



Agenda

Meeting: SWAG Secretariat

Location: MS Teams

Date/Time: 16 November 2020 (12.30 – 13.30)

Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	No-paper	<ul style="list-style-type: none"> Attendees introduced 	Chair	12.30
2	Minute of meeting on 9 October 2020, 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	12.35
3	Everyone Matters - pulse survey	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Elizabeth Reilly / Suzanne Thomas	12.40
4	Review of SWAG Committee on 16 November 2020	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Chair	12.55
5	Work plan for 2021 – key items	SWAG Business Plan - 2021	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Chair	13.15
6	Set agenda for SWAG Secretariat on 1 December 2020	SWAG Business Plan - 2020	<ul style="list-style-type: none"> Agenda set for the next SWAG Secretariat meeting 	Chair	13.20
7	AOB	Discussion	<ul style="list-style-type: none"> All business discussed 	Chair	13.30

Next meeting:

- SWAG Secretariat - 1 December 2020 – 14.00 – 15.00 - MS Teams
- SWAG Committee – 28 January 2021- 14.00 – 15.30 - MS Teams
- SWAG Secretariat - 28 January 2021– 15.30 – 16.30 - MS Teams

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