



**Item 3.1**

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

**Present:**

**Key Stakeholders**

Shulah Allan (Chair), Ian Brooke (EVOC), Philip Brown (Strategy and Insight), Sarah Bryson (Strategic Planning), Eleanor Cunningham (Strategy and Insight), Wendy Dale (Strategic Planning), Keith Dyer (Quality and Compliance Manager), Christine Farquhar (Citizen Member – Carer), Jon Ferrer (Quality Assurance), Kirsten Hey (Partnership/Union), Councillor Sandy Howat (Vice Chair), Sheena Muir (Hospital Sites), Rene Rigby (Scottish Care), Catherine Stewart (Strategy and Insight).

**Apologies:**

Carl Bickler( GP/PAC), Sandra Blake (Citizen Member – Carer), Jen Evans (Quality Assurance), Yvonne Gannon (Strategy and Insight), Wanda Fairgrieve (Partnership/Union), Rob McCulloch-Graham (Chief Officer), Maria McIlGorm (Chief Nurse), Ian McKay (GP/Clinical Director), Peter McLoughlin (Strategic Programme Manager), Katie McWilliam (Strategic Planning), Alison Meiklejohn (PAG Representative), Michelle Miller (Chief Social Work Officer), Moira Pringle (Chief Finance 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. |                               |                 |

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| 2.1 | Declarations of Interest                                     | None.   |   |  |
| 3.1 | Minute of 22 March 2017                                      | To approve the minute as a correct record.  | <b>Laura Millar</b>                             |  |
| 3.2 | Outstanding Actions  | 1) To note the Outstanding Actions.<br>2) To agree to close actions 1 and 6.  | <b>Laura Millar</b>                             |  |
| 3.3 | Work Programme   | None.   | <b>Laura Millar/<br/>Eleanor<br/>Cunningham</b> |  |
| 3.4 | Matters Arising  | None.   | <b>Laura Millar</b>                             |  |
| 3.5 | Update on Inspection of Older People's Services in Edinburgh | The report would be embargoed until its publication on 12 May and would form the basis of the next meeting of the group. Officers involved were drafting an improvement plan to mitigate any issues raised.<br><br><b>Decision</b><br>1) To note the update.<br>2) To circulate the report to the group when it is available. | <b>Wendy Dale</b>                               |  |
| 4.1 | Proposed Changes to Membership and                           | The group identified option 4 as the most suitable - <i>Establish Executive and Reference Groups, targeted work undertaken by a sub-group of the Reference Group feeding back to</i>  | <b>Wendy Dale</b>                               |  |

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|     | Structure                               | <p><i>Executive.</i> This would be based on the IJB Audit and Risk Committee model, officers had met with a representative of Councillor Henderson to discuss the proposals.</p> <p>The improvement plan following the performance report would provide the group with a starting point when identifying areas to examine. The merits of a smaller executive were discussed alongside how to ensure there was no overlap with the work of other groups.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To circulate the actions identified from the improvement plan to the performance report to the group.</li> <li>2) To clarify the proposed remit and re-circulate to the group.</li> <li>3) To agree the proposed membership.</li> <li>4) To request a review of the group after 1 year (prior to reporting to the IJB) and ensure those not included under the new membership were informed of progress.</li> </ol> |  |  |
| 4.2 | Update on the Annual Performance Report | <p>The group considered the outline of the proposed content of the performance report which aimed to demonstrate the work underway towards achieving the 9 national outcomes.</p> <p>It was acknowledged that the strategic plan is for 3 years therefore officers were gathering evidence to show that progress towards outcomes had been achieved.</p>   | <p><b>Catherine Stewart</b></p> <p><b>Eleanor Cunningham</b></p> |  |

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|     |                                      | <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To invite the group to email any points/evidence that they feel should be included in the Performance Report to Catherine Stewart.</li> <li>2) To request a section in the report which acknowledged challenging areas and outlined what the proposed mitigating actions were.</li> </ol>  |                           |  |
| 4.3 | Service User Engagement and Feedback | <p>The effectiveness of how the IJB use service user engagement and feedback was discussed.</p> <p>The various groups within the framework providing a source for service-user feedback were discussed alongside how these could report to this group. It was the consensus that it was not within the remit of the Performance and Quality Sub-group to engage directly with service-users.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1) To request the group provide details to officers of any suggestions for existing sources of feedback/data that they are aware of or any gaps.</li> <li>2) To request a map was drafted linking key themes against existing public voices in that area based on the details provided by group members.</li> <li>3) To request members consider the role of the group in the qualitative work.</li> </ol> | <b>Eleanor Cunningham</b> |  |

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|  | Date of next meeting | 29 May 2017<br>European Room, City Chambers | <b>Laura Millar</b> |  |
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