



**Agenda**

**Meeting: SWAG Committee**  
**Location: Room: Conference Room 2, Victoria Quay, Leith**

**Date/Time: Thursday 20 October 2016, 10.30 – 12.30**  
**Chair: Norman Provan**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1 Attendee List	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	10.30
2	Minute of meeting on 9 June 2016, summary of action points and matters arising	Doc 2A Minute Doc 2B APs	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Status of action points noted</li> <li>Matters arising discussed</li> </ul>	Chair	10.35
3	Safe staffing in law - Nursing and Midwifery Workload tools	Doc 3	<ul style="list-style-type: none"> <li>SWAG to note the initial actions</li> <li>Opportunity for SWAG to ask questions and offer feedback</li> <li>SWAG to agree representation for the Strategic Board</li> </ul>	Diane Murray	10.40
4	iMatter Update	Doc 4	<ul style="list-style-type: none"> <li>SWAG to note the update</li> <li>Opportunity for SWAG to ask questions and offer feedback</li> </ul>	Liz Reilly	11.20

5	National Staff Experience Measures	Doc 5A Doc 5B	<ul style="list-style-type: none"> <li>• SWAG to note the update</li> <li>• Opportunity for SWAG to ask questions and offer feedback</li> <li>• SWAG to decide if it will support the move to replace the National Staff Survey with a new National Staff Experience Measure which will include iMatter.</li> </ul>	Malcolm Summers	11.50
6	AOB	No papers	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	12.20
Paper – Everyone Matters Implementation Plan 2017/18 Paper – PIN Update					

Next meeting: 18 January 2016, 10.00 – 12.30 in Conference Room 4ER, St Andrews House, Edinburgh

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