



Agenda and papers

Meeting: SWAG Secretariat
Location: Room: GR.07, St Andrews House, Edinburgh

Date/Time: Wednesday 21 September 2016, 14.30 – 16.30
Chair: Shirley Rogers

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair		<ul style="list-style-type: none"> Attendees introduced 	Chair	14.30
2	Minute of meeting on 9 June 2016, summary of action points and matters arising		<ul style="list-style-type: none"> Minute agreed Status of action points noted Matters arising discussed 	Chair	14.35
3	National Staff Experience Update	No paper – draft power point presentation to follow	<ul style="list-style-type: none"> Discussion in advance of SWAG Committee in October 2016 Norman Provan will join the meeting by teleconference between 15.00 – 15.30 Opportunity for SWAG Secretariat to ask questions and offer feedback 	Malcolm Summers	14.40
4	Management and Leadership Update	No paper – verbal update	<ul style="list-style-type: none"> SWAG Secretariat to note the update Opportunity for SWAG Secretariat to ask questions and offer feedback 	Colin Brown	15.40

5	Agenda setting for SWAG Committee meeting on 20 October 2016		<ul style="list-style-type: none"> Attached papers discussed and agenda agreed for the October 2016 SWAG Committee meeting 	Chair	16.10
6	Agenda setting for SWAG Secretariat meeting on 20 October 2016		<ul style="list-style-type: none"> Attached papers discussed and agenda agreed for the October 2016 SWAG Secretariat meeting 	Chair	16.20
7	AOB	No papers	<ul style="list-style-type: none"> All business discussed 	Chair	16.30
Paper – Update from HR Working Group for Health and Social Care					

Next meeting: 20 October 2016, 13.00 – 14.30 in Conference Room 2, Victoria Quay, Edinburgh