

GREATER GLASGOW NHS BOARD

**Minutes of the meeting of the  
Performance Review Group held at 12 noon  
on Thursday, 15 July 2004 in the  
Board Room, Dalian House,  
350 St Vincent Street, Glasgow**

**PRESENT**

Mr A O Robertson OBE (in the Chair)

Mr R Cleland  
Cllr. J Coleman  
Cllr. D Collins

Mr W Goudie  
Cllr. J Handibode  
Mrs E Smith

**OTHER NHS BOARD MEMBERS IN ATTENDANCE**

Sir John Arbuthnott  
Mr R Calderwood  
Mr T P Davison  
Mr T A Divers OBE

Cllr. R Duncan  
Mr P Hamilton  
Mr G McLaughlin  
Mr I Reid

Mrs A Stewart MBE

**IN ATTENDANCE**

Mrs L Fleming	...	Director of Planning, Yorkhill Division
Ms C Renfrew	...	Director of Planning and Community Care
Mr D Walker	...	Assistant Director of Planning and Community Care
Mr J C Hamilton	...	Head of Board Administration

**ACTION BY**

20. **APOLOGIES**

Apologies were intimated on behalf of Dr R Groden and Mrs S Kuenssberg CBE.

The Chairman welcomed Linda Fleming and David Walker to their first meeting of the Performance Review Group.

21. **MINUTES**

On the motion of Mr R Cleland and seconded by Mrs E Smith, the Minutes of the Performance Review Group held on 14 June 2004 [PRG(M)04/03] were approved as an accurate record.

22. **PROGRESS ON CORPORATE RECOVERY PLAN**

It was reported that the monitoring arrangements which had been outlined at the previous Performance Review Group (PRG) for the actions contained in the Corporate Recovery Plan had been put in place. This would allow regular reporting on the milestones/deliverables to the PRG and Corporate Management Team.

**ACTION BY**

Discussions on the themes contained within the Corporate Recovery Plan were being discussed at regular meetings set up which the Area Partnership Forum and discussions were also being held with Trade Union officials.

Formal progress in implementing the different strands of the Corporate Recovery Plan would be reported to the next meeting of the PRG – to be arranged for late August and Douglas Griffin, Programme Manager of the Corporate Recovery Plan would be invited to attend.

***Programme  
Manager,  
Corporate  
Recovery Plan***

23. **ACCOUNTABILITY REVIEW: 21 JULY 2004**

The annual Accountability Review meeting between NHS Greater Glasgow and the Scottish Executive Health Department (SEHD) was due to take place in Glasgow on Wednesday, 21 July 2004.

The format of this year's meeting would follow that of last year – the Chief Executive of NHS Scotland and members of the Department's Management Board would meet with the NHS Board Chairman first and then with representatives of the Area Clinical Forum, followed by a meeting with the Area Partnership Forum. Thereafter the main business meeting would be held with representatives from the NHS Board (the 5 Chairs, Chief Executives and Employee Director).

There was submitted a full set of papers [Paper No. 04/15] which covered the Programme for the Accountability Review process; the draft agenda for the meeting; a draft list of issues which the NHS Board may raise and briefing papers on the issues that the SEHD had notified were likely to be discussed at the main business meeting.

Mr Walker explained that Performance Assessment Framework (PAF) had 70 qualitative indicators and 31 self-assessments and the SEHD assessed performance against each by using a three-level classification system – good performance; performance within acceptable limits and attention required. Performance was assessed in different ways, i.e. against a Scottish average or a national target or local performance; not every indicator was relevant to every NHS Board, different time intervals can apply and small differences in values can account for changes in classification.

The Accountability Review agenda remained flexible until near the meeting date to take account of performance against the PAF indicators and where particular discussion was required on a specific area of performance.

Mr Divers and Ms Renfrew took members through the current briefing papers and agreed that a briefing pack would be sent to members for information on Friday (16 July), even if it was not fully complete.

Ms Renfrew advised that there would be a cycle of reporting arrangements to future meetings of the PRG across the range of PAF indicators. Sir John advised that this would allow the PRG to monitor progress against these key targets in the lead up to next year's Accountability Review. It would also highlight any areas requiring further attention or action.

**DECIDED:**

That the Performance Review Group receive at its next meeting a performance management cycle for monitoring the PAF indicators.

***Director of  
Planning &  
Community Care***

24. **DATE OF NEXT MEETING**

It was agreed to hold a further meeting in late August 2004 to review progress on the Corporate Recovery Plan and receive a draft performance management cycle for monitoring the PAF indicators.

The planned meetings thereafter were as follows:-

9.30 a.m. Tuesday, 21 September 2004

9.30 a.m., Tuesday, 16 November 2004

9.30 a.m., Tuesday, 18 January 2005

The meeting ended at 1.35 p.m.