



Agenda

Meeting: SWAG Secretariat

Location: Conference Room 4ER, St Andrews House, Edinburgh

Date/Time: 1 November 2017 (13.00 – 14.30)

Chair: Malcolm Summers

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 26 September 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	Effective Leadership Development Update	Power-point slides	<ul style="list-style-type: none"> Secretariat to note the update Opportunity for the Secretariat to ask questions and offer feedback 	Graham Paxton	13.10
4	Review of SWAG Committee on 1 November 2017	No paper	<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 13 December 2017	SWAG Business Plan	<ul style="list-style-type: none"> Papers discussed and agenda agreed for the SWAG Secretariat meeting on 13 December 2017 	Chair	14.10
7	AOB	No papers	<ul style="list-style-type: none"> All business discussed 	Chair	14.20

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