

GREATER GLASGOW NHS BOARD

**Minutes of a Meeting of the  
Area Clinical Forum  
held in Board Rooms 1 and 2, Dalian House  
350 St Vincent Street, Glasgow  
on Monday 6 September 2004 at 2.00 pm**

**P R E S E N T**

Dr F Angell (in the Chair)

Dr R Groden  
Mr H Smith  
Mr H Rollason  
Mrs G Leslie

Ms A Duncan  
Dr B West  
Ms L Love  
Mr J Cassidy

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

Ms S Gordon, Secretariat Manager  
Mr D McCall, Consultant in Dental Public Health  
Professor Sir John Arbuthnott, Chairman, GGNHSB  
Mr S Bryson, Pharmaceutical Adviser, GGNHSB  
Mr P Watt, Agenda for Change Project Team (for Minute No 31)  
Ms S Russell, Agenda for Change Project Team (for Minute No 31)

**ACTION BY**

**22. APOLOGIES**

Apologies for absence were intimated on behalf of Mr C Fergusson, Mrs P Bryson, Dr B Cowan, Dr T Parke, Ms H McKenzie, Ms M Wilmot, Ms R Crocket, Mr J Hamilton and Dr H Burns.

**23. MINUTES**

The Minutes of the meeting held on Monday 10 May 2004 at 2.00 pm [ACF(M)04/2] were approved as an accurate record.

**24. MATTERS ARISING**

Members were asked to note the following Matters Arising from the Minute of the meeting held on Monday 10 May 2004:

(i) Greater Glasgow Health Council Representative

The Chief Officer at Greater Glasgow Health Council, Danny Crawford, had written to advise that the Health Council would now be represented at Forum meetings by Pat Bryson. Unfortunately, for this meeting, Pat had had to give her apologies but would be in attendance at future ACF meetings.

NOTED

(ii) Patient Focus and Public Involvement : Performance Assessment

The Secretary had duly written to Jim Whyteside, confirming that the Area Clinical Forum had, in attendance, a Health Council representative at its meetings, with the purpose of integrating public involvement.

It was reported that Mr Whyteside had been to the majority of the Advisory Committees to meet with Members to discuss progressing PFPI. To this end, it was agreed that he be invited to come along to the next ACF to update on any common themes reported at the Advisory Committee meetings.

DECIDED:

That the Secretary invite Mr Whyteside to the next ACF meeting to present on progressing PFPI at Advisory Committee level.

**Secretary**

(iii) Developing Corporate NHSScotland

The Secretary had written to Trevor Lodge, Business Manager, welcoming the proposals within the above document and seeking clarification around the interface between the Executive and Area Clinical Forums and Professional Advisory Committees. Trevor Lodge's response to this letter was attached for Members' information.

NOTED

(iv) Update from ACF Chairs' Meeting – 28 May 2004

Unfortunately, Dr Angell had been unable to attend this ACF Chairs' meeting but had spoken to other Chairs who had reported that there still appeared to be an NHS Scotland-wide difficulty in the definition of a role for ACFs and that it varied across NHS Board areas.

NOTED

(v) Update from 2004 Accountability Review Meeting

The NHS Board's Accountability Review meeting was held on 21 July 2004. A slot had been set aside between 9.30 am and 10.30 am specifically for discussion with representatives from the Area Clinical Forum. Sir John reported that he had since received a response from Trevor Jones who was anxious that the Board should give further thought to the role of the ACF in NHS Greater Glasgow and more specifically to the contribution it could make to the work of the Board. As such, he encouraged further thought to be given to this particularly in relation to the clinical and paramedical opinions and contribution that could be channeled to the Board.

Dr Angell reminded the Forum that originally it was anticipated that the ACF would add to the role of the Advisory Committee structure and not be a separate entity. His findings from more national meetings were that different ACFs across the country had different roles to play with their respective NHS Boards.

Henry Smith and Aileen Duncan had both attended the Accountability Review meeting representing the ACF and reported that it would have been of greater benefit if they had had a proactive rather than reactive approach at the meeting. No pre meeting had been held with either the Chair or other Members of the ACF to discuss topics of mutual interest and as such they had felt exposed and somewhat embarrassed. It was agreed that in future greater preparation should be made prior to this annual meeting.

On this point, it was raised that short notice was given to the ACF Members – the Secretary had written out to all Members on 12 July 2004 as soon as notification had been received. Furthermore, it was noted that the Accountability Review meeting had been held on the Glasgow Fair holidays and, therefore, many Members were on annual leave.

**DECIDED:**

That the Area Clinical Forum prepare an Annual Report style document which could link particularly to the Accountability Review meeting. The Annual Report should run from 1 April to 31 March of each year to allow plenty time for finalisation prior to discussion at the July Accountability Review meetings. The first one would, therefore, be from 1 April 2004 to 31 March 2005 and report to the July 2005 Accountability Review meeting.

**Chair/  
Secretary**

(vi) **Disability Discrimination Act**

Gale Leslie reported that although Optometry practices had received notification from the Inspection Team on how much alterations would cost to comply with the DDA they had not heard how this was to be progressed. Representatives from the Inspection Team had been invited to the AOC and JOG but had, so far, been unable to attend.

**DECIDED:**

That the individual Advisory Committees affected by the implications of the DDA write individually in the first instance to Tony Curran at the PCD to raise their concerns. If no satisfactory response was received, then an over-arching ACF letter would be sent to Mr Curran.

**Advisory  
Committee  
Chairs**

(vii) **Prescription Scripts**

Dr Angell had drafted a letter to the Chief Pharmaceutical Officer and Trevor Jones in connection with uniformity of prescription scripts across NHS Greater Glasgow. This was with Scott Bryson for consideration. On this topic, the Forum discussed the Auditor's view in relation to fraudulent prescription fees estimated at £5.7m across NHS Greater Glasgow. This had to be reduced and Members were encouraged to consider how this could be best achieved. Sir John reported that NHS Greater Glasgow was approximately 10% of the putative national fraudulent figure. Contractors discussed the arrangements currently in place in terms of checking those patients who were exempt from charges and checking their supporting documentary evidence.

**DECIDED:**

That both Wendy Hull, Director of Finance, Greater Glasgow NHS Board, and Maggie Worsfold, from Counter Fraud Services, National Services Scotland be invited to the next ACF meeting to give a briefing on the current fraudulent situation in NHS Scotland and the measures being looked at to address this. Some thought could then be given to the NHS Greater Glasgow situation.

**W Hull/  
M Worsfold**

**25. NHSCOTLAND LEADERSHIP DEVELOPMENT FRAMEWORK :  
DISCUSSION PAPER**

Members were reminded of the above discussion paper sent out and asked to note the response sent to the Scottish Executive Health Department from Frank Angell on behalf of the Area Clinical Forum.

As an aside, Aileen Duncan referred to the programme itself which she attended. The NHS Greater Glasgow cohort included forty participants from the acute sector, the primary care sector and local authority representatives. It was an excellent programme.

**NOTED**

**26. DRAFT REPORT FROM ACF CONFERENCE**

Members were asked to note a draft report from the ACF conference held on 29 and 30 January 2004. This had been prepared by the Scottish Executive Members who had been in attendance. Dr Angell advised that the event had been well attended and was a worthwhile day.

In a similar vein, Dr Angell referred to the next ACF National Conference being held on Friday 29 October 2004. So far, the following Members had confirmed their attendance:

James Cassidy  
Brian Cowan  
Ros Crocket  
Aileen Duncan  
Richard Groden  
Helen McKenzie  
Maggie Wilmott

He encouraged any further Member to attend if they wished and as such submit their booking form to the Scottish Executive. Outcomes would be discussed at the next meeting.

**December  
Agenda**

**NOTED**

**27. TERMS OF OFFICE OF ACF MEMBERS**

Members were asked to note a list of the Terms of Office of ACF Members and the ACF Constitution. It was noted that the majority of the Chairs and Vice Chairs had a term of office which expired on 31 March 2005. Frank Angell raised his concern that at the last election of the ACF Chair there was an overlap between Dr Roger Hughes demitting office and Frank becoming Chair. He was anxious that such a delay did not occur again. Given that a new Chair for the ACF was due to be elected and commence office on 1 April 2005, it was recognised that as five out of the six Chairs eligible for election terms of office expired on 31 March 2005 there would be difficulty in knowing which respective Advisory Committee Chairs would be in place for the ACF election. As such, Dr Angell suggested that every Advisory Committee should have a Chairman Elect prior to 31 March 2005 so that that individual would be in the frame for the ACF Chair and Vice Chair election. The Secretary was asked to discuss this approach with John Hamilton, Head of Board Administration and report back at the next meeting.

**Secretary**

NOTED

**28. ADVISORY COMMITTEE MEETING SUMMARIES**

Members were asked to note the following topics of discussion from recent advisory committees:

- (i) Area Optometric Committee – Gale Leslie reported recent topics of discussion including:
  - PFPI – Jim Whyteside had attended the AOC meeting on 30 August 2004.
  - Spectacle prescription vouchers from hospitals being dispensed – a problem currently existed in these being approved for payment at Edinburgh and a meeting was being arranged to try to resolve this.
  - Impartial sight registration.
  - Diabetes.
- (ii) LHCC – Richard Groden summarised topics from recent meetings including:
  - The new Referral Centre in Glasgow which had been set up and seemed to be, so far, well received.
  - The new CHP boundaries and their development.
- (iii) Area Allied Health Professionals Committee – Henry Smith reported:
  - AHP Strategy
  - PFPI
  - National AHP Committee
- (iv) Area Medical Committee – Barbara West touched upon current topics of interest at the AMC including:
  - Forging links with MSPs – eight MSPs were expected to be at the next AMC meeting where topics of discussion would be around clinical priorities and the acceleration of the Acute Services Review in NHS Greater Glasgow.

- (v) Area Pharmaceutical Committee – Scott Bryson referred to recent topics of discussion including:
- PFPI
  - Workforce Planning
  - Prescription Management
- (vi) Area Nursing and Midwifery Committee – James Cassidy summarized the following discussion points:
- PFPI
  - NHS Greater Glasgow – Car Parking Policy
  - Agenda for Change
  - Promoting Health, Supporting Inclusion
  - Action Plan from Committee Away Day – he reported that an action plan had been drawn up for the Committee following its away day earlier in the year. This had been submitted to Rosslyn Crocket in her role as Nurse Director and had been approved. Various Members would be tasked with progressing certain elements of the action plan and regular updates provided.
- (vii) Area Dental Committee – Frank Angell noted the following topics discussed at the last ADC meeting including:
- PFPI
  - New dental contract and the Government’s reaction.
  - Replacement of the Dental Hospital.
  - Oral Health Review.

**29. ANY OTHER BUSINESS**

(i) Role of the Area Clinical Forum

Frank Angell referred to the NHS Board paper which touched upon the proposal to review the role of the Area Clinical Forum particularly in light of the comments made at the Accountability Review meeting. Sir John echoed the need for this to now happen and the Secretary understood that it was the intention of Tom Divers to speak to Frank Angell on how best this could be progressed.

DECIDED:

- That Frank Angell arrange a meeting with Tom Divers to discuss how best the ACF’s role and Constitution could be revised to meet the needs of NHS Greater Glasgow.
- That a short meeting be arranged for ACF Members to discuss this one item only prior to the next scheduled meeting of the ACF. The two best dates seemed to be 16 and 18 November 2004 between 6.00 pm and 7.30 pm. The Secretary was asked to write out to all Members to canvas which date suited the majority of Members best. It was agreed that Frank Angell would report at this meeting the outcome of his discussion with Tom Divers.

**Chairman**

**Secretary**

**30. DATE OF NEXT MEETING**

Date: Monday 6 December 2004

Place: Conference Room, Ground Floor, Dalian House

Time: 2.00 pm – 4.00 pm

**31. AGENDA FOR CHANGE PRESENTATION**

Paul Watt and Susan Russell attended to present on the Agenda for Change Programme as it existed in NHS Greater Glasgow.

Agenda for Change was the most radical shake-up of the NHS pay system since 1948 and would affect all NHS staff across the UK (with the exception of Consultants, doctors, dentists and some senior managers). It was designed to modernise the NHS pay system and create fair, harmonized conditions of service – equal pay for work of equal value, particularly as over the years, various anomalies and differences had come about between different parts of the NHS. This meant that staff doing similar jobs had different pay and conditions of service depending on where they worked. Agenda for Change would smooth out these differences and provide a fair and level playing field for each staff group. Two new pay scales would be introduced with eight pay bands. Each post would be subjected to job evaluation, which would determine which pay band it was placed on. Agenda for Change had been negotiated in partnership between employee and employer representatives and supported NHS modernisation. Its proposed national rollout was from 1 October 2004 and the initiative was divided into three main parts:

- job matching and/or evaluation;
- terms and conditions; and
- knowledge and skills framework.

Mr Watt and Ms Russell led the Forum through the implications of these three areas and associated dates for change. It was anticipated that although 1 October 2004 was the effective date for Agenda for Change, 1 December 2004 would be the operational date for job matching and assimilation. Thereafter, 30 September 2005 should see the assimilation process completed and a move to new pay bands based on the knowledge and skills framework.

They described the overwhelming task that lay ahead particularly as NHS Greater Glasgow had 33,000 staff members. It was anticipated that in terms of job evaluation, this would involve around 3,500 posts and 80% of these posts were expected to match national profiles. There were many issues to consider under the key themes of job evaluation, terms of service and KSF many of which were discussed at the question and answer session.

It was recognised that the implementation of Agenda for Change was a priority and that sufficient resource should be allowed for the backfill of posts, if required, and the dedicated time to prepare for implementation of new terms and conditions.

Both representatives stayed for the question and answer session and a general discussion on the presentation. The following points were clarified:

- Staff members could disagree on the content of generic job descriptions and could submit their own version of their job description for job matching. However, there was no appeal process and any grievance raised would be on process not outcome.

- Funding for the implementation of Agenda for Change had to come out of existing resources.
- Given the increased annual leave entitlement and reduced public holidays, there would be implications for staff cover. It was yet to be confirmed which two public holiday days would be lost.

Dr Angell thanked both Paul Watt and Susan Russell for a most informative and interesting presentation.