



Agenda

Meeting: SWAG Secretariat

Location: MS Teams

Date/Time: 20 May 2021 (13.45 – 14.30)

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	13.45
2	Minute of meeting on 11 March 2021, 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	13.50
3	Application of the Once for Scotland Promoting Attendance Policy	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Gordon McKay	13.55
4	Wellbeing update	Paper	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Jennifer Veitch / Angela Macfie	14.05
5	Long Covid	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Anna Gilbert	14.15
6	Review of SWAG Committee meeting on 20 May 2021	Discussion	<ul style="list-style-type: none"> Opportunity for members to ask questions and offer feedback 	Chair	14.20

7	Agenda setting for SWAG Committee and Secretariat on 1 July 2021	SWAG Business Plan	<ul style="list-style-type: none"> Agenda set for the next SWAG Secretariat meeting 	Chair	14.25
8	AOB	Discussion	<ul style="list-style-type: none"> All business discussed 	Chair	14.30

Next meeting:

- SWAG Committee – 1 July 2021 – 14.00 – 15.30 - MS Teams
- SWAG Secretariat – 1 July 2021 – 15.30 – 16.30 - MS Teams