

BOARD OFFICIAL

ACF(M)18/02
Minutes: 16-30

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 5th April 2018 at 2.30pm**

PRESENT

Audrey Thompson - in the Chair (Chair, APC)

Jane Grant	Chief Executive
Mags McGuire	Nursing Director
Jennifer Armstrong	Medical Director
Kathy Kenmuir	Chair ANMC
Cerys MacGillivray	Chair APsyC

IN ATTENDANCE

Susan Brimelow	Chair of Clinical & Care Governance Committee
David Leese	Chief Officer, Renfrewshire HSCP
Lorna Kelly	Head of Primary Care Support and Development
Mark White	Director of Finance
David Stewart	Deputy Director of NHSGG&C
Sharon Adamson	Director of Regional Planning
Graeme Forrester	Deputy Head of Administration
Kim Donald	Interim Secretariat Manager (Scribe)
Geraldine McMartin	Secretariat Manager (Scribe)

ACTION BY

16. APOLOGIES & WELCOME

The Chair was disappointed to note that due to the number of members not present, the Forum were not quorate, therefore the Forum proceeded with the meeting on the understanding that the topics covered would be considered by the Forum for information only. The Chair highlighted the importance of ensuring adequate representation but acknowledged that the April ACF tended to fall on a holiday. The Forum discussed the possibility of amending the terms of reference to reflect a quorate of one third of Committees rather than one third of members.

The Chair welcomed Ms S Brimelow (OBE), Chair of the Care and Clinical Governance Committee, as an observer.

Apologies for absence were intimated on behalf of Ms J Findlay, Dr A Taylor, Mr Y Aljubouri, Ms R Hamilton, and Ms M Campbell.

NOTED

17. DECLARATION(S) OF INTEREST(S)

No declaration(s) of interest(s) were raised in relation to any of the agenda items to be discussed.

The Chair asked Mr Forrester, Deputy Head of Administration, for clarity on Declarations of Interest and queried if there was guidance available for independent contractors who are members of the Committee. Mr Forrester clarified that Board members and employees of NHSGG&C are required to register interests, such as gifts and hospitality, via the online Record of Interest facility. Declaration of interests, however, should be raised at the beginning of meetings to allow members the opportunity to declare any interests in any of the topics being discussed. Any member of the Committee declaring an interest in a particular item on the agenda may wish to exclude themselves from any discussions and decisions with regards to that item, with the declaration being noted in the minute. If any Committee members require any further information or support, please contact the Secretariat for guidance.

NOTED

18. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of the Area Clinical Forum of Thursday 1st February 2018 (ACF (M) 18/01) will be reviewed and approved at the next meeting.

19. MATTERS ARISING

To be discussed at the next meeting.

NOTED

20. UPDATE FROM THE CHIEF EXECUTIVE ON ONGOING BOARD BUSINESS

Mrs Grant updated the Committee on the following matters:

Financial Position

IJB budget discussions are continuing.

Operational Plan

The draft Operational Plan has been prepared and submitted to the Scottish Government for further discussion.

Moving Forward Together

Mrs Grant acknowledged and thanked teams for all of their hard work in relation to this programme.

Scottish Government Visits to IJBs

A number of visits are planned with Scottish Government colleagues, IJBs, Chief Officers and Council Chief Executives.

Health and Sport Committee Visit

The Board have been invited to attend the Health & Sport Committee on 8th May.

Regional Planning

Work is continuing to develop the plan.

NOTED

21. TERMS OF REFERENCE

Mr Graeme Forrester also attended the meeting to discuss the Annual Review of Governance. All standing Committees of the Board have been asked to review their terms of reference and refresh if necessary. Given the Committee were not quorate, the document will be sent to the Chair and will be discussed at the next meeting.

NOTED

22. DECLARATIONS OF INTEREST

Covered at item 2.

23. MFT TRANSFORMATIONAL PROGRAMME BOARD

Dr David Stewart provided the Committee with an overview of progress in relation to the MFT transformation programme. Phase 3 of the programme is now underway and is expected to be complete by the end of April. Progress papers will be presented to both the Finance and Planning Committee and the NHSGGC Board. Dr Stewart detailed a range of emerging themes including empowering the population, integration, opportunities of the GP contract, tiered care in the community, community hubs, eHealth and culture change.

Ms Thompson and Ms Kenmuir both noted the requirement within the GP contract for collaborative working with other professions such as Practice Nurses, ANPs and Pharmacy staff who would be employed by the Board rather than the practice and the need for roles to be developed in a collaborative way making best use of each professions' skill set.

Ms Kenmuir noted concerns regarding workforce development and ensuring that the workforce are available and equipped to take this programme of work forward. Dr Stewart assured the Forum that the workforce stream of the programme is taking this forward to ensure collaborative working and consistency of approach.

NOTED

24. GP CONTRACT AND EXTENDED MULTI DISCIPLINARY TEAMS

Mr David Leese, Chief Officer, Renfrewshire HSCP, and Ms Lorna Kelly, Head of Primary Care Support and Development, attended the meeting to

provide an overview of the GP Contract and extended multi disciplinary teams. Ms Kelly provided background and overview of the following:

- contract offer;
- premises and information sharing;
- investment in the wider multi disciplinary teams;
- approach across GG&C and expected timelines.

Ms Kelly advised that each HSCP has been asked to develop a plan to reflect local needs and priorities, and how the multi disciplinary team will be configured to address these needs. Plans will be presented to the Integrated Joint Boards by 1st July. There is a GG&C wide programme board chaired by Mr Leese which will ensure consistency of developments.

Ms Kenmuir highlighted the importance of ensuring that the correct type of language is used to break down barriers and create opportunities for collaborative working.

Ms MacGillivray queried the governance construct for clinical staff within these teams. Mr Leese clarified that staff will be NHS employed therefore will be part of the existing governance structures.

Dr McGuire felt clarity was needed in respect of the role of ANPs and felt that communication to primary care practitioners is important to ensure appropriate expectations given likely capacity restrictions.

The Chair thanked Mr Leese and Ms Kelly for an informative presentation and asked that they both attend in 6 months time to provide an update on this programme of work.

NOTED

25. MFT PRIMARY CARE TRANSFORMATION

Covered previously.

NOTED

26. FINANCE IMPROVEMENT PLAN

Mr Mark White, Director of Finance, attended the meeting to provide an overview of the current financial challenges for 2018/19. A project management team has been established to provide external expertise to consider different ways of working. 13 key areas have been identified. Each key area has an Executive sponsor. The plan will be reported to the Board and will evolve as this work develops.

The Chair thanked Mr White for attending and asked that Mr White return in June to provide a further update.

NOTED

27. REGIONAL WORKING

Ms Sharon Adamson, Director of Regional Planning was welcomed to the meeting to provide a presentation on the development of a Health and Social Care Regional Delivery Plan. The presentation detailed the stakeholder engagement work carried out over the last 6 to 9 months and gave an extensive overview of the proposed models of care. There was also discussion of the workforce challenges and the need to use the plans to inform education and training and capacity planning.

Mrs Kenmuir noted that in this period of intense change it was vital that clinical governance remains a high priority.

The Chair thanked Ms Adamson for the update.

NOTED

28. RPS SAFE AND SECURE HANDLING OF MEDICINE

The updated draft of the Professional Guidance on the Safe and Secure Handling of Medicines in all care settings was circulated to members on 1st March. The consultation closes on 20th April. Ms Thompson will respond on behalf of the Forum.

NOTED

29. BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS AND MINUTES TO NOTE

Ms MacGillivray updated the Forum following her attendance at the Advisory Committee where concerns were raised regarding changes to the recruitment processes and delays. Ms MacGillivray has raised this issue with Dr McGuire and will await feedback.

NOTED

30. DATE OF NEXT MEETING

Date: Thursday 7th June 2018
Venue: Meeting Room A, J B Russell House
Time: 2 - 4:30pm

The meeting ended at 5.00pm