



**Note of Meeting
Performance and Quality Sub-Group
31 January 2018
City Chambers, Edinburgh
1:00pm**

Present:

Key Stakeholders

Councillor Melanie Main (Chair and IJB Member), Mike Ash (NHS Lothian and IJB Member), Colin Briggs (Interim IJB Chief Performance and Strategy Officer), Ian Brooke (EVOC), Eleanor Cunningham (Strategy and Insight), Wendy Dale (Strategic Planning Manager, Service Re-Design and Innovation), Councillor Derek Howie (IJB Member), Alison Meiklejohn (Professional Advisory Group).

Apologies: Sandra Blake (Carer and IJB Member) and Jennifer Evans (Quality Assurance).

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.		
3.1	Minute of 29 November 2017	To approve the minute as a correct record.	Lesley Birrell	

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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 on 28 February 2018.</p> <p>Actions 2 & 3 – 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 would be 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> <p>Action 4 – Service User Engagement and Feedback – report to be considered at the March meeting of this Group.</p>	Lesley Birrell	

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		<p>Action 5 – Overview of the New Planning and Performance Arrangements – noted that a meeting would be held between the Chair and Vice-Chair of the Joint Board, Chairs of this Group and the Strategic Planning Group and relevant lead officers to progress this action.</p> <p>Action 9 – Developing a Performance Framework for the Edinburgh Health and Social Care Partnership - report to be considered at the meeting of this Group on 28 February 2018.</p> <p>2) To close Action 8 – Annual Performance Report Lessons Learned.</p> <p>3) To update the rolling actions log and otherwise note the remaining outstanding actions.</p>		
4.1	Performance Overview	Work was underway to develop scrutiny of performance at locality level with the introduction of monthly performance meetings which would focus on performance, finance and quality.		

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		<p>The Group noted 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 built around it with outcomes to be reported back to this Group. Adjustments could thereafter be made to targets if required.</p> <p>The Group felt it was crucial to understand what the issues were but that the strategy, priorities and future vision needed to be clearly articulated.</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 2018-2019 were being developed. 2) To note the reductions in the number of people waiting for an assessment and in overdue reviews. 3) To note the continuing pressures on other parts of the care system. 		

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		<p>4) To note that the aspirational targets had been unrealistic this year and that work was ongoing to address the issues around these.</p> <p>5) To agree it would be helpful to set out a yearly workplan for this Group (aligned with that of the Strategic Planning Group) to allow proper scrutiny of the Directions and the performance outcomes for each.</p> <p>6) To note that the review of the Directions would be reported to the Strategic Planning Group on 9 March 2018.</p> <p>7) To agree that information on indicators including quality outcomes for next year be submitted to the next meeting of this Group.</p> <p>8) To ask for further information and guidance around the major risks associated with the various performance targets.</p> <p>9) To note that the Joint Board's risk register would be submitted to the next meeting of the Audit and Risk Committee for consideration.</p>		

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4.2	New Planning and Performance Framework	<p>Decision</p> <p>To note that the Chair of this Group would meet with the Interim IJB Strategic Planning and Performance Manager and the Strategic Planning Manager, Service Re-Design and Innovation to discuss taking forward a workplan for taking forward a new planning and performance framework.</p>	<p>Colin Briggs Wendy Dale Nickola Paul Chair of Performance and Quality Sub-Group</p>	
4.3	Proposed Approach to the Development of the Annual Progress Report – report by the Strategic Planning Manager, Service Re-design and Innovation	<p>Each integration authority was required to prepare a performance report for the reporting year (April to March) which must be published within four months of the end of the reporting year (by 31 July).</p> <p>The Group had previously received a presentation on the outcomes from the lessons learned review of the development process for the Joint Board’s Annual Performance Report for 2016/17.</p> <p>Information was provided setting out a proposed approach to the development of the Annual Report for 2017/18 building on the outcomes from the lessons learned review.</p> <p>1) To endorse the proposed approach to the production of the Annual Performance Report for 2017/18 as set out in the report.</p>	<p>Wendy Dale</p>	

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		<p>2) To agree that a meeting of this Group be scheduled to be held between March and the end of June 2018 to allow members to comment on the content of the Annual Report prior to its submission to the Joint Board.</p> <p>3) That a meeting of the Joint Board be scheduled to meet in July 2018 to enable the reporting timelines to be met as required by legislation.</p>		
5	Date of Next Meeting	<p>1) Wednesday 28 February 2018 1pm to 3pm, Room C47, Waverley Court, 4 East Market Street, Edinburgh</p> <p>2) To review the frequency and timing of future meetings of this Group as part of the overall review of the Joint Board and other Sub-Group governance and meeting arrangements to be undertaken in March 2018.</p>	Lesley Birrell Wendy Dale Colin Briggs Chair of the Performance and Quality Sub-Group	