

**HEF Ref Group Meeting Wednesday 26<sup>th</sup> June 2019**  
**Meeting room one: Strathbrock Partnership Centre**

Item	Agenda	Objective of item	Lead Person
1.0	Present		
2.0	Apologies		
3.0	Minutes from previous meeting	Approval	All
4.0	Matters arising		
	<b>Agenda Items</b>		
5.0	<b>HEF+ Scottish Version</b> 5.1 HEF+ Scottish version update on set up and implementation 5.2 User manual and PowerPoint presentation	Update/Discussion	All
6.0	<b>Data collection</b> 6.1 Update on DPA 6.2 Update on data collection process 6.3 Update on aggregation of data, quality check/data cleanse 6.4 Next steps – is there a role for ISD and/or others?		
7.0	<b>HEF updates</b> 7.1 Borders 7.2 Fife 7.3 FV 7.4 Lothian	Updates	All
8.0	<b>Role of the HEF reference group moving forward and representation round the table.</b>	Discussion	All
8.0	<b>AOCB</b>		
10.0	<b>Dates of future meetings:</b> <ul style="list-style-type: none"> <li>• Weds 14<sup>th</sup> August</li> <li>• Weds 18<sup>th</sup> September</li> <li>• Weds 6<sup>th</sup> November</li> <li>• Weds 18<sup>th</sup> December</li> </ul> <p>All meetings are <b>12 – 2pm @ Strathbrock PC meeting room one.</b></p>		All