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**SWAG**



**Agenda**

**Meeting: SWAG Secretariat**

**Location: 4ER, St Andrews House,  
Edinburgh**

**Date/Time: 25 July 2019 (11.00 – 12.00)**

**Chair: Norman Provan**

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	11.00
2	Minute of meeting on 19 June 2019, 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	11.05
3	'Once for Scotland' Workforce Policies	Discussion	<ul style="list-style-type: none"><li>Discussion prior to Committee meeting</li></ul>	Chair	11.10
4	Set Agenda for SWAG Secretariat meeting on 4 September 2019	SWAG Business Plan	<ul style="list-style-type: none"><li>Agenda set for the next SWAG Secretariat meeting</li></ul>	Chair	11.45
5	AOB	Discussion	<ul style="list-style-type: none"><li>All business discussed</li></ul>	Chair	11.55

Next meeting: SWAG Secretariat – 4 September 2019, 10.00 – 12.00 in 4E.01, St Andrews House, Edinburgh