



**Note of Meeting
Performance and Quality Sub-Group
7 March 2018
SNP Group Room, City Chambers, Edinburgh
1:00pm**

Present:

Key Stakeholders

Councillor Melanie Main (Chair and IJB Member), Ian Brooke (EVOC), Wendy Dale (Strategic Planning Manager, Service Re-Design and Innovation), Councillor Derek Howie (IJB Member), Alison Meiklejohn (Professional Advisory Group) and Moira Pringle (IJB Chief Finance Officer).

Apologies: Sandra Blake (Carer and IJB Member), Mike Ash (NHS Lothian and IJB Member), Colin Briggs (Interim IJB Chief Strategy and Performance Officer), Eleanor Cunningham (Strategy and Insight), Keith Dyer (Quality Assurance & Compliance), Jennifer Evans (Quality Assurance Manager), Rene Rigby (SPG Member – Independent Sector) and Rachel Hardie (invited speaker).

Agenda Item No	Agenda Title / Subject / Source	Decision	Action Owner Responsibility	For information
1.1	Welcome by Chair	Noted.		
2.1	Declarations of Interest	None.		

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3.1	Minute of 31 January 2018	To approve the minute as a correct record.	Lesley Birrell	
3.2	Rolling Actions Log	<p>Decision</p> <p>1) To note the following updates:</p> <p>Action 1 – Rubrics - report on rubrics in relation to long term conditions to be considered at the meeting of this Group in April 2018</p> <p>Action 2 – Carers – noted there were two pieces of work ongoing that were also subject to IJB Directions. Implementation of the Carers Act and the new Carers Strategy were reported to the Strategic Planning Group on 2 February 2018 and thereafter referred to the Joint Board on 2 March 2018. Work was ongoing around performance indicators which would come back to a future meeting of this Group for consideration.</p>	Lesley Birrell	

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		<p>Action 3 – Service User Engagement and Feedback – workshop on overall governance of the IJB and its Sub-Groups arranged for 13 April 2018</p> <p>Issues for this Group included:</p> <p>The Group agreed that keeping the current structure is not a concern, but scrutiny and monitoring of performance and quality of outcomes and as a result make recommendation and/or changes to directions was required</p> <ul style="list-style-type: none"> • Frequency of meetings and ‘over reporting’: there is a need to allow staff time to take action and report outcomes in line with agreed delivery timescales • Overlap of remit with Strategic Planning Group regarding reviewing delivery and monitoring progress of the Strategic Plan • Clarification of what business is dealt with by each group to avoid duplication: is in depth scrutiny of performance and quality done elsewhere than P&Q? 		

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		<ul style="list-style-type: none"> • Monitoring performance against Directions –where does responsibility for taking action sit • Lack of information around quality of delivery and therefore of oversight • Workforce strategy – does the IJB have a responsibility in terms of measuring performance in respect of this or is that the role of the Health and Social Care Partnership • Workforce strategy – How is efficiency and inefficiency addressed, what are the resource implications that would lead to directions • Relationship between directions/ performance measures/assessment and reporting mechanisms to allow the IJB to ensure that it is getting the best value from resources • Where does the governance/scrutiny for the Performance board/Savings Governance Board lie • The 3rd Sector would like to be represented on the Savings Governance Board. • Where are hosted and specialist services scrutinised 		

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		<p>2) To close Action 4 (Overview of New Planning and Performance Arrangements) and Action 5 (Performance Overview)</p> <p>3) To update the rolling actions log and otherwise note the remaining outstanding actions.</p>		
4.1	Developing the New Performance Framework - presentation	<p>The core principles of the IJB performance framework was a set of national and local indicators which reflected performance the IJB was judged on nationally, issues that were key priorities for the IJB and issues that supported the operational management of performance.</p> <p>There was a piece of work being undertaken to set out clearly to the Partnership the expectations of the Joint Board in terms of meeting performance improvement targets and how the Partnership intended to deliver these with a view to setting more realistic targets going forward.</p> <p>Each Direction should have a performance measure against which delivery can be assessed with outcomes to be reported back to this Group. Rather than raw CEC and NHS data, good quality relevant data is required for scrutiny. Thereafter recommendations for adjustments could be made to targets if required.</p>		

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		<p>Decision</p> <ol style="list-style-type: none"> 1) To agree that measures for all directions would be reviewed on an annual basis by the Group. 2) To agree that it would be useful to have operational delivery leads at future meetings to explain in detail progress against targets. 3) To note that the Strategic Planning Group would be reviewing the Directions at their meeting on 9 March 2018. 4) To recommend to the SPG that they should focus on those Directions which did not have corresponding measures attached and review them in line with the IJB's strategic aims and vision set out in the Strategic Plan. 5) To request that a RAG status be added to each Direction. 6) To ask the reference boards for the outline strategic commissioning plans to examine the Directions and check that the measures were proportionate, appropriate and met quality assurance expectations. 	<p>Colin Briggs Wendy Dale</p>	

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4.2	Performance Overview – report by the IJB Interim Chief Officer	<p>An overview of performance of the Edinburgh Health and Social Care Partnership was submitted. Proposed targets set against the Ministerial Strategic Group for Health and Community Care “big six” indicators were reported. Work was also underway to develop scrutiny of performance at locality level focusing on performance, finance and quality.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To note the significant challenges reflected in performance against the targets set for the MSG indicators and that recommendations for targets for 2018-19 had been proposed with the aim of supporting improvement while being realistic. 2) To note the reductions in the number of people waiting for an assessment. 3) To note the continuing pressures on other parts of the care system. 4) To invite the relevant officer to the next meeting of this Group to talk about the specifics around the reduction in occupied bed days and explain the figures, what had changed, why and how it could be sustained going forward. 	Eleanor Cunningham	

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4.3	Evidencing Outcomes for Long Term Conditions	<p>Decision</p> <p>To continue consideration of this item until the outcome of the workshop on governance on 13 April 2018 was known.</p>	<p>Eleanor Cunningham</p>	
4.4	Proposed Workplan	<p>Decision</p> <ol style="list-style-type: none"> 1) To receive updates to the July meeting of this Group from relevant officers on the additional funding Directions 3i(i) to 3i(vi) with an interim update to the April meeting of this Group on the expected outcomes and planned actions to achieve these. 2) To ask for a report back to this Group on progress towards meeting the planned reduction target of £4.3m for prescribing. 3) To note the lack of directions ‘tackling inequalities’ and that additional indicators were needed. Agree that this would be added to the workplan. 4) To ask for further information and guidance around the major risks associated with the various performance targets. 	<p>Wendy Dale</p>	
5	Date of Next Meeting	<ol style="list-style-type: none"> 1) Wednesday 28 April 2018, 1pm to 3pm, SNP Group Room, City Chambers 	<p>Lesley Birrell Wendy Dale</p>	

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		2) To note that the frequency and timing of future meetings of this Group would be looked at as part of the overall review of the Joint Board and other Sub-Group governance and meeting arrangements to be discussed at the session planned for 13 April 2018.	Colin Briggs Chair of the Performance and Quality Sub-Group	