



Agenda

Meeting: SWAG Secretariat
Location: 4ER, St Andrews House,
Edinburgh

Date/Time: 7 February 2020 (13.30 – 15.30)
Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	13.30
2	Minute of meeting on 5 December 2019, 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	13.35
3	Coronavirus – update	No-paper	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Derek Grieve	13.40
4	National Whistleblowing Standards – standard recording mechanisms	Paper	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Caroline Cooksey	14.00
5	Digital Developments and Workforce Implications	Presentation	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Tom Power & Pamela Dimberline	14.20

6	Review of SWAG Committee meeting on 7 February 2020	No Paper	<ul style="list-style-type: none"> • Opportunity for members to ask questions and offer feedback 	Chair	14.50
7	Set Agenda for SWAG Secretariat meeting on 16 March 2020	SWAG Business Plan	<ul style="list-style-type: none"> • Agenda set for the next SWAG Secretariat meeting 	Chair	14.55
8	AOB	Discussion	<ul style="list-style-type: none"> • All business discussed 	Chair	15.00

Next meeting:

- SWAG Secretariat – 16 March 2020, 14.00 – 16.00 in Conference room A, St Andrews House, Edinburgh
- SWAG Committee – 19 June 2020, 11.00 – 13.00 in Room 4ER, St Andrews House, Edinburgh