



Agenda

Meeting: SPF Secretariat

Location: Room GN.07

**St Andrews House,
Edinburgh**

Date/Time: 29 August 2019 (14.00 – 16.00)

Chair: Lilian Macer

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome and introduction	Doc 1	<ul style="list-style-type: none"> Attendees introduced 	Chair	14.00
2	Minute of meeting on 18 April 2019, action points and matters arising.	Doc 2A - Minute Doc 2B – Action Points	<ul style="list-style-type: none"> Minute agreed Action points reviewed Matters arising discussed 	Chair	14.05
3	Progress following John Sturrock Review	Verbal update	<ul style="list-style-type: none"> Update noted Opportunity to ask questions and provide views 	Anna Gilbert	14.10
4	Strathclyde Report – way forward	No paper	<ul style="list-style-type: none"> Opportunity to ask questions and provide views 	Chair	14.30
5	Review of SPF Committee held on 28 May 2019	No paper	<ul style="list-style-type: none"> SPF Meeting reviewed and any further action points allocated 	Chair	14.50
6	Agenda setting for SPF Committee meeting on 10 October 2019	SPF Business Plan	<ul style="list-style-type: none"> Documents discussed and Agenda set for the next SPF meeting 	Chair	15.15
7	Blueprint for Governance	Presentation	<ul style="list-style-type: none"> Opportunity to ask questions and 	Christine McLaughlin	15.30

			provide views		
8	AOB <ul style="list-style-type: none"> 'Once for Scotland' Workforce Policies (paper circulated) 	Paper	<ul style="list-style-type: none"> All business discussed 	Chair	15.50

Next meeting: SPF Secretariat – 7 November 2019, 14:00 – 16:00 in conference room C, St Andrews House, Edinburgh

SPF Committee – 10 October 2019, 11.30 – 13.30 in Room 4ER St Andrews House, Edinburgh