



**Agenda**

**Meeting: SWAG Secretariat**

**Location: MS Teams**

**Date/Time: 11 March 2021 (15.30 – 16.30)**

**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	15.30
2	Minute of meeting on 16 November 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	15.35
3	Staff Governance Monitoring	Paper	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> <li>Consent to the proposed action</li> </ul>	Suzanne Thomas	15.40
4	iMatter	Update	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Liz Reilly	15.50
5	Homeworking / Once for Scotland / Whistleblowing update	Paper / Update	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Catrina Hetherington	16.00
6	Long Covid	Paper	<ul style="list-style-type: none"> <li>Opportunity for members to ask questions and offer feedback</li> </ul>	Victoria Bowman	16.10

7	Set agenda for SWAG Committee on 15 April 2021	SWAG Business Planner	<ul style="list-style-type: none"> <li>Agenda set for the next SWAG Committee meeting</li> </ul>	Chair	16.20
8	Set agenda for SWAG Secretariat on 15 April 2021	SWAG Business Planner	<ul style="list-style-type: none"> <li>Agenda set for the next SWAG Secretariat meeting</li> </ul>	Chair	16.25
9	AOB	Discussion	<ul style="list-style-type: none"> <li>All business discussed</li> </ul>	Chair	16:30

Next meeting:

- SWAG Committee – 15 April 2021 – 14.00 – 15.30 - MS Teams
- SWAG Secretariat - 15 April 2021 – 15.30 – 16.30 - MS Teams