



Item 4.3.3 b

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

Present:

Key Stakeholders

Shulah Allan (Chair), Sandra Blake (Citizen Member – Carer), Ian Brooke (EVOG), Sarah Bryson (Strategic Planning), Eleanor Cunningham (Strategy and Insight), Wendy Dale (Strategic Planning), Keith Dyer (Quality and Compliance Manager), Jen Evans (Quality Assurance), Christine Farquhar (Citizen Member – Carer), Craig Hunter (Executive Officer), Jon Ferrer (Quality Assurance), Councillor Sandy Howat (Vice Chair), Ian McKay (GP/Clinical Director), Alison Meiklejohn (PAG Representative), Sheena Muir (Hospital Sites), Moira Pringle (Chief Finance Officer), Rene Rigby (Scottish Care), Catherine Stewart (Strategy and Insight).

Apologies:

Carl Bickler(GP/PAC), Philip Brown (Strategy and Insight), Yvonne Gannon (Strategy and Insight), Wanda Fairgrieve (Partnership/Union), Kirsten Hey (Partnership/Union), Suzanne Lowden (Strategic Planning), Rob McCulloch-Graham (Chief Officer), Maria McIlgorm (Chief Nurse), Peter McLoughlin (Strategic Programme Manager), Katie McWilliam (Strategic Planning) Michelle Miller (Chief Social Work Officer), David White (Strategic Planning and Quality Manager – Primary Care).

Agenda Item No	Agenda Title / Subject / Source	Decision	Action Owner / Responsibility	For information
1	Welcome	No changes.		
2.1	Declarations of	Christine Farquhar declared a non financial interest in item		

	Interest	4.1 – <i>Care National Indicators for Integration – Carers Feeling Supported</i> as Chair of Vocal.		
3.1	Minute of 25 January 2017	None.	Laura Millar	
3.2	Outstanding Actions	<ol style="list-style-type: none"> 1) To note the Outstanding Actions. 2) To agree to close actions 2, 3, 4, 8 (part 3) and 11. 3) To adjust the expected completion date for action 1 – <i>Item 4.6 – Our approach and Next Steps</i> to March 2017. 4) To note work was underway on the draft report referred to in item 7 – <i>Health Needs of Ethnic Minority Groups</i>, this would be circulated to members of the sub-group. 5) To amend part 1 of action 8 – <i>Assessing Health Inequalities Grant Allocation</i>, to investment/allocation of funds instead of grants. 	Laura Millar	
3.3	Work Programme	None.	Laura Millar/ Eleanor Cunningham	
3.4	Matters Arising	None.	Laura Millar	
3.5	Update on the Inspection of Older Peoples Services in	Officers received verbal feedback on the results of the inspection ahead of the circulation of the draft report. All information was embargoed and a working group convened	Wendy Dale	

	Edinburgh	<p>to examine any remedial actions that could be implemented.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To note the update. 2) To invite members of the sub-group to email any feedback on the draft report. 		
4.1	Care National Indicators for Integration – Carers Feeling Supported	<p>A summary of the results of the Carers Survey was presented which highlighted the variances throughout Edinburgh and the particularly low results for the South East Locality.</p> <p>The group discussed how to examine the reasons for the discrepancy in results and the spread of resources available to support carers across the city.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To note the presentation. 2) To request the EVOC survey on the effectiveness of the carers strategy was forwarded to officers for analysis. 3) To request officers map resources available for carers across the city. 4) To include locality planning for targeted investment in carer support as a future agenda item for the sub-group. 	Eleanor Cunningham	
4.2	Whole System Flow – Overview of	The Whole System reporting tool was discussed as a method of collating the available data for analysis and to	Eleanor	

	Approach	<p>highlight areas where action was required.</p> <p>The data was subject to rules to identify results out-with ordinary trends and in time, links between results will allow officers to see cause and effect i.e. a surge of in-patients leading to an increase in delayed discharge.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To note the presentation. 2) To request the formulae used to analyse the data and clarity on the analysis terminology was circulated to members of the sub-group. 3) To request the Flow Board annual review report was also submitted to the sub-group. 4) To invite sub-group members to contact officers if they require an invite to the WebEx on the whole system flow. 5) To request a progress report on the whole system flow in May 2017 and a further report in August 2017 with Locality Managers in attendance to provide feedback. 	Cunningham	
4.3	Strategic Plan Update	<p>An overview of the Strategic Plan Update was provided which aimed to identify achievements so far and upcoming priorities. The proposed methodology would support both the review of the strategic plan and production of the annual report with information gathered from a mix of data and stakeholder workshops.</p>	Wendy Dale	

		<p>Decision</p> <p>To note the update.</p>		
4.4	Annual Performance Report	<p>The purpose, structure and timeline for the Annual Performance Report was discussed and leads identified for each topic. Evidence on how actions in place led to a positive outcome would be from both data and case studies.</p> <p>Decision</p> <p>1) To note the update.</p> <p>2) To request the Annual Performance Report was as included on future agendas as a standing item.</p>	Wendy Dale	
4.5	Constructive Challenge	<p>The Sub-Group considered the behaviors and benefits of constructive challenge.</p> <p>Decision</p> <p>To note the presentation.</p>	Jon Ferrer	
4.6	Options for Future Structure of the Group	<p>Four possible options for the future structure of the meeting were presented:</p> <p>1) The meeting continued to operate as it does currently</p> <p>2) The meeting was disbanded and the remit absorbed by meetings already operating with a quality/performance remit</p> <p>3) To establish an Executive Group consisting of a small</p>	Jon Ferrer	

		<p>group of key officers which would meet in between the planned P&Q Sub. The Executive Group would provide an overview and feed into the Reference Group.</p> <p>4) To establish an Executive Group, supported by the larger Reference Group which would meet quarterly as an information sharing forum. Sub-groups, or short-life working groups would be commissioned by the Executive Group (on behalf of the IJB) to undertake targeted, thematic, time limited pieces of work. Sub-groups consist of representatives from the larger Reference Group and feedback directly to the Executive Group.</p> <p>Decision</p> <p>To circulate these options to the group and invite comments/suggestions.</p>		
	Date of next meeting	<p>22 March 2017.</p> <p>European Room, City Chambers</p>	Laura Millar	