

HEF Ref Group Meeting Wednesday 22nd May 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		
	4.1 Lothian meeting with HSCP Managers 4.2 Project Manager post	Update Update	All Derek/Caroline
	Agenda Items		
5.0	5.1 Scottish version of HEF 5.2 Update from pilot with the group 5.3 Transition plan agreement to coincide with data collection 5.4 How do we tell nurses what is going on? and do we plan a launch given the timescales and/or how do we communicate with nurses and others?	Update/Discussion	All
6.0	6.1 Data protection – data processing agreement (DPA) – where we are at 6.2 ISD Data update, data collection and analysis plan 6.3 Timeline of proposed work that includes transition and data collection/project manager immediate work plan (to be tabled)	Update Discussion	Heather Heather
7.0	HEF updates 7.1 Borders 7.2 Fife 7.3 FV 7.4 Lothian 7.5 NHS Wales – IT Platform and teleconference this week 7.6 Positive Commitment Conference 25 th April in Birmingham	Updates	All
8.0	AOCB 8.1 Continued role and function of HEF reference group 8.2 LD MCN updates including Network Manager post	Updates	All Derek

<p>10.0</p>	<p>Dates of future meetings:</p> <ul style="list-style-type: none"> • Weds 3rd July • Weds 14th August • Weds 18th September • Weds 6th November • Weds 18th December <p>All meetings are 12 – 2pm @ Strathbrock PC meeting room one. Bring your lunch, I will provide a hot drink.</p>		<p>All</p>
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