



Scottish Government  
Riaghaltas na h-Alba  
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**SWAG**



**Agenda**

**Meeting: SWAG Secretariat**

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

**Date/Time: 6 September 2018 (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 28 June 2018, 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	Paper	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Stephen Lea-Ross	14.10
4	Youth Employment in NHSScotland	Verbal Update	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Stephen Lea-Ross	14.20
5	Staff Governance Monitoring update	Paper	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Anna Gilbert	14.35
6	NHS Scotland Global Citizenship Programme and Draft HR Guidance	Paper	<ul style="list-style-type: none"> <li>Discussion and engagement opportunity</li> </ul>	Kerry Chalmers	15.00

7	Set Agenda for SWAG Committee on 7 November 2018	SWAG Business Plan	<ul style="list-style-type: none"> <li>Agenda agreed for the SWAG Committee meeting on 7 November 2018</li> </ul>	Chair	15.30
8	Set Agenda for SWAG Secretariat on 7 November 2018	SWAG Business Plan	<ul style="list-style-type: none"> <li>Agenda agreed for the SWAG Secretariat meeting on 7 November 2018</li> </ul>	Chair	15.40
9	AOB  Additional papers – Roles and Remits of Once for Scotland	Discussion	<ul style="list-style-type: none"> <li>All business discussed</li> </ul>	Chair	15.50

Next meeting: 7 November 2018, 10.00 – 12.30 in Room 4ER, St Andrews House, Edinburgh (**Committee**)  
7 November 2018, 13.00 – 15.00 in Room 4ER, St Andrews House, Edinburgh (**Secretariat**)