



Agenda

Meeting: SWAG Committee
Location: Room: Conference Room 3,
Victoria Quay, Edinburgh

Date/Time: Friday 26 January 2018, 10.00 – 12.20

Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	10.00
2	Minute of meeting on 1 November 2018, summary of action points and matters arising	Doc 2	<ul style="list-style-type: none"> Minute agreed All previous action points are completed Matters arising discussed 	Chair	10.05
3	Once for Scotland PIN	Doc 3	<ul style="list-style-type: none"> SWAG to note the update and make decisions on the proposals outlines in Doc 3 Opportunity to feed in views and ask questions 	Malcolm Summers	10.10
4	National Staff Experience Update	Power-point slides	<ul style="list-style-type: none"> SWAG to note the update Opportunity to feed in views and ask questions 	Anna Gilbert Liz Reilly	10.50

5	Effective Leadership Development	Power-point slides	<ul style="list-style-type: none"> • SWAG to note the update • Opportunity to feed in views and ask questions 	Graham Paxton	11.30
6	AOB	No papers	<ul style="list-style-type: none"> • All business discussed 	Chair	12.10
Papers for information: <ul style="list-style-type: none"> • Update – eEES • Update – Shared Services 					

Next meeting: 28 June 2018, 10.00 – 12.30 in Conference Room 3, Victoria Quay, Edinburgh