

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 31 August 2006 at 1.00 pm**

**P R E S E N T**

Gale Leslie – in the Chair (Chair, AOC)

David Thomson	Chair, APC
Ewan Black	Vice Chair, APC
Philip Benington	Joint Chair, ADC
Richard Groden	Chair, LHCC
Helen McKenzie	Chair, AAHPC

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

Liz McGovern	-	Representing Scott Bryson, Pharmaceutical Adviser
Jean Coote	-	Interim Representative from Clyde
Linda de Caestecker	-	Acting Director of Public Health
David McCall	-	Consultant in Dental Public Health
Tom Divers	-	Chief Executive, NHSGG&C – for Minute No 49
Sir John Arbuthnott	-	Chairman, NHSGG&C – for Minute No 49
Shirley Gordon	-	Secretariat Manager

**ACTION BY**

**41. APOLOGIES**

Apologies for absence were intimated on behalf of Scott Bryson, Brian Cowan and Annie Hair.

Jean Coote reported that Judy Taylor from Clyde would be interested in attending future Area Clinical Forum meetings representing the nursing profession. It was the case, however, that in order to be an ACF Member she would have to be a member of the Board's Area Nursing and Midwifery Committee. Gale Leslie agreed to speak to Liz Love (Chair, ANMC) regarding ANMC representation at the Forum.

**G Leslie**

**42. MINUTES**

The Minutes of the meeting of the Area Clinical Forum [ACF(M)06/4] held on Thursday 8 June 2006 were approved as an accurate record.

**43. MATTERS ARISING**

The following Matters Arising were raised from the Minute of 8 June 2006:

(a) Board Seminar

Gale Leslie reported that she had written to John Hamilton, Head of Board Administration, regarding arrangements to deliver a presentation to Board Members on the new pharmaceutical and optometry contracts. She reported that she would follow this up with Mr Hamilton in the hope that a slot at a future Board Seminar could be arranged soon. Given that the Dental Contract had also changed, Mrs Leslie wondered if it would be worthwhile including in the presentation a summary of the new dental contractual arrangements. Philip Benington agreed to take this suggestion to the ADC and let Mrs Leslie know if Members considered this appropriate. This would then form an information session on the new pharmaceutical, dental and optometry contracts which would heighten their profile to NHS Board Members.

**P Benington/  
G Leslie**

Mrs Leslie would update Forum Members at their next meeting on developments.

**G Leslie**

NOTED

(b) Dozette Boxes

Ewan Black reported that issues concerning patients' dozette boxes and the service of these was being taken up in the West CHCP – via its Professional Executive Group (PEG). This was a good start and an arrangement which would hopefully be rolled out across the other Glasgow CHCPs.

NOTED

**44. ANNUAL REVIEW 2006**

Gale Leslie reported that six representatives from the Area Clinical Forum had met with Andy Kerr, Minister for Health and Community Care, at the Annual Review meeting held on 22 August 2006. She summarised the topics discussed as follows:

- Information Technology – including access to IT, the electronic record, system suitability for all professions, inter-professional communication, referral via IT systems and systems reliability. It was noted that it was the intention of the Forum to invite the newly appointed Director of Health Information and Technology to a future meeting when he took up post in November.
- Health promotion.
- Promotion of the new pharmacy and optometry contracts to patients and health professionals.
- Setting up of PEGs (the representatives of the professions having support of their advisory committees).
- Delivering for Health.
- Disciplinary procedures – David Thomson summarised the ongoing difficulties with the current disciplinary procedures. It was agreed that the Secretary write to Jill Paton, Secretary, Reference Committee at Gartnavel to enquire as to how many outstanding disciplinary cases there were and at what stage these were at in being resolved.

**Secretary**

NOTED

**45. A GOOD PRACTICE GUIDE ON CONSENT FOR HEALTH PROFESSIONALS IN NHS SCOTLAND**

Members were asked to note a copy of the above Circular NHS HDL(2006)34. This replaced the previous Guide published in 1992.

Members wondered what the distribution arrangements were for such Circulars coming to the Board's attention. This point was raised as the advisory committee chairs in attendance had not seen it before and this was a document which was relevant to all of their committees.

**DECIDED:**

- That the Secretary contact the person within the NHS Board responsible for the distribution of Circulars to establish the system used.
- That the advisory committee chairs take this document to their respective advisory committee meetings.

**Secretary**

**All Chairs**

**46. DIRECTOR OF HEALTH INFORMATION AND TECHNOLOGY**

Members were asked to note an email communication confirming that a new Director of Health Information and Technology had been appointed – Richard Copland. Interim arrangements had been made until Mr Copland took up post at the beginning of November 2006. Adrian Bark would cover this position on an interim basis.

As IT had come up on most of the advisory committees' list of top ten priorities, it was hoped that Richard Copland would attend a future ACF meeting after he took up post in November to discuss IT arrangements across NHS Greater Glasgow and Clyde.

**DECIDED:**

That the Secretary write to Mr Copland inviting him to an ACF meeting when he has taken up his appointment.

**Secretary**

**47. ADVISORY COMMITTEE MEETING UPDATES**

APC – David Thomson highlighted the following topics discussed at the last APC meeting:

- Integration with Clyde
- Risk Management Strategy
- Implementing Delivering for Health
- Project Prevention 2010 and Pharmacy Impute to this

ADC – Phil Benington reported the following topics of discussion at the last ADC:

- IT
- Clyde Integration within Dental Advisory Structure
- Single System Working
- Risk Management Strategy

AOC – Gale Leslie reported the following from the last AOC discussions:

- The New Contract and how communications could take place with the APC and Local Community Pharmacists regarding prescribing
- Working with Visibility Scotland to heighten the profile of visual impairment
- Patient referral information
- Diabetic Retinal Screening

NOTED

**48. ANY OTHER BUSINESS**

The Foster Report

Gale Leslie referred to Foster Report and it was agreed that she contact Michelle Bremner to invite her to a future ACF meeting.

**G Leslie**

NOTED

**49. ACF DEVELOPMENT**

Gale Leslie welcome Sir John and Mr Divers to the meeting to discuss ACF development.

Sir John began by presenting to the Forum the presentation delivered to the Minister at the Annual Review on 22 August 2006. He led the Forum through the following:

- Successes for NHS Greater Glasgow and Clyde in 2005/06 – this included:
  - Modernising hospital services
  - Mental Health
  - Primary Care and Community Services
  - Health improvement
  - Public Health
  - Finance
  - Organisational challenge
- He went on to highlight how the Board was progressing in taking forward the Delivering for Health agenda. This included:
  - Tackling inequalities
  - Integrating services
  - Hospital services
  - Workforce
  - Meeting the Local Development Plan and other performance targets
  - Integration with Clyde

Mr Divers agreed that it would be important to get the Area Clinical Forum strategically integrated into the work of the NHS Board. This would ensure that Forum Members were better engaged. He also agreed to contact his counterparts at Grampian and Lothian NHS Boards to discuss how they engaged with their respective ACF to learn from them and look for opportunities for involvement. It was recognised, however, that within NHS Greater and Clyde there was a very proactive advisory structure in place and it would be important to strike a balance with what they were currently involved with and what the Area Clinical Forum became involved in to avoid duplication of effort.

**T A Divers**

Mr Divers also suggested that Douglas Griffin, Director of Finance, come to a future ACF meeting to outline the financial challenges faced by the Board particularly over the next three years where it had to rebalance the £28M deficit inherited from Clyde.

**Secretary**

**DECIDED:**

That the Annual Review 2006 Chairman's self assessment paper be circulated to all advisory committee Secretaries for distribution to advisory committees. Within this document, Committee Chairs should identify areas of work for the ACF to take forward and make such suggestions to Gale Leslie.

**All Advisory  
Committee  
Chairs**

**50. DATE OF NEXT MEETING**

Date: Thursday 19 October 2006

Place: Dalian House

Time: 1.00 pm to 3.00 pm