

ACF (M) 23/02
 Minutes 11- 23

NHS GREATER GLASGOW AND CLYDE

**Minutes of the Meeting of the
 Area Clinical Forum
 Held on Thursday 08 June 2023 at 2pm
 Via Microsoft Teams and the Boardroom**

PRESENT

Dr Lesley Rousselet (in the Chair)

Dr Anita Belbin	Ms Kathy McFall
Dr Jane Burns	Ms Sarah Freel
Ms Helen Little	Ms Fiona Smith
Dr Morven McElroy	Ms Denise Wilkinson

IN ATTENDANCE

Ms Alison Hardie	Secretariat Manager
Mr Martin Johnston	Head of Sustainability
Ms Deirdre McCormack	Chief Nurse – Head of Service - Public Protection
Ms Pamela Metcalfe	Secretariat (Minute)
Ms Elaine Vanhegan	Director of Corporate Services and Governance, Board Administration
Ms Angela Wallace	Director of Nursing

			ACTION BY
11. WELCOME AND APOLOGIES			
	The Chair welcomed those present to the meeting of the Area Clinical Forum, chaired remotely via MS Teams.		
	<u>NOTED</u>		
12. DECLARATIONS OF INTEREST			
	The Chair invited members to declare any interests in any of the items being discussed. There were no declarations made.		
	<u>NOTED</u>		

BOARD OFFICIAL

13.	MINUTES OF PREVIOUS MEETING		
	<p>The Forum considered the minute of the Area Clinical Forum meeting of 16 February 2023 [Paper 23/01, ACF(M)01]</p> <p>The Forum was content to approve the minutes as an accurate record.</p> <p><u>APPROVED</u></p>		
14.	MATTERS ARISING		
a)	ROLLING ACTION LIST		
	<p>The Forum considered the Rolling Action List [Paper 23/03] and the following updates were provided:</p> <p><u>Minute 53a - Update on the Healthcare Scientist Clinical Training</u> Professor Angela Wallace, Director of Nursing, advised that the training remained a priority and a continued focus for NHSGGC. The Chair advised that although there had not been a clear solution as yet, it remained a concern and actions were being taken across a number of Health Boards.</p> <p><u>APPROVED</u></p>		
b)	<p>Dr Jane Burns noted the Staffing Programme Board was due to meet 09 June 2023 and advised that both she and Dr Anita Belbin were the Area Clinical Forum representatives. Dr Burns noted the requirement to be compliant with the Safe Staffing Act by April 2024 and discussions were under way on how to achieve this. Dr Burns advised on the need to demonstrate an awareness of staffing gaps, the impact on service and patients and the measures being taken to mitigate risks moving forward.</p> <p>The Chair requested any feedback or questions be directed to Dr Burns and Dr Belbin prior to the meeting on 09 June, and confirmed an update will be itemised on the agenda for discussion at the next meeting.</p> <p><u>NOTED</u></p>		Secretariat
15.	ONGOING BOARD BUSINESS UPDATE INCLUDING COVID-19		

BOARD OFFICIAL

	<p>The Chair invited Professor Angela Wallace, Director of Nursing, to provide a verbal update on the current position of Winter Pressures.</p> <p>Prof Wallace advised that all services were running at full capacity, with an average hospital occupancy of 94.3% w/c 05 June.</p> <p>In regards to Emergency Department performance, Prof Wallace advised that the performance rate had risen to 70% against its 95% target and noted that there would be a continued focus on all system pressures.</p> <p>Prof Wallace noted a continued focus on Delayed Discharges for NHSGGC patients and advised that work was ongoing with other health boards to ensure a collaborative approach when supporting patients. She referred to a recent meeting with Mr Michael Matheson, Cabinet Secretary for NHS Recovery, Health and Social Care, in which requests were made to devise a plan to ensure a systematic way of managing performance to improve the Delayed Discharge Programme.</p> <p>Prof Wallace advised the Health Service and Health and Social Care Service were under significant pressure and work had taken place to ensure NHSGGS could remobilise following the impact of COVID-19.</p> <p>It was confirmed that COVID-19 related staff sickness had reduced and advised that this would be monitored moving forward.</p> <p>Prof Wallace highlighted staff recruitment was under way for the newly qualified nurses and midwives that included on site recruitment drives. It was hoped that the number of staff members recruited would exceed the previous year.</p> <p>Prof Wallace noted final preparations were under way for the Annual Delivery Plan 2023/24 to be sent to the Scottish Government by Friday, 15 June 2023.</p> <p>Recent reports from the media in relation to social media listening at NHSGGC were highlighted and it was noted that with the exception of three senior members of staff, who had given consent, no other NHSGGC staff were included with any social media listening activities.</p> <p>In response to the Social Media update, Ms Helen Little suggested an update via Core Briefs in regards to social media guidelines to educate and support staff when using social media platforms.</p>	
--	---	--

BOARD OFFICIAL

	<p>The Chair suggested an agenda item at each advisory committee to discuss the social media guidelines.</p> <p>The Forum was content to note the update.</p> <p><u>NOTED</u></p>		
16.	PUBLIC PROTECTION UPDATE		
	<p>The Chair invited Ms Deirdre McCormick, Chief Nurse, Head of Service, Public Protection to provide an update on ‘Public Protection’ [Paper 23/04]</p> <p>Dr McCormick noted her recent appointment to the role on the 24 April 2023 as Chief Nurse – Head of Service.</p> <p>Dr McCormick updated the Forum on the FAI Determination held at Glasgow Sheriff Court July 2022 regarding a child death in 2015 and the established system to manage risk moving forward. Dr McCormick highlighted the newly established monitoring mechanisms for open Significant Adverse Event Reviews (SAER) which included email requests for progress reports.</p> <p>The Forum were assured by the Short Life Working Group established to explore national and local standards of neglect to develop a set of core principles and expectations from all Health Care Professions in response to the identification of neglect.</p> <p>Dr McCormick advised the Child Protection Supervision Guidance had been updated to ensure any member of staff with a concern regarding child protection cases could request ad-hoc Supervision from the Public Protection Service.</p> <p>It was noted that the Public Protection Service was moving to a new model of Service that would harmonise the arrangements for both child and adult support and protection.</p> <p>The Forum were advised of the National NHS Public Protection Accountability and Assurance Framework Short Life Working Group that had been established to develop a toolkit to underpin the framework and operationalise elements of it.</p> <p>The Forum was content to note the update.</p> <p><u>NOTED</u></p>		
17.	SUSTAINABILITY UPDATE		

BOARD OFFICIAL

<p>The Chair invited Mr Martin Johnston, Head of Sustainability, Estates & Facilities to provide an update on 'Sustainability' [Paper 23/05]</p> <p>Mr Johnston advised the Forum of the phased approach to develop and approve the Annual Delivery Plan (ADP) and Medium Term Plan (MTP) over the months of March to July 2023 to meet the required submission dates. Mr Johnston advised there would be quarterly milestones to achieve to ensure the ADP and MTP remained on track.</p> <p>In regards to Sustainable Travel & Transport, Mr Johnston advised that there were 416 vehicles in the fleet with over 31% (c130) that were moved to alternative fuels, and added that the aim was to secure eight more electric vehicles over the financial year.</p> <p>Mr Johnston advised that NHSGGC Waste Management groups had been established to ensure the collaboration with Facilities and Clinical colleagues to support the culture change required on waste management through the development of new training materials and module communications.</p> <p>Mr Johnston highlighted that across the entire estate (all community sites included) 16% of the waste had been recycled for the financial year 2022/23. Moving forward, it was noted that the target was 35% by the end of 2023/24 with the end goal of 70% by 2025, as per national policy target.</p> <p>In regards to the Green Theatre Bundles, Mr Johnston noted NHSGGC were well ahead in delivering the Green Theatre Bundle A actions and confirmed this would remain a priority in the coming months.</p> <p>Mr Johnston advised that the Energy Management group was aiming for a 6% Board wide reduction in greenhouse gas emissions (GHG) associated with gas and electricity consumption. Mr Johnston noted the 6% target was based on a 2022/23 Financial Year baseline and progress would be monitored and reported through NHSGGC's utilities monitoring system 'SystemsLink'.</p> <p>With regards to the different ways general waste was collected throughout the different sites, Mr Johnston advised work was being done to do retrofits to ensure that all bins were swapped to incorporate general waste and recycling bins.</p> <p>The Forum was content to note the update.</p> <p><u>NOTED</u></p>		
---	--	--

BOARD OFFICIAL

18.	BRIEF UPDATE FROM EACH ADVISORY COMMITTEE ON SALIENT BUSINESS POINTS AND MINUTES TO NOTE		
	<p>The Chair asked each Advisory Committee Chair to provide a brief update on each committee [Paper 23/06]</p> <p><u>Area Medical Committee</u></p> <p>Dr Morven McElroy noted her recent appointment to the role of Chair of the Area Medical Committee in April 2023.</p> <p>Dr McElroy highlighted GP Practices were continuing to struggle with the increasing workload. In addition, there was a number of practices that had moved to level 1b and 2. Dr McElroy noted planning was underway for the potential Junior Doctor strike. She advised Ms Sandra Bustillo, Director of Communication and Public Engagement, had joined the most recent Area Medical Committee and provided a presentation regarding the Emergency Departments User Survey. Constructive feedback had been given.</p> <p><u>Area AHP & Healthcare Scientists Committee</u></p> <p>Ms Kathy McFall welcomed Ms Karen Braizer, the newly recruited Healthcare Science Lead to the recent Area AHP and Healthcare Scientists Committee.</p> <p>Ms McFall noted staffing challenges with sickness absence and noted work was underway to highlight staff wellbeing. Ms McFall also highlighted challenges with recruitment and delays with posts being signed off at the higher level. Ms McFall advised Ms Fiona Smith, Director of Allied Health Professions was looking to develop an AHP staff bank moving forward. Ms Smith had also recently developed the AHP Framework and suggested it be brought to the Forum in the coming months.</p> <p><u>Area Optometric Committee</u></p> <p>Dr Lesley Rousselet noted the main concern was fulfilling the vacancy for an Optometric Advisor. Dr Rousselet advised that not having someone in the lead advisory role had presented challenges, in particular when rolling out the Community Glaucoma service. Dr Rousselet noted that activity had taken place in the recruitment process however no one had been secured to date.</p> <p><u>Area Nursing and Midwifery Committee</u></p> <p>No update provided.</p>		Secretariat

BOARD OFFICIAL

	<p><u>Area Dental Committee</u></p> <p>Dr Anta Belbin advised that the Out of Hours Dental Service fee had recently been increased which had encouraged staff to join the staff bank. Dr Belbin advised Paediatric waiting lists remained high which continued to impact on the Out of Hours Dental service. Dr Belbin advised a new cohort of Enhanced Skills Practitioners were available to support care homes.</p> <p><u>Area Psychology Committee</u></p> <p>Dr Jane Burns advised that there was on-going pressures in psychology, and there had been an impact from the ongoing challenges with nursing and medicine. Dr Burns noted that recruitment had slowed down due to the financial restraints. Dr Burns had noted a massive increase of referrals for ADHD and Autistic Spectrum disorder for diagnosis as well as ongoing support and treatment. Dr Burns noted the main focus was on the medical management of ADHD. She highlighted challenges for clinical in office space for services that moved to working from home during the pandemic. Dr Burns advised that there was a digital psychology team in development to support areas of long waiting lists.</p> <p><u>Area Pharmaceutical Committee</u></p> <p>No update provided.</p> <p>The Forum was content to note the update</p> <p><u>ASSURED</u></p>		
19.	AREA CLINICAL FORUM ANNUAL REPORT		
	<p>Chair, Dr Lesley Rousselet, presented the 'Annual Report of Area Clinical Forum 2023' [Paper 23/07] which provided an overview of the Forum proceedings during the 2022/23 period. The committee was content to approve the report.</p> <p>The Forum was content to note the update.</p> <p><u>NOTED</u></p>		
20.	APPOINTMENT OF NEW CHAIR		
	<p>Dr Lesley Rousselet advised that her term had come to an end and Ms Julie Tomlinson's term was ending shortly.</p>		

BOARD OFFICIAL

	<p>Dr Rousselet had noted there had been no nominations for the position of chair and confirmed that she was agreeable to extend her term.</p> <p>Dr Rousselet was elected as the Chair of the Area Clinical Forum, seconded by Dr Burns.</p> <p>Dr Rousselet noted Dr Belbin’s interest for the Vice Chair position. It was agreed that the Vice Chair position would be elected at the August meeting.</p> <p>The Forum were content to note the update.</p> <p><u>NOTED</u></p>		
21.	REVIEW OF TERMS OF REFERENCE		
	<p>The chair invited Ms Elaine Vanhegan, Director of Corporate Services and Governance, to provide an update on ‘Review of Terms of Reference’ [Paper 23/08]</p> <p>Ms Vanhegan advised the Terms of Reference had been reviewed last year in full, and invited the Forum to provide any feedback if any changes were required.</p> <p>The Forum approved the document.</p> <p><u>APPROVED</u></p>		
22.	CLOSING REMARKS AND KEY MESSAGES FOR THE BOARD		
	<p>The Chair thanked everyone for their attendance and the presentation provided.</p>		
23.	DATE AND TIME OF NEXT SCHEDULED MEETING		
	<p>The next meeting would be held on 17 August 2023 at 2pm, via MS Teams and the Boardroom.</p>		