

ACF(M)17/05

Minutes: 49 – 62

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 5 October 2017 at 2.30pm**

PRESENT

Audrey Thompson - in the Chair (Chair, APC)

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|-------------------|-------------------|
| Yas Aljubouri | Co – Chair ADC |
| Morven Campbell | Vice - Chair AOC |
| Gayle Cooney | Vice –Chair APsyC |
| Ruth Hamilton | Chair AAHP & HS |
| Kathy Kenmuir | Chair ANMC |
| Cerys MacGillvray | Chair APsyC |
| Alastair Taylor | Chair AMC |

IN ATTENDANCE

| | |
|-------------------|----------------------------------|
| Dr J Armstrong | Medical Director (For Minute 54) |
| Ms Margaret Smith | Secretariat Manager |

ACTION BY**49. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Ms H Black, Mr D Henry, Mr P Ivins, Dr D McColl and Ms J Tomlinson.

NOTED**50. 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**51. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Area Clinical Forum held on Thursday 3 August 2016 [ACF(M)17/04] were approved as an accurate record.

NOTED**52. MATTERS ARISING**

- a) **Communications Strategy** – It was agreed that in future, ideas for any updates to the website would be sought from Members two weeks before each ACF meeting. The Secretary would maintain and co-ordinate the email function for the ACF.

All/ Secretary

- b) **Code of Conduct for Committee Members** – Further advice would follow from the Head of Administration. **Secretary**
- c) **Electronic Referrals** – It was noted that Mr M Darroch – Senior Manager with oversight for SCI Gateway had been invited to ACF in December. **December Agenda**

NOTED

53. ANNUAL REVIEW – 2 OCTOBER 2017 – DE-BRIEF

It was agreed that going forward , the Committee would take some time to review matters discussed within the meeting to identify any issues that would be appropriate to highlight within the Annual review for 2017/18. This would be added as a standing agenda item.

Secretary

The Chair provided the ACF with an overview of the issues that had been raised at the public session, which included: complaints processes, Board finances, Ward 15 services at Royal Alexandra Hospital, the CIC as well as the availability of DNC for patients following miscarriage. It was noted that a Patient Experience Report (a quarterly report to demonstrate learning from both patient engagement and patient complaints) would be presented to the NHS Board on 17 October 2017. The Chair would contact the Nurse Director in terms of how this learning is communicated through to staff and how the actions taken thereafter.

Chair

The Chair also reported to the Committee on the private session with the Board which took place as part of the Annual review. It was noted that the Chairs of the Consultative Committees have a standing invitation to attend the Board, and that the Secretary would distribute a note of the Board Meeting dates.

Secretary

Following on from this discussion, Ms McGillivray asked if there could be further update from the Finance Director in terms of how monies allocated are accounted for. It was agreed that she would place any specific queries with Dr M Smith, as Lead for Mental Health, and the AFC would invite Mr M White (Finance Director) to provide an overview of governance.

Future Agenda

NOTED

54. TRANSFORMATIONAL STRATEGY – UPDATE

Dr Armstrong provided the ACF with an overview of the transformation strategy which would be presented to the NHS Board on 17 October 2017. She outlined the programme road map and describes some of the service re-designs which would be part of the programme.

The policy objectives and core models would be devised on local, regional and national frameworks. Dr Armstrong some of the main tranches of the strategy. This included outlined the Major Trauma Network, as well as the Regional Model for Systemic Anti-cancer Therapy. She also provided the ACF with updates on Service reviews and Glasgow Safe Haven.

It was agreed that following presentation to the Board, the strategy would go to consultative committees for their review and advice. In particular the ACF would welcome early engagement on service reviews.

There was discussion around the confusion around services within the

community in particular, with different labels and descriptors being attached to the same services within different locales. It was noted that as services move into the community, some specialist services would not have the populace to support individual specialties and that some combination may be beneficial. At the same time, it was noted that some services would not benefit from de-centralisation. There was acknowledgement of the need for generalist services within the community framework. In terms of the development of regional services, it was noted that due to its size NHSGGC would form up to half of any regional service and would have strong input to the design of services.

The AFC discussed its own role as well as that of the sub-committees which made up the consultative committee framework, and would welcome the opportunity to engage early particularly with service reviews. It was agreed that the Chair would draft a letter template to be used to contact the Leads to invite them to come to ACF and present the proposal and thus seek advice and support from the ACF. Dr Armstrong agreed that this would be very helpful and that the views of the ACF would be fed back to the service review team. It was agreed that the Chair would contact the Medical Director to get insight into the reviews being undertaken, so that the ACF could have an advisory capacity in a timely way.

Chair

NOTED

55. CORPORATE OBJECTIVES

The AFC reviewed the paper presented and agreed by the NHS Board on 15 August 2017, and some specific points were raised and discussed by Members.

It was noted that the Director of Public Health was invited to attend ACF in to outline the Public Health Strategy.

Secretary

Members expressed a wish to be involved as an advisory group, and noted the concrete issues within the paper and that these could lead to improvements by way of measurable project work. There would be a need to align the work of each group to each of the objectives outlines.

It was noted and agreed that the ACF was in support of the Corporate Objectives, and welcomed explicit and visible targets. The Committee had identified areas where the ACF and its sub-committees could provide advice and that the ACF would welcome early engagement. The ACF would also welcome an evaluation of the work done at end of the 2017/18 year and noted the intention of the Chief Executive to bring the Corporate Objectives to the Board at an earlier stage in future.

NOTED

56. UPDATE FROM THE NHS BOARD CHAIR ON ONGOING BOARD BUSINESS

In the absence of the Board Chair and the Chief Executive, the Chair updated the Committee on some changes made to way in which the Board operated. The Chairs of each Standing Committee would make a short report at each Board meeting, on the latest work undertaken within the Committee

NOTED

57. UPDATE FROM THE CLINICAL & CARE GOVERNANCE COMMITTEE

The Chair provided an update to Members on the latest meeting of the Clinical & Care Governance Committee and would provide updates on an ongoing basis to the ACF. It was also noted that the Chair would request advice from each sub-committee on clinical issues as appropriate.

58. UPDATE FROM THE ACUTE SERVICES COMMITTEE

The ACF noted the latest agenda of the Acute Services Committee and that the ACF Chair would provide updates in this regard on an ongoing basis.

59. UPDATE FROM THE ACF CHAIR ON NATIONAL ACF BUSINESS

It was noted that discussion was ongoing in relation to how ACFs functioned across other Health Boards - the Chair would provide an update to the ACF.

December Agenda

NOTED

60. 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 sets of minutes.

NOTED

61. AREA CLINICAL FORUM – 2017/18 FORWARD PLANNER

The updated Meeting Planner was noted, and would be taken forward.

NOTED

62. DATE OF NEXT MEETING

Date: Thursday 7 December 2017

Venue: Meeting Room A, J B Russell House

Time: 2 - 4:30pm

The meeting ended at 5pm