

ACF(M)19/05  
Minutes: 53-65

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 3 October 2019 at 2.00pm**

**PRESENT**

Mrs Audrey Thompson - in the Chair

Dr. Gayle Cooney	Vice Chair of APsyC
Dr. Cerys MacGillivray	Vice Chair of ACF
Dr. Lesley Rousselet	Vice Chair AOC
Mr. Ian Millar	Chair APC
Dr. Yas Aljubouri	Joint Chair ADC
Dr. Alastair Taylor	Chair AMC

**IN ATTENDANCE**

Dr. Jennifer Armstrong	Medical Director
Ms. Gail Caldwell	Director of Pharmacy
Ms. Claire Ritchie	AHP Director
Dr. Andrew Fraser	Co chair of the Independent Review
Dr. Brian Montgomery	Co Chair of the Independent Review
Ms. Jane Grant	Chief Executive
Mrs. Lorraine Bulloch	Secretariat

**ACTION BY**

**53. APOLOGIES & WELCOME**

Apologies for absence were intimated on behalf of Diana Clarke, Mags McGuire, Julie Tomlinson, Ruth Hamilton, Joanne Findlay, Pamela Joannidis, Louise Long and Kathy Kenmuir.

Ms. Thompson welcomed Dr. Andrew Fraser and Dr. Brian Montgomery, Co Chairs of the Queen Elizabeth University Hospital Independent Review.

**NOTED**

**54. DECLARATIONS (S) OF INTEREST (S)**

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

**55. MINUTES OF THE PREVIOUS MEETING**

The Forum considered the minute of the meeting held on Thursday 1 August 2019 [Paper No. ACF (M) 19/03] and approved the minute as an accurate record.

*Post meeting note – In respect of ACF (M) 19/03, Item 51 – Chief Executive Update, it was subsequently clarified that the Board had achieved financial balance at year end 2018/19, however, had not maintained financial balance for 6 consecutive months in 2019/20, as stated in the minute.*

**56. EXTERNAL REVIEW - QUEEN ELIZABETH UNIVERSITY HOSPITAL (QEUH) AND ROYAL HOSPITAL FOR CHILDREN (RHC)**

Dr. Montgomery provided a presentation and highlighted the purpose of the Independent Review of the Queen Elizabeth University Hospital and the Royal Hospital for Children. Dr. Montgomery explained the background, remit, and the main areas of scope of the Review. He also described the areas outwith the scope of the Review. The aim of the Review was to publish a written report by Spring 2020. Dr. Montgomery described steps being taken to develop the report including preliminary work and evidence gathering at phase 1 and 2 from stakeholders. Dr. Montgomery and Dr. Fraser welcomed feedback from ACF members and would be happy to make the presentation available to relevant sub committees.

Ms. Thompson requested that the presentation be circulated to ACF members for cascade to sub committees for consideration and feedback.

**Secretary**

In relation to questions raised by members regarding the scope and remit of the Review, Dr. Fraser confirmed that an Expert Team had been established and included members from civil service; a Clinical Researcher; Administrative Assistant, Data Analyst from Glasgow Caledonian University and 2 independent experts from England.

ACF members noted that there were no concerns noted from sub committees regarding the review however sub committees recognised the impact on staff.

In summary the Forum agreed to circulate the presentation to sub committees. Any feedback would be submitted in writing to Dr. Montgomery and Dr. Fraser by the end of October 2019. Members also agreed that this would remain an agenda item at the next ACF meeting.

Mrs Thompson thanked Dr Montgomery and Dr Fraser for attending the meeting and providing an informative presentation.

**NOTED**

**57. INTERNAL REVIEW OF QUEEN ELIZABETH UNIVERSITY HOSPITAL (QEUH) AND THE ROYAL HOSPITAL FOR CHILDREN (RHC)**

Ms. Grant provided a presentation on progress of the Internal Review of QEUH and RHC. She described the 3 strands of work within the Internal Review, those being, Demand and Capacity; Estates and Facilities; and Clinical Outcomes.

Dr Armstrong provided an update on the Clinical Outcomes Work Stream and agreed to circulate the Clinical Outcomes overview paper to members. Dr Armstrong gave an overview of the assurance processes in place in respect of clinical governance including the work of the Clinical Governance Team, Peer Reviews and oversight of the Acute and Board Clinical Governance Committees. Dr. Armstrong noted that there were no areas of concern highlighted and that infections rates within NHS Greater Glasgow and Clyde remained consistent with other Health Boards.

**Dr. Armstrong**

Ms. Grant provided an update on the Demand and Capacity Work Stream and advised that she had met with the North of England Commissioning Support Team (NECS) along with Mr Jonathan Best, Chief Operating Officer. Ms. Grant highlighted that the NECS Team continued to work with the Acute Team to quickly alleviate immediate pressures and develop longer term action plans. Discussion took place regarding the increase in attendances at the Emergency Department (ED) and it was noted that the Emergency Complex demand was 14.8% above the design capacity.

Ms. Grant provided an update on the Estates and Facilities Work Stream which included water hygiene, ventilation system, glazing units on the external face of the building, operation of the heat exchanger units, and maintenance of the air cushioned fabric roof. Ms. Grant advised that the final report was being prepared and would include an action plan which detailed all of the actions taken to date, along with minor outstanding actions.

She noted that all of the Work Streams of the Review were progressing well. Each of the Work Streams would report to the appropriate governance committee, with a final report to the Board in due course.

Mrs Thompson thanked Ms Grant and Dr Armstrong for the update. The Committee were assured of progress of each of the Work Streams and noted that final reports would be presented to

the appropriate governance committee in due course.

**NOTED**

**58. CHIEF EXECUTIVE UPDATE**

Ms. Grant provided an update to members on the financial position and advised that the Financial Plan 2019/20 presented to the Board had outlined a potential financial deficit of £20m at 31<sup>st</sup> March 2020. However, following analysis of the month 4 financial position, this had increased to £29.8m. She noted pressures in respect of elective care and additional winter demand.

Ms. Caldwell provided an update on Brexit preparations in respect of Pharmacy. Work continued both nationally and locally regarding medicines supply. A review of internal processes was underway and progressing well. Discussion took place regarding the Medicines Shortage Action Plan. Regular communications were being disseminated and work with Procurement colleagues continued to ensure sustainability and prevent over-prescribing which may de-stabilise supply. Members agreed to provide comments and feedback to Ms. Thompson, which Ms. Grant agreed to communicate to the Chief Executive meeting being held on Tuesday 8 October 2019.

**NOTED**

**59. DESIGNATED MEDICAL PRACTITIONER**

The Committee agreed to defer this item to a future meeting as Ms Claire Denning had been unable to attend at short notice.

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

Mrs. Thompson reported that there had not been another meeting of the Group since the last ACF Meeting, therefore there was no update.

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

Mrs. Thompson was unable to attend the most recent meetings, therefore this item was deferred.

**62. 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 Psychology

Discussion took place regarding the review of the Psychology profession with the agreement for Ms. Grant and Dr. MacGillivray to meet outwith the ACF Meeting to discuss and take forward programme provided by the Psychology Review Group to present to the CMT for approval.

Area Allied Health Professionals and Health Care Scientists Committee

Ms. Ritchie provided an update from the committee regarding the workforce of physiotherapy and radiography and the West of Scotland view. The committee are will start alignment with the safe staffing within AHP's Ms. Ritchie also noted that there were challenges with reporting radiography in the medical community.

Area Optometric Committee

Dr. Rousselet provided an update and advised that services were going well.

Area Pharmaceutical Committee

Mr. Millar provided an update from the APC and informed everyone that Mr. Alan Harrison provided a presentation on flu vaccinations. The committee provided input into NICE cannabis based guidelines. There was also discussion on the function of new pharmacy applications.

Area Medical Committee

Dr Taylor provided an update and highlighted a presentation regarding ANP roles. There was updates on the Moving Forward Together programme and Mr. Mark White provided a Finance update.

Area Dental Committee

Dr. Aljubouri raised the issue regarding availability of anaesthetists for children's tooth extraction and the waiting times. This issue had been raised at other committees to prioritise anaesthetists as a temporary measure for reduction in waiting times. Dr. Aljubouri

also highlighted an issue with the referral of children into secondary care for treatment. After discussion it was agreed that Dr. Aljubouri would write to the Area Clinical Forum for clarity and request for the template to be changed.

**Dr Aljubouri**

**NOTED**

**63. ITEM FOR NOTING Health and Care (Staffing) (Scotland) Act 2019.**

Members of the ACF were content to note the paper on safe staffing with the intention to invite Dr McGuire to provide an overview of the of the paper.

**Ms. Thompson  
Secretary**

**NOTED**

**64. UPDATE ON KEY ITEMS OF DISCUSSION**

Ms. Thompson summarised the key items of discussion to be taken forward from this meeting to the Board including the External Review of the QEUH, the Internal Review of the QEUH, Update from Chief Executive Ongoing Board Business and an Update from the Advisory Committee on Salient Business Points and minutes to note.

**NOTED**

**65. A O B**

Members suggested that the topic of the Annual Review be added as a future agenda item.

**NOTED**

**DATE OF NEXT MEETING**

**Date: Thursday 5 December 2019**  
**Venue: Meeting Room B, J B Russell House**  
**Time: 2 - 4:30pm**