

Handover Notes

SG Ministers Meeting

Point of contact: [NR]@gov.scot

Agreed process:

SG to notify STUC by Wed morning at the latest of any agenda items

STUC to hold pre-meeting with affiliates Wed afternoon.

STUC to brief officials of agenda items for meeting by Wed at 5pm.

STUC to provide attendance list by 9am Friday for call at 11am

Following meeting SG provides STUC with list of actions to be agreed
SG provides STUC with a weekly action's tracker
SG provided STUC with an updated dashboard on sectoral guidance when required.

Cab Sec Call

Point of contact: [NR] / [NR]@gov.scot

Agreed Process

STUC to notify before end of week if Roz would like a call with Cab Sec on a Tuesday (no time is formally held)

But because no time is formally held STUC can request a call at any time to discuss an urgent issue and time will be sought in Cab Sec diary to accommodate this as quickly as possible.

UK Government Meeting

Point of Contact pusos@scotlandoffice.gov.uk

Different people get back to me each time.

The papers and dial in have been issued to affiliates and I have provided the office with an attendance list and the agenda.

So it is all organised.

[NR] is also going to dial into the meeting to take notes.