

ACF(M)19/03
Minutes: 28 - 40

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 6 June 2019 at 2.00pm**

PRESENT

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

Dr Ruth Hamilton	Chair AAHP & HSC
Dr. Alastair Taylor	Chair AMC
Dr. Cerys MacGillivray	Chair APsyC
Dr. Lesley Rousselet	Vice Chair AOC
Ms. Joanne Findlay	Vice Chair AAHP & HSC
Dr. Gayle Cooney	Vice Chair APsyC
Dr. Yas Aljubouri	Joint Chair ADC

IN ATTENDANCE

Mr. Alan Hunter	Director of Access
Dr. Jennifer Armstrong	Medical Director
Ms. Beth Culshaw	Chief Officer, West Dunbartonshire HSCP
Mr. Graeme Forrester	Deputy Head of Administration
Mrs. Lorraine Bulloch	Secretariat (Minutes)

ACTION BY**28. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Kathy Kenmuir, Claire Ritchie, Julie Tomlinson, Dr. Lesley Rousselet, Jane Grant, Dr. Mags McGuire and Gail Caldwell.

The Chair welcomed Beth Culshaw, Chief Operating Officer and Alan Hunter, Director of Access to the Meeting.

NOTED**29. 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**30. MINUTES OF THE PREVIOUS MEETING HELD ON 4th APRIL 2019**

The Forum considered the minute of the meeting held on Thursday 4th April 2019 [Paper No. ACF (M) 19/02] and approved the minute as an accurate record.

APPROVED

31. MATTERS ARISING

No matters arising

32. WAITING TIMES IMPROVEMENT PLAN UPDATE

Mr. Hunter described the approach created by the Scottish Government nationally with the Scottish Access Collaborative. Mr. Hunter advised that there were core members of the collaborative group that comprised of patient reps and other speciality groups based on 6 main principles of care and advice. NHS GG&C have adopted this approach to reduce waiting times through local implementation and a structured piece of work on the most urgent waiting lists being looked at and taken forward with local engagement, implementation and resolution of long standing issues. Mr. Hunter explained there were numerous reasons that have impacted on waiting times with underlying issues of recruitment retention and non recurring funding.

A process was created via fortnightly meetings in the Sectors and Directorates to extract data and identify urgent breaches. Mr. Hunter gave an overview of the meetings and explained that by looking at urgent specialities and in date order the progress of waiting times targets will eventually improve.

The Forum discussed the extent of DNA's affecting waiting times and also concerns with diagnostic results being unavailable at patient return appointments. Mr. Hunter noted that he will provide feedback to the relevant Governance Groups. Mr. Hunter advised the Forum that support had been put in place for administration validation to provide more resource to the RMC and clinical validation tools had also been adopted.

In summary, a trajectory had been identified with the Scottish Government to improve the performance in this area which identified the level of funding required. There are ongoing negotiations with the private sector using Medinet and a nationally negotiated contract with the Golden Jubilee National Hospital to tackle some of the long waits.

Mrs. Thompson thanked Mr. Hunter for providing overview and noted it would be most helpful for the Forum to invite Mr. Hunter to the ACF meeting in October to provide an update on progress.

**Mrs. Thompson
Secretary**

33. INTERNAL REVIEW OF THE QEUH AND RHC – CLINICAL OUTCOMES REVIEW

Dr. Armstrong provided an overview of the internal review at the QEUH and RHC. Dr. Armstrong reported on progress with the 3 main workstreams those being the review of facilities and environmental issues, review of capacity and flow and review of clinical quality. Dr. Armstrong provided an update on the review of clinical outcomes and quality and noted the position on clinical governance, HSMR, Infection control performance against national performance standards including water supply and ventilation. Dr. Armstrong provided an overview of Significant Clinical Incidents with no anomalies from data provided and advised this was broadly comparable to expected patterns. Dr. Armstrong noted that from 12,000 patient and carer feedback cards 97% provided a positive score. The final report of the clinical outcome review will be reported to the Clinical and Care Governance Committee on the 3rd September 2019.

The Forum discussed the Immediate Assessment Units and processes of primary and secondary care that would impact on the Emergency Dept and triaging. Discussion ensued regarding the delivery of the Redirection Policy for specific conditions at the GRI and how this worked. There was acknowledgement that there were no complaints received on this issue and many patients were content to seek an alternative solution rather than waiting to be seen by a Consultant.

In summary, The Forum was provided with assurances on progress from the clinical outcomes review. Ms. Thompson will discuss with Ms. Tomlinson co-opting an Infection Control representative onto the Forum for guidance and assurance that all infection control aspects were being covered. The previously identified representative had moved to a new post in the intervening period. It was agreed that Mr. Jonathan Best, Chief Operating Officer would be invited to the next ACF meeting to discuss capacity and flow. Mrs. Thompson further noted that Mr. Steele, Director of Facilities and Estates would also be invited to discuss the external review.

Mrs. Thompson
Secretary

NOTED**34. TRAUMA NETWORKS**

Dr. Armstrong thanked Bernadette O'Neil, PA for providing paper copies of the presentation for the meeting. Dr. Armstrong provided a verbal overview of the Major Trauma Unit plans applying the West of Scotland model. The proposed plans will be presented to the Board in June 2019 to be ratified. Dr. Armstrong noted the Board would ask for endorsement from the ACF from the proposals in principle.

The Forum discussed and raised questions from the principles of the plans with emphasis on the creation of Rehabilitation Units with a robust support network being in place from Mental Health and Diagnostic Services. The ACF welcomed and acknowledge the principles of Dr. Armstrong's presentation and requested further input as plans develop.

NOTED**35. OUTCOME OF THE STURROCK REVIEW**

Mr. Forrester provided an overview of the Sturrock review and reported that a significant piece of work was underway in response to the Scottish Government's request to provide a view on the recommendations made by the review. A more detailed 170 page document was available on the Scottish Government website. Mr. Forrester noted that a Short Life Working Group has been established by the Board to collate responses. The ACF was asked to consider feedback and respond to the recommendations made by the Cabinet Secretary to Elaine Vanhegan by 15 June 2019.

The Forum discussed the bullying culture nationally and in terms of how NHS GG&C compared with other Health Boards. Mr. Forrester noted the Board will convene on 25 June 2019 and will consider responses to feedback and take the position to the Scottish Government.

In response to a question raised regarding annual reporting of NHS GG&C whistleblowing members noted that a report circulated through the Clinical Governance Committee and Members agreed it would be beneficial to view the report but may be difficult to benchmark figures against other Health Boards.

Mrs. Thompson summarised that the ACF would be keen to be involved and provide a view on the considerations laid out in the Cabinet Secretary's letter dated 20 May 2019. Ms. Thompson will contact Rona Sweeney and Dorothy McErlean and invite them to share the staff governance paper regarding whistleblowing for discussion at the next ACF Meeting.

Mrs. Thompson
Secretary

NOTED**36. NATIONAL AREA CLINICAL FORUM CHAIRS GROUP**

Mrs. Thompson reported that there were no specific updates at this time. The Chair's Forum continued to formalise a link with the ACF nationally and will discuss with Jeane Freeman, Cabinet Secretary guidance and agreement to move forward. Mrs. Thompson advised the main piece of business would be waiting times and the Scottish Access Collaborative.

NOTED**37. UPDATE FROM THE ACF CHAIR ON ACUTE SERVICES COMMITTEE AND CLINICAL & CARE GOVERNANCE COMMITTEE**

Mrs Thompson provided an overview of topics discussed at the previous Acute Services Committee Meeting on 21 May 2019 which focused on waiting times target report update.

NOTED**38. BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS AND MINUTES TO NOTE**

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

Area Allied Health Professionals and Health Care Scientists Committee

Dr. Hamilton noted special thanks to Dr. McGuire addressing difficulties with respect to Professional Lead for Health Care Scientist.

Area Psychology Committee

Dr. McGillivray reported that the last 2 Areas Psychology Committee meetings were cancelled due to apologies however the next meeting is scheduled for July 2019. Discussion took place regarding delays experienced in recruitment and bids money release. Mrs. Thompson noted that acute services staff costs had a marginal under spend despite spending on medical and nursing salaries being over budget. This suggested that other professions were in an underspend position. She had raised this at an Acute Services Committee and asked whether this could have any impact on service provision from these other professions.

Mrs. Thompson**NOTED****39. ELECTION OF OFFICE BEARERS**

Mr. Forrester explained the Election Bearers process to the Forum.

Mrs. Thompson advised the Forum that she was keen to continue as Chair of the ACF. Mr. Forrester confirmed the correct process was followed. Members approved the motion with the sufficient required quorum present. Members agreed that Mrs. Thompson will continue as Chair of the ACF until 30 June 2021.

Dr. Taylor had signalled he would step down as Vice Chair of ACF. The Election for Vice Chair will be carried forward to the next ACF Meeting.

40. TERMS OF REFERENCE

Mr. Forrester provided an update on the review of the Area Clinical Forum Terms of Reference (ToR). Mr. Forrester noted that a national process was underway through the NHS Scotland's Clinical Governance Steering Group to implement "A Blueprint for Good Governance " as set out in DL(2019)02. Mr. Forrester proposed the ACF harmonising ToR with other Board Committees. Members agreed ACF Committee ToR will align nationally subsequently in 2019.

The Forum raised questions from ToR in particular noting Item 2 Membership from previous minutes from ACF meeting on 6 December 2018. Mr. Forrester and Mrs. Thompson will take forward a ToR consultation. Mr. Forrester will re

Mrs. Thompson

circulate for ACF feedback. Members also noted the rotation of Chief Officer's invitation to attend ACF meetings. Dr. Hamilton noted at Item 4.1 some amendments were required to the wording of the ToR document.

Mr. Forrester

NOTED

DATE OF NEXT MEETING

Date: Thursday 1 August 2019
Venue: Meeting Room A, J B Russell House
Time: 2 - 4:30pm