



Agenda

Meeting: SWAG Committee

Location: 4ER, St Andrews House, Edinburgh

Date/Time: Thursday, 25 July 2019 (13.00 – 16.00)

Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	No paper	<ul style="list-style-type: none"> Attendees introduced 	Chair	13.00
2	Minute of meeting on 19 June 2019, summary of action points and matters arising	Item 2A – Minute Item 2B – Action Points	<ul style="list-style-type: none"> Minute agreed Status of action points noted Matters arising discussed 	Chair	13.05
3	'Once for Scotland' Workforce Policies – Delivery of Phase 1	Item 3A – Paper Item 3B – Paper	<ul style="list-style-type: none"> Status of programme of work and process undertaken noted 	Sean Neill	13:10
4	Digital Solution	Demonstration	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Ameet Bellad NES Digital Team	13.30
5	'Once for Scotland' Core Workforce Policies: <ol style="list-style-type: none"> Attendance Bullying and Harassment Capability 	Item 5 – Cover Paper Items 5.1-5.6 – Policies	<ul style="list-style-type: none"> For approval Accept delivery of products commissioned (Phase 1) 	Janis Butler / James O'Connell	13:50



	4. Conduct 5. Grievance 6. Workforce Policies Investigation Process				
6	Implementation	Item 6 – Paper	<ul style="list-style-type: none">• Note implementation proposal• Approve commence Phase 2	Stephen Lee-Ross	15:40
7	AOB	No papers	<ul style="list-style-type: none">• All business discussed	Chair	15.55

Next meeting: 23 October 2019 - 10.00 – 12.30 in Conference room C, D & E, St Andrews House, Edinburgh