



**Agenda**

**Meeting: SWAG Secretariat**

**Location: Room: E, St Andrews House, Edinburgh**

**Date/Time: Wednesday 3 May 2017, 14.00 – 16.00**

**Chair: Malcolm Summers**

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	14.00
2	Minute of meeting on 18 January 2017, summary of action points and matters arising	Doc 2A - Minute Doc 2B - AP	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Status of action points noted and verbal updates provided</li> <li>Matters arising discussed</li> </ul>	Chair	14.05
3	Health and Social Care Workforce Plan Consultation Update	No paper	<ul style="list-style-type: none"> <li>SWAG to note the update</li> <li>Secretariat to consider when this should be presented to the Committee</li> </ul>	Sean Neill	14.10
4	Staff Experience Update	To follow	<ul style="list-style-type: none"> <li>SWAG to note the update</li> <li>Secretariat to consider when this should be presented to the Committee</li> </ul>	Anna Gilbert Liz Reilly	14.40

5	Once for Scotland PIN Policy	No paper	<ul style="list-style-type: none"> <li>• Engagement Discussion</li> <li>• Opportunity for SWAG to offer feedback and answer questions</li> <li>• Secretariat to consider when this should be presented to the Committee</li> </ul>	Malcolm Summers	15.10
6	Agenda setting for SWAG Committee meeting on 7 June 2017	SWAG Business Plan	<ul style="list-style-type: none"> <li>• Documents discussed and Agenda set for the next SWAG Committee meeting</li> </ul>	Chair	15.25
7	Agenda setting for SWAG Secretariat meeting on 7 June 2017	SWAG Business Plan	<ul style="list-style-type: none"> <li>• Documents discussed and Agenda set for the next SWAG Secretariat meeting</li> </ul>	Chair	15.35
8	AOB	No papers	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	15.45
<p><b>Papers for information:</b></p> <ul style="list-style-type: none"> <li>• Shared services Programme Boards Update – To follow</li> <li>• Whistleblowing Update</li> </ul>					

Next meeting: 7 June 2017, 13.00 – 15.00 in Conference Room D, St Andrews House, Edinburgh

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