



**Agenda**

**Meeting: SWAG Secretariat**

**Location: Royal College of Nursing  
42 South Oswald Road  
Edinburgh**

**Date/Time: Wednesday 7 November 2018 (13:00 – 15:00)**

**Chair: Malcolm Summers**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	13.00
2	Minute of meeting on 6 September 2018, summary of action points and matters arising	Doc 2A - Minute Doc 2B – Action Points	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Status of action points noted</li> <li>Matters arising discussed</li> </ul>	Chair	13.05
3	Review of SWAG Committee meeting on 7 November 2018	Discussion	<ul style="list-style-type: none"> <li>SWAG Committee meeting reviewed and any further action points allocated</li> </ul>	Chair	13.10
4	Set Agenda for SWAG Secretariat meeting on 29 November 2018	Discussion	<ul style="list-style-type: none"> <li>Agenda agreed for the SWAG Secretariat meeting on 29 November 2018</li> </ul>	Chair	13.30
5	Set Agenda for SWAG Committee meeting on 25 January 2019	Discussion	<ul style="list-style-type: none"> <li>Agenda agreed for the SWAG Committee meeting on 7 November 2018</li> </ul>	Chair	13.40

6	Agenda for Change	Verbal Update	<ul style="list-style-type: none"><li>• Discussion and engagement opportunity</li></ul>	Daniel MacDonald	13.50
7	AOB	No papers	<ul style="list-style-type: none"><li>• All business discussed</li></ul>		14.10

Next meeting: 29 November 2018, 11.00 – 13.00 in Conference room A, St Andrews House, Edinburgh

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