



**Item 4.3.3 a**

**Note of Meeting  
Performance and Quality Sub-Group  
25 January 2017  
City Chambers, Edinburgh  
1:00 pm**

**Present:**

**Key Stakeholders**

Shulah Allan (Chair), Sandra Blake (Citizen Member – Carer), Philip Brown (Strategy and Insight), Ian Brooke (EVOC), Sarah Bryson (Strategic Planning), Eleanor Cunningham (Strategy and Insight), Wendy Dale (Strategic Planning), Christine Farquhar (Citizen Member – Carer), Jon Ferrer (Quality Assurance), Kirsten Hey (Partnership/Union), Councillor Sandy Howat (Vice Chair), Suzanne Lowden (Strategic Planning), Stephen McBurney (Primary Care Pharmacy Co-ordinator), Ian McKay (GP/Clinical Director), Peter McLoughlin (Strategic Programme Manager), Michelle Miller (Chief Social Work Officer), Sheena Muir (Hospital Sites), Moira Pringle (Chief Finance Officer), Orla Prowse (Lead Clinician), Rene Rigby (Scottish Care), Liz Simpson (Strategic Planning), Catherine Stewart (Strategy and Insight), David White (Strategic Planning and Quality Manager – Primary Care)

**Apologies:**

Carl Bickler( GP/PAC), Jen Evans (Quality Assurance), Yvonne Gannon (Strategy and Insight), Mike Houghton-Evans (Consultant), Alison Meiklejohn (PAG Representative), Rob McCulloch-Graham (Chief Officer), Katie McWilliam (Strategic Planning), Maria McLgorm (Chief Nurse).

<b>Agenda Item No</b>	<b>Agenda Title / Subject / Source</b>	<b>Decision</b>	<b>Action Owner / Responsibility</b>	<b>For information</b>
-----------------------	--	-----------------	--------------------------------------	------------------------

1	Welcome	No changes.		
2.1	Declarations of Interest	None.		
3.1	Minute of 21 December 2016	To agree the minute subject to the following amendment to item 4.1 to read “the evaluation tool was under consideration for adoption by the IJB to provide an equivalent level of scrutiny for in-house services.”	<b>Laura Millar</b>	
3.2	Outstanding Actions	<ol style="list-style-type: none"> <li>1) To note the Outstanding Actions.</li> <li>2) To agree to close actions 4, 5 and 7.</li> <li>3) To note that a draft of the content outline rather than the final report on engagement with ethnic minorities would be available as referred to in action 11 – <i>Health Needs of Ethnic Minority Groups</i>.</li> <li>4) To circulate the Outstanding Actions log to officers to confirm expected completion dates.</li> </ol>	<b>Laura Millar</b>	
3.3	Work Programme	None.	<b>Laura Millar/ Eleanor Cunningham</b>	
3.4	Matters Arising	None.	<b>Laura Millar</b>	

3.5	Update on the Inspection of Older Peoples Services in Edinburgh	<p>The draft report would be ready by mid-February and the final version by end of March. Members of the sub-group were invited to provide feedback on the draft.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To note the update.</li> <li>2) To invite members of the sub-group to email any feedback on the report.</li> </ol>	<b>Jon Ferrer</b>	
4.1	Progress with Strategic Plan Actions: Primary Care	<p>The Rubrics assessment on Primary Care was presented, this area accounts for a substantial percentage of IJB investment. A RAG status was used to gauge the progress of Dimensions of Excellence and figures benchmarked against both the Scottish average and Grampian region as they were of a similar demographic.</p> <p>The model of a Primary Care Pool was considered where other services would feed in to allow more specific care for the patients needs and relieve pressure on GP Services.</p> <p>The current status and demand of Edinburgh GP Practices was examined alongside the logistics of the journey required to transform services from crisis status.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To note the presentation.</li> <li>2) To note the presentation as having provided a comprehensive and well evidenced assessment of</li> </ol>	<b>Eleanor Cunningham/ David White</b>	

		<p>progress against the strategic planning actions for primary care</p> <p>3) To note that actions are in place to address areas of concern but that additional resources are needed to support the necessary change as well as action at national level</p>		
4.2	Flow Board – overview	<p>The Flow Board was considered which provides scrutiny of IJB Services, examines performance against trajectory and requests deeper investigation into specific areas where risks were identified i.e. discharges,</p> <p>The whole system reporting tool was discussed as a method of highlighting areas of concerns to the Performance and Quality Sub-group to examine.</p> <p><b>Decision</b></p> <p>To request a presentation to the February meeting of the Sub-group on Flow Board reporting with a view to using this as a tool to highlight areas of concern.</p>	<b>Wendy Dale</b>	
4.3	Identifying Priority Items for Future Meetings	<p>The group was invited to suggest topics for future consideration.</p> <p><b>Decision</b></p> <p>1) To invite suggestions from the sub-group for future topics.</p> <p>2) To request that officers start the draft report to the IJB</p>	<b>Eleanor Cunningham</b>	

		based on the work of the sub-group.		
	Date of next meeting	22 February 2017. European Room, City Chambers	<b>Laura Millar</b>	