



**Agenda**

**Meeting: SPF Secretariat**

**Location: Room Conference Room C  
St Andrews House,  
Edinburgh**

**Date/Time: 7 November 2019 (14.00 – 16.00)**

**Chair: Pauline Howie**

Item No.	Subject	Papers	Outcome	Lead	Time
1	Welcome and introduction	Doc 1	<ul style="list-style-type: none"> <li>Attendees introduced</li> </ul>	Chair	14.00
2	Minute of meeting on 29 August 2019, matters arising.	Doc 2A - Minute Doc 2B – Action Points	<ul style="list-style-type: none"> <li>Minute agreed</li> <li>Action points reviewed</li> <li>Matters arising discussed</li> </ul>	Chair	14.05
3	Public Inquiry RHCYP and QEUH	Doc 3 - Paper	<ul style="list-style-type: none"> <li>Update noted</li> <li>Opportunity to ask questions and provide views</li> </ul>	Christine McLaughlin	14.10
4	Digital Developments and Workforce Implications	Presentation	<ul style="list-style-type: none"> <li>Update noted</li> <li>Opportunity to ask questions and provide views</li> </ul>	Tom Power & Pamela Dimberline	14.25
5	Once for Scotland Workforce Practices	Doc 4 - Paper	<ul style="list-style-type: none"> <li>Update noted</li> <li>Opportunity to ask questions and provide views</li> </ul>	Isabella De Wit & Malcolm Summers	14.45

6	TUC – dying at work	Verbal update	<ul style="list-style-type: none"> <li>• Update noted</li> <li>• Opportunity to ask questions and provide views</li> </ul>	Lilian Macer	15.15
7	Agenda setting for Joint Partnership Workshop on 13 January 2020	Discussion	<ul style="list-style-type: none"> <li>• Agenda set for workshop</li> </ul>	Chair	15.25
8	Review of SPF Committee held on 10 October 2019	Discussion	<ul style="list-style-type: none"> <li>• SPF Meeting reviewed and any further action points allocated</li> </ul>	Chair	15.35
9	Agenda setting for SPF Committee meeting on 13 February 2020	SPF Business Plan	<ul style="list-style-type: none"> <li>• Documents discussed and Agenda set for the next SPF meeting</li> </ul>	Chair	15.45
10	AOB	No Paper	<ul style="list-style-type: none"> <li>• All business discussed</li> </ul>	Chair	15.50

Next meeting:

SPF Committee – 13 February 2020, 14.00 – 16.00 in Conference room C, D & E St Andrews House, Edinburgh

SPF Secretariat – 23 April 2020, 14.00 – 16.00 in Conference room D, St Andrews House, Edinburgh

Directorate for Health Workforce and Strategic Change

Workforce Practice Unit

T: 0131-244 41718

E: John.Malone@gov.scot