

## NHS GREATER GLASGOW AND CLYDE

**Minutes of the Meeting of the  
Area Clinical Forum  
Microsoft Teams / Boardroom  
On Thursday, 10 December 2020**

**PRESENT AT TELECONFERENCE**

Mrs Audrey Thompson (in the Chair)

Dr Cerys MacGillivray	Vice Chair of ACF
Dr Lesley Rousselet	Vice Chair of the AOC
Dr Ruth Hamilton	Chair of the AAHP & HCS
Dr David McColl	Co Chair of the ADC
Dr Gayle Cooney	Vice Chair APsychC
Ms Julie Tomlinson	Chair of the AMNC
Mr Ian Millar	Chair of the APC

**IN ATTENDANCE**

Ms Jane Grant	..	Chief Executive - Boardroom, JBR
Dr Jennifer Armstrong	..	Medical Director - Boardroom, JBR
Mr Jonathan Best	..	Chief Operating Officer - Boardroom JBR
Ms Beth Culshaw	..	Chief Officer - Microsoft Teams
Dr Margaret McGuire	..	Director of Nursing – Microsoft Teams
Ms Fiona Smith	..	Director of Allied Health Professions - Microsoft Teams
Ms Pamela Joannidis	..	Acting Associate Nurse Director / Infection Prevention and Control Team - Microsoft Teams
Mr Graeme Forrester	..	Deputy Head of Administration and Corporate Governance - Boardroom
Mrs Lorraine Bulloch	..	Secretariat - Microsoft Teams

		ACTION BY
<b>94.</b>	<b>WELCOME AND APOLOGIES</b>	
	Apologies for absence were intimated on behalf of Ms Gail Caldwell, Ms Lorraine Kelso and Dr Alastair Taylor.  <b><u>NOTED</u></b>	
<b>95.</b>	<b>DECLARATIONS OF INTEREST</b>	
	The Chair invited members to declare any interests in any of the items being discussed. There were no declarations made.	

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	<b><u>NOTED</u></b>	
<b>96.</b>	<b>MINUTES OF THE PREVIOUS MEETING OF THURSDAY, 8 October 2020</b>	
	<p>The Forum considered the minute of the Area Clinical Forum Meeting of Thursday, 8 October 2020 at 2.00pm [Paper No ACF (M) 20/07] and were content to approve the minutes as an accurate record subject to the following amendments:</p> <p>Item 91 – (page 7) Area Pharmaceutical Committee “<i>Mr Millar noted that a new standing item had been agreed by Committee members for NHSGGC Pharmacy contribution into the Louisa Jordan Hospital</i>” Suggested change to:</p> <p>“<i>Mr Millar noted that a new updated standing agenda item had been agreed by Committee members “Practice Challenges and Practice Developments”, of which an example was the establishing of the Pharmacy at the Louisa Jordan Hospital</i>”</p> <p>Item 91 – (page 8) Area Psychology Committee: Change wording of “<i>advised that Ms Millar provided support</i>” to “<i>advised of implemented support</i>”.</p> <p><b><u>APPROVED</u></b></p>	
<b>97.</b>	<b>MATTERS ARISING</b>	
<b>a)</b>	<p><b><u>ROLLING ACTION LIST</u></b></p> <p>Members reviewed the Rolling Action List and were content to close the following items:</p> <p><u>No 84 Winter Planning</u></p> <p>This action was included as an item on the agenda at Flu and COVID-19 Vaccination and therefore members were content to close the action.</p> <p><u>No 11 Regulation of Medical Devices</u></p> <p>Mr Best will provide an update at Matters Arising to clarify the position in respect of the new laws and therefore members were content to close the action.</p>	
<b>b)</b>	<p><b><u>HEALTH CARE SCIENCE LEAD UPDATE</u></b></p> <p>Mr Jonathan Best, Chief Operating Officer provided an update regarding the Health Care Science Lead post. He explained the dual role for Sciences and Health Care Science role and advised good progress had been made. Following discussion from members it was agreed for the operational detail of the role to be discussed at an additional meeting to be held by Mr Best, Dr McGuire and Dr Hamilton.</p>	<b>Mr Best, Dr McGuire, Dr Hamilton</b>

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<b>c)</b>	<p><b><u>MEDICAL DEVICES UPDATE</u></b></p> <p>Mr Jonathan Best, Chief Operating Officer provided an update regarding new Medical Devices MHRA regulations. He explained the European Union deadline date of 26 May 2021 would not apply in UK law post Brexit. Mr Best would circulate a Briefing Note to members from Mr Arwel Williams, Director of Diagnostic and Regional Services with the current position and the recommendation to establish a Board Wide Group to review the regulations as they evolve. NHSGGC would co-ordinate a response with the intention of a Group being formed at the start of the New Year 2021.</p> <p>The Forum were content to note the Rolling Action List and updates provided.</p> <p><b><u>NOTED</u></b></p>	<b>Mr Best</b>
<b>98.</b>	<b>UPDATE FROM THE CHIEF EXECUTIVE ON ONGOING BOARD BUSINESS</b>	
	<p>Ms Grant provided an overview of ongoing work in respect of the response to the COVID-19 pandemic, winter pressures, Flu and COVID-19 vaccination and Test and Protect. She noted the key parts of the update were in response to Flu vaccination and the roll out of the COVID-19 vaccine. Ms Grant reported that COVID-19 remained a significant challenge with approximately 700 inpatients in hospital within the Acute Sector. Ms Grant advised that the Test and Protect Team continued to respond to the high volume of COVID-19 cases and noted that mass testing had worked well and would be evaluated in 2021.</p> <p>Ms Grant provided an update from the Annual Review of NHSGGC with the Cabinet Secretary and advised that there had been constructive dialogue regarding a wide range of subjects including the Level 4 escalation and the Public Inquiry. She noted that correspondence would follow from the Cabinet Secretary in the next few weeks and would share feedback with members of the Forum when the correspondence was available.</p> <p>Members were content to note the update from the Chief Executive on ongoing Board business.</p> <p><b><u>NOTED</u></b></p>	<b>Ms Grant</b>
<b>99.</b>	<b>CAREHOMES</b>	
	<p>Dr McGuire, Nurse Director provided members with an overview on the care homes position. She explained that a number of Nurse Leadership responsibilities had been reviewed and outlined the continued governance structure in place to report to the Scottish Government on a weekly basis. Dr McGuire provided an update regarding figures related to red and amber rated care homes as of 3 December 2020 and noted an increase in figures brought by the second wave COVID-19. She reported that a very small number of care</p>	

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	<p>homes had caused significant concern, however stakeholders were actively involved to protect residents and staff. Dr McGuire advised that care home assurance visits continued via NHSGGC, Care Inspectorate and Health Improvement Scotland (HIS) to monitor Infection Control, Health and Safety and Falls training. Dr McGuire informed members of an application for funding to recruit new posts within NHSGGC and would provide more information at a future meeting. Dr McGuire extended a thank you to the Teams involved with the continued work within care homes and the high standard of work delivered.</p> <p>Ms Culshaw provided members with an update from the Health and Social Care Partnerships (HSCP's) and advised of the vast amount of continued work and noted the combined effort in partnership working related to care homes. Ms Culshaw informed members of the frequent changes in guidance provided to care homes for Christmas visiting and outlined that a pilot had commenced in Inverclyde for residents in care homes at Tier 3. She noted that continued COVID-19 testing and the COVID-19 vaccination would provide further assurance for care homes.</p> <p>The Area Clinical Forum were content to note the update and were assured by the information provided.</p> <p><b><u>NOTED</u></b></p>	<p><b>Dr McGuire</b></p>
<p><b>100.</b></p>	<p><b>FLU AND COVID-19 VACCINATION UPDATE</b></p>	
	<p>Mrs Thompson provided an update as an action from the previous ACF Meeting that followed a communication with Dr de Caestecker and Mr Leese which advised it would not be possible to add Independent Contractors for Flu Vaccination in the timeframe for this year.</p> <p>Mrs Thompson provided an overview of the papers submitted by Ms Anne Harkness, Director related to Flu and COVID-19 Vaccination. She outlined the work that had been carried out within the COVID-19 Vaccination Programme related to the Chief Medical Officer's letter that was issued following HMRC approval. Mrs Thompson highlighted the current status, priority groups, Programme trajectory from Wave 1, 2 and 3 and she also noted the governance structure and planning for mobilisation of the COVID-19 Vaccination in NHSGGC.</p> <p>Ms Grant provided an update regarding the COVID-19 Vaccination Programme and reported that planning was complex which would evolve. Ms Grant noted the daily statistics of staff vaccinated and the prioritisation of staff groups in the initial stage of vaccine roll out.</p> <p>In relation to questions raised by members regarding Flu and COVID-19 vaccination discussion ensued regarding communication and prioritisation of the COVID-19 vaccination for Independent Contractors. A member noted some confusion from Optometry regarding the definition of Sub- Contractor Groups and the scope to receive COVID-19 vaccination. A question was also raised regarding the timescale for Vaccinator training. Members agreed that it would be a Manager's responsibility for prioritisation of the COVID-19 vaccine for staff with the Black, Asian Minority Ethnic (BAME) and the most vulnerable staff as</p>	

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	<p>high priority. Members were asked to contact Ms Harkness for clarity regarding specific concerns.</p> <p>The Area Clinical Forum were content to support the COVID-19 Vaccination Programme and recognised the huge amount of work involved to prioritise and vaccinate all members of staff.</p> <p><b><u>NOTED</u></b></p>	
<p><b>101.</b></p>	<p><b>REDSIGN OF UNSCHEDULED CARE</b></p>	
	<p>Dr Jennifer Armstrong, Medical Director and Mr Jonathan Best, Chief Operating Officer provided a presentation regarding “Redesigning Urgent Care in NHS GGC”. Dr Armstrong provided an overview of the Government’s Programme for Scotland and described the pathways within Urgent Care Flows. Additionally, she explained the “Right Care, Right Place, Right Time, First time” initiative. She noted COVID-19 pathways and Redesign of Urgent Care (RUC) pathways for redesign of Emergency Departments (ED’s) that would provide ED redirection and an alternative to admissions. Dr Armstrong explained the Community Assessment Centres (CAC’s) pathway which had been launched in various locations through intensive detailed modelling. She highlighted the Mental Health Assessment Units (MHAU’s) and noted the units would be fully implemented by March 2021. Dr Armstrong explained that the new MHAU model consolidated existing urgent care referral pathways and would provide a wide range of services that would offer an immediate route out of ED for those who present and supported a reduction in overcrowding at ED’s. Dr Armstrong outlined Urgent Care and GPOOH redesign. She explained the pathway with a redesigned model in place which included a new appointment system and GP telephone triage / assessment. Dr Armstrong also noted the objectives / priorities that were required to be implemented by 1 December 2020 and explained phase 1, 2 and 3 until March 2021.</p> <p>Mr Best provided an overview of the Flow Navigational Centre (FNC) and the redesign of ED with the aim to deliver “Right Care, Right Place, Right Time, First Time”. He noted the key principles for the FNC would be to provide rapid access, schedule of appropriate urgent care appointments and to maximise the utilisation of Near Me and telephone appointments. Mr Best provided a summary regarding the minimal requirements and implementation of the FNC by 1 December 2020. He noted that initially staff would be located at the Queen Elizabeth University Hospital (QEUH) with 24/7 administration function and 10.00am-10.00pm clinical element with escalation arrangements in place. Mr Best advised that a communication leaflet would go out to each household in NHS GGC in the New Year 2021.</p> <p>In relation to a question raised by a member regarding point of care testing related to Level 3 Personal Protective Equipment (PPE), Aerosol Generating Procedures (AGP) and data accuracy, Dr Armstrong advised that Dentists should continue to wear PPE to ensure their safety during patient treatment and follow national guidance.</p> <p>A member raised a question in relation to Mental Health Pathways and the potential for the provision of Pharmacists to refer to Mental Health Services outside out of hours. Dr Armstrong confirmed the pathway for GP hours and ED</p>	

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	<p>and advised that Mr Michael Smith, Lead Associate Medical Director would provide defined referral pathways for access to Mental Health Units.</p> <p>Mrs Thompson thanked Dr Armstrong and Mr Best for their presentation and the Forum were content to note the presentation and were assured by the information provided.</p> <p><b><u>NOTED</u></b></p>	
102.	<b>STAFF WELLBEING AND RESILIENCE</b>	
	<p>Ms Anne MacPherson, Director of Human Resources and Organisational Development provided a presentation regarding “Supporting Mental Health and Wellbeing in the Work Place”. Ms MacPherson provided an overview of NHSGGC Workforce Data and explained that sickness and absence remained high with long term absence due to anxiety and depression due to the COVID-19 pandemic. She provided background to the Staff Health Strategy and noted commencement of the staff survey in 2017. Ms MacPherson explained the themes of the survey were related to engagement, wellbeing, physical and mental health. She advised that the survey was repeated at the end of 2019 to inform of the next level to shape the 2020-2023 strategy themes. Ms MacPherson noted Mental Health Awareness would be the key theme for 2021 from the COVID-19 pandemic. Ms MacPherson described the Pyramid Model which would support staff psychologically and noted the services that would be available for staff to provide support via trained colleagues and a supportive working environment. Ms MacPherson explained staff health survey results and audit signals for Managers to provide staff support at work. She outlined the results of the internal Pulse survey. Ms MacPherson informed members of Compassionate Leader coaching and mentoring by Professor Michael West. She advised that a range of bids had been submitted to deliver the key message and Peer model.</p> <p>Members agreed that it was essential to look after staff with collective compassionate leadership style across the organisation.</p> <p>Mrs Thompson thanked Ms MacPherson for her presentation and advised members that the presentation would be shared on Teams following the meeting. Mrs Thompson invited Ms MacPherson to the Area Clinical Forum meeting in April 2021 to discuss Culture Framework. The Forum were content to note the presentation and were assured by the information provided.</p> <p><b><u>NOTED</u></b></p>	<p><b>Secretariat</b></p>

103.	<b>BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS AND MINUTES TO NOTE</b>	

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	<p><u>Area Allied Health Profession and Health Care Scientist Committee</u></p> <p>Dr Hamilton noted the great response to the COVID-19 crisis carried out by Health Care Scientists, especially Medical Equipment Management, Virology Labs and Respiratory Physiologists. Dr Hamilton also noted the excellent work by Allied Health Professions (AHP's), particularly noting information provision regarding optimising nutrition.</p> <p><u>Area Dental Committee</u></p> <p>Dr McColl noted that from 1 November 2020 all Dental Practices returned to normal service.</p> <p><u>Area Psychology Committee</u></p> <p>Dr MacGillivray noted the Implementation Group would continue with formal reconfiguration until Spring 2021.</p> <p><u>Area Nursing &amp; Midwifery Committee</u></p> <p>Ms Tomlinson provided feedback from ANMC meeting and noted discussion on increased demand and different ways of working. She also reported increased support for education / learning and a focus on staff wellbeing.</p> <p><u>Area Pharmaceutical Committee</u></p> <p>It was noted that Community Pharmacy Services had won an award at the Scottish Health Awards.</p> <p><b><u>NOTED</u></b></p>	
<b>104.</b>	<b>CLOSING REMARKS AND KEY MESSAGES FOR THE BOARD</b>	
	<p>Ms Thompson would provide an update at the next Board Meeting to be held on 22 December 2020.</p> <p>The Forum agreed that the priorities for the Board would include: Care homes - reassured by update; Staff wellbeing concerns - reassured by the significant work HR have delivered during the COVID-19 pandemic; Unscheduled Care - delivered good work, within early stages; Medical Devices and Health Care Science Lead - discussion would continue.</p> <p>Ms. Thompson thanked members for attendance during 2020 and frequency of meetings via virtual learning.</p> <p>Mrs. Thompson thanked the Executive Team for their support and attendance during the COVID-19 pandemic.</p>	
<b>105</b>	<b>DATE OF NEXT MEETING</b>	
	11 February 2021 at 2.00pm	

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