



**Agenda**

**Meeting: SWAG Secretariat**

**Location: MS Teams**

**Date/Time: 9 October 2020 (14.00 – 15.30)**

**Chair: Pauline Howie**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	No-paper	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	14.00
2	Minute of meeting on 29 July 2020, 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	14.05
3	Staff Everyone Matters - pulse survey	Presentation	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Elizabeth Reilly	14.10
4	INWO update	No papers	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Catriona Hetherington	14.40
5	Testing	Paper	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Alison Carmichael	14.55
6	Set agenda for SWAG Committee on 23 October 2020	SWAG Business Plan	<ul style="list-style-type: none"> <li>Agenda set for the next SWAG Committee meeting</li> </ul>	Chair	15.10
7	Set agenda for SWAG Secretariat on 23 October 2020	SWAG Business Plan	<ul style="list-style-type: none"> <li>Agenda set for the next SWAG Secretariat meeting</li> </ul>	Chair	15.20

8	AOB <ul style="list-style-type: none"><li>Workforce planning update paper (circulated)</li></ul>	Discussion	<ul style="list-style-type: none"><li>All business discussed</li></ul>	Chair	15.30
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Next meeting:

- SWAG Secretariat – 23 October 2020, 13.30 – 15.30 - MS Teams
- SWAG Committee – 23 October 2020, 11.00 – 13.00 - MS Teams