



Scottish Workforce & Staff Governance Secretariat
Tuesday 29 June 2023
16:15 – 17:00
MS Teams

Attendance List

Confirmation of attendees at time of writing:

Name	Organisation
Pauline Howie	Scottish Ambulance Service
Mary Morgan	NHS NSS
Jeff Ace	NHS Dumfries and Galloway
Caroline Cooksey	NHS Dumfries and Galloway
Norman Provan (Chair tbc.)	Royal College of Nursing
Gordon McKay	Unison
Norman Provan	Royal College of Nursing
Steven Lindsay	Unite
Fiona Hogg	Scottish Government

In attendance:

Name	Organisation
Niall Anderson (Secretariat)	Scottish Government
Emma Weedon	Scottish Government
Natali Higgins	Scottish Government

Apologies have been received from:

Name	Organisation
Tracey Ashworth-Davies	NHS NES
Anna Gilbert	Scottish Government



SWAG

Agenda

Meeting: **SWAG Secretariat**

Location: **MS Teams**

Date/Time: **16:15-17:00, 29 June 2023**

Chair: **Norman Provan tbc.**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome, introductions, minutes of meeting 25 April 2023, action points and matters arising.	Papers	<ul style="list-style-type: none"> Attendees introduced Minute agreed Status of action points noted Matters arising discussed 	Chair	16:15
2	Information Governance : Code of Practice on Record Management	Paper	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Natali Higgins	16:20
3	Menopause Menstrual Health Policy	Policy	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Emma Weedon	16:30
4	Partnership Leads Discussion : Next steps	Paper	<ul style="list-style-type: none"> n/a 	Chair	16:40
5	Farewell to Pauline Howie	No paper	<ul style="list-style-type: none"> n/a 	Chair	16:45
6	AOB	No papers	<ul style="list-style-type: none"> All business discussed 	Chair	16:55

Next meeting: SWAG Secretariat – 26 September 2023 — In Person