



Agenda

Meeting: SWAG Secretariat

**Location: Conference Room 003, Victoria Quay,
Edinburgh**

Date/Time: 28 June 2018 (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 2018, 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	13.05
3	Trade Union Act 2016, recording of facility time.	Verbal Update	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Chair	13.10
4	Review of SWAG Committee meeting on 28 June 2018	Discussion	<ul style="list-style-type: none"> SWAG Committee meeting reviewed and any further action points allocated 	Chair	13.30
5	Set Agenda for SWAG Secretariat meeting on 6 September 2018	Discussion	<ul style="list-style-type: none"> Agenda agreed for the SWAG Secretariat meeting on 6 September 2018 	Chair	13.45
6	Set Agenda for SWAG Committee meeting on 7 November 2018	Discussion	<ul style="list-style-type: none"> Agenda agreed for the SWAG Committee meeting on 	Chair	13.55

			7 November 2018		
7	AOB		<ul style="list-style-type: none">• All business discussed		14.05

Next meeting: 6 September 2018, 14.00 – 16.00 in Conference room A, St Andrews House, Edinburgh

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