

APPROVED

NHS GRAMPIAN

**Minute of the Area Clinical Forum Meeting
 held on Wednesday 13th November 2019 at 4.30pm
 in the Foresterhill House Committee Room, ARI site**

Present:

Mrs Kim Cruttenden, ACF Chair and Chair, Area Pharmaceutical Committee
 Mr John Dean-Perrin, Chair, Area Optometric Committee
 Mr Chris Llewellyn, Chair, Healthcare Science Forum
 Dr Alastair McKinlay, Chair, Area Medical Committee

In Attendance:

Dr Adam Coldwells, Interim Director of Strategy
 Ms Jillian Evans, Head of Health Intelligence
 Ms Anne Inglis, Head of Organisational Development
 Mrs Susan Kinsey, Public Representative
 Dr William Moore, Public Health Consultant
 Dr Rachael Smith, Chair, GAAPAC
 Dr Mike Steven, Chair, GP Sub-Committee
 Professor Steven Turner, Chair, Consultants Sub-Committee
 Ms Else Smaaskjaer, Minuting Secretary

Item	Subject	Action
1.	<p>Welcome and Apologies</p> <p>Mrs Cruttenden welcomed everyone to the meeting.</p> <p>Apologies were noted as follows:</p> <p>Ms Amy Anderson, Non-Executive Board Member Ms Catriona Cameron, ACF Vice Chair and Chair AHPAC Professor Nick Fluck, Medical Director Dr Howard Gemmell, Public Representative Ms Lynne Gess, Vice Chair AHPAC Dr Emma Hepburn, Vice Chair, GAAPAC Mrs Caroline Hiscox, Executive Nurse Director Mr Les Petrie, Vice Chair, GANMAC Dr Stuart Reary, Vice-Chair, GP Sub-Committee Ms Sandra Ross, Chief Officer, Aberdeen City HSCP Mrs Julie Warrender, Chair, GANMAC Mrs Susan Webb, Director of Public Health</p>	
2.	<p>Minute of meeting held on 11th September 2019</p> <p>The minute of the previous meeting was approved as an accurate record.</p>	
3.	<p>Matters Arising</p>	

3.1	<p><u>Acute Sector Plan</u> – Mrs Cruttenden noted that the plan had not been finalised and would be deferred to the next meeting of ACF in January 2020.</p>	KC
4.	<p>NHS Grampian Outcomes Framework Jillian Evans, Head of Health Intelligence</p> <p>Jillian Evans attended to provide an update on the development of an Outcomes Framework for NHS Grampian. She explained that in addition to the required reporting on performance measures, the intention is to report on outcomes across the health and social care system in Grampian. This will provide a broader range of information which will be more meaningful to staff and patients. In developing the framework consultation is ongoing with various key groups to explore the type of information which would be useful and meaningful.</p> <p>Members reviewed the high level outcomes proposed and agreed the team are on the right track. Mrs Kinsey asked if the framework would work across sectors as there are areas of provision such as support for the elderly which extends from primary care to secondary care and also reaches out to providers in the third sector. Mr Dean-Perrin agreed that it would be important to capture data on how people feel they are being treated clinically and in the community. Professor Turner also asked if items relating to workforce issues and staff health and wellbeing will be included in the framework as these are essential components of the healthcare system.</p> <p>Ms Evans noted that the framework will be developed to take a person centred approach and it is not intended to develop prescribed objectives but to work towards a collaborative approach in defining outcomes. Mr Dean-Perrin asked if the high level outcomes would be reviewed as things change and Dr McKinlay suggested that some form of external review would be helpful to ensure that as an organisation NHS Grampian does not only measure outcomes where there is a likelihood that the results will be positive. Mrs Kinsey also highlighted the difficulties associated with collecting data from patients whose perceptions may be biased when they are unwell. Ms Evans confirmed this would be an evolutionary process which will be subject to continuous monitoring and change as required.</p> <p>Members agreed that the framework is a welcome development but it would be useful to see what the high level definitions mean in practice and to reach a common understanding of how it will work.</p> <p>It was agreed that Jillian should return to a future meeting of</p>	

	<p>ACF in 2020 to review progress and provide a demonstration of how the system will work in practice.</p>	
5.	<p>Update From Sturrock Report Working Group Anne Inglis, Head of Organisational Development</p> <p>ACF welcomed Anne Inglis who attended to provide an update on actions in NHS Grampian following the learning which had emerged from the Sturrock Report highlighting concerns regarding the organisational culture in NHS Highland. A short life working group had reported back to the Health Minister outlining what is in place in NHS Grampian but the group also wished to engage with other groups to gather information on what else could be done. Mrs Inglis highlighted the questionnaire distributed to all staff asking key questions relating to Behaviour, Trust, Confidence and Relationships throughout the system and asked Members to encourage colleagues to complete the questionnaire. She informed ACF that the responses would be collated by the Public Involvement team and then considered by the newly formed Grampian Culture Group to inform and direct its focus and efforts.</p> <p>Members discussed the difficulty of raising concerns, especially if there is a perception that they are not dealt with promptly or effectively or that the behaviour of repeat offenders remains unchallenged. Dr McKinlay noted that the Sturrock Report had been a very difficult report to read and did not provide any clear insight into what had occurred in Highland. Dr Coldwells agreed that there had been no real analysis in the report but suggested it should be viewed as a reflection of a particular time and place. He advised that it is now more important to consider how NHS Grampian responds as an organisation and works towards cultural change. It needs to develop a collective approach, and provide staff with the tools to challenge unacceptable behaviours in the workplace. He confirmed that the Systems Leadership Team is committed to making change and will welcome the feedback from the questionnaire. Members noted that the Culture Group should not be restricted to senior managers but should include representation from across the organisation.</p> <p>Mrs Kinsey asked if there had been any progress on the appointment of 'Whistleblowing Champions' to NHS Boards. Following the meeting Mrs Inglis confirmed that these appointments are being actioned by the Public Appointments unit of the Scottish Government and not by individual Boards. It is expected that appointments will be confirmed by 31st December and that successful applicants will take up a seat on the Board at the beginning of 2020.</p> <p>Mrs Inglis asked members to raise awareness of the questionnaire</p>	

	<p>through the advisory structure.</p> <p>Mrs Cruttenden thanked Mrs Inglis for the update.</p>	
6.	<p>NHS Grampian – Board Programme 2019/20</p> <p>An updated Board Programme had been circulated prior to the meeting. Members were disappointed that the Acute Sector Plan had not been finalised in time for the meeting and Professor Turner noted that if relevant papers are not presented to ACF prior to consideration by the Board then any discussions revert to being a ‘tick box’ exercise. He suggested that there needs to be some clarity regarding where ACF fits into the discussion and how it can make a meaningful contribution. Dr Coldwells noted that this was still at an early stage and the process will become clearer and smoother. From the programme it was agreed that the following items should be discussed at future ACF meetings:</p> <ul style="list-style-type: none"> • MHLDS Hosting Arrangements – Sandra Ross to be invited to meeting in January and possibly a representative from PMAC. • Annual Operational Plan and Finance – ACF would ask the Director of Finance for an update at the joint meeting on 2nd December. <p>Members agreed to keep this as a standing agenda item for future meetings.</p>	
7.	<p>ACF Meeting with SLT – 2nd December 2019</p> <p>Mrs Cruttenden asked for items for discussion and the following suggestions were made:</p> <ul style="list-style-type: none"> • Seek clarity regarding what is being asked of ACF. e.g. three key questions relating to any items which ACF are asked to consider. • Representation on groups – including the Culture Working Group. • Key issues relating to finance and infrastructure plan. • Relationship between ACF and the Board. 	
8.	<p>Workforce Items</p> <p>It was agreed that it would be useful to have a broader view of issues across the system and Susan Coull will be invited to attend a future meeting.</p>	
9.	<p>Documents Circulated for Information and Noting.</p>	

	<ul style="list-style-type: none"> • ACF Report to NHS Grampian Board – October 2019 	
10.	<p>Updates from Advisory Committees, DPH and ACF Chair</p> <p>Members provided an update of matters discussed at their recent meetings:</p> <ul style="list-style-type: none"> • <u>Chairs Feedback/Update from Grampian NHS Board</u> – report to Board circulated. • <u>Director of Public Health Report</u> – a report had been circulated. • <u>AMC</u> – recent positive meeting with Professor Bhattacharya, the lack of clinical academics and research will be kept under review. Agreement that the relationship between NHS Grampian and the Universities is important. The review of the AMC constitution is ongoing. • <u>GP Sub-Committee</u> – had discussed the interface between Primary and Secondary Care and how to improve the flow of correspondence to ensure direct and timely feedback to patients. GPs continue to review practice systems and how to engage with patients in ways which are not restricted to face to face appointments. • <u>Consultant Sub-Committee</u> – had reviewed constitution. Professor Turner to distribute to ACF members and no comment will be assumed as agreement to the changes made. • <u>AOC</u> – welcomed the development of a new optometry course which will be available through the University of the Highlands and Islands and will include local work placements. Also discussed improvements to referral systems. • <u>GANMAC</u> – had forwarded concerns regarding incidence of violence and aggression towards staff. • <u>GAHPAC</u> – no update. • <u>APC</u> – main issues relate to availability of workforce and move towards employment in Primary Care. Concern that there had not been full system-wide discussions regarding the Primary Care Improvement Plan. 	

	<ul style="list-style-type: none"> • <u>GAAPAC</u> – next meeting scheduled for 2nd December. • <u>Healthcare Scientists Forum</u> – next meeting scheduled for January and hope to make some progress with discussions regarding professional lead post. <p>Members are reminded that if there are important issues which advisory committees wish to raise at Area Clinical Forum they should ask to have them included as main agenda items.</p>	
11.	<p>Approved Advisory Committee Minutes</p> <p>Recent minutes had been circulated for information.</p>	
12.	<p>Key Messages from ACF to the Board</p> <ul style="list-style-type: none"> • Concerns regarding increasing violence and aggression. • Grampian Outcomes Framework. • Update from Sturrock Working Group. • Workforce Issues. • Research. • Engagement with SLT. 	
13.	<p>AOCB</p> <p>There was no other business.</p>	
14.	<p>Date of Next Meeting The next meeting will be held on Wednesday 15th January 2020 at 4.30pm in the Committee Room, Foresterhill House, Foresterhill Health Campus.</p> <p>Future Dates for 2020:</p> <ul style="list-style-type: none"> • 4th March • 6th May • 1st July • 2nd September • 4th November <p>Meetings of ACF with SLT:</p> <ul style="list-style-type: none"> • 2nd March • 1st June • 7th September • 7th December 	