



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

Present:

Key Stakeholders

Councillor Melanie Main (Chair and IJB Member), Sandra Blake (Carer and IJB Member), Eleanor Cunningham (Strategy & Insight), Wendy Dale (Strategic Planning Manager, Service Re-Design and Innovation), Alison Meiklejohn (Professional Advisory Group), Rene Rigby (SPG Member – Independent Sector) and Nickola Paul (Project Manager for the Interim IJB Chief Strategy & Performance Officer).

Apologies: Mike Ash (NHS Lothian and IJB Member), Colin Briggs (Interim IJB Chief Strategy and Performance Officer), Ian Brooke (EVOC), Rachel Hardie (invited speaker) and Moira Pringle (IJB Chief Finance Officer).

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

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3	Minute of 7 March 2018	To approve the minute as a correct record.	Lesley Birrell	
4	Rolling Actions Log	<p>Decision</p> <p>1) To note the following updates:</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 be brought back to a future meeting of the Strategic Planning Group around June/July 2018 for consideration.</p> <p>Action 3 – Service User Engagement and Feedback – Noted that a report on community engagement was considered by the SPG in March 2018 and that engagement around the Strategic Plan would be discussed at the Development Session on 27 April 2018.</p>	<p>Lesley Birrell</p> <p>Wendy Dale</p>	

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		<p>Action 4 – Joint Older People’s Inspection – Agreed to check that Audit & Risk had considered using the risk register as an overall performance tool to measure performance against Directions and to note that this method of scrutiny would be used in standard reporting going forward.</p> <p>Action 6 – Performance Overview – Noted that information on indicators including quality outcomes for next year would be submitted to a future meeting of the Strategic Planning Group together with the request for further information and guidance around the major risks associated with the various performance targets.</p> <p>2) To close Action 1 (Rubrics on Long Term Conditions), Action 5 (Performance Framework) and Action 8 (Developing a New Performance Framework - point 4 – RAG status).</p> <p>3) To refer Actions 6 (Performance Overview), 7 (Annual Performance Report), 8 (Developing a New Performance Framework) and 10 (Proposed Workplan) to the Strategic Planning Group.</p>		

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		4) To update the rolling actions log and refer it to the next appropriate meeting of the Strategic Planning Group.		
5	Living with Long Term Conditions - presentation	<p>Eleanor Cunningham, Strategy and Business Planning provided a presentation on Supporting People with Long Term Conditions (LTC).</p> <p>The presentation detailed</p> <ul style="list-style-type: none"> • Engagement of staff to shift the provision of care and support to those with LTC to focus on supporting people to self – manage and taking a more holistic approach rather than condition centred • Development of the Rubrics alongside the 2014 National Health and Wellbeing Outcomes • The role of the EIJB influencing overall approach, vision and values. • The House of Care model representing the new way of thinking about the care and support provided. • Strategic context of LTC services in Edinburgh with data on now available by age group and number of conditions 	Eleanor Cunningham	

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		<ul style="list-style-type: none"> • Current services and measurements in place for people with LTC recognising that these do not gauge impact on peoples lives. • Development of Rubrics to support people and evidence based components i.e. measurement criteria, the whole person approach and focus on collection of meaningful data. • Stakeholder engagement with all feedback taken into account and mapped into care measure. <p>Lessons learned from Rubrics so far and the following next steps were detailed:</p> <ul style="list-style-type: none"> • A phased approach – embed and learn then spread and sustain • Development of a consultation plan to reach more stakeholders, consult other services etc. • Be realistic in what can be measured 		

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		<p>Decision</p> <ol style="list-style-type: none"> 1) Noted there was a meeting planned between Dr Rachel Hardie (Consultant in Public Health Medicine, NHS Lothian), Eleanor Cunningham (Strategy & Business Planning), Laurence Rockey (Head of Strategy & Insight) and other senior managers in Strategy & Insight to discuss using this approach more broadly. 2) Noted that Dr Hardie would be joining the primary care commissioning plan reference group. 3) Noted the progress made. 4) Noted the support for the approach by practitioners and operational managers: <ul style="list-style-type: none"> - resource implications - benefits from reflective practice - framework for continuous improvement - permission to be person-centred 		

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		<p>5) Supported this approach as a robust pragmatic framework for evidencing a person-centred approach particularly self-management and personal outcomes.</p> <p>6) Supported the enhancement to existing measurement approaches and improvement and the potential to be a standard to be used across the Health and Social Care Partnership and agreed to review again in one year to see how that could be taken forward</p> <p>7) Agreed to request an interim update in six months and thereafter a full progress report in one year to the Strategic Planning Group.</p> <p>8) Agreed to consult with the new Chief Officer with a view to setting up a workshop session on the approach for IJB members.</p>		
6	Update on Current Directions	The Strategic Planning Group, on 9 March 2018, considered a report on the review of the Directions policy agreed by the IJB in January 2016 and progress made in the delivery of the existing Directions.	Wendy Dale	

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		<p>The Group agreed to endorse the recommendations for closure of six Directions and to agree the proposal that a full review of off outstanding Directions is undertaken in light of the development of the Outline Strategic Commissioning Plans to ensure that all outstanding Directions were fit for purpose and had appropriate performance measures in place.</p> <p>A report would be presented to the IJB in June 2018 which would include recommendations for the closure, amendment, review and withdrawal of individual Directions.</p> <p>An updated colour coded and categorised list was submitted detailing all current Directions, the performance measures identified, current status, comments and proposed actions.</p> <p>Decision</p> <ol style="list-style-type: none"> 1) To note the recommendations made by the Strategic Planning Group. 2) To note there was now a set format for setting new Directions. 3) To note the progress and status of the current Directions. 		

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		<p>4) To add an evidence column to detail evidence to support closure etc including cross referencing between Directions to indicate where performance was being addressed elsewhere in the Directions. This will ensure they were being monitored and continued operating effectively. Links to embedded documents should be included where these are used as evidence to support closure.</p> <p>5) To agree that all Directions recommended to be withdrawn or closed should be evidenced and cross referenced setting out lessons learned and next steps.</p>		
5	Transfer of Business to the Strategic Planning Group	The frequency and timing of future meetings of this Group had been looked at as part of the overall review of the Joint Board and other Sub-Group governance and meeting arrangements discussed at the session held on 13 April 2018.	Lesley Birrell Wendy Dale	

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		<p>Decision</p> <ol style="list-style-type: none"> 1) To note that the IJB, at its meeting on 18 May 2018, would be asked to approve the dissolution of the Performance and Quality Sub Group and agree that performance monitoring will be brought into the remit of the Strategic Planning Group. 2) To note that thereafter the business currently under the remit of this Group would be transferred to the Strategic Planning Group. 3) To thank all officers and members for their commitment and input to the work of this Group. 		