

## NHS GREATER GLASGOW AND CLYDE

### Minutes of the Meeting of the Area Clinical Forum held on Thursday 16 April 2026 at 2pm Via Microsoft Teams

#### Present

Dr Morven McElroy (in the Chair)

Ms Sarah Freel	Mr Josh Miller
Dr Lucy Gamble	Ms Fiona Smith
Ms Sandra Higgins	Ms Denise Wilkinson
Ms Kathy McFall	

#### In Attendance

Ms Nicola Bailey	Deputy Director of Human Resources (Interim)
Mr Ross Jack	Secretariat Officer (Observer)
Mr Joel Martin	Secretariat Officer (Minutes)
Ms Jillian Neilson	Corporate Services Manager – Board Secretary
Professor Angela Wallace	(Deputising on behalf of Dr Scott Davidson)

			Action
<b>11.</b>	<b>Welcome And Apologies</b>		
	<p>The Chair welcomed those present to the April 2026 meeting of the Area Clinical Forum.</p> <p>Apologies were noted on behalf of:</p> <ul style="list-style-type: none"> <li>• Dr David McColl</li> <li>• Dr Scott Davidson</li> </ul> <p><b>NOTED</b></p>		

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12.	<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.		
	<b><u>NOTED</u></b>		
13.	<b>Minutes Of Previous Meeting</b>		
	The Forum considered the minutes of the Area Clinical Forum meeting of 12 February 2026 [ACF(M) 26/01] and were content to approve as an accurate record of proceedings.		
	<b><u>APPROVED</u></b>		
14.	<b>Matters Arising</b>		
	<b>a) Rolling Action List</b>		
	The Forum considered the Rolling Action List. The following updates were provided:		
	<b><u>Minute 06 – Discussion surrounding Subcommittee Membership</u></b>		
	The Chair advised members that work remained ongoing regarding finalising the Terms of Reference and Constitutions of each of the Subcommittees, but progress was being made. It was also noted that Ms Kathy McFall had created a draft infographic and this was to be shared with members later in the meeting.		
	<b><u>Minute 09 – Closing Remarks and Key Messages for the Board</u></b>		
	The Chair noted that an update on sub-national planning had been scheduled, however, this required to be rearranged. It was noted that Ms Claire Macarthur, Director of Planning, would attend a future meeting.		
	<b><u>NOTED</u></b>		
15.	<b>Executive Update on Ongoing Board Business</b>		
	Verbal update provided by Professor Angela Wallace.		
	Professor Wallace noted that the recently established Safety and Public Confidence Oversight Group, chaired jointly by Professor Sir Lewis Ritchie and Professor Jann Gardner, Chief Executive, had		

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	<p>met on two occasions. Work was taking place across the Board to address any concerns which had arisen.</p> <p>Professor Wallace highlighted the forthcoming departures of William Edwards, Deputy Chief Executive, who had taken up post as Chief Executive at NHS Fife, and Denise Brown, Director of Digital Services, who was due to retire. Professor Wallace wished them well for the future and then invited questions from members.</p> <p>Ms Kathy McFall highlighted the lack of a Healthcare Sciences Lead and Scientific Director within NHSGGC and queried whether there had been any progress regarding an appointment for either of these roles. Professor Wallace advised that a job evaluation would be required prior to the roles being advertised but that steps had been taken in an attempt to progress this.</p> <p>Further to comments raised at the last meeting, the Chair raised a question regarding KPI data and which pieces of equipment made the greatest impact during the system reset period. Professor Wallace noted that information would be provided to the Forum in due course in relation to this.</p> <p>It was agreed that the Chair would work alongside the Secretariat Officer to arrange for a detailed overview of KPI data to be presented at a future meeting.</p> <p>The Forum were content to note the update.</p> <p><b>NOTED</b></p>		<p>Dr Davidson / Professor Wallace</p> <p>Secretariat Officer/ Dr McElroy</p>
<b>16.</b>	<b>Reduced Working Week Update</b>		
	<p>Update provided by Ms Nicola Bailey, Interim Deputy Director of HR.</p> <p>Ms Bailey provided an overview of the Reduced Working Week and noted that the Scottish Government made a commitment to reducing the working week for all Agenda for Change (AfC) staff to 36 hours by 1 April 2026, with no detriment to basic pay. This formed part of the non-pay elements of the 2023/24 AfC Pay Deal. The implementation of Phase 1 of the Pay Deal reduced the working week by 30 minutes from 1 April 2024 and this was successfully delivered across NHSGGC. The final reduction to 36 hours was implemented on 1 April 2026 and all NHS Boards were required to provide assurance to Scottish Government of implementation on 1 April 2026.</p> <p>NHSGGC established a dedicated governance structure from April 2024 comprising of an Agenda for Change Programme Board, which enabled monthly oversight of all non-pay elements of the AfC</p>		

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	<p>agreement; a Reduced Working Week (RWW) Implementation Group, Co-chaired by HR and Staff Side, which met on a weekly basis to provide operational direction, answer FAQs and issue resolution and guidance. Members within the RWW Implementation Group included Staff Side, HR, finance, operational managers and payroll, with regular updates provided to the Area Partnership Forum. A structured Dispute Resolution Process had also been established, overseen by a core tri-partite panel (HR, management, Staff Side), ensuring consistent decision making when local agreement could not be reached.</p> <p>Ms Bailey advised members that to date there had been 14 dispute resolutions submitted and work on this was ongoing. Ms Bailey then noted that the implementation of the final one-hour reduction in the working week represented a significant reduction in the organisation's available workforce capacity. Across NHSGGC, the move from 37 to 36 hours results in a loss of 936 WTE. This equated to a 4% reduction in available resource. Impact assessment modelling indicated that while the first 30-minute reduction was largely absorbed with some increased bank usage and overtime, the full implementation could not be delivered safely without replacing a substantial proportion of the WTE lost.</p> <p>Contingency Planning options had been identified and approved by the Corporate Management Team. These included service redesign, efficiency measures, and flexible working arrangements. A process had been developed to support applications, and approval was based on confirmation of available funding.</p> <p>A new risk had been added to the Corporate Risk Register to reflect the significant organisational impact of implementing the RWW. Directors were required to maintain ongoing monitoring, monthly updates, and escalation of emerging issues, with clear mitigation actions identified through workforce impact assessments, targeted recruitment, prioritisation of critical services, and strengthened communication and governance arrangements.</p> <p>The Chair invited questions from Members.</p> <p>A question was raised in relation to staff wellbeing surveys and whether they would assess the impact of the RWW on NHSGGC colleagues. Ms Bailey advised that a National Employer's Reference Group was in place and that work was ongoing regarding the commissioning of a piece of work with NES to measure the wellbeing of staff.</p> <p>In relation to the funding which had been awarded for the RWW, whether this would be reviewed in the coming months and whether it would be possible for different groups to be awarded funding after a</p>		

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			<b>Action</b>
	<p>review had taken place, Ms Bailey advised members that within NHSGGC, each directorate submitted an impact assessment regarding funding. Following this the Board then determined the level of allocation to each department.</p> <p>Comments were raised regarding the redistribution of funding and whether, to drive recruitment, NHSGGC had considered roles which could be recruited via a number of professional backgrounds. In addition, a question was raised regarding how NHSGGC would measure protected learning time.</p> <p>Ms Bailey advised members that efforts had been made to create change, with an emphasis placed on innovation. Ms Bailey also noted that effective workforce planning would be critical in delivering each of the elements within the Agenda for Change pay deal. Regarding protected learning time, Ms Bailey advised members that Ms Moira MacDonald, Head of Learning and Education, was the lead on matters pertaining to this and could provide information on this matter at a future meeting of the Forum. The Chair and the Secretariat Officer would liaise with Ms MacDonald to arrange attendance at a future meeting.</p> <p>Ms Bailey noted that focus had been placed on statutory and mandatory modules already in place to ensure consistency across NHSGGC. Role-specialist modules would be established in due course.</p> <p>The Forum were content to note the update.</p> <p><b><u>NOTED</u></b></p>		Chair/ Secretariat Officer
<b>17.</b>	<b>National Area Clinical Forum Chair's Group Update</b>		
	<p>Verbal update by Dr Morven McElroy</p> <p>Dr McElroy advised members that she had attended her first meeting of the National Area Clinical Forum Chair's Group and that there were commonalities in terms of the issues reported by each of the members present, with members reporting issues with establishing Committee Terms of Reference and maintaining attendance levels. Sub national planning and discussions regarding recruitment also took place</p> <p>It was agreed that the Area Clinical Forum Terms of Reference would be circulated to members for review following the meeting.</p>		Secretariat Officer

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			<b>Action</b>
	<p>Dr McElroy informed members that she would review the Area Allied Health Professions Terms of Reference and had been reviewing each of the Committee's Terms of Reference.</p> <p>During discussion of this item, Ms Kathy McFall shared the first draft of an infographic which had been designed to highlight the function of the 7 area Committees. Ms McFall noted that the infographic would be developed further.</p> <p>The Forum were content to note the update.</p> <p><b><u>NOTED</u></b></p>		Dr McElroy
<b>18.</b>	<b>Brief Update from Each Advisory Committee on Salient Business Points and Minutes to Note</b>		
	<p><b><u>Area Psychology Committee</u></b></p> <p>Dr Lucy Gamble advised members that there were some psychology services which were under review and these reviews had not yet been finalised at the time of the meeting. There had been a number of changes in Primary Care, with consideration being given towards centralising groups. Dr Gamble then noted that there had been a high demand for ADHD-related appointments.</p> <p><b><u>Area Dental Committee</u></b></p> <p>Dr David McColl had submitted apologies and was therefore not able to provide an update.</p> <p><b><u>Area Allied Health Professions Committee</u></b></p> <p>Ms McFall informed members that at the last meeting of the AAHPC, discussion had taken place regarding the RWW and there had been no matters to escalate to the Forum.</p> <p>Dr McElroy thanked Ms McFall for the services which she provided to the Committee in her role as Chair and welcomed the new Chair, Ms Sandra Higgins to the Forum. She wished Ms Higgins well in her new role as Chair of the AAHPC.</p> <p><b><u>Area Medical Committee</u></b></p> <p>Dr McElroy informed members that discussions had been taking place with neurodevelopmental services and that the Area Medical Committee were expecting an update from Dr Una Graham in due course.</p>		

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	<p><b><u>Area Optometric Committee</u></b></p> <p>Ms Sarah Freel advised members that since January 2026 there had been an expansion of the services that could be provided by Independent Prescribing Optometrists in the community, with one of these being foreign body removal. Some issues had been raised regarding the procedure to be followed in the event of a sharps injury sustained by an optometrist while using a needle to remove a foreign body.</p> <p>Ms Freel noted that there was existing guidance and opportunity to access Occupational Health NHS services for contractor groups such as GP's but not for Optometry. This issue had been raised.</p> <p><b><u>Area Pharmaceutical Committee</u></b></p> <p>Mr Miller noted that there had been issues experienced in relation to attendance at meetings of the Area Pharmaceutical Committee (APC) and that the proposed updated Terms of Reference for the APC would be presented to the Forum later in the meeting.</p> <p>The Forum were content to note the updates provided.</p> <p><b><u>NOTED</u></b></p>		
19.	<b>Area Clinical Forum Member priorities and Corporate Risk Register</b>		
	<p>Dr McElroy noted that this paper had been deferred and would be brought to a future meeting.</p> <p><b><u>NOTED</u></b></p>		Dr McElroy
20.	<b>Committee Governance</b>		
a)	<b>Terms of Reference</b>		

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			<b>Action</b>
	<p>Ms Jillian Neilson presented the Area Clinical Forum Terms of Reference for approval. Following approval, the Terms of Reference would be presented to the NHSGGC Board.</p> <p>The Forum were content to approve the Terms of Reference, subject to a minor amendment to wording under Membership at section 2 of the Terms of Reference to read 'Area Allied Health Professions and Healthcare Scientists', as opposed to 'Area Allied Professionals and Healthcare Scientists'.</p> <p><b><u>APPROVED</u></b></p>		Secretariat Officer
<b>b)</b>	<b>Committee Annual Report</b>		
	<p>The Forum were content to approve the Annual Report, subject to the removal of a duplication of the name Elaine Hamilton.</p> <p><b><u>APPROVED</u></b></p>		Secretariat Officer
<b>c)</b>	<b>Annual Cycle of Business</b>		
	<p>Dr McElroy noted that a further discussion regarding the RWW would take place on 8 October 2026 and that sub national planning would be discussed at a future meeting of the Forum. The ACOB would be updated to reflect this.</p> <p>Dr McElroy also highlighted that she wished to invite Interface colleagues to a later meeting of the Forum and would work alongside the Secretariat Officer to arrange for a speaker to attend a future meeting of the Forum to provide an update.</p> <p>Dr McElroy advised members that the Chair of the People and Staff Governance Committee would be invited to a future meeting of the Forum to provide an overview of its remit once the Committee's ToR had been established.</p> <p>As the People and Staff Governance Committee (PSGC) was a recently formed Committee, Dr McElroy noted that details regarding its membership would be presented to the Forum in due course. Upon approval, the PSGC ToR would be circulated to members for their information.</p> <p>The Forum were content to approve the Annual Cycle of Business, subject to the Secretariat Officer making the adjustments listed above.</p> <p><b><u>APPROVED</u></b></p>		<p>Secretariat Officer</p> <p>Dr McElroy / Secretariat Officer</p> <p>Dr McElroy/ Secretariat Officer</p> <p>Dr McElroy</p>



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			<b>Action</b>
<b>21.</b>	<b>Closing Remarks and Key Messages for the Board</b>		
	<p>The proposed Area Pharmaceutical Committee (APC) Constitution was presented to the Forum. Mr Miller highlighted the proposed changes to the Constitution, which included the intention to alter the meeting frequency to meeting on a quarterly basis and include a Lead Clinical Pharmacist within the Committee's membership.</p> <p>It was agreed that the Constitution would be re-circulated to members following the meeting and that, in the absence of any comments by 30 April 2026, this would be taken as formal acceptance of the Constitution.</p> <p>The Forum were content to note the update.</p> <p><b><u>NOTED</u></b></p>		Secretariat Officer
<b>22.</b>	<b>ACF Members Only – Open Discussion</b>		
	<p>The Chair invited members to discuss any issues they wished to raise to the group.</p> <p><b><u>NOTED</u></b></p>		
<b>23.</b>	<b>Date and Time of Next Meeting</b>		
	<p>The date and time of the next scheduled meeting of the Area Clinical forum is Wednesday 10 June 2026 at 2pm.</p>		