

ACF(M)18/03  
Minutes: 16-30

GREATER GLASGOW AND CLYDE NHS BOARD

**Minutes of a Meeting of the  
Area Clinical Forum  
held in Meeting Room B, J B Russell House,  
Corporate Headquarters, Gartnavel Royal Hospital,  
1055 Great Western Road, Glasgow, G12 0XH  
on Thursday 7<sup>th</sup> June 2018 at 1.30pm**

**PRESENT**

Audrey Thompson - in the Chair (Chair, APC)

Jane Grant	Chief Executive
Mags McGuire	Nursing Director
Jennifer Armstrong	Medical Director
Yas Aljubouri	Co – Chair ADC
Gayle Cooney	Vice –Chair APsyc
Ruth Hamilton	Chair AAHP & HSC
Lesley Rousselet	AOC
Alastair Taylor	Chair AMC
Kathy Kenmuir	Chair ANMC
Joanne Findlay	Vice-Chair AAHP & HSC

**IN ATTENDANCE**

Doug Mann	Head of Organisational Development
Elaine Vanhegan	Head of Board Administration
Mark White	Director of Finance
Cheryl MacIver	Secretariat

**ACTION BY**

**16. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Cerys McGillivray & Julie Tomlinson.

**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.

**NOTED**

**18. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Area Clinical Forum held on Thursday 1<sup>st</sup> February 2018 and Thursday 5<sup>th</sup> April were approved as a correct record.

**NOTED**

**19. MATTERS ARISING**

There were no matters arising.

**NOTED**

**20. MEMBERSHIP**

Morven Campbell has resigned from the AOC and this committee. The ACF noted her contribution to date and thanked her for her input, Lesley Rousselet was welcomed as a representative of the AOC.

**NOTED**

**21. TERMS OF REFERENCE – REVIEW & UPDATE**

Members reviewed & discussed the terms of reference. It was agreed Ms Thompson would pick up with Mrs Vanhegan to encapture relevant wording around invited Board executives. The Committee agreed that a quorum should be attendance from at least 4 of the 7 constituent committees with the members being responsible for ensuring a deputy attends where necessary.

**Mrs  
Thompson/Mrs  
Vanhegan**

**NOTED**

**22. UPDATE FROM CHIEF EXECUTIVE ON ONGOING BOARD BUSINESS**

Mrs Grant updated the committee on the following matters:-

**Health & Sport Committee Visit**

Following the Health & Sport Committee on the 8<sup>th</sup> May Mrs Grant confirmed that initial feedback was positive; formal letter awaited.

**Regional Planning**

Mrs Grant advised that work was progressing and it was hoped that a document would be available for distribution soon.

**Scottish Government Visits to IJBs**

Mrs Grant informed members that the visits undertaken to date had been positive. A further 2 visits have yet to take place.

**23. FINANCIAL IMPROVEMENT PLAN UPDATE**

Finance Director Mark White set out details of the financial challenge facing

NHSGGC in this current year and reported on some progress by the Board's Financial Improvement Programme.

Mr White highlighted that the Board's 2018/19 challenge equated to circa five per cent of savings and efficiencies. His report details the need for an organisational culture and behavioural shift "with greater focus, pace and ambition around financial grip, achievement of savings and embedding sustainability and value".

Mr White informed members of the "Small Change Matters" campaign which encourages staff to come up with their own ideas to save money. The person or team that comes up with the best "Idea of the Month" wins £50) and a personalised "Idea of the Month" certificate signed by the Chief Executive and Director of Finance. It was also noted that a recent medicine wastage survey had been completed by over 500 staff and there had been over 1000 suggestion re how to reduce medicine wastage.

Mr White finished by advising that continued hard work was ongoing on all areas of the business and support was being given to directors to help achieve a financial balance.

**NOTED**

**24. MFT TRANSFORMATIONAL PROGRAMME BOARD**

Members noted the Moving Forward Together Executive Summary.

The Moving Forward Together strategy sets out how primary, community and acute health and social care services will work together in the future to support people to live longer, healthier lives in their own homes and communities and to promote self-management and independence.

**NOTED**

**25. REVIEW OF ADULT AND CHILD PROTECTION ARRANGEMENTS**

Dr McGuire gave members an update on Child and adult protection Governance; she advised that governance arrangements for Child Protection and Adult Support Protection would be combined under one Board-wide group to be known as Child Protection and Adult Support and Protection forum. Work was ongoing and an update would be brought back to a future meeting.

Members noted the content of the report on the outcomes of both Child Protection and Adult Support and Protection Reviews.

**NOTED**

**26. NATIONAL AREA CLINICAL FORUM CHAIRS GROUP**

Mrs Thompson noted that the group had met earlier in the week where Susan Manion, Chief Officer East Dunbartonshire Health and Social Care Partnership had attended to discuss links between HSCPs and professional advisory committees. Mrs Thompson would link with Mrs Manion to engage with the 6 HSCPs in NHSGGC.

**NOTED**

**27. HEALTHCARE QUALITY AND GOVERNANCE STRATEGY**

D Mann & M McGuire gave members an update on the Healthcare Quality and Governance Strategy. M McGuire advised there has been a lot of debate about how the strategy is captured and work is currently ongoing to develop the strategy. Mr Mann advised members that a first draft of the combined strategy is being developed to capture NHSGGC objectives. A version of this will come back to a future meeting for comment.

**NOTED**

**28. WEST OF SCOTLAND REGIONAL WORKING SUMMARY**

Members noted the West of Scotland Regional Working Summary.

**NOTED**

**29. DEVELOPMENT SESSION**

Juli McQueen attended to facilitate a development session with members.

**NOTED**

**30. DATE OF NEXT MEETING**

**Date: Thursday 2nd August 2018**  
**Venue: Meeting Room A, J B Russell House**  
**Time: 2 - 4:30pm**

**The meeting ended at 3.10**