

ACF(M)19/02  
Minutes: 16 - 26

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<sup>th</sup> April 2019 at 2.00pm**

**PRESENT**

Mrs Audrey Thompson - in the Chair (Chair, APC)

Dr Ruth Hamilton	Chair AAHP & HSC
Ms Julie Tomlinson	Chair ANMC
Dr Cerys MacGillivray	Chair APsyC
Dr Lesley Rousselet	Vice Chair AOC

**IN ATTENDANCE**

Dr Margaret McGuire	Nursing Director
Dr Jennifer Armstrong	Medical Director
Mrs Geraldine Mathew	Secretariat Manager

**ACTION BY**

**16. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Kathy Kenmuir, Alastair Taylor, Jane Grant, Yas Aljubouri and Joanne Findlay.

The Chair noted congratulations to Ms Julie Tomlinson, who has recently taken up the position of Chair of the Area Nursing and Midwifery Committee. Mrs Thompson noted that Ms Diane Clark and Ms Kathy Kenmuir have been nominated as Joint Vice Chair.

**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 THE PREVIOUS MEETING**

The Forum considered the minute of the meeting held on Thursday 7<sup>th</sup> February 2019 [Paper No. ACF (M) 19/01] and approved the minute as an accurate record, subject to the following amendment:

Ms Ruth Hamilton was amended to Dr Ruth Hamilton.

**NOTED****19. MATTERS ARISING****a) LINKS TO IJBS**

Mrs Thompson advised that she had recently attended a meeting of the Health and Social Care Chief Officers to discuss strengthening of links with Area Clinical Forum and IJBS. Mrs Thompson noted a number of suggestions discussed with Chief Officers, including inviting the Chief Social Work Officers to the Forum and linking with Professional Advisory Groups within HSCPs; and rotation of Chief Officers attending Area Clinical Forum. After discussion, members agreed that it would be most helpful to invite the Chair of the Chief Officers, Mr David Williams, to attend the Forum meetings to create a link in with strategic planning discussions. Mrs Thompson agreed to discuss this further with Ms Elaine Vanhegan, Head of Corporate Governance and Administration, and would then send a formal invite to Mr Williams.

Mrs Thompson

**NOTED****b) MFT REDIRECTION POLICY**

The Forum noted that further information was circulated by Mr Jonathan Best. Mrs Thompson agreed to respond to Mr Best regarding the points raised by members with regards to the omission of Optometry Services.

Mrs Thompson

**NOTED****20. CHIEF EXECUTIVE UPDATE****ANNUAL REVIEW**

Dr McGuire thanked members of the Area Clinical Forum for their participation in the recent Annual Review and provided feedback on the Area Clinical Forum session with the Cabinet Secretary; the session with the Area Partnership Forum and the session with Patients and Carers. Following feedback received at the Patient and Carer session, Dr McGuire noted that improvements were required in relation to the training of all staff when treating those with learning disabilities. Consideration will be given to the training available on LearnPro and consistency of approach when working with those with a learning disability. Discussion with colleagues at NES had also taken place regarding this.

Dr Armstrong went on to note that following the feedback from the Cabinet Secretary on the Area Clinical Forum session, it was recommended that the Area Clinical Forum co-opt an appropriate

representative from the Infection Prevention and Control Team. Dr Armstrong also noted discussions from the Annual Review in relation to the infection control performance and provided an overview of actions undertaken to date.

In response to questions from Forum members in relation to domestic staff vacancies, Dr McGuire advised of a number of actions being taken to address this including the use of agency staff. She also noted that further work was being done in partnership with the Estates and Facilities Team and the eHealth Team to improve flow of information on FM First.

#### QUALITY STRATEGY

Dr McGuire noted that the Healthcare Quality Strategy was formally approved by the Board in February 2019. Progress continued to move into the implementation stage of the Strategy and a formal launch will take place in June 2019. Dr McGuire noted that it would be helpful to have a discussion regarding examples of good practice at a future Forum meeting. Mrs Thompson asked members to discuss examples of good practice within their Committees, and Dr McGuire noted that she would shortly be making contact with each of the Committees.

Secretary

Dr McGuire

#### PROFESSIONAL LEADS

Discussion took place regarding capacity of professionals to contribute to development of policy and strategy. Dr MacGillivray noted that there was currently no permanent professional lead for psychology. Dr Hamilton noted a similar situation with the Health Scientists Professional Lead, as the current member of staff undertaking this role on a 1 day per week secondment, is due to retire. Dr Hamilton intended to draft an SBAR report regarding this and agreed to discuss this with Mr Arwel Williams, Director of Diagnostics.

Dr Hamilton

#### FINANCE

Dr McGuire advised Forum members that the Director of Finance was currently predicting financial balance at year end. Dr McGuire noted that work was underway to develop the Financial Plan for 2019/20, including further development of the Financial improvement Programme, to address the savings challenge for the year. Changes to the programme were expected, and these will reflect the positive aspects of the programme in 2018/19, along with the introduction of Sector/Directorate targets. Whilst the deficit was expected to be lower than that in 2018/19, significant challenges remain to reduce the overall underlying deficit and address challenges in relation to prescribing and pay.

#### **NOTED**

**21. ANNUAL REVIEW 2017/18**

The Forum discussed the next steps required following the feedback received from the Cabinet Secretary following the Annual Review in March. In order to better inform the Forum's consideration and advice in relation to recent infection control issues, members agreed that a representative from the Infection Prevention and Control Team would be co-opted to the Forum to provide expert advice to members. Dr Armstrong advised that Ms Sandra Devine, Associate Nurse Director, Infection Control, could be asked to identify an appropriate representative. The Forum discussed this suggestion, but agreed that it would seek a nomination from the Area Nursing and Midwifery Committee. Dr Armstrong agreed this was appropriate.

Secretary/Chair

The Forum went on to discuss the three work streams that were being undertaken as part of the internal review of the QEUH/RHC, those being facilities and estates; flow and capacity; and governance. It was agreed that the Forum would consider the recent report presented to the Finance and Planning Committee at the next meeting. It was further agreed that Mr Tom Steele, Director of Estates and Facilities, would be invited to attend the Forum meeting in June 2019. It was also agreed that the representative identified from Infection Prevention and Control would be invited to attend Forum meetings until such times as the external review has been concluded, after which the representative could be invited to attend meetings as and when required.

Secretary

Secretary

**NOTED****22. CORPORATE OBJECTIVES**

The Forum discussed the Corporate Objectives, which were formally agreed at the Board Meeting in February 2019. Minor amendments were agreed by the Board and the final objectives would be circulated to Forum members once available. Members agreed to discuss and review the objectives with their respective Committees, in order to identify the key areas and priorities which require consideration by the Forum, over the course of the year. Comments and suggestions would be collated prior to the next meeting and consideration would be given to prioritising areas in which the Forum could add value. Mrs Thompson further noted that Mr Jonathan Best, Chief Operating Officer, would attend the Forum meeting in June to provide an update on progress of the Waiting Times Improvement Plan.

Secretary

Dr Rousselet noted that she had recently received feedback from optometry colleagues in respect of input to the ophthalmic review. Dr Rousselet agreed to email Ashley and Dr Armstrong with further detail. Dr Armstrong suggested that Ms Ashley McCann, Project

Manager or Dr Angus Cameron, Clinical Lead for West of Scotland Regional HS&C Delivery Plan, attend the Area Optometric Committee, along with Dr Armstrong.

Secretary

The final version of the Corporate Objectives would be circulated to members once available.

Dr Rousselet/Dr  
Armstrong

**NOTED**

**23. HEALTH AND SOCIAL CARE OUT OF HOURS REVIEW ENGAGEMENT SESSION**

Mrs Thompson circulated information to Forum members detailing an engagement session taking place on 7<sup>th</sup> May 2019.

Mrs Thompson further noted that Ms Suzanne Miller, Chief Officer Planning, Strategy and Commissioning, Glasgow City HSCP, had been invited to attend the next Forum meeting in June.

**NOTED**

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

Mrs Thompson provided an update on the recent National Area Clinical Forum Chairs meeting, including an Area Clinical Forum Chairs session with the Cabinet Secretary.

**NOTED**

**25. UPDATE FROM THE ACF CHAIR ON ACUTE SERVICES COMMITTEE AND CLINICAL & CARE GOVERNANCE COMMITTEE**

Mrs Thompson provided an overview of topics discussed at the Acute Services Committee meeting of 19<sup>th</sup> March 2019 and the Clinical & Care Governance Committee meeting of 5<sup>th</sup> March 2019, which both focused on reviewing infection prevention and control.

**NOTED**

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

Area Psychology Committee

The Forum reviewed the brief update on salient business points of recent Advisory Committee meetings and noted the minutes of each.

Dr MacGillivray provided an update from the Area Psychology Committee. Discussion had taken place regarding the Review of

Psychological Services, and Dr MacGillivray noted that a paper would be presented to the next Corporate Management Team Meeting on 11<sup>th</sup> April, by Jacqueline Kerr and Neil McCallum. As the paper had not yet been reviewed by the Committee, it was agreed that the authors would be asked to share this with Committee members.

Secretary

Discussion took place regarding delays experienced in recruitment of psychology posts. It was agreed that Dr MacGillivray would raise this issue with Jacqueline Kerr.

Dr MacGillivray

#### Area Allied Health Professionals and Health Care Scientists Committee

Dr Hamilton noted difficulties in respect of the professional Lead for Health Care Scientist role and Dr McGuire agreed to follow this up with appropriate colleagues.

Dr McGuire

#### Area Optometric Committee

Dr Rousselet will contact Ashley regarding arrangements for attending the Committee regarding the Ophthalmic Review.

Dr Rousselet

#### Area Nursing and Midwifery Committee

Ms Tomlinson provided an overview of topics discussed at the last meeting. Mrs Anne MacPherson, Director of Human Resources and Organisational Development, attended the meeting regarding recruitment and retention of staff. Mrs Wendy Mitchell, Chief Nurse and Head of Child Protection Unit, attended the Committee to provide an update on the Moving Forward Together Programme. Ms Catriona Kent also attended to provide an overview of the AIMS Programme. Discussion also took place regarding partnership working with undergraduate University colleagues to improve student interest in certain areas of nursing.

#### Area Pharmaceutical Committee

Mrs Thompson noted discussion at the last meeting regarding the development of the Heroin Assisted Treatment Programme, following a number of pilots undertaken in NHS England. The intention was to develop this along with the safer drug consumption work. The Committee discussed the complexities regarding this work in terms of the acquisition and storage of medications.

Mrs Thompson also noted continued work to identify and mitigate the risks associated with potential medicine supply issues due to Brexit.

### **NOTED**

#### **27. AOCB**

Mrs Thompson advised of the forthcoming elections at the next Area Pharmaceutical Committee meeting. Mrs Thompson

intended to stand for Chair, however encouraged other members to consider if they would be interested in standing for election.

**NOTED**

**DATE OF NEXT MEETING**

**Date: Thursday 6<sup>th</sup> June 2019**

**Venue: Meeting Room A, J B Russell House**

**Time: 2 - 4:30pm**