

GREATER GLASGOW NHS BOARD

**Minutes of the first meeting of the
Performance Review Group held at 2.00 p.m.
on Friday, 29 August 2003 in the
Board Room, Dalian House, Glasgow**

PRESENT

Mr A O Robertson OBE (in the Chair)

Cllr. D Collins
Mr W Goudie
Cllr. J Handibode

Mrs S Kuenssberg CBE
Dr John Nugent
Mrs E Smith

IN ATTENDANCE

Mr T A Divers OBE ... Chief Executive
Mr J C Hamilton ... Head of Board Administration

ACTION BY

1. **WELCOME AND FUTURE ATTENDANCE**

Andrew Robertson welcomed those present to the first meeting of the Performance Review Group and explained that this meeting would concentrate on the procedural aspects of setting up and supporting the Group.

The Chief Executive, Greater Glasgow NHS Board, would be invited to attend all meetings of the Group. The Group would invite other members of the Executive to attend on the basis of the subject matter to be discussed. NHS Greater Glasgow would provide secretariat support to the Group.

Chief Executive

The Performance Review Group would be integral to the corporate working of the NHS Board and Mr Robertson encouraged members to share with him over the next few weeks, any ideas as to how the Group could evolve and carry out its responsibilities.

Members

2. **APOLOGIES**

Apologies for absence were submitted on behalf of Sir John Arbuthnott, Mr R Cleland and Cllr. J Coleman.

3. **DRAFT TERMS OF REFERENCE FOR THE GROUP**

The Group considered draft Terms of Reference which had been developed following the NHS Board's agreement in May 2003 to set up a Performance Review Group.

The amended Terms of Reference are attached as Appendix I to the Minutes.

Contact details of the Members of the Group shall be passed to each Member.

**Head of Board
Administration**

Cllr.Collins asked that there be a common format for reporting the different types of information to the Group in order to ease understanding of the issues to be discussed. Mr Robertson suggested that the Board's Director of Corporate Communications might play a greater role in ensuring that the material presented to, and emanating from the Group was clear and crisp.

4. IDENTIFICATION OF WORK PROGRAMME

Mr Robertson tabled for Members notes he had drawn up following discussions he had had with Mr Divers and others on the setting up of the Performance Review Group.

The NHS Board, at its meeting in June 2003, had remitted to the Performance Review Group:

- i) the monitoring of the in-year performance to ensure financial break-even was achieved;
- ii) the task of overseeing the review of the entire financial plan for future years.

The Financial Monitoring Report for the first three months of the financial year had highlighted a cumulative deficit of £4.325 million.

The Group had been made aware of the actions already taken to ensure the financial position for 2003/04 returned to a 'break-even' position. Members discussed the information and detail which would be required to monitor the current financial year's performance and overhaul the financial plan for future years.

DECIDED:

That the Chief Executive:

1. submit a paper to the next meeting of the Group on the current position: recovery process and optional plans – identifying what was realistically achievable and the associated risks;
2. submit the timescale of the business cycle for developing the Local Health Plan, including the Financial Strategy, 2004/08.

Chief Executive

Chief Executive

5. DATES OF NEXT MEETINGS

The dates of the next two meetings were agreed as follows:-

23 September 2003 at 2 pm (Buffet lunch available from 1.30 pm

22 October 2003 at 2 p.m. (Buffet lunch available from 1.30 pm)

It was requested that Members have early sight of working draft papers to allow them to see developing thoughts, the direction of travel of specific issues and the opportunity to feed any comments to NHS Board officers.

The meeting ended at 3.20 p.m.

PERFORMANCE REVIEW GROUP

Objectives

- The Performance Review Group carries delegated responsibility with powers on behalf of the NHS Board for the:-
 - monitoring of organisational performance; and
 - resource allocation and utilisation.
- The Monitoring Group will require to ensure that there is a co-ordinated overview of performance across all domains of the Performance Assessment Framework.
- The Group's powers do not take away the responsibilities of the NHS Board for executive action.

Composition

- NHS Chairs (4)
- Local Authority Representation (3)
- Employee Director (1)
- Clinical Perspective (1)
- * Membership overlead
- The Group would meet on a two-monthly cycle (and more frequently, if required). All NHS Board Members will receive a copy of the papers, in advance of meeting, to allow those who are not members of the Performance Review Group to feed in thoughts/comments to the Chair/Officers of the NHS Board.
- All NHS Board Members will have the right to attend Performance Review Group meetings. The participation of those attending who are not Members of the Group will be at the discretion of the Chair/Group.
- The Minutes of the Performance Review Group will be submitted to the NHS Board for information (along with recommendations, as appropriate)..

Quorum

- One-third of membership.

Remit

Resources

- Reviewing and submitting to the NHS Board for approval the 5-Year Financial Strategy as an integral part of the local health planning process.
- Considering and providing advice to the NHS Board on annual financial allocations and investment plans as part of the updated Local Health Plan.
- Monitoring in-year financial performance across NHS Greater Glasgow.
- Providing recommendations to the NHS Board on the annual Capital Plan.
- Monitoring the annual capital expenditure programme.
- Providing recommendations to the NHS Board on key investment decisions including decisions affecting the procurement of the Acute Services Plan.

Organisational Performance

- Liaises with the Local Health Planning Steering Group and Local Authority Planning Committees on the setting of local priorities within the context of the Local Health Plan.
- Monitoring NHS Board's performance across the Performance Assessment Framework.
- Monitoring the progress on implementing the Action Plan agreed at the Annual Accountability Review meeting and the NHS Board's Corporate Objectives.
- Monitoring progress against key performance targets including achievements of national and local waiting time guarantees and targets.

Sept. 2003

NHS GREATER GLASGOW

PERFORMANCE REVIEW AND RESOURCES MONITORING GROUP

Membership

Andrew O Robertson - Chair

Ronnie Cleland

Cllr. Jim Coleman

Cllr. Danny Collins

Bill Goudie

Cllr. Jim Handibode

Sally Kuenssberg

Dr John Nugent

Elinor Smith

August 2003