



Agenda

Meeting: **SPF Secretariat**

Location: Room: E, St Andrews House, Edinburgh

Date/Time: **Monday 27 March 2017, 14.30 – 16.00**

Chair: **Pauline Howie**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Introduction from Chair	Doc 1	<ul style="list-style-type: none">Attendees introduced	Chair	14.30
2	Minute of meeting on 1 December 2016, summary of action points and matters arising	Doc 2	<ul style="list-style-type: none">Minute agreedAll action points completed. There were no action points recorded at the December 2016 meetingMatters arising discussed	Chair	14.35
3	Trade Union Act	Doc 3	<ul style="list-style-type: none">Members noted the update and had an opportunity to feed in views	Stephen O'Connor	14.40
4	Refresh of Partnership Working	To follow	<ul style="list-style-type: none">Members noted the update and had an opportunity to feed in their views	Malcolm Summers	15.10
5	Review of SPF held on 9 February 2017	Doc 5	<ul style="list-style-type: none">SPF meeting reviewed and any further action points allocated	Chair	15.40

6	Agenda setting for SPF meeting on 18 May 2017	Doc 6 – SPF Business Plan	<ul style="list-style-type: none"> Documents discussed and Agenda set for the next SPF meeting 	Chair	15.50
7	AOB	No papers	<ul style="list-style-type: none"> All business discussed 	Chair	16.00

Next meeting: 4 September 2017, 14.30 – 16.00 in Conference Room E, St Andrews House, Edinburgh

Health Workforce and Strategic Change Directorate

Workforce Practice Unit

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