



Agenda

Meeting: SWAG Secretariat
Location: MS Teams

Date/Time: 18 November 2021 (15.30 – 16.30)
Chair: Norman Provan

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome and introductions. Minute of meeting on 28 September 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	Staff Governance Monitoring	Paper	<ul style="list-style-type: none"> • Discussion and engagement opportunity 	Catriona Hetherington	15.35
3	iMatter	Paper	<ul style="list-style-type: none"> • Opportunity for members to ask questions and offer feedback 	Liz Reilly	15.55
4	Review of SWAG Committee on 18 November 2021	Discussion	<ul style="list-style-type: none"> • Agree any actions from Committee meeting 	Chair	16.10
5	AOB <ul style="list-style-type: none"> • Agenda for SWAG Secretariat – 6 December 2021 	Discussion	<ul style="list-style-type: none"> • All business discussed 	Chair	16.25

Next meeting:

- SWAG Committee – 25 January 2022 – 14.00 – 15.30 & SWAG Secretariat – 6 December 2021 – 13:00 – 14:00