



Agenda

Meeting: SWAG Secretariat
Location: Conference Room D, St Andrews House,
Edinburgh

Date/Time: 7 June 2017 13.00 – 14.30
Chair: Pauline Howie

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	13.00
2	Minute of meeting on 3 May 2017, summary of action points and matters arising	Doc 2A - Minute Doc 2B - APs	<ul style="list-style-type: none"> Minute agreed Status of action points noted Matters arising discussed 	Chair	13.05
3	Youth Employment update	No paper	<ul style="list-style-type: none"> Secretariat to note the update Opportunity for the Secretariat to ask questions and offer feedback 	Dorothy Wright	13.10
4	Staff Governance Standard Monitoring	Doc 4	<ul style="list-style-type: none"> Secretariat to note the update and agree the proposal outlined in the paper. Secretariat to approve the test for change project plan 	Susan Russell	13.25

5	Review of SWAG Committee on 7 June 2017	SWAG Business Plan	<ul style="list-style-type: none"> • SWAG Committee meeting reviewed and any further action points allocated 	Chair	14.00
6	Agenda for SWAG Secretariat on 2 August 2017	SWAG Business Plan	<ul style="list-style-type: none"> • Papers discussed and agenda agreed for the SWAG Secretariat meeting on 2 August 2017 	Chair	14.10
7	AOB	No papers	<ul style="list-style-type: none"> • All business discussed 	Chair	14.20

Next meeting: 2 August 2017, 14.00 – 16.00 in Conference Room E, St Andrews House, Edinburgh

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