



**Agenda**

**Meeting: SWAG Committee**

**Location: Conference room C, D & E,  
St Andrews House, Edinburgh**

**Date/Time: Wednesday, 23 October 2019 (10.00 – 12.30)**

**Chair: Pauline Howie**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	No paper	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	10.00
2	Minute of meeting on 25 July 2019, summary of action points and matters arising	Item 2A – Minute Item 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	10.05
3	'Once for Scotland' Workforce Policies – Delivery of Phase 1	Verbal update	<ul style="list-style-type: none"> <li>Status of programme of work and process undertaken noted</li> </ul>	Sean Neill	10:10
4	'Once for Scotland' Core Workforce Policies: <ol style="list-style-type: none"> <li>Attendance</li> <li>Bullying and Harassment</li> <li>Capability</li> <li>Conduct</li> <li>Grievance</li> <li>Workforce Policies Investigation Process</li> </ol>	Item 3 – Cover Paper Items 3.1-3.6 – Policies	<ul style="list-style-type: none"> <li>For approval</li> <li>Accept delivery of products commissioned (Phase 1)</li> </ul>	Jacqui Jones & Jane Anderson	10:20



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5	Implementation	Paper	<ul style="list-style-type: none"><li>• Note implementation proposal</li><li>• Approve commence Phase 2</li></ul>	Stephen Lea-Ross	12.00
6	AOB	No papers	<ul style="list-style-type: none"><li>• All business discussed</li></ul>	Chair	12.20

Next meeting: 23 January 2020 - 11.30 – 13.30 in 4ER, St Andrews House, Edinburgh