



Agenda

Meeting: SWAG Secretariat

**Location: Conference Room A, St Andrews House,
Edinburgh**

Date/Time: 3 May 2018 (14.00 – 16.00)

Chair: Malcolm Summers

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	14.00
2	Minute of meeting on 26 January 2018, summary of action points and matters arising	Doc 2A - Minute Doc 2B – Action Points	<ul style="list-style-type: none"> Minute agreed Status of action points noted Matters arising discussed 	Chair	14.05
3	Once For Scotland Workforce Policies	Verbal Update	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Malcolm Summers	14.10
4	National Staff Experience Way Forward	Doc 3 - Notes from Meeting held on 19/3/18 Doc 4 - Paper	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Liz Reilly Anna Gilbert	14.20
5	Employee Engagement Index	Verbal Update	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Liz Reilly	14.40
6	Whistleblowing Policy & Procedures	Doc 5 - Paper	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Alison Carmichael	14.50

7	NHS Scotland Adverse Weather Policy	Doc 6 - Paper	<ul style="list-style-type: none"> • Discussion and engagement opportunity 	Stephen Lee-Ross	15.10
8	Agenda for SWAG Committee on 28 June 2018	SWAG Business Plan Doc 7 - Paper	<ul style="list-style-type: none"> • Papers discussed and agenda agreed for the SWAG Committee meeting on 28 June 2018 	Chair	15.30
9	Agenda for SWAG Secretariat on 28 June 2018	SWAG Business Plan Doc 7 - Paper	<ul style="list-style-type: none"> • Papers discussed and agenda agreed for the SWAG Secretariat meeting on 28 June 2018 	Chair	15.40
10	AOB <ul style="list-style-type: none"> • Interpretation of Fixed Term Contract PIN – Request from NHS Ayrshire & Arran 	Doc 8 - Paper	<ul style="list-style-type: none"> • All business discussed 	Chair	15.50

Next meeting: 28 June 2018, 13.00 – 15.00 in Room 3, Victoria Quay, Edinburgh

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Workforce Practice Unit

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