



**Scottish Partnership Forum (SPF) Secretariat**  
**Wednesday 10 January 2024**  
**14:00 – 15:00**  
**Agenda and Attendees List**

Confirmation at the time of writing:

<b>Name</b>	<b>Organisation</b>
Frances Carmichael	Unison
Norman Provan	Royal College of Nursing
Karen Reid	NHS Education for Scotland
Gillian Russell	Scottish Government
Jane Hamilton	Scottish Government
Anna Gilbert	Scottish Government

Also present:

<b>Name</b>	<b>Organisation</b>
Niall Anderson	Scottish Government
Suzanne Thomas	Scottish Government
Maruf Kadiir	Scottish Government

Apologies from:

<b>Name</b>	<b>Organisation</b>
<i>None received</i>	

## Agenda

**Meeting: SPF Secretariat, Extraordinary Meeting**

**Chair: Frances Carmichael (tbc)**

**Date/Time: 14:00-15:00, 10 January 2024**

**Location: MS Teams**

	Subject	Paper(s)	Outcome	Lead	Time
1	Welcome Introductions Matters arising	Papers	<ul style="list-style-type: none"> <li>Attendees introduced</li> <li>Minute agreed</li> <li>Update on action points</li> <li>Matters arising discussed</li> </ul>	Chair	14:00
2	SPF 2024 Workplan	2024 Workplan	<ul style="list-style-type: none"> <li>Discussion and Agreement</li> </ul>	Anna Gilbert, Niall Anderson	14:05
3	Scottish Partnership Forum Terms of Reference	Terms of Reference	<ul style="list-style-type: none"> <li>Engagement and discussion</li> </ul>	Anna Gilbert, Jane Hamilton	14:30
4	AOB	-	<ul style="list-style-type: none"> <li>Engagement and discussion</li> </ul>	Chair	14:50

**Next meeting:**

**SPF Committee – Wednesday, 31 January 2024, 14:00-15:30**

**SPF Secretariat – Tuesday, March 19, 14:00-15:00**