

NHS GRAMPIAN**Minute of the Area Clinical Forum Meeting
held on Wednesday 15th May 2019 at 4.30pm
in the Foresterhill House Committee Room, ARI site****Present:**

Mrs Kim Cruttenden, ACF Chair and Chair, Area Pharmaceutical Committee
 Ms Catriona Cameron, Vice Chair, AHPAC
 Mr John Dean-Perrin, Chair, Area Optometric Committee
 Mr Chris Llewellyn, ACF Vice Chair and Chair, Healthcare Science Forum
 Dr Alastair McKinlay, Chair, Area Medical Committee
 Mrs Aimee Smith, Vice Chair, Area Pharmaceutical Committee
 Dr Rachael Smith, Chair, GAAPAC
 Mrs Julie Warrender, Chair, GANMAC

In Attendance:

Ms Amy Anderson, Non-Executive Director, NHS Grampian
 Mrs Susan Coull, Operational Director of Workforce
 Professor Amanda Croft, Chief Executive, NHS Grampian
 Mrs Susan Kinsey, Public Representative
 Dr Denise McFarlane, Representing GP Sub-Committee (by VC)
 Mr Graeme Smith, Deputy Chief Executive, NHS Grampian
 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: Mrs Pamela Cornwallis, Chair, AHPAC Professor Nick Fluck, Medical Director Dr Howard Gemmell, Public Representative Dr Emma Hepburn, Vice Chair, GAAPAC Mr Les Petrie, Vice Chair, GANMAC Dr Stuart Reary, Vice-Chair, GP Sub-Committee Dr Mike Steven, Chair, GP Sub-Committee Mrs Jennifer Tait, Vice Chair, Healthcare Science Forum Mrs Susan Webb, Director of Public Health</p>	
2.	<p>Minute of meeting held on 13th March 2019</p> <p>The minute of the previous meeting was approved as an accurate record.</p>	

3.	Matters Arising	
	<p>3.1 <u>Annual Review</u> – Mrs Cruttenden advised there had been a good attendance from ACF which had been appreciated by the Cabinet Secretary. Members agreed that it had been a very positive and interactive meeting which had offered an opportunity to discuss the role of the advisory structure in NHS Grampian. The purpose of the Annual Review is to measure performance against objectives and the 2019/20 Annual Operational Plan will form the basis for the review meeting in 2020. The Cabinet Secretary will write to the Chief Executive and the Chair advising them of the key points raised at various meetings on the day.</p> <p>3.2 <u>ACF Constitution</u> – Mrs Cruttenden reported that members had been asked to feedback any suggested changes to the Constitution. Professor Turner had asked about the status of the GP Sub-Committee and the Consultant Sub-Committee. Members agreed that their inclusion as participants by invitation should be made more explicit at section 4. It was also agreed the Area Medical Committee would remain as the voting member for the medical advisory structure, and will vote on behalf of the Sub-Committees. This maintains the balance of voting members to one Chair and one Vice Chair for each professional discipline. Members agreed that section 10 will clarify that meetings are held bi-monthly and extraordinary meetings will be arranged if required.</p> <p>Mrs Cruttenden advised that she would make contact with the Chief Officers and suggest clinical representatives from the IJBs attend ACF meetings in rotation.</p>	
4.	<p>Facilities and Estates Strategic Delivery Plan Mr Paul Allen, Director of Facilities and eHealth Mr Gavin Payne, General Manager, Facilities and Estates</p> <p>Mr Allen and Mr Payne attended to provide an overview of the Facilities and Estates Strategic Delivery Plan. Mr Allen explained that this is the first time of developing a Strategic Plan for Facilities and Estates and they welcomed any feedback before submitting the plan to NHS Grampian Board on 6th June.</p> <p>Mr Allen informed members that Facilities and Estates cover a wide range of ‘backroom’ services across all NHS Grampian sites. Those services include catering, domestic services, portering, transport, building maintenance, procurement, utilities, waste, grounds maintenance, decontamination, laundry and other support services.</p>	

	<p>One of the main challenges to staff is the ongoing maintenance of an aging estate with limited resources, taking into account the high demands of modern healthcare.</p> <p>Mr Payne provided a short presentation which highlighted the key elements contributing to the main purpose of enabling and supporting all the primary activities across the organisation. He noted the need to achieve a balance between events requiring immediate action and identification of long term priorities. He also drew attention to the age profile of current staff which is predominately 50+. Retention of staff in all the service areas is very good but there are challenges in attracting new employees. The presentation outlined the improvement priorities for the next few years which had been selected to ensure the best use of the resources available.</p> <p>Mrs Cruttenden asked about the risk review schedule and Mr Payne confirmed that this did not indicate the response time to an event but the timescale for reviewing risks within the risk management framework. Professor Turner asked how requests are prioritised and Mr Allen explained that there are a number of requests each day which are logged and often professional judgement has to be used to evaluate which events need the most immediate attention.</p> <p>Ms Anderson asked if carbon emissions are being addressed in Grampian. Mr Allen responded that staff report to NHS Grampian Audit Committee annually on usage, levies and tariffs. There is also a sustainability group attended by a range of stakeholders which takes corporate responsibility for energy issues.</p> <p>Mrs Cameron noted the improvement in identifying recycling, ‘black’ and clinical waste points in clinical locations resulting in the separation of waste by staff becoming the norm. Mr Allen welcomed the feedback and emphasised the cost-effectiveness of separating waste as the handling of clinical waste is expensive.</p> <p>Members agreed that the Strategic Delivery Plan was a well-structured, accessible and readable document and they were particularly pleased to note that the photographs showed local staff carrying out their duties in locations across Grampian. Mrs Cruttenden thanked Mr Allen and Mr Payne for the informative overview and the opportunity to review the plan.</p>	
<p>5.</p>	<p>Workforce Mrs Susan Coull, Operational Director of Workforce</p> <p>Mrs Coull thanked ACF for providing feedback on the Workforce</p>	

	<p>Strategic Intent paper discussed at the meeting in March. She advised that the workforce team had been encouraged by a number of the suggestions made and are now keen to move forward on some of the key items highlighted. Mrs Coull noted that there had been a number of conversations regarding recruitment and the need to do things differently, and asked if advisory committees would consider how to attract applicants, where to pitch adverts and how recruitment campaigns can be tailored for individual professional groups. She advised that support would be provided from within the workforce team to try out new initiatives.</p> <p>Mrs Cameron reported that this is regularly discussed at GAHPAC where different solutions for different disciplines had been acknowledged. Dr Smith agreed that it is important to emphasise the positive elements of living and working in Grampian and it would also be helpful to provide training for appointing managers as advert compilers and the first point of contact for potential applicants. Members agreed that in addition to attracting applicants it would be important to ensure that they feel welcome and are invited to visit and have a look around the area.</p> <p>Mrs Cruttenden suggested it would be useful for advisory committees to consider what comprises a good advert and how they could be used to attract applicants. Members agreed that short videos can be helpful but colleagues need to ensure that they are up to date and remain relevant.</p> <p>Mrs Coull advised ACF that a new recruitment system had been developed and will be launched in the coming weeks. She noted that there would be improvements to the system currently in place, including the facility to view applications as they are submitted.</p> <p>Mrs Cruttenden asked that advisory committees discuss the issues raised and feedback to ACF also also directly to Mrs Coull.</p>	
6.	<p>NHS Grampian – Board Programme 2019/20 Mr Graeme Smith, Deputy Chief Executive, NHS Grampian</p> <p>A draft SLT/Board Programme had been circulated prior to the meeting and Mr Smith explained that the intention would be to allow for appropriate forward planning and meaningful engagement with ACF. The items in the draft Programme are those identified as significant issues and also items which must be reported to the Board. It had been acknowledged that there should be some capacity to include emerging issues when required.</p>	

	<p>Mr Smith requested that ACF review the questions in his covering paper and provide feedback regarding which issues are priorities for consideration by ACF and if there any issues which should be considered by specific advisory committees. Dr McKinlay welcomed the opportunity for the advisory structure to provide professional advice and clinical views into the process. Dr McFarlane suggested that the programme appeared to be focused on secondary care with little cognisance of issues relating to primary care and community based services. Mr Smith noted that a number of the items encompassed significant primary care elements and a system wide approach is taken to all issues considered by SLT and the Board. Mr Dean-Perrin suggested the emphasis does not need to be on primary or secondary care but on how patients are treated within an integrated care system and Mrs Kinsey agreed that the important thing for patients is not who does what but that all parts of the system communicates effectively with each other. Ms Anderson informed ACF that at each Board meeting Non-Executive Board Members seek assurance that colleagues across Grampian are working together. Professor Turner advised that a patient centred approach had been developed for paediatrics across Aberdeen City and it was suggested that it would be useful to look at this in more detail at a future meeting of ACF.</p> <p>Mrs Cruttenden welcomed the inclusion of ACF in the planning process and this would provide an opportunity for the advisory structure to note when items will be considered by the Board and provide comments at an early stage. Mr Smith advised that this should be viewed as a rolling programme and members agreed this should remain on the agenda for review at future meetings.</p> <p>Members agreed it would be useful to have a Board Stakeholder Seminar included on the programme.</p>	
7.	<p>Documents Circulated for Information and Noting.</p> <ul style="list-style-type: none"> • ACF Report to NHS Grampian Board – April 2019 	
8.	<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> – The next meeting of ACF Chairs will be in June. • <u>Director of Public Health Report</u> – a report had been circulated. 	

	<ul style="list-style-type: none"> • AMC – had discussed appraisal and revalidation of doctors, and the challenges associated with the shortage of appraisers. There had also been a presentation on robotic surgery in urology and the fundraising plans to allow the purchase of a second robot. AMC will also continue to discuss the reshaping of the medical advisory structure. • GP Sub-Committee – had reviewed Primary Care Improvement Plans. • Consultant Sub-Committee – Professor Turner confirmed that Mrs Coull will attend the next meeting to discuss workforce issues. • AOC – no update at this meeting. • GANMAC – discussed the national re-banding of Health Visitors, to take into account the additional responsibilities resulting from GIRFEC. There had been some concerns regarding the implications of this on other community nursing staff and communication gaps in providing clarity and understanding to staff. Professor Croft noted that this had been noted and will be addressed through wider discussions relating to community nursing. • GAHPAC – no update at this meeting. • APC – had discussed health literacy, World Pharmacy Day and the impact of the new GP Contract on workforce availability in community pharmacies. Dr McFarlane noted that the GP Sub-Committee had been aware of this issue. • GAAPAC – had discussed the Director of Psychology post. The Committee had also considered matrix management arrangements and how to ensure appropriate professional support. • Healthcare Scientists Forum – had discussed the North of Scotland Labs Project and how support to the Northern Isles will be arranged. It had also noted difficulties relating to on-call accommodation. Mr Smith agreed to pass on the information to the Director of Facilities and eHealth. <p>It was noted that any issues relating to staff should be raised through the appropriate mechanisms, including Chief Officers of IJBs, prior to being raised as a concern at ACF.</p>	
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	<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>	
9.	<p>Approved Advisory Committee Minutes</p> <p>Recent minutes had been circulated for information.</p>	
10.	<p>Key Messages from ACF to the Board</p> <ul style="list-style-type: none"> • Facilities and Estates Strategic Delivery Plan • Workforce. <ul style="list-style-type: none"> ~ engagement with advisory structure on recruitment. • The Board Programme and Engagement With SLT. 	
11.	<p>AOCB</p> <p>Mrs Cruttenden recorded thanks to Dr McFarlane and Mrs Cornwallis for their contribution to ACF during tenure as Chair of the GP Sub-Committee and Chair of AHPAC.</p> <p>Vice Chair – Mrs Cruttenden informed members that Mr Llewellyn had been elected as Vice Chair in July 2015. Having served for four years nominations for a replacement Vice Chair will be requested before the ACF meeting on 3rd July.</p> <p>A date will be arranged for ACF to meet with SLT.</p>	
12.	<p>Date of Next Meeting</p> <p>The next meeting will be held on Wednesday 3rd July 2019 at 4.30pm in the Committee Room, Foresterhill House, Foresterhill Health Campus.</p> <p>Future dates for 2019 – 11th September and 13th November</p>	