

**Scottish Workforce & Staff Governance Secretariat**  
**Wednesday 27<sup>th</sup> September 2022**  
**15:45 – 16:45**  
**MS Teams**

**Attendance List**

Confirmation of attendees at time of writing:

<b>Name</b>	<b>Organisation</b>
Victoria Bowman (Chair)	Scottish Government
Anna Gilbert	Scottish Government
Jennifer Martin-Nye	Scottish Government
Caroline Cooksey	NHS Dumfries and Galloway
Steven Lindsay	Unite the Union
Pauline Howie	Scottish Ambulance Service
Gordon McKay	UNISON
Norman Provan	Royal College of Nursing

In attendance:

<b>Name</b>	<b>Organisation</b>
Niall Anderson	Scottish Government
William Adam (Secretariat)	Scottish Government

Apologies have been received from:

<b>Name</b>	<b>Organisation</b>
Sara Eccles	Scottish Government
Tracey Ashworth-Davies	NHS Education for Scotland

## Agenda

**Meeting: SWAG Secretariat**

**Chair: Victoria Bowman**

**Date/Time: 27<sup>th</sup> September 2022 15:45 – 16:45**

**Location: MS Teams**

	<b>Subject</b>	<b>Paper(s)</b>	<b>Outcome</b>	<b>Lead</b>	<b>Time</b>
1	Welcome Introductions Minutes of meetings 30 <sup>th</sup> June 2022 Action points Matters arising	Papers	<ul style="list-style-type: none"> <li>Attendees introduced</li> <li>Minute agreed</li> <li>Update on action points</li> <li>Matters arising discussed</li> </ul>	Chair	15:45
2	Hybrid working and future SWAG meetings	No Paper (open discussion)	<ul style="list-style-type: none"> <li>Discussion and agreement</li> </ul>	Niall Anderson (SG)	15:55
3	2023 agenda setting	Paper	<ul style="list-style-type: none"> <li>Discussion and planning</li> </ul>	Niall Anderson (SG)	15:10
4	Membership	Paper	<ul style="list-style-type: none"> <li>Engagement and discussion</li> </ul>	Niall Anderson (SG)	15:30
5	AOB	N/A	<ul style="list-style-type: none"> <li>All business discussed</li> </ul>	Chair	15:40

Next meeting: SWAG Secretariat – 6<sup>th</sup> December 2023 – Time TBC – Location TBC