October Programme Board.	New
AP3/05/09	IR	Circulate a report to DGs showing the names of those presently on the Leader Programme with explanatory comms asking them to check and state any that should not participate and to highlight priorities for participation.	New
AP4/05/09	AB	Ensure proposals for addressing AP1/02/07 is tabled at next One Gov Board for discussion.	New
AP5/05/09	IR	Increase meeting length to one and half hours from this time forward.	New

Meeting Agenda: Programme Board



Date and time:	Friday 11 October 2019, 10:00 – 11:00
Venue:	Team Jersey Learning Centre, 4 th Floor, 28-30 The Parade
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Andy Bell (AB), Kate Nutt (KN), John Rogers (JR), Mark Grimley (MG), [X] (JL), [X] (IR), [X] (DD), [X] (PR), [X] (SP)
Apologies:	[X] (AM) Ian Burns (IB)

Time	Agenda item	Specific items for discussion / agreement
10:00 – 10:05	Welcome and apologies	- Note absences [document 1]
10:05 – 10:10	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
10:10 – 10:15	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3]: - Note agreement on whether there should be external comms generated to update progress on Response to Phase 1 Report (IR) - Programme Budget update (DD) - Response to Phase 1 Report update (IR) [document 4]
10:15 - 10:25	Planned approach to Leadership Sessions attendance	- Review and agree proposed approach to addressing present situation with insufficient workshop spaces to accommodate all participants (DD & AB) [document 5 – to follow]
10:25 - 10:35	Planned approach to improving Colleague Programme attendance	- Review initial engagement in Colleague Programme and plans to increase involvement of Tier 4 managers (JL)
10:35 - 10:45	Incorporating some of the I WILL recommendations	- Discuss learning strategy support I WILL initiative (KN)
10:45 – 10:55	Review Programme Board Terms of Reference	- Review proposed changes to Board terms of reference and membership (IR) [document 6].
10:55 - 12:00	Other business	- Review any other business

Time	Agenda item	<i>Specific items for discussion / agreement</i>
12:00	Close	<ul style="list-style-type: none">- <i>Note date and time of next meeting: 28 October 2019</i>- <i>Note any specific agenda items</i>

Outstanding action log

Ref	Owner	Action	Status
AP1/02/07	JL and AB	Review present approach to engaging managers in Leadership Sessions and respond with a plan to ensure optimum effectiveness	Ongoing: response presented at meeting on 3 Sep 2019
AP1/29/07	JL and AB	Outline the roles of the TJ Leads and Line Managers and how these work together to embed and uphold the cultural framework	Ongoing: awaiting update
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	Ongoing: awaiting update
AP1/05/09:	IR	Provide an updated report showing present status of participation in TJ Leader Programme.	New
AP2/05/09	AM	Present plans to bring the budget back on track at October Programme Board.	New
AP3/05/09	IR	Circulate a report to DGs showing the names of those presently on the Leader Programme with explanatory comms asking them to check and state any that should not participate and to highlight priorities for participation.	New
AP4/05/09	AB	Ensure proposals for addressing AP1/02/07 is tabled at next One Gov Board for discussion.	New
AP5/05/09	IR	Increase meeting length to one and half hours from this time forward.	New

AP1/02/10	IR	Arrange an interim Programme Board meeting for W/C 7 October 2019	New
AP1/05/09	IR	Analyse workshop space requirements for accommodating increased number of Leader Programme participants, with options and recommendations presented to Programme Board for review.	New

Meeting Agenda: Programme Board



Date and time:	Monday 28 October 2019, 12:00 – 13:30
Venue:	Archirondel Room, 1 st Floor, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Andy Bell (AB), John Rogers (JR), Mark Grimley (MG), [X] (IR), [X] (DD), [X] (PR), [X] (SP), Ian Burns (IB)
Apologies:	Kate Nutt (KN), [X] (AM), [X] (JL)

Time	Agenda item	Specific items for discussion / agreement
12:00 – 12:05	Welcome and apologies	- Note absences [document 1]
12:05 – 12:15	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Consider option to cross-charge internal departments for workshop non-attendance (CM) - Review outstanding actions
12:15 – 12:25	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3]
12:25 - 12:35	Contract change requests	- CR05/19: Amend Workshop Cancellation Policy (IR) [document 4]
12:35 – 13:00	Review Programme Board Terms of Reference	- Review proposed changes to Board terms of reference and membership (IR) [document 5] - Further consider option of reviewing ToR to be less prescriptive on essential members for quorate (IB)
13:00 - 13:30	Other business	- Review any other business [document 6]
13:00	Close	- Note date and time of next meeting: 26 November 2019 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/29/07	JL and AB	Outline the roles of the TJ Leads and Line Managers and how these work together to embed and uphold the cultural framework	Ongoing: awaiting update
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	Ongoing: awaiting update
AP1/05/09:	IR	Provide an updated report showing present status of participation in TJ Leader Programme.	Ongoing
AP2/05/09	AM	Present plans to bring the budget back on track at October Programme Board.	Complete: Balanced budget position noted
AP3/05/09	IR	Circulate a report to DGs showing the names of those presently on the Leader Programme with explanatory comms asking them to check and state any that should not participate and to highlight priorities for participation.	Ongoing
AP4/05/09	AB	Ensure proposals for addressing AP1/02/07 is tabled at next One Gov Board for discussion.	Ongoing
AP5/05/09	IR	Increase meeting length to one and half hours from this time forward.	Complete: meetings extended
AP1/11/10	IR	Undertake a contract amend covering the agreed change in Leader Programme workshop spaces.	New
AP2/11/10	DD	Provide to provide a summary of plan to appoint 'Department Champions and	New

Ref	Owner	Action	Status
		departmental admin support' for presentation to SMG and SLG.	
AP3/11/10	JL	Review TL Lead participation as co-facilitators on Colleague Programme, considering options to enhance their involvement.	New

Meeting Agenda: Programme Board



Date and time:	Friday 29 November 2019, 15:00 – 16:30
Venue:	Learning Loft, 4 th Floor 28-30 The Parade
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Stephen Hardwick (SH), Andy Bell (AB), John Rogers (JR), Mark Grimley (MG), [X] (IR), [X] (DD), [X] (PR), [X] (SP), Ian Burns (IB), [X] (JL), Rob Sainsbury (RS)
Apologies:	Kate Nutt (KN)

Time	Agenda item	Specific items for discussion / agreement
15:00 – 15:05	Welcome and apologies	- Note absences [document 1]
15:05 – 15:20	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
15:20 – 15.35	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3]
15:35 – 16:05	Team Jersey Programme approach and budget	- Review of options for 2020 and 2021 [document 4]
16:05 - 16:25	Other business	- Review any other business
16:25 – 16:30	Close	- Note date and time of next meeting: 23 December 2019 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	Ongoing: AB will respond at next meeting clarifying what impact they have had
AP1/11/10	IR	Undertake a contract amend covering the agreed change in Leader Programme workshop spaces.	Ongoing: to be completed
AP1/28/10	IR	Recirculate present Leader Programme participant list to DGs with a request to check and confirm all shown should be attending.	New
AP2/28/10	IR	Update Programme Progress Report to provide further information on TJ Leads per department.	New
AP3/28/10	IR	Modify KPI category 3 measure in Programme Progress Report to no status.	New
AP4/28/10:	IR	Contact [S] about app being used to track programme effectiveness.	New
AP5/28/10	IR	Provide a breakdown of TDP contract cancellation charges to date.	New
AP6/28/10	IR	Amend Terms of Reference and circulate for approval.	New
AP7/28/10:	CM	Invite new members – from HCS and CYPES – to join Board.	New

Meeting Agenda: Programme Board



Date and time:	Friday 19 January 2020, 15:30 – 17:00
Venue:	Council of Ministers Meeting Room, Broad Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), John Rogers (JR), Mark Grimley (MG), [redacted] (IR), [redacted] (DD), [redacted] (PR), [redacted] (SP), Ian Burns (IB), Rob Sainsbury (RS), Kate Nutt (KN), Mark Owers (MO)
Apologies:	Stephen Hardwick (SH), [redacted] (JL)

Time	Agenda item	Specific items for discussion / agreement
15:30 – 15:35	Welcome and apologies	- Note absences [document 1]
15:35 – 15:50	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
15:50 – 16:05	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3] - One Gov paper – Team jersey progress report – for information (DD) [document 4]
16:05 – 16:20	Evaluate Programme Impact	- Qualitative feedback from December’s TJ Academy events (AB) Details to follow
16:20 - 16:55	Other business	- Review any other business
16:55 – 17:00	Close	- Note date and time of next meeting: 25 February 2020 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP2/29/07	JL and AB	Respond to what TJ Leads have done, are doing and their impact in shaping a positive culture - for October programme board	Ongoing: Plan to deliver at forthcoming Board meeting
AP1/11/10	IR	Undertake a contract amend covering the agreed change in Leader Programme workshop spaces.	Ongoing: To be completed following settlement of 2020 delivery plan
AP4/28/10:	IR	Contact [X] about app being used to track programme effectiveness.	Ongoing: IR has contacted [X] but yet to meet

Meeting Agenda: Programme Board



Date and time:	Wednesday 26 February 2020, 11:00 – 12:00
Venue:	Bermuda House Training Room, Green Street
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), John Rogers (JR), Mark Grimley (MG), [redacted] (PR), [redacted] (DD), [redacted] (PR), [redacted] (SP), Ian Burns (IB), Rob Sainsbury (RS), Kate Nutt (KN), (MO), [redacted] (JL)
Apologies:	Mark Owers (MO), Stephen Hardwick (SH)

Time	Agenda item	Specific items for discussion / agreement
11:00 – 11:05	Welcome and apologies	- Note absences [document 1]
11:05 – 10:15	Review previous meeting notes and actions	- Accept notes as circulated [document 2] - Review outstanding actions
11:15 – 11:30	Programme Progress Report	- Note TJ Programme Status Update Report (IR) [document 3]
11:30 – 11:40	Contract Change Request	- CR01/20: Amend Leader Programme Participation Numbers and Structure [document 4]
11:40 - 11:55	Other business	- Review any other business
11:55 – 12:00	Close	- Note date and time of next meeting: 24 March 2020 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/11/10	IR	Undertake a contract amend covering the agreed change in Leader Programme workshop spaces.	Ongoing: amend to be agreed with Commercial Group and presented to next Programme Board
AP4/28/10:	IR	Contact [X] about app being used to track programme effectiveness.	Ongoing: IR has contacted [X], but yet to meet

Meeting Agenda: Programme Board



Date and time:	Tuesday 28 April 2020, 14:00 – 15:30
Venue:	Via Microsoft Teams due to COVID-19
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), [X] (PR), [X] (DD), [X] (PR), [X] (SP), Ian Burns (IB), Rob Sainsbury (RS), Kate Nutt (KN), (MO), [X] (JL), Mark Owers (MO), Stephen Hardwick (SH), Mark Grimley (MG)
Apologies:	

Time	Agenda item	Specific items for discussion / agreement
14:00 – 14:05	Welcome and apologies	- Note absences (CM)
14:05 – 14:10	Review previous meeting notes and actions	- Due to COVID-19 and the Virtual Programme via MS Teams there are no notes to review (CM)
14:10 – 14:30	Programme Progress Report	- TJ Programme Status Update Report (DD)
14:30 – 14:45	Contract Change Request	- CR04/20: Coaching (AB)
14:45 - 15:15	TDP Paper – Team Jersey Post COVID-19	- For discussion (AB) <i>Please note: It is a prerequisite of this meeting to have read this paper which was included in the Programme Board Pack</i>
15:15 - 15:25	Other business	- Review any other business
15:25 – 15:30	Close	- Note date and time of next meeting: TBC - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/11/10	IR	Undertake a contract amend covering the agreed change in Leader Programme workshop spaces.	Ongoing
AP4/28/10:	IR	Contact [S] about app being used to track programme effectiveness.	Ongoing

Meeting Agenda: Programme Board



Date and time:	Tuesday 30 June 2020, 14:00 – 15:30
Venue:	Via Microsoft Teams due to COVID-19
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), [X] (PRs), [X] (DD), [X] (PR), [X] (SP), Ian Burns (IB), Rob Sainsbury (RS), Kate Nutt (KN), (MO), [X] (JL), Mark Owers (MO), Andrew Scate (AS), Mark Grimley (MG)
Apologies:	

Time	Agenda item	Specific items for discussion / agreement
14:00 – 14:05	Welcome and apologies	- Note absences (CM)
14:05 – 14:10	Review previous meeting notes and actions	- Due to the impact of COVID-19 requiring the Proposal Paper for the re-alignment of the TJ Programme, May Programme Board was cancelled. The last routine Programme Board was 28 Apr 20 – notes of this meeting attached for agreement (CM)
14:10 – 14:30	Programme Progress Report	- TJ Programme Status Update Report (DD)
14:30 - 15:10	Team Jersey Programme Proposal Paper	- Proposal Paper for the realignment of the Team Jersey Programme - For Approval (DD) - Please note: It is a prerequisite of this meeting to have read this paper which was included in the Programme Board Pack
15:10 - 15:25	Record of Resources and budget redirected to COVID-19	- For acknowledgement by the Board (DD)
15:25 – 15:30	Other business	- Review any other business
15:30	Close	- Note date and time of next meeting: TBC - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP4/28/10:	IR	Contact [S] about app being used to track programme effectiveness.	Complete
AP1/21/04	PR	Book Programme Board for June to sit with a core attendance to discuss the future of the Team Jersey Programme	Complete
AP2/2/04:	CM	Discuss the Employer Forum with Charlie Parker & Richard Corrigan	Complete

Meeting Agenda: Programme Board



Date and time:	Tuesday 13 October 2020, 14:30 – 16:00
Venue:	Broad Street 1 st Floor – Council of Ministers
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), [X] (PRs), [X] (DD), [X] (PR), [X] (SP), Ian Burns (IB), Rob Sainsbury (RS), Kate Nutt (KN), (MO), [X] (JL), Mark Owers (MO), Andrew Scate (AS), Mark Grimley (MG), Mark Owers (MO), Dirk Danino-Forsyth
Apologies:	Ian Burns (IB), Mark Grimley (MG), [X] (NS)

Time	Agenda item	Specific items for discussion / agreement
14:30 – 14:35	Welcome and apologies	- Note absences (CM)
14:35 – 14:40	Review previous meeting notes and actions	- The last routine Programme Board was 30 06 20 – notes of this meeting attached for agreement (CM)
14:40 – 14:55	Programme Progress Report	- TJ Programme Status Update Report (DD/PR)
14:55 -15:10	Programme Quarterly KPI Report	- TJ Programme Quarterly KPI Report (DD/PR)
15:10 - 15:25	Team Jersey Programme Briefing Paper – New Contract	- Briefing Paper – programme/ contract extension (DD) - Please note: It is a prerequisite of this meeting to have read this paper which was included in the Programme Board Pack
15:25 - 15:35	Workshop	- Discuss potential Board workshop planned for 27 th Oct 2020 re; TJ Programme Extension in particular to agree desired outcomes and KPI's for the remaining period of the programme(CM/DD)
15.35 – 15.40	Board Membership	- Proposal to invite a TJ Lead onto the Board (JQ/DD)
15:40 – 15:55	Other business	- Review any other business

Time	Agenda item	<i>Specific items for discussion / agreement</i>
15:55-16:00	Close	- 27 th October 2020(workshop) - 24 th November 2020

Outstanding action log

Ref	Owner	Action	Status
AP1/30/06:	PR	Special Projects – Remove GHE and Adult Mental Health	Complete
AP2/30/06:	JL	TJL Recruitment – targeted approach across unrepresented areas	Update Required
AP3/30/06:	DD & AB	Board will recommend support at ELT – take and update to ELT on 7 July 2020	Update Required

Meeting Agenda: Programme Board



Date and time:	Friday 27 November 2020, 10.00 – 11.30
Venue:	The Learning Loft – 4 th floor, 28-30 The Parade
Attendees:	Catherine Madden (CM) (Chair), John Quinn (JQ) (SRO), Andy Bell (AB), [X] (DD), [X] (SP), Rob Sainsbury (RS), Kate Nutt (KN), Andrew Scate (AS), Mark Grimley (MG), Mark Owers (MO), Dirk Danino-Forsyth (DDF), [X] (HLR), [X] (SM)
Apologies:	[X] (NS), Ian Burns (IB), [X] (JL) [X] (PR), [X] (IR)

Time	Agenda item	Specific items for discussion / agreement
10.00 – 10.05	Welcome and apologies	- Note absences (CM) [document 1]
10.05 – 10.15	Review previous meeting notes and actions	- Accept notes as circulated (all) [document 2] - Review outstanding actions (all)
10.15 – 10.30	Programme progress report	- Note TJ Programme Status Update Report (DD) [document 3]
10.30 – 11.00	Building Team Jersey Sustainability	- Review and approve plans for future allocation of consultancy time and charging for bespoke projects (DD) [document 4]
11.00 – 11.25	Other business	- Review any other business
11.25 – 11.30	Close	- Note date and time of next meeting: TBC - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status

Meeting Agenda: Programme Board



Date and time:	26 January 2021, 14.40 – 16.00
Venue:	Online via Teams (meeting details within invite)
Attendees:	John Quinn (JQ) [SRO] [Chair], Andy Bell (AB), [✂] (DD), [✂] (SP), Rob Sainsbury (RS), Kate Nutt (KN), Andrew Scate (AS), Dirk Danino-Forsyth (DDF), [✂] (SM), Ian Burns (IB), [✂] (JL) [✂] (PR), [✂] (IR)
Apologies:	Mark Owers (MO), Catherine Madden (CM), Mark Grimley (MG)

Time	Agenda item	Specific points for discussion / agreement
14.30 – 14.35	Welcome and apologies	- Note absences (CM) [document 1]
14.35 – 14.40	Review previous meeting notes and actions	- Accept notes as circulated (all) [document 2] - Review outstanding actions (all)
14.40 – 14.55	Programme progress report	- Note TJ Programme Status Update Report (DD) [document 3]
14.55 – 15.00	Contract change request	- CR4-20: Board to formerly note previously agreed contract change request (IR) [document 4]
15.00 – 15.15	Programme KPI update	- Board to review quarterly KPI status report (IR) [document 5]
15.15 – 15.30	Jersey Fire and Rescue Service bespoke work proposal	- Board to review and endorse proposal DD) [document 6a and 6b]
15.30 – 15.45	Next steps for the Jersey Employers Group	- Board to consider and agree next steps for this initiative (AB)
15.45 – 15.55	Other business	- Review any other business
15.55 – 16.00	Close	- Note date and time of next meeting: 23 February - 2 pm - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP1/27/11	DD	Contact [X] to ask about carry forward of default funds into 2021.	New
AP2/27/11	AB & JQ	Discuss financial support from the group members at next JEG steering group.	New

Meeting Agenda: Programme Board



Date and time:	23 March 2021, 09.30 – 11.00
Venue:	Online via Teams (meeting details within invite)
Attendees:	Catherine Madden (CM) [Chair], John Quinn (JQ) [SRO], Andy Bell (AB), [REDACTED] (DD), [REDACTED] (SP), Rob Sainsbury (RS), Kate Nutt (KN), Andrew Scate (AS), Mark Grimley (MG), Dirk Danino-Forsyth (DDF), [REDACTED] (JL), [REDACTED] (PR), [REDACTED] (IR), Mark Owers (MO), Mark Grimley (MG)
Apologies:	Ian Burns (IB)

Time	Agenda item	Specific points for discussion / agreement
09.30 – 09.35	Welcome and apologies	- Note apologies (CM) [Document 1]
09.35 – 09.40	Review previous meeting notes and actions	- Accept notes as circulated (All) [Document 2] - Review outstanding actions (All)
09.40 – 10.00	Programme progress report	- Receive TJ Programme Status Update Report (DD) [Document 3] - Approve Approach to monitoring contract extension progress (DD) [Document 3]
10.00 – 10.20	End of Contract Report	- Review TDP End of Original Contract Report (AB) [Document 4]
10.20 – 10.40	Programme KPI Review	- Update Culture Category KPIs progress (IR) [Document 5] - Approve Revised Programme KPI Approach (IR) [Document 6]
10.40 – 10.55	Review of Risk Management Approach	- Receive Updated Approach to Programme Risk Management (IR) [Document 8] & Risk Register [Document 9]
10.55 – 11.00	Other business	- Review any other business
11.00	Close	- Note date and time of next meeting: Thursday 6 May 2021 – 11.00 – 12.30 - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP2/27/11	AB & JQ	Discuss financial support from the group members at next JEG steering group.	Ongoing: Awaiting update
AP1/26/01	IR	Work with TJ Commercial Group on contract exemption needed to cover department-specific cultural change work for Fire & Rescue.	New

Meeting Agenda: Programme Board



Date and time:	6 May 2021, 11.00 – 12.30
Venue:	Online via Teams (meeting details within invite)
Attendees:	Catherine Madden (CM) [Chair], John Quinn (JQ) [SRO], Andy Bell (AB), [X] (DD), [X] (SP), Rob Sainsbury (RS), Kate Nutt (KN), Andrew Scate (AS), Mark Grimley (MG), [X] (JL), [X] (IR), Mark Owers (MO), [X] (LP)
Apologies:	Ian Burns (IB)

Time	Agenda item	Specific points for discussion / agreement
11.00 – 11.05	Welcome and apologies	- Note apologies (CM) [Document 1]
11.05 – 11.15	Review previous meeting notes and actions	- Accept notes as circulated (All) [Document 2] - Review outstanding actions (All)
11.15 – 11.30	Programme progress report	- Receive TJ Programme Status Update Report (DD) [Document 3]
11.30 – 11.45	Programme Phase 2 Programme review	- Receive and endorse review of Phase 2 workshop delivery plans (DD) [Document 4]
11.45 – 12.00	Programme cultural / strategic KPIs	- Agree TJ Strategic KPI Review (AB, DD & IR) [Document 5]
12.00 – 12.25	Other business	- Review any other business
12.25 – 12.30	Close	- Note date and time of next meeting: - Note any specific agenda items

Outstanding action log

Ref	Owner	Action	Status
AP2/27/11	AB & JQ	Discuss financial support from the group members at next JEG steering group.	Ongoing: Awaiting update
AP1/23/03	IR	Review approach to reporting on use of consultancy days by departments, particularly including days used and those remaining.	New:
AP2/23/03	DD	Review policy for allocating core consultancy days to departments with a view to increasing accessibility.	New:
AP3/23/03	DD / AB / IR	Further review data between One Voice and Be Heard surveys to extract relevant comparison information and narrative-based evaluation.	New:
AP4/23/03	AB	Add point to 'End of Contract' emphasising potential impact of Team Jersey programme on level of staff willingness to innovate, cooperate and commit during the Covid pandemic – circulate updated report to board members for endorsement.	New:
AP5/23/03	IR	Adopt proposed new KPI approach to monitoring and reporting on programme operational effectiveness.	New:
AP6/23/03	DD / AB / IR	Develop new KPI approach to monitoring and reporting on programme strategic effectiveness.	New:
AP6/23/03	IR	Arrange meeting with JQ and DD to review programme risk response approach.	New:

Meeting Agenda: Programme Board



Date and time:	14 June 2021, 11.00 – 12.30
Venue:	Online via Teams (meeting details within invite)
Attendees:	Catherine Madden (CM) [Chair], John Quinn (JQ) [SRO], Andy Bell (AB), [X] (DD), [X] (SP), Rob Sainsbury (RS), Kate Nutt (KN), Andrew Scate (AS), Mark Grimley (MG), [X] (SM), [X] (IR), Mark Owers (MO), [X] (LP), Ian Burns (IB)
Apologies:	

Time	Agenda item	Specific points for discussion / agreement
11.00 – 11.05	Welcome and apologies	- Note apologies (CM) [Document 1]
11.05 – 11.10	Review previous meeting notes and actions	- Accept notes as circulated (All) [Document 2] - Review outstanding actions (All)
11.10 – 11.20	Programme progress report	- Receive TJ Programme Status Update Report (DD) [Document 3]
11.20 – 11.30	Responding to low workshop attendance rates	- Review approach to addressing low workshop attendance rates (DD / SM) [Document 4]
11.30 – 11.45	Original Programme KPI review	- Receive commentary on status of progress against original programme KPIs (AB) [Document 5]
11.45 – 12.00	Allocation of department-specific programme days	- Review and endorse planned reallocation of department-specific programme days following loss of key staff member (DD) [Document 6]
12.00 – 12.15	TJ Stakeholder Engagement Strategy	- Review and endorse planned TJ stakeholder strategy (DD / SM) [Document 7]
12.15 – 12.25	New bitesize workshop content	- Introduce planned new workshops for Leader and Colleague Programmes (DD / AB) [Document 8]
12.25 – 12.30	Other business	- Review any other business
12.30	Close	- Note date and time of next meeting: - Note any specific agenda items

Present action log

Ref	Owner	Action	Date to complete by	Status
AP2/27/11	AB & JQ	Discuss financial support from the group members at next JEG steering group.	14/06/21	Ongoing: Awaiting update
AP3/23/03	DD / AB / IR	Further review data between One Voice and Be Heard surveys to extract relevant comparison information and narrative-based evaluation.	14/06/21	Ongoing: Commenced but further work needed to fully complete
AP4/23/03	AB	Add point to 'End of Contract' emphasising potential impact of Team Jersey programme on level of staff willingness to innovate, cooperate and commit during the Covid pandemic – circulate updated report to board members for endorsement.	14/06/21	Ongoing: Commenced but further work needed to fully complete
AP1/06/05	DD	DD to start a root-cause analysis to better understand workshop non-attendance issue, focused on what presently works well with departments.	14/06/21	New