

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 4 August 2016 at 11.00am**

**PRESENT**

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

Yas Aljubouri	Joint Chair, ADC
Audrey Espie	Vice Chair, APsyC
Peter Ivins	Chair, AOC
Kathy Kenmuir	Chair, ANMC
Audrey Thompson	Chair, APC

**IN ATTENDANCE**

Jennifer Armstrong	Medical Director
John Brown	NHSGGC Chair
Shirley Gordon	Secretariat Manager

**ACTION BY**

**39. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Fiona Alexander, Morven Campbell, Alastair Taylor, Andrew McMahon, Samantha Flower, David McColl, Julie Tomlinson and Douglas Malcolmson.

Heather Cameron thanked ACF members in attendance for their contribution earlier at the session with the Minister for Health & Wellbeing, Shona Robison, as part of NHSGGC's Annual Review proceedings. On reflection, members agreed that the session had been a useful exchange on a broad range of topics.

NOTED

**40. 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

**41. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Area Clinical Forum held on Thursday 2 June 2016 [ACF(M)16/03] were approved as an accurate record.

Members thanked the Secretary for consistently providing minutes that captured the full essence of discussions in such a succinct manner.

NOTED

**42. MATTERS ARISING**

There were no matters arising not otherwise included in the agenda.

NOTED

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

John Brown summarised recent NHS Board activities and discussions including the following:-

- The NHS Board was conducting an overall governance review to increase input from Non-Executive Members and to ensure that they had the opportunity to feed into NHS Board agenda-setting, seminar topics and general development. Furthermore, the NHS Board had agreed to establish two new standing committees, namely, a Finance & Planning Committee and a Clinical Care & Governance Committee. At the moment, work was ongoing to populate all of the NHS Board's Standing Committees as well as the IJBs, particularly as the Scottish Government had recently appointed eight new Non-Executive Board Members which took the cohort to 32.
- Progressing this year's Local Delivery Plan – this included four proposed service changes which would require engagement – the details of these were to be discussed further at the August 2016 NHS Board meeting and Board Officers were currently in liaison with Scottish Health Council colleagues to fine tune how best to proceed with that.
- Looking at the NHS Board's Strategic Plan going forward (medium / long term) and ensuring that it fitted into the bigger transformational change programme for NHS Scotland as a whole. With such an imminent programme of continuous improvement, it was important to match staff skillsets with the resources in the organisation and Forum members highlighted the importance of involving staff through the transformational change programme, ensuring that support, at all phases, was available. It was critical that the NHS invested and developed its staff, resulting in them feeling valued and engaged. Such a leadership approach would, over time, change the culture of the organisation and had many benefits, not only to staff but to the impact on direct patient care. Mr Brown agreed that these points could not be overlooked in any organisational change programme.

NOTED

**44. ACF ACTION PLAN RESULTANT FROM THE HIS REPORT ON THE BEATSON ONCOLOGY CENTRE (BOC)**

Heather Cameron thanked members for providing her with comments on the draft action plan. It was her intention to discuss this further with John Hamilton and Jennifer Armstrong before submitting to the October 2016 ACF for approval.

**Heather Cameron**

Members discussed, in general terms, capacity and succession planning for ACF members (as well as Advisory Committee Chairs / vice Chairs) and compared this with the support provided by the NHS Board to members of the Area Partnership Forum.

Dr Armstrong encouraged the ACF (and the constituent Advisory Committees) to make connections with local professional networks to discuss matters of mutual interest and / or find solutions to professional concerns. This would ensure that the role of the Advisory Committees was better understood throughout the organisation and facilitated the opportunity for members to build relationships with Board Directors / General Managers particularly as services / processes / operational activities were going through periods of change. This approach was welcomed and all members were also encouraged to submit agenda item topics to the Secretary for discussion at meetings.

**All Members**

On a more general note, members discussed the many benefits of raising awareness of the role of the Advisory Committees and the ACF. With this in mind, it was suggested that Ally McLaws and / or Sandra Bustillo be invited to the December 2016 meeting to discuss how best this could be achieved within NHSGGC and whether there was any opportunity for the Committees and Forum to feed into an existing communications strategy. *[Post-meeting note:- Ally McLaws has confirmed that he will attend the ACF's December 2016 meeting].*

**Dec 2016 Agenda Item**

NOTED

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

Heather Cameron reported that the national group had not met since the last ACF meeting.

NOTED

**46. AREA CLINICAL FORUM 2016 MEETING PLAN & FORWARD PLANNING**

Members were asked to note the ACF meeting plan for 2016. The following suggestions were made:-

- Ally McLaws / Sandra Bustillo be invited to the 1 December 2016 meeting to discuss a communications strategy. *[Post-meeting note:- confirmed].*

- Robin Wright be invited to the 6 October 2016 meeting to discuss IT issues both within the Acute Services Division and the community. *[Post-meeting note:- confirmed]*.

The Secretary was asked to make the necessary arrangements and include these in the ACF's forward planner.

**Shirley Gordon**

NOTED

**47. 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 set of minutes.

Heather Cameron reiterated a point made earlier, that any member who wished to discuss a matter raised at his / her Advisory Committee in further detail should submit agenda items to the Secretary for inclusion. Yas Aljubouri mentioned some challenges that had arisen in general dental practice with SCI Gateway and looked forward to Robin Wright coming to a future ACF meeting to talk through IT matters.

**All Members**

NOTED

**48. ANY OTHER BUSINESS**

No other business items were raised.

NOTED

**49. DATE OF NEXT MEETING**

Date: Thursday 6 October 2016

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