

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 June 2013 at 2.30 pm**

PRESENT

Heather Cameron - in the Chair from Minute No 26 onwards (Chair, AAHP&HCSC)

Nicola McElvanney	Chair, AOC
Val Reilly	Chair, APC
Jacqui Frederick	Joint Chair, ADC
Stephen Dewar	Joint Vice Chair, APC

IN ATTENDANCE

Fiona Alexander	Chair, Psychology Advisory Committee
Shirley Gordon	Secretariat Manager
Jennifer Armstrong	NHS Board Medical Director
John Hamilton	Head of Board Administration (Chair for Item No 25)
Jo Gibson	Head of Performance (For Minute No 30)
Rosslyn Crocket	NHS Board Nurse Director

ACTION BY

25. 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 ACF's Constitution which was attached. For ease of information, a membership list was also attached noting the new Chairs and Vice Chairs of the respective Advisory Committees since their elections earlier this year. John Hamilton explained that the current Chair, Pat Spencer, was off at the moment. Had she been available, it was his understanding that she would wish to be considered for re-election as Chair of the ACF for a further two year period (assuming she was also re-elected as Chair of the ANNC which she had also indicated she wished to be considered for). Given this, it was proposed to elect an Interim Chair of the ACF to fulfil the role until Mrs Spencer returned and then a further election be held for the position of ACF Chair at that time. If this approach was acceptable, interested members were asked to put themselves forward as candidates for this interim position. If more than one person put themselves forward, an election would be held by secret ballot as per the Constitution.

Members discussed this and agreed it as an acceptable way forward. In response to a question regarding the election for Vice Chair, Mr Hamilton reported that although this role was unaffected, he agreed that an acceptable way forward would be to also elect an Interim Vice Chair today and, similar to the approach taken with the Interim Chair, conduct an election for this role as well when Mrs Spencer returned. The ACF was happy with this approach.

In terms of nomination for the role of Interim Chair, Heather Cameron and Nicola McElvanney put themselves forward as candidates for the position. As such, an election was held by secret ballot and, following a count by the secretary, Heather Cameron was elected Interim ACF Chair.

Heather Cameron

In relation to the position for Interim Vice Chair, Nicola McElvanney was proposed by Jacqui Frederick and seconded by Heather Cameron. Ms McElvanney, therefore, was elected Interim Vice Chair.

Nicola McElvanney

Mr Hamilton wished both well in their positions and agreed to feed back to the ACF on news regarding Mrs Spencer's return as soon as he was aware.

John Hamilton

NOTED

26. APOLOGIES

Apologies for absence were intimated on behalf of Samantha Flower, John Ip and Andrew Robertson.

NOTED

27. 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

28. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Area Clinical Forum held on Thursday 4 April 2013 [ACF(M)13/02] were approved as an accurate record.

NOTED

29. MATTERS ARISING

- a) In respect of Minute No 16(b), Fiona Alexander reported that the written summary of the 3rd and Voluntary Sector Clinical Services Review Event held on 29 January 2013 had duly been circulated to ACF Members for information on 3 June 2013.
- b) In respect of Minute No 17, Heather Cameron reported that Ann Galbraith was working with Claire Curtis to take forward the practicalities of targeting relevant groups/wards/departments encompassing Allied Health Professionals for the health-related behaviour training currently being undertaken.

NOTED

30. ANNUAL REVIEW 2013 – PREPARATION

Jo Gibson reported that a date had been received from the Scottish Government for NHSGGC's Annual Review. It was to be Monday 18 November 2013. Although confirmation of the date had been received, as yet, no accompanying guidance had. It was Mrs Gibson's understanding that this would be received by the end of this week and that the Annual Review would be significantly different to that of previous years. As soon as this was available, Mrs Gibson reported that Tricia Mullen would arrange to have it circulated to ACF Members as she was finishing shortly on maternity leave. She also confirmed that Tricia Mullen would attend the next few ACF meetings to help members get organised for their slot with the Minister.

Tricia Mullen

NOTED

31. ADVERSE INCIDENTS UPDATE

Disappointingly, the Secretary reported that Andy Crawford and Laura Riach were now unable to attend today's meeting. Jennifer Armstrong suggested that they attend the ACF Meeting arranged for 1 August 2013 as an update on recent activities regarding adverse incidents was currently topical and would be of interest to ACF Members. The Secretary was asked to contact them to confirm their attendance on 1 August (or otherwise to send a deputy).

Secretary

[POST MEETING NOTE – The Secretary duly emailed Andy and Laura on 6 June 2013.]

NOTED

32. FRANCIS REPORT – UPDATE ON PHASE 1

Roslyn Crocket reported that the first of a two phase approach to the NHS Board's response to the publication of the Francis Report of the Mid-Staffordshire NHS Foundation Trust Public Enquiry had been completed and would be discussed at an extra-ordinary CMT meeting arranged for Monday 10 June 2013.

She reminded the ACF that a team, co-chaired by the Medical and Nursing Directors, was established to undertake a high-level review/scoping exercise of where NHSGGC arrangements and practices stood in relation to the Francis Report and its recommendations. The results of this review had been written up in a report and included a summary of the NHSGGC position against the main recommendations, identified gaps and actions recommended for Phase II.

The Francis recommendations were broad-ranging from specific actions to general themes. Many were for regulatory bodies or required a national approach to progress. For those recommendations which were applicable to a Board setting, the initial exercise suggested that, generally, NHSGGC was compliant with, at least, the underlying spirit of the recommendations and often, the specifics. For those areas identified as gaps, in many cases NHSGGC had already begun to address them. A number of recommended actions had been identified as had a suggested process for their further review and implementation in Phase II. These recommendations related to key themes which corresponded with the categories Francis had used and included:-

- Patient experience and service user engagement;
- Involvement of clinical staff in management structures and decisions;
- Culture and leadership;
- Corporate level performance management;
- Clinical governance;
- Complaints handling.

In response to a question concerning the Phase I report, Ms Crocket explained that it was likely to be considered by the CMT, followed by the Clinical Governance Forum, followed by the NHS Board's Quality and Performance Committee then available for other committees/groups such as the ACF. If this approach was approved by the CMT, it was likely that the team who had undertaken Phase I would be retained (with some additions) to move onto Phase II.

The ACF looked forward to receiving the Phase I report in due course.

Rosslyn Crocket

Jennifer Armstrong alluded to a presentation of the report being held to a wider group of Service Directors on 4 July (pm) and she encouraged Heather Cameron to attend that event if possible.

Heather Cameron

NOTED

33. CLINICAL SERVICES REVIEW UPDATE

Both Fiona Alexander and Nicola McElvanney had attended the Clinical Services Review Event held at Hampden on 19 April 2013. They had both thoroughly enjoyed the event and Fiona agreed to circulate the presentations for ACF Members' information.

Fiona Alexander

It was their understanding that the models from that event would be issued for consultation and the ACF would be included in that part of the process when comments were sought. The re-design of the totality of the NHS Board's Services was a huge challenge and, professionally, all members agreed that it was an exciting time to be involved in such a huge process.

Heather Cameron reported that the next Clinical Services Review Steering Group meeting was scheduled for Monday 10 June and she would keep the ACF up to date with developments from that. She encouraged input from all ACF Members (and their respective advisory committees) when the models consultation was issued particularly as many of the key themes and proposals saw professionals working more and more together and not in isolation – its purpose was to see much more of a whole systems approach going forward.

NOTED

34. AREA CLINICAL FORUM - 2013/14 MEETING PLAN AND FORWARD PLANNING

Members were asked to note the ongoing ACF Meeting Plan for 2013/14 and were encouraged to make suggestions for forward planning of ACF activities.

Given that the Annual Review date had been confirmed as 18 November 2013, members agreed that much of their August and October discussions would

surround preparation for that. Furthermore, it was agreed that attempts be made to get an update on adverse incidents for the August 2013 meeting as this had been deferred twice now. Rosslyn Crocket briefly summarised developments with the Family Nurse Partnership which was being rolled out across NHSGGC. This was very much business as usual and she did not think that a full slot was required at the August 2013 meeting given other priorities already noted.

The Secretary agreed to make the necessary updates to the meeting plan.

Secretary

NOTED

35. UPDATE FROM THE ACF CHAIR ON ONGOING BOARD/NATIONAL ACF BUSINESS

Heather Cameron reported that it would be her intention (as Interim ACF Chair) to attend the National ACF Chairs Group meetings. She would bring updates as and when they arose. The Secretary was asked to ensure that the Secretary of the National ACF Chairs Group was made aware of the new arrangements with NHSGGC's ACF so that Heather was added to his distribution lists.

Secretary

NOTED

36. AREA PSYCHOLOGY COMMITTEE REPRESENTATION ON THE ACF

Fiona Alexander referred to her paper circulated concerning the Area Psychology Committee's representation on the ACF. Currently, the Chair of the Area Psychology Committee had observer status on the ACF and the Committee now sought full membership. Mrs Alexander led the Forum through her paper and explained that, in terms of process, if the ACF agreed to this proposal, the next port of call would be to receive Board approval and this would be via the NHS Board's Head of Board of Administration, John Hamilton.

She explained that the Psychology Advisory Committee had been in place since 2006 and represented the largest group of psychologists in Scotland, however, after canvassing other NHS Boards, it seemed that NHSGGC's ACF was the only one in Scotland where psychologists did not have full membership.

Members discussed this proposal and, in particular, implications for other professions that may not be represented on the ACF that may now seek to be so (such as paramedics, dental technicians, pharmacy technicians and healthcare scientists). In response to a question, Mrs Alexander reported that she was not sure how psychology was represented nationally.

DECIDED

- That the ACF support the proposal for the Area Psychology Committee to have full membership and that Fiona Alexander now approach the NHS Board's Head of Administration for formal Board approval of this proposal.

Fiona Alexander

37. BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS

The Advisory Committees each provided a brief update on their most recent topics of discussion and activities from their meetings. This was useful in looking at any cross-profession themes and ongoing learning of each others' business.

- a) AOC – Nicola McElvanney reported that the last AOC meeting was held on 3 June 2013 where topics of discussion included the following:-
 - Independent prescribing for Optometrists;
 - Patient Rights (Scotland) Act 2011 – and associated implications for contractors concerning complaints and associated statistical information;
 - Glaucoma Guidelines;
 - IT integration project.
- b) ADC – Jacqui Frederick reported that the last ADC meeting was held on 16 May 2013 where topics of discussion included the following:-
 - Prior approval delays and a presentation from Practitioner Services Division;
 - Orthodontic Pilot;
 - Inappropriate referrals to Secondary Care;
 - Fluoride Varnishing Programme.
- c) APC – Val Reilly reported that the last APC meeting was held on 17 April 2013 where the key topic of discussion included the following:-
 - Presentation from the Royal Pharmaceutical Society on improving patient outcomes with the use of Multi-Compartment Compliance Aids.
- d) PAC – Fiona Alexander reported that the next PAC meeting was scheduled to be held on 19 June 2013 where Claire Curtis would attend to meet members of the Committee. Furthermore they would discuss the Clinical Services Review and the Prevention of Suicide and Self-harm documentation.
- e) AAHP&HCSC – Heather Cameron reported that the last AAHP&HCSC meeting was held on 30 May 2013 where members discussed the following:-
 - Bringing the Committee Membership Elections in sync with the other statutory advisory committees;
 - Update on the Clinical Services Review;
 - Delivering Dignity report;
 - Healthcare Scientists' issues;
 - AAHP Professional Network update.

NOTED

38. ANY OTHER BUSINESS

- a) Fiona Alexander updated on progress with the Measuring Caring Behaviours in Recruitment, Selection and Appraisal short life working group of which she was a member. This was formed at the beginning of the year and she agreed to circulate a progress report on its developments.
- b) Rosslyn Crocket reported that, in the absence of a substantive Chair and Vice Chair of the ANMC at the moment, Sandra McNamee had agreed to be Interim Chair until Pat Spencer returned. The Secretary would add Sandra to the Forum's distribution lists.

Fiona Alexander

Secretary

39. DATE OF NEXT MEETING

Date: Thursday 1 August 2013

Venue: Meeting Room A, JB Russell House

Time: **2 - 2:30pm** Informal Session for ACF Members only

2:30 - 4:30pm Formal ACF Business Meeting