



Scottish Government
Riaghaltas na h-Alba
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SWAG



Agenda

Meeting: SWAG Secretariat

**Location: Room GW.04, St Andrews House
Edinburgh**

Date/Time: 29 November 2018 (11.00 – 13.00)

Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	11.00
2	Minute of meeting on 7 November 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	11.05
3	Shortage Occupations list	Paper	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Stephen Lea-Ross	11.10
4	Staff Governance Monitoring Arrangements	Presentation	<ul style="list-style-type: none"> Discussion and engagement opportunity 	Susan B Russell & Anna Gilbert	11.30
5	Brexit	Verbal update	<ul style="list-style-type: none"> Discussion and engagement opportunity 	James How	11.50

6	Set Agenda for SWAG Committee on 25 January 2019	SWAG Business Plan	<ul style="list-style-type: none"> Agenda agreed for the SWAG Committee meeting on 25 January 2019 	Chair	12.10
7	Set Agenda for SWAG Secretariat on 25 January 2019	SWAG Business Plan	<ul style="list-style-type: none"> Agenda agreed for the SWAG Secretariat meeting on 25 January 2019 	Chair	12.20
8	AOB	Discussion	<ul style="list-style-type: none"> All business discussed 	Chair	12.30

Next meeting: SWAG Committee – 25 January 2019 - 10.00 – 12.30 in Room 4ER, St Andrews House, Edinburgh
SWAG Secretariat – 25 January 2019 - 13.00 – 15.00 in Room 4ER, St Andrews House, Edinburgh