



Agenda

Meeting: SWAG Secretariat

**Location: Conference room C, D & E St Andrews House,
Edinburgh**

Date/Time: 23 October 2019 (13.00 – 15.00)

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 4 September 2019, 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	Safe Staffing legislation	Paper	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Tony Redhall	13.10
4	Staff Experience	Presentation	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Elizabeth Reilly	13.30
5	Review of SWAG Committee meeting on 23 October 2019	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Chair	14.00
6	Set Agenda for SWAG Secretariat meeting on 5 December 2019	SWAG Business Plan	<ul style="list-style-type: none"> Agenda set for the next SWAG Secretariat meeting 	Chair	14.40

7	AOB	Discussion	<ul style="list-style-type: none">All business discussed	Chair	14.50
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Next meeting:

- SWAG Secretariat – 5 December 2019, 14.00 – 16.00 in Conference room D, St Andrews House, Edinburgh
- SWAG Committee – 23 January 2020, 11.30 – 13.30 in Conference room 4ER, St Andrews House, Edinburgh