

ACF(M)17/02  
Minutes: 12 – 22

GREATER GLASGOW AND CLYDE NHS BOARD

**Minutes of a Meeting of the  
Area Clinical Forum  
held in Meeting Room A, J B Russell House,  
Corporate Headquarters, Gartnavel Royal Hospital,  
1055 Great Western Road, Glasgow, G12 0XH  
on Thursday 6 April 2017 at 2.30pm**

**PRESENT**

Heather Cameron - in the Chair (Chair, AAHP&HCSC)

Yas Aljubouri	Alastair Taylor
Morven Campbell	Audrey Thompson
Samantha Flower	Julie Tomlinson
Cerys MacGillivray	

**ACTION BY**

**12. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Dr J Armstrong, Dr F Alexander, Mr J Brown, Dr L De Caestecker, Ms A Espie, Mr P Ivins, Ms K Kenmuir, Dr M McGuire and Mr A McMahon.

NOTED

**13. DECLARATION(S) OF INTEREST(S)**

No declaration(s) of interest(s) were raised in relation to any of the agenda items to be discussed.

NOTED

**14. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Area Clinical Forum held on Thursday 2 February 2016 [ACF(M)17/01] were approved as an accurate record.

NOTED

**15. MATTERS ARISING**

**a) Update re Changing Place Toilets:**

Dr Cameron updated the Committee in this regard to the effect that the Director of Property, Procurement & Facilities Management was liaising with the Changing Places in this regard and that a further update would come back to the Committee.

**Secretary/June  
Agenda**

**b) Dental Hospital Emergency Paediatric Referrals:**

It was noted that there had been further communication between the Medical Director and the General Manager of the Dental Hospital, and that the latter

would be attending the next Area Dental Committee. It was noted that this issue may return to the Area Clinical Forum in the future if appropriate. Should this be required Dr Aljubouri would provide a discussion paper.

c) **Consultation:**

Ms A Espie had circulated the details regarding the ongoing consultation into NHS targets led by Dr H Burns.

**16. NHSGGC APPOINTMENTS SYSTEM AND ASSOCIATED IMPLICATIONS**

This item had to be rescheduled as Mr J Best [Interim Chief Officer for Acute Services Division (ASD)] was unable to attend due to sudden and unavoidable events. It was agreed that the Secretary would arrange to re-schedule for a future meeting.

**Secretary**

In the meantime, Dr Cameron asked the Committee whether they had any specific issues they would like to raise and it was agreed that the Committee would be interested in feedback regarding patient focused booking and the work ongoing in this regard. It was noted that the Committee may prefer to await the outcome of that work, before receiving this update. Dr Cameron would discuss this issue with Mr J Best.

**Chair**

NOTED

**17. UPDATE FROM THE NHS BOARD CHAIR ON ONGOING BOARD BUSINESS**

In the absence of the Board Chair and the Medical Director, the Committee noted the issues discussed and decided at the NHS Board Meeting held on 21 February 2017, including the proposed service changes, which the Committee previously reviewed and commented upon.

**18. UPDATE FROM THE ACF CHAIR ON NATIONAL ACF BUSINESS**

Dr Cameron reported that the last meeting had taken place at the beginning of March and the minutes of the meeting were not yet available. She had not been able to attend and so was not yet in a position to provide feedback.

NOTED

**19. BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS & APPROVED MINUTES TO NOTE**

Members were asked to note salient business items discussed recently by the respective Advisory Committees as well as their most recent approved sets of minutes. The following points were highlighted:-

- AOC – It was noted that there were differing practices by Health Boards on cataract surgery. Within NHS GGC, this was programme led within Gartnavel General Hospital. In addition it was noted that the Golden Jubilee National Hospital had its own system. Some difficulties experienced with the electronic referral system were highlighted - especially electronic payment (which is a problem nationally).

- AAHP & HS – it was noted that some concerns had been raised in respect of draft clinical supervision policy and comments sent to lead author. The Committee had also considered the Active and Independent Living Programme and the national work streams around MSK. The Committee had discussed ‘Ready to Act – Plan for Children’ with a very positive overview of long term care and the high level of support from AHP staff. There was potential for a difficult transition into adult services. It was noted that there was improved engagement with Healthcare Scientists and it had been decided to keep both disciplines together within one committee given the shared learning opportunities for the foreseeable future. The Nurse Director had committed to attend AAHP & HCS.
- AMC – It was noted that the AMC had reviewed unscheduled care and queuing theory. The AMC had discussed GP vacancy rates and the issues which arose in recruitment of GPs. There had been a presentation from representatives from Sandyford which focussed on the possible unintended consequences on GPs. Given this, the AMC had requested a copy of the strategy document from the Sandyford for AMC feedback and review. There had been concern at GP Sub-Committee in respect of the Clinical Senate in respect of the need for Committee oversight in policy decision making. Mr A Taylor had written to the Medical Director in this regard, and this issue would come back to the ACF for further consideration/ request to the Medical Director for an overview of the Clinical Senate.

**Secretary**

- ADC - the ongoing engagement between the Committee and the General Manager at the Dental Hospital was noted.
- ApsyC – It was noted that Ms A Espie elected as new Chair and Ms McGillivray as Vice Chair.
- APC - noted that a motion was agreed to change the APC constitution and that there would be new intake of members.
- ANMC – noted that the Care Assurance System (CAS) was reviewed, and the difficulties experienced in transferring this throughout the NHSGGC Board area. It had been noted that although the number of standards to be met was high, these were often already being met although not formally badged. The transition from the old to the new system was ongoing and work was being carried out to streamline the process. Dr Cameron noted the multi-disciplinary nature of CAS, and it was agreed that the Committee would invite the Nurse Director to provide an overview.

**Secretary**

The ANMC had also discussed re-validation which was progressing smoothly after 1 year in place. The process was viewed positively by the nursing staff who had already taken part.

**NOTED**

**20. AREA CLINICAL FORUM – 2017/18 FORWARD PLANNER**

It was noted that Mrs L Lauder was invited to the next ACF meeting to provide an update regarding workforce planning.

**June Agenda**

Mr A McLaws would also be in attendance to provide an update on the ACF

Communications Strategy.

**June Agenda**

Dr L De Caestecker would be invited to provide an update on the work of the Public Health Committee.

**June Agenda**

It was noted that the ACF would like to extend an initiation to a representative for the Chief Officers of the HSCPs to take a lead in respect of engaging with advisory committee structures. It was suggested that new chair take this forward.

The Secretary was asked to circulate a flow chart showing the structure of the Board Standing Committees in relation to the Advisory Committees. (Post Meeting Note - completed )

**Secretary**

NOTED

## **21. ANY OTHER BUSINESS**

**Communications Strategy:** The Director of Communication would attend the next meeting of the ACF in June to update the Committee. There had been a brief overview of the Committee in Staff News. The next stage would be to design a web presence for the ACF. Dr Cameron encouraged all Chairs and voce Chairs of the Advisory Committees to attend if they could and confirmed that photos would be taken of Committee Members at the meeting.

**Elections:** It was noted that the Head of Administration, Mr J Hamilton, usually attended for the Election of Chair and Vice Chair. Dr Cameron offered help and assistance to potential nominees in terms of the commitment and for either Chair or Vice Chair.

The ACF would like to compare the constitutions of each of the advisory committees. The Secretary was asked to liaise with Mr J Hamilton re the process involved for changing the constitutions of any of the advisory committees as well as that of the ACF.

**Secretary**

As the meeting drew to a close, Ms Thompson the offered thanks to Dr Cameron for her commitment and enthusiasm over the past four years; and the Committee members added their agreement as well as their own appreciation and thanks.

NOTED

## **22. DATE OF NEXT MEETING**

Date: Thursday 1 June 2017  
Venue: Meeting Room A, J B Russell House  
Time: **2 - 2:30pm** Informal Session for ACF Members only  
**2:30 – 5:00pm** Formal ACF Business Meeting

The meeting ended at 4pm.