



Agenda

Meeting: SWAG Secretariat

Location: MS Teams

Date/Time: 1 July 2021 (15.30 – 16.30)

Chair: Victoria Bowman

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome and introductions. Minute of meeting on 20 May 2021, summary of action points and matters arising	Minutes Action Points	<ul style="list-style-type: none"> • Minute agreed • Status of action points noted • Matters arising discussed 	Chair	15.30
2	Menopause / Menstrual Health Workplace policy	Paper	<ul style="list-style-type: none"> • Discussion and engagement opportunity 	Felicity Sung	15.35
3	New Workforce Policies	Discussion	<ul style="list-style-type: none"> • Opportunity for members to ask questions and offer feedback 	Chair	15.50
4	Home Working Policy Development	Paper	<ul style="list-style-type: none"> • Discussion and engagement opportunity 	Steven Lindsay	16.10
5	Review of SWAG Committee on 1 July 2021	Discussion	<ul style="list-style-type: none"> • Agree any actions from Committee meeting 	Chair	16.20
6	Set agenda for SWAG Committee & Secretariat on 12 August 2021	SWAG Business Plan	<ul style="list-style-type: none"> • Agenda set for the next SWAG Committee & Secretariat meeting 	Chair	16.25

7	AOB	Discussion	<ul style="list-style-type: none">All business discussed	Chair	16.30
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Next meeting:

- SWAG Committee – 12 August 2021– TBC
- SWAG Secretariat – 12 August 2021– TBC