

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 5 February 2009 at 2.00 pm**

P R E S E N T

Douglas Colville – in the Chair (Chair, AMC)

Gale Leslie	Chair, AOC
Ruth Forrest	Chair, APC
Clive Bell	Chair, ADC
Tom Downie	Vice Chair, AAHP & HCSC
Nicola McElvanney	Vice Chair, AOC
Val Reilly	Vice Chair, APC

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

Liz McGovern	Representing Pharmaceutical Adviser
Andrew Robertson	Chairman, NHSGGC
Shirley Gordon	Secretariat Manager

ACTION BY

1. APOLOGIES

Apologies for absence were intimated on behalf of Gillian Halyburton, Pat Spencer. Linda de Caestecker and Brian Cowan.

2. MINUTES

The Minutes of the meeting of the Area Clinical Forum [ACF(M)08/6] held on Thursday 4 December 2008 were approved as an accurate record.

NOTED

3. MATTERS ARISING

(i) Winter Plan 2009/2010

Ms McElvanney reported that Nic Zappia would be leading work to put in place an Optometry Contingency Plan in respect of winter planning.

NOTED

4. NHS GREATER GLASGOW AND CLYDE : FRAMEWORK AND APPROACH FOR REFRESHING THE PRIMARY CARE STRATEGY

At the 4 December 2008 meeting, it was agreed that each of the Advisory Committees submit a copy of their response to the above strategy to the ACF Secretary for discussion at this meeting. As such, Members considered responses from the Advisory Committees as follows:

- Area Nursing and Midwifery Committee
- Area Pharmaceutical Committee
- Area Medical Committee
- Area Dental Committee
- Area Optometric Committee
- Area Allied Health Professions and Health Care Scientists Committee

Those in attendance, representing the respective Committees, spoke to their response. Some themes were clearly evident within each one, particularly:

- Engagement – both with members of the public and health care professionals – it would be important to get this right as the strategy developed.
- Planning – especially evidence based planning and much work was required to move this forward.
- The hope that this was not the only opportunity the professions would have to influence the strategy. It was recognised this was just the start of the process and the Steering Group that had been established would take much of the work and direction forward. It was hoped that as this progressed the ACF may be asked for comments again.
- Service redesign and workforce planning.
- Prioritisation of the strands required to ensure success of the overall strategy.
- Patient education.
- Rolling out best practice across all the CH(C)Ps.

The discussion was useful and Members noted that each of the Advisory Committees had also duly responded to the request for named nominees on the Steering Group as follows:

- Area Nursing and Midwifery Committee – Pat Spencer
- Area Pharmaceutical Committee – Kate McKean
- Area Medical Committee – four representatives and two medical secretaries
- Area Dental Committee – Tony Coia
- Area Optometric Committee – Gale Leslie
- Area Allied Health Professions and Health Care Scientists Committee – Robert Smyth

NOTED

5. VISION FOR THE VALE OF LEVEN HOSPITAL

At the December 2008 ACF meeting, it was agreed that all the Advisory Committees submit their respective responses to the above consultation exercise to the ACF Secretary for discussion at this meeting. The following responses were circulated:

- AAHP & HCS Committee
- Area Pharmaceutical Committee

Additionally, those in attendance from the Advisory Committees, gave a resume of their response – this included the AOC, ADC and AMC.

Generally, the Advisory Committees were supportive of the proposals and felt that the consultation had a positive plan and direction of travel for the Vale of Leven Hospital. It was recognised that each of the Committees had highlighted areas of particular interest to their profession and it was hoped that feedback would be provided directly.

NOTED

6. ACF WORK PLAN FOR 2009

At the December 2008 ACF meeting, the Secretary suggested it may be useful to compile an annual work plan. Members would then be aware, in advance, what would be being considered at meetings and it would also provide an opportunity to forward plan activities for the ACF. To this effect, a work plan was duly attached and Members considered populating their meeting dates with items as considered timely. Helpfully, some suggestions were made and the Secretary agreed to include these in the work plan.

Secretary

In respect of the meeting scheduled for 9 April 2009, it was explained that all the Advisory Committee elections may not have taken place by that point. As such, the Area Clinical Forum may not be fully constituted (as it comprised the Chairs and Vice Chairs of all the Advisory Committees).

Given that the 9 April 2009 meeting also fell during the school holiday period when there may also be many apologies, Members wondered whether to delay their April meeting until 23 April 2009 [*the Secretary has since checked this date and there are no available rooms to hold the meeting within Dalian House*]. Following an email communication with all ACF Members, it was agreed that, in the circumstances, the best approach be to cancel the April 2009 meeting and have the next one, as planned, on 11 June 2009. By that time, all elections would have taken place and the first item on the agenda would be the election of a new Chair and Vice Chair for the Area Clinical Forum.

DECIDED:

That Members note the above alteration and amend diaries accordingly.

All Members

7. ANNUAL REVIEW OF GOVERNANCE ARRANGEMENTS

Members were asked to note an email from John Hamilton, Head of Board Administration, in connection with the Board's Annual Review of Governance Arrangements. The Forum was being asked to consider its current remit (which

was attached) and ensure that it was satisfied it remained fit for purpose.

The only one small change made to the Forum's remit during 2008 was that the election of Chair and Vice Chair was opened up to include all ACF Members – previously, only Chairs of their respective Advisory Committees could put themselves forward to be Chair/Vice Chair of the ACF – the remit was reworded accordingly.

Mrs Hastings suggested one further change to the Constitution which was that the previously known Area Allied Health Professions Committee be amended to read “Area Allied Health Professionals and Health Care Scientists Committee” – this was agreed.

Secretary

DECIDED:

That the Secretary respond to John Hamilton accordingly notifying him of the two above-named changes made to the Constitution in 2008/09. It was noted that following all the Advisory Committee elections in March/April 2009, there may be significant changes to the ACF membership.

Secretary

8. ADVISORY COMMITTEE CHAIRS UPDATES

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

(i) AOC

- Continuing education and how points were gained via core competencies
- Eye Care Review

(ii) AAHP & HCSC

- Vale of Leven Hospital consultation
- Manpower planning

(iii) APC

- Vale of Leven Hospital consultation
- HPV Immunisation campaign
- Primary Care Strategy
- Community pharmacy – walk in service pilot
- Public health services – sexual health and smoking cessation
- Changes to the Royal Pharmaceutical Society

(iv) ADC

- Childsmile
- Oral Health Directorate updates
- Complying with the decontamination standards/regulations and associated requirements regarding premises

(v) AMC

- Vale of Leven Hospital consultation
- Ophthalmic services casualty relocation

- MMC
- Golden Jubilee National Hospital – Cardiology and Cardiothoracic Services

NOTED

9. DATE OF NEXT MEETING

As noted at Item 6 above, the arrangements for the next meeting have been changed as follow:

Date: Thursday 11 June 2009 (**9 APRIL MEETING CANCELLED**)

Place: Dalian House

Time: 2.00 pm to 4.00 pm