



Agenda

Meeting: SWAG Secretariat
Location: Room: Conference Room 2, Victoria Quay, Leith

Date/Time: Thursday 20 October 2016, 13.00 – 14.45
Chair: Norman Provan

| Item No. | Subject | Papers | Outcome | Lead | Time |
|----------|--|---|--|--|-------|
| 1 | Introduction from Chair | Doc 1 Attendee List | <ul style="list-style-type: none"> Attendees introduced | Chair | 13.00 |
| 2 | Minute of meeting on 21 September 2016, summary of action points and matters arising | Doc 2A - Minute Doc 2B - APs | <ul style="list-style-type: none"> Minute agreed Status of action points noted Matters arising discussed | Chair | 13.05 |
| 3 | Managing work-related stress in NHSScotland | No paper Power-point slides will be circulated after the meeting | <ul style="list-style-type: none"> Secretariat to note the update Opportunity for the Secretariat to ask questions and offer feedback Secretariat to decide if this topic should be presented at the full SWAG meeting on SWAG meeting on 18 January 2017 | Rob Vondy (HSE) Jayne Sturmeay (HSE) Sarah Jones (HSE) | 13.10 |

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|---|--|---|--|-----------------|-------|
| 4 | PIN Review and Development | No paper Verbal Update | <ul style="list-style-type: none"> • Secretariat to note the update • Opportunity for the Secretariat to ask questions and offer feedback • Secretariat to decide if this topic should be presented at the full SWAG meeting on SWAG meeting on 18 January 2017 | Malcolm Summers | 13.50 |
| 5 | Review of SWAG Committee on 20 October 2016 | Doc 5 – Cover sheet | <ul style="list-style-type: none"> • SWAG Committee meeting reviewed and any further action points allocated | Chair | 14.20 |
| 6 | Agenda for SWAG Secretariat on 9 December 2016 | Doc 6A – Cover Sheet Doc 6B – SWAG Business Plan | <ul style="list-style-type: none"> • Papers discussed and agenda agreed for the SWAG Secretariat meeting on 9 December 2016 | Chair | 14.30 |
| 7 | AOB | No papers | <ul style="list-style-type: none"> • All business discussed | Chair | 14.40 |

Next meeting: 9 December 2016, 10.00 – 11.00 in Conference Room E, SWAG Secretariat, St Andrews House, Edinburgh

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