

## NHS GRAMPIAN

**Minute of the Area Clinical Forum Meeting  
Wednesday 3<sup>rd</sup> May 2023 - 3.00 pm  
Microsoft Teams**

**Present:**

Mrs Kim Cruttenden, ACF Chair and Chair, Area Pharmaceutical Committee  
Mr Mark Burrell, ACF Vice Chair and Vice Chair, Area Dental Committee  
Dr Fiona Campbell, Vice Chair, GAAPAC  
Ms Helen Chisholm, Chair, GANMAC  
Ms Elaine Neil, Vice Chair, Area Pharmaceutical Committee  
Ms Carol Noble, Vice Chair, AHPAC  
Ms Rachael Regan, Vice Chair, Area Optometric Committee  
Ms Catriona Sutherland, Vice Chair, GANMAC  
Dr Nicola Tennant, Chair, GP Sub-Committee  
Dr Angus Thompson, Chair, Area Medical Committee

**In Attendance:**

Dr Adam Coldwells, Director of Strategy, NHSG  
Ms Joyce Duncan, Non-Executive Board Member  
Dr Manisha Kumar, Ethics Advice and Support Group (Item 7)  
Ms Jenna Young, Planning Manager (Item 4)  
Ms Else Smaaskjaer, Minute

Item	Subject	Action
1.	<p><b>Welcome and Apologies</b></p> <p>Mrs Cruttenden thanked those attending. She welcomed Dr Tennant and Ms Regan to their first meeting of the Area Clinical Forum and Ms Duncan attending to observe the meeting as a Non-Executive Board Member.</p> <p>Apologies noted from Sharon Jones, Sue Kinsey, Vicky Ritchie and Susan Webb.</p>	
2.	<p><b>Minute of meeting held on 1<sup>st</sup> March 2023</b></p> <p>The minute was approved as an accurate record.</p>	
3.	<p><b>Matters Arising</b></p> <p><b>Statutory and Mandatory Training</b> – Ms Cruttenden reported that she had met with the Head of Workforce and Development and the Employee Director to discuss a joint ACF/GAPF commission to review statutory and mandatory training for clinical staff. Key points:</p>	

	<ul style="list-style-type: none"> <li>• Clarity is needed regarding the purpose of a review. It would be inappropriate for ACF/GAPF to approve the content of training packages but it could take a view on the time pressures on staff to complete the volume of packages considered to be statutory or mandatory. This approach would fit in with the ACF/GAPF work in relation to culture and supporting staff to take breaks.</li> <li>• The scope of a review could include consideration of which statutory and mandatory courses are required to ensure compliance and completeness of training without placing an excessive burden on staff.</li> <li>• It was suggested that any concerns regarding the quality of course content should be addressed in the governance arrangements prior to including training packages on the TURAS platform.</li> </ul> <p><b>It was agreed that Ms Cruttenden should seek clarification on the scope and purpose of the review.</b></p> <p><b>Information Flow</b> – Ms Neil confirmed that this had been discussed at Area Pharmaceutical Committee and other pharmacy groups. She is collating feedback and will pass to Dr Mike Steven who is working on developing improved communication routes between Primary and Secondary care. Key points:</p> <ul style="list-style-type: none"> <li>• It would be helpful to clarify and improve routes of communication for independent contractors who cannot access NHSG systems.</li> <li>• AHPAC had discussed the quality of referrals and frustration at the lack of information included in some electronic patient records which result in follow up requests for the information needed.</li> <li>• It would be useful to undertake training/support for those who complete records/referrals to improve responses and ensure everyone is aware of what information is required.</li> <li>• The Primary/Secondary consensus document, which is nearing completion, should be disseminated.</li> </ul> <p><b>It was agreed that this should be reviewed again at the next meeting of the ACF on 28<sup>th</sup> June 2023.</b></p>	KC
4.	<p><b>NHSG Three Year Delivery Plan (Ms Jenna Young, Planning Manager)</b></p> <p>Ms Young attended to provide an overview of progress in preparing the 3 Year Delivery Plan covering the period 2023 to 2026. This will be presented to NHS Grampian Board on 1<sup>st</sup> June 2023 and then submitted to the Scottish Government by 8<sup>th</sup> June 2023.</p> <p>Key points highlighted:</p> <ul style="list-style-type: none"> <li>• The Delivery Plan will underpin the Strategic Plan for NHS Grampian (Plan for the Future) approved in June 2022.</li> <li>• The Delivery Plan will focus on the nine strategic priorities framed</li> </ul>	

	<p>within People, Places and Pathways, and the recovery priorities of the Scottish Government.</p> <ul style="list-style-type: none"> <li>• The key priorities in the Delivery Plan are those considered to be deliverable and realistic.</li> <li>• The Delivery Plan will clarify which actions are the responsibility of NHS Grampian and those which will be taken forward with partners.</li> <li>• Although the Delivery Plan covers a three year period it will be revised annually to ensure it remains live and continues to address current priorities.</li> <li>• During engagement around the Strategic Plan five key themes had emerged as the issues most important to colleagues and citizens and they are incorporated into the Delivery Plan.</li> <li>• Five 3-year outcomes are included in the plan representing what NHS Grampian would like to achieve by 2026.</li> <li>• The priority programmes of work for 2023-2026 were outlined, along with the enablers to take them forward.</li> </ul> <p>Ms Young confirmed that following presentation to NHS Grampian Board a summary version will be made available to all staff. She also clarified that progress against the plan will be reported through quarterly reports to the Board's Performance, Assurance, Finance and Infrastructure Committee (PAFIC).</p> <p>Ms Young asked that the presentation should be shared with individual advisory committees and although the timescale is tight to input into the report to the Board, feedback will be useful in terms of informing communications with staff, key stakeholders and the public.</p> <p>Contact information:</p> <p>The Plan for the Future is available at <a href="http://www.nhsgrampian.org/planforthefuture">www.nhsgrampian.org/planforthefuture</a></p> <p>The Plan for the Future Toolkit for NHSG Staff only is available on the intranet at <a href="http://nhsgintranet.grampian.scot.nhs.uk/portal/PlanForTheFuture/Pages/Toolkit.aspx">http://nhsgintranet.grampian.scot.nhs.uk/portal/PlanForTheFuture/Pages/Toolkit.aspx</a></p> <p>For more information and how to get involved contact <a href="mailto:gram.planforthefuture@nhs.scot">gram.planforthefuture@nhs.scot</a></p> <p><b>The ACF thanked Ms Young for the presentation and agreed that they would share information with advisory committees and encourage individual comment.</b></p>	ALL
5.	<p><b>Paediatric Anaesthesia</b></p> <p>Dr Thompson reported concerns raised in relation to the current shortage of paediatric anaesthetists. Challenges in maintaining the on-call rota, and the need to call on anaesthetists from ARI, had been</p>	

	<p>reported. It was noted that not all ED consultants will have experience in paediatric medicine.</p> <p>Dr Coldwells advised that this had been considered by the Chief Executive Team and funding streams had been agreed but there are ongoing challenges in recruiting the number of anaesthetists needed to ensure a full staffing complement. The Chief Executive Team had acknowledged the ongoing work to mitigate the risks around the current position. Dr Coldwells noted the delicate balance required to manage this situation without raising public anxiety. He also confirmed continuing discussions with other Health Boards to explore possibilities for sharing staff and that the Chief Executive and the Medical Director include this in discussions at national forums.</p> <p><b>The ACF was pleased to note the oversight by the Chief Executive Team.</b></p>	
6.	<p><b>Election to Chair</b></p> <p>Ms Cruttenden advised that she had completed two x two-year terms as Chair of the ACF and an election to confirm a new Chair was now required. She noted her request to the Chair of NHS Grampian Board and the Board Secretary that this should be reviewed to ensure equity with Non-Executive Board Members and the Chair of GAPF who can serve for two x four-year terms.</p> <p>Ms Cruttenden confirmed the process and timeframe for the election process and advised that the constitution for the ACF allows that the term of office for Chairs of advisory committee can be extended if they are elected to the position of Chair for the ACF. She informed colleagues that she had enjoyed her experience as Chair of the ACF and the opportunity to participate in the work of the Board which had included membership of Board committees and Aberdeen City IJB.</p> <p><b>Ms Cruttenden advised she would be happy to discuss the role in more detail on a 1:1 basis with anyone interested in putting forward a nomination and that she would circulate a list of activities undertaken as Chair of the ACF.</b></p>	
7.	<p><b>Ethics Advice and Support Group</b></p> <p>Dr Kumar attended to raise awareness around the role of the Ethics Advice and Support Group. She explained that this group had been established in March 2020, in line with Scottish Government guidance, to support colleagues navigating the challenges presented during the pandemic and to ensure an ethical approach to decision making. Colleagues had welcomed the advice and support provided and the group continues to meet monthly with additional meetings when required to review urgent matters. The group is chaired by a Non-Executive Board Member and includes members from a wide range of</p>	

	<p>clinical, public health and social work backgrounds to support discussions on issues brought to the group and consider the moral support it can provide around some very challenging situations.</p> <p>Ms Chisholm confirmed that as a member of the group it provides a welcoming and friendly forum for those who submit referrals using a SBAR format. An open discussion then informs a response based on the wide experience and understanding of the membership. Dr Coldwells also noted that when presenting the Omicron Plan to the group in 2022 there had been rigorous discussion but it had been a welcoming and very useful experience.</p> <p><b>The ACF agreed to raise awareness with advisory committees that the group still meets. Dr Kumar also asked that colleagues are encouraged to consider joining the group which does not require an expertise in ethics but welcomes a passion for equality and fairness.</b></p> <p>More details are available at:  <a href="https://nhs.uk/healthcare-professionals/ethical-decision-making">Supporting Ethical Decision Making Group (nhsgrampian.org)</a></p> <p>The group can be contacted at:  <a href="mailto:gram.ethicaldecisionmakingadvisorygrp@nhs.scot">gram.ethicaldecisionmakingadvisorygrp@nhs.scot</a></p>	ALL
8.	<p><b>Updates from Advisory Committees and ACF Chair</b></p> <p><u>Chairs Feedback</u></p> <ul style="list-style-type: none"> <li>• ACF Chairs had not met since 1<sup>st</sup> March 2023.</li> <li>• The Chair's report to the meeting of NHS Grampian Board on 6<sup>th</sup> April 2023 was distributed with the agenda for this meeting. This provided an update on key issues raised at the Area Clinical Forum meeting on 1<sup>st</sup> March 2023.</li> </ul> <p><u>Public Health</u></p> <ul style="list-style-type: none"> <li>• No update at this meeting.</li> </ul> <p><u>Grampian Area Nursing and Midwifery Advisory Committee</u></p> <ul style="list-style-type: none"> <li>• GANMAC had discussed escalation of issues relating to job descriptions and members were pleased to note some improvement.</li> <li>• The Director of Finance had attended to provide a presentation on the financial position which generated good discussion in relation to whole system pathways and transformational change.</li> <li>• Practice Educators had provided an update on the LEO programme.</li> <li>• The committee had considered how to engage with colleagues to encourage attendance and broaden representation at meetings of GANMAC.</li> </ul> <p><u>Area Dental Committee</u></p>	

	<ul style="list-style-type: none"> <li>• Recent meeting had been well attended and the main discussion had focused on access to NHS dental services across Grampian, particularly in Moray and Aberdeenshire.</li> <li>• ADC had noted increased interest from Dental School students to remain in the area but recruitment and retention remain an ongoing concern for the committee.</li> <li>• The Dental School are considering an appointment to support establishment of a paediatric dental service.</li> </ul> <p><u>Area Medical Committee</u></p> <ul style="list-style-type: none"> <li>• Discussion at recent meeting had included:</li> <li>• Low morale at Dr Gray's Hospital (Dr Coldwells noted that there is organisational awareness of the issues raised at DGH and that leadership teams are coordinating work to address them).</li> <li>• Options to resolve issues at the Labs.</li> <li>• Plans to extend Hospital @ Home service.</li> <li>• How to increase the bed base at ARI and improve waiting times.</li> <li>• The next meeting scheduled on 12<sup>th</sup> June 2023 will consider the Primary Care situation in Aberdeen City (Dr Coldwells suggested that IJB Chief Officers and the Primary Care Clinical Director should be included in that discussion).</li> </ul> <p><u>Consultants Sub-Committee</u></p> <ul style="list-style-type: none"> <li>• There had been discussion around the realignment of beds in ARI and general disquiet regarding any further reduction in beds.</li> <li>• The meeting had also discussed paediatric anaesthetics and availability of anaesthetists in Moray.</li> </ul> <p><u>Area Pharmaceutical Committee</u></p> <ul style="list-style-type: none"> <li>• Had discussed pharmacotherapy and the ongoing workforce pressures on pharmacists and all pharmacy teams to meet the requirements of the GMS contract.</li> <li>• Information flow had been discussed – reported at item 3.</li> <li>• APC had also noted that although protected training time had been included in national negotiations this had not been embedded in working practice.</li> </ul> <p><u>Allied Health Professions Advisory Committee</u></p> <ul style="list-style-type: none"> <li>• There had been a useful presentation on the current financial position and challenges over the next few years.</li> <li>• AHPAC had agreed to invite the Head of Workforce and Development to its next meeting.</li> <li>• The committee had discussed concerns regarding ongoing system pressures and staff morale.</li> <li>• Physiotherapy representatives had noted the lack of rehab space and clinical capacity.</li> <li>• AHPAC had discussed the delays in getting sign off from Information Governance and the impact this has on progressing service delivery.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• AHPAC noted ongoing frustrations in relation to eESS. These included: <ul style="list-style-type: none"> <li>~ responsiveness from the eESS support team.</li> <li>~ the disruptive influence on the work of middle managers.</li> <li>~ time delays in securing access to the system for new managers.</li> <li>~ time delays in updating information.</li> <li>~ staff wrongly paid or not paid.</li> </ul> </li> </ul> <p><u>Grampian Area Applied Psychologists Advisory Committee</u></p> <ul style="list-style-type: none"> <li>• Dr Smith had advised that she would step down as Chair of GAAPAC as there could be conflict of interest with the post of Interim Director of Psychology which she had recently accepted. Dr Campbell had been confirmed as Chair of the committee.</li> <li>• The committee had also discussed problems in relation to eESS and had questioned why the additional burden of work had been placed on service managers rather than designated staff.</li> <li>• Committee members had reported that lengthy delays at Information Governance were impacting on patient care and although issues are escalated no response had been given.</li> </ul> <p><u>GP Sub-Committee</u></p> <ul style="list-style-type: none"> <li>• Dr Tennant introduced herself as Chair of the GP Sub-Committee.</li> <li>• The main discussion at the Sub-Committee had centred on concerns regarding the sustainability of GP Practices. There are an increasing number of closed patient lists in the centre of Aberdeen City and a number of practices handing back contracts to provide GP services. Concern raised that Inverurie Health Centre, a new and innovative practice, had handed back its contract. Dr Tennant was pleased to note the opportunity for a broader discussion at the next meeting of the AMC.</li> </ul> <p><u>Area Optometric Committee</u></p> <ul style="list-style-type: none"> <li>• Had been pleased to note progress with the University of the Highlands and Islands and were optimistic that providing a course in the area would have a positive impact on recruitment and retention.</li> <li>• AOC had considered how to improve access at weekends. Optometrists are the first point of call at weekends and will review reasons for accessing care.</li> <li>• Optometrist had noted similar problems experienced by other independent contractors in making referrals to secondary care.</li> <li>• The committee had discussed the lengthy waiting time for cataract removal and the large number of patients referred to the Golden Jubilee Hospital. Members had agreed that it would be better to have this procedure more readily available nearer to home.</li> </ul> <p><u>Healthcare Scientists Forum</u></p> <ul style="list-style-type: none"> <li>• No update at this meeting.</li> </ul>	
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	<p><b>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.</b></p>	
	<p><b>AOCB</b></p> <p>Ms Cruttenden recorded thanks on behalf of the forum to Dr Smith for her attendance and commitment to the work of the ACF during her tenures as Chair of the Grampian Area Applied Psychologists Advisory Committee and wished her well in her post as Interim Director of Psychology.</p> <p>Future Meeting Dates 2023 (All Wednesday 15.00 – 17.00 by Teams)</p> <ul style="list-style-type: none"> <li>• 28<sup>th</sup> June</li> <li>• 6<sup>th</sup> September</li> <li>• 1<sup>st</sup> November</li> </ul>	
	<p><b>Date of Next Meeting</b></p> <p>Wednesday 28<sup>th</sup> June 2023 15.00 – 17.00</p>	