



Agenda

Meeting: SWAG Secretariat

**Location: Conference Room 3, Victoria Quay,
Edinburgh**

Date/Time: 26 January 2018 (13.00 – 14.20)

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	12.50
2	Minute of meeting on 13 December 2018, 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	12.55
3	NHS Annual Reviews – role of National Staffside	No paper	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Norman Provan	13.00
4	Review of SWAG Committee on 26 January 2018	No paper	<ul style="list-style-type: none"> SWAG Committee meeting reviewed and any further action points allocated 	Chair	13.30
5	Agenda for SWAG Secretariat on 5 May 2018	SWAG Business Plan	<ul style="list-style-type: none"> Papers discussed and agenda agreed for the SWAG Secretariat meeting on 5 May 2018 	Chair	14.00
6	AOB	No papers	<ul style="list-style-type: none"> All business discussed 	Chair	14.10

Next meeting: 3 May 2018, 14.00 – 16.00 in Conference Room A, St Andrews House, Edinburgh