



**Agenda**

**Meeting: SWAG Secretariat**

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

**Date/Time: 18 March 2019 (14.00 – 16.00)**

**Chair: Norman Provan**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	14.00
2	Minute of meeting on 25 January 2019, summary of action points and matters arising	Doc 2A - Minute Doc 2B – Action Points	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Status of action points noted</li> <li>Matters arising discussed</li> </ul>	Chair	14.05
3	NHS Scotland Adverse Weather Policy	Verbal update	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Stephen Lea-Ross	14.10
4	Trade Union Act 2016	Verbal update	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Caroline Sharp	14.25
5	National Staff Experience Report	Verbal update	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Liz Reilly	14.40
6	Terms of Reference – Once for Scotland	Verbal Update	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Norman Provan	15.00

7	Staff Governance Monitoring	Paper	<ul style="list-style-type: none"> <li>• Discussion and engagement opportunity</li> </ul>	Caroline Sharp	15.15
8	Honours	Verbal update	<ul style="list-style-type: none"> <li>• Discussion and engagement opportunity</li> </ul>	Debbie Livingston	15.30
9	Set Agenda for SWAG Secretariat on 15 May 2019	SWAG Business Plan	<ul style="list-style-type: none"> <li>• Documents discussed and Agenda set for the next SWAG Secretariat meeting</li> </ul>	Chair	15.45
10	AOB	Discussion	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	15.50

Next meeting: SWAG Secretariat - 15 May 2019, 14.00 – 16.00 in Conference Room D, St Andrews House, Edinburgh