

ACF(M)09/2  
Minutes: 10 - 20

**GREATER GLASGOW AND CLYDE NHS BOARD**

**Minutes of a Meeting of the  
Area Clinical Forum  
held in the Conference Room, Dalian House  
350 St Vincent Street, Glasgow  
on Thursday 11 June 2009 at 1.00 pm**

**P R E S E N T**

Clive Bell – in the Chair from minute number 18 (Chair, ADC)

Tom Downie	Chair, AAHP & HCSC
Nicola McElvanney	Vice Chair, AOC
Val Reilly	Vice Chair, APC
Patricia Spencer	Vice Chair, ANMC
Gale Leslie	Chair, AOC
Margaret Hastings	Chair, AAHP & HCSC

**I N A T T E N D A N C E**

Shirley Gordon	Secretariat Manager
Andrew Robertson	Chair, NHSGGC
Jo Gibson	Head of Performance and Corporate Reporting (for minute number 16)

**ACTION BY**

**10. APOLOGIES**

Apologies for absence were intimated on behalf of Gillian Halyburton, Brian Cowan, Ruth Forrest and Scott Bryson.

**11. MINUTES**

The Minutes of the meeting of the Area Clinical Forum [ACF(M)09/1] held on Thursday 4 February 2009 were approved as an accurate record.

NOTED

**12. NHSGGC RESPONSE TO THE NATIONAL ACF GUIDANCE CONSULTATION**

The above consultation documentation was widely circulated by the Secretary to all ACF members and senior officers at the NHS Board. The Board's Head of Board Administration responded and a copy of this response was noted for information. Members agreed this response captured their own thoughts and views on the proposals.

NOTED

**13. NATIONAL ACF CONFERENCE: 26 MAY 2009**

All ACF members were invited to attend the above national conference. From those in attendance at today's ACF meeting, both Nicola McElvanney and Tom Downie had attended representing NHSGGC's ACF.

Mr Downie confirmed that the conference had been well attended and useful in terms of a networking opportunity and the workshop topics had been relevant. What had become clear was that NHSGGC's advisory structure was more proactive in its set-up compared to that of other NHS Board's. Much of the day had been set aside to discuss establishing a better way forward for ACFs. As such, this had been a good opportunity to share information and good working practice.

Ms McElvanney agreed and commented that most geographical NHS Boards had been represented. Some suggestions had been made including having lay members and psychologists represented at Area Clinical Forums. It was noted that within NHSGGC, psychologists were represented on the Subcommittee in Psychiatry which reported to the Area Medical Committee.

There had been a general discussion around the terms of office of Area Clinical Forum Chairs and Vice Chairs. The conflict in the ACF Chair being a Board member and, therefore, having a "corporate responsibility" as well as representing their own professional interests was also discussed. Within NHSGGC, the term of appointment of the ACF Chair and Vice Chair had been discussed previously with all the professional advisory committees. Their preference was to continue with their long established two year rolling programme of elections. This cycle worked well, at the moment, and facilitated the opportunity for each profession to be Chair and/or Vice Chair of the ACF and, in turn, an NHS Board member. This also worked well in terms of balancing the workload of being an advisory committee Chair/Vice Chair alongside being elected ACF Chair/Vice Chair and, in turn becoming an NHS Board member. It was recognized, as such, that a two year commitment to fulfill all three roles was quite sufficient.

One of the other suggestions to arise at the conference to overcome this situation was that all members of advisory committees (not simply Chairs and Vice Chairs) could put themselves forward (representing their own advisory committee) for membership of the ACF. It would be interesting to see whether the final guidance to be issued from the SGHD made such a suggestion. This would clearly impact on the ACF membership.

Overall, both agreed, it had been a useful day and gave recognition to the important role ACFs played within NHS Boards.

NOTED

**14. STRENGTHENING THE ROLE OF ANMC**

Members were asked to note some early discussion points in connection with a development session being held for the ANMC and offer views/thoughts on how to reshape their work plan.

Ms Spencer led the Forum through the likely topics to be discussed at the development session, facilitated by Juli McQueen (OD Manager). Roslyn Crocket, NHSGGC Director of Nursing, had agreed to provide finance to support a non NHS based venue with lunch as well as committing to attend the day itself. This was scheduled to be held on Monday 31 August.

Ms Spencer hoped this event would provide an opportunity for the ANMC to develop its influencing effect to develop and skills both locally and to national issues/groups. She would keep the ACF updated on developments.

NOTED

#### **15. UPDATE FROM THE NHS BOARD'S CHAIR ON ONGOING BOARD BUSINESS**

Mr Robertson updated on matters recently discussed by the NHS Board including the following:-

- A response was still awaited from the Cabinet Secretary regarding the Board's recommendations concerning the future of the Vale of Leven Hospital.
- The two new ambulatory care hospitals (at Stobhill and at the Victoria) had now opened.
- Some inpatient beds would remain open at the Victoria Infirmary until the new Southside Hospital was completed.
- It was planned that a 48 bedded elderly rehabilitation facility be constructed at Stobhill. This would create additional space at GRI and the Western for more inpatient Acute beds which were being taken from Stobhill.
- The likely move of Yorkhill Hospital to the Southern General Hospital Campus was likely to be in four years time.
- A topping out ceremony had been held at the new Maternity Unit on the Southern General Hospital campus. This was carried out by the Cabinet Secretary.
- The last NHS Board Seminar had looked at the future of spiritual care, charitable fundraising for the new Sick Children's Hospital and a detailed discussion around resource transfers.
- NHS Board staff had been exceptionally busy dealing with the H1N1 Influenza. Members of staff were under a lot of pressure although this, so far, was being contained. Scotland was not unique in seeing a continuing rise in cases. The vast majority of people were experiencing relatively mild symptoms.

NOTED

#### **16. NHS BOARD'S 2009 ANNUAL REVIEW**

Jo Gibson confirmed that this year's Annual Review was scheduled for 19 October 2009. Guidance had been issued by the SGHD and the format seemed to be the same as in previous years. The ACF slot was scheduled for 9:45am on that day. She reported that the guidance suggested discussion areas for the ACF should cover the following points:-

- AFC development
- Clinical engagement
- Clinical implication of medical workforce change and their impact on other professions and future workforce
- Keeping a focus on patient safety, quality and governance
- Shifting the balance of care
- Specific local issues

She asked that each advisory Committee give consideration to topics they may wish to raise at the Annual Review meeting. Then, at the 6 August ACF meeting, these lists would be discussed and a shortlist written up. She also asked that each advisory Committee nominate one member to attend the ACF slot at the Annual Review meeting. This was in line with what had happened in previous years.

DECIDED

- That each of the Advisory Committees agree on a representative to attend the Annual Review meeting. The name should be forwarded to the Secretary by Monday 27 July 2009.
- That all Advisory Committees agree on a list of topics they would like to discuss with the Cabinet Secretary at the Annual Review meeting. This list should be forwarded to the Secretary by Monday 27 July 2009 so as to be included with the agenda papers for the 6 August ACF meeting.

**All Advisory  
Committee  
Chairs**

**All Advisory  
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**17. ELECTION OF NEW CHAIR AND VICE CHAIR**

Members were asked to elect a Chair and Vice Chair in accordance with paragraphs 7(a) and (b) of the ACFs constitution which was attached. For ease of reference, a membership list was also attached noting the new Chairs and Vice Chairs of the respective advisory committees since their elections earlier this year. The term of appointment for both positions was until 31 March 2011.

Chair

Clive Bell                      Proposer: Gale Lesley  
    Seconder: Nicola McElvanney

**Clive Bell**

Vice Chair

Patricia Spencer              Proposer: Val Reilly  
    Seconder: Tom Downie

**Patricia  
Spencer**

NOTED

**18. AREA CLINICAL FORUM – 2009 WORKPLAN**

Members were asked to note the ACF workplan for 2009 and discuss how it wished to proceed with some of the carry-forward items.

Members noted that the 6 August and 8 October 2009 meetings would be mostly taken up with discussing their Annual Review preparation. Nonetheless, members were keen to invite both Scott Bryson and Tom Walsh to present on “an overview of anti-microbial prescribing” and “infection control and hand washing” respectively. As such, the following was agreed:-

- That Scott Bryson be invited to the 6 August 2009 meeting and that Tom Walsh to be invited to the 8 October 2009 meeting to present on the aforementioned. *{Post meeting note: Both Scott and Tom have confirmed their attendance on these dates}.*

**Secretary**

NOTED

## 19. ADVISORY COMMITTEE CHAIRS UPDATES

The Area Clinical Forum noted topics of discussion at the most recent meetings of the following advisory committees:-

(a) ADC

Clive Bell reported that the following topics had been discussed at the last ADC meeting

- Childsmile
- New management structure within the Oral Health Directorate
- Installation of Local Decontamination Units in Dental Practices
- Disciplinary panels

(b) AOC

Gale Leslie reported the following topics discussed at the last AOC meeting:-

- Presentation from the RNIB – mainly focusing on the local Bishopbriggs service.
- Re-organisation of Ophthalmic casualty services.
- Optometry Scotland and the process for post-payment clarification.
- The creation of a new CH(C)P optometry group.
- Pandemic flu planning.
- Children's eye care screening.
- Independent prescribing.

(c) AAHP & HCSC

Margaret Hastings reported that their last meeting had been cancelled. The agenda for their next meeting was being drafted and would focus on the Primary Care Review and Annual Review preparation.

(d) APC

Val Reilly reported on the following topics discussed at the 15 April APC meeting:-

- Non-medical prescribing.
- Pandemic flu planning.
- Antimicrobial prescribing guidelines.
- Hepatitis B vaccine for community pharmacy staff.
- C-card scheme (no funding for pharmacists to participate in this scheme).

(e) ANMC

Patricia Spencer reported on the following topics discussed at the last ANMC meeting:-

- Development day.
- Primary care strategy and teams.

- Inequalities agenda.
- Pre-registration syllabus for nurses and sign-off for mentors.
- “Do not attempt resuscitation” policy.
- End of life care guidelines.
- A presentation on the child and adolescent mental health services.

NOTED

**20. DATE OF NEXT MEETING**

Date: Thursday 6 August 2009

Place: Dalian House

Time: 2.00 pm to 4.00 pm