

Subject to ratification at the next meeting

**Minutes of a Meeting of an Extraordinary Meeting of  
the Lancashire and South Cumbria Integrated Care Board  
Held on Wednesday, 19 June 2024 at 10.45am in the  
Lune Meeting Room, ICB Offices,  
Level 3 Christ Church Precinct, County Hall, Preston, PR1 8XB**

	Name	Job Title
<b>Members</b>	Roy Fisher	Acting Chair/Non-Executive Member
	Jim Birrell	Non-Executive Member
	Sheena Cumiskey	Non-Executive Member
	Professor Jane O'Brien	Non-Executive Member
	Kevin Lavery	Chief Executive
	Professor Sarah O'Brien	Chief Nursing Officer
	Samantha Proffitt	Chief Finance Officer
	Dr David Levy	Medical Director
	Dr Geoff Jolliffe	Partner Member – Primary Care
<b>Participants</b>	Professor Craig Harris	Chief Operating Officer
	Asim Patel	Chief Digital Officer
	Lee Radford	Acting Chief People Officer
<b>In attendance</b>	Debra Atkinson	Company Secretary/Director of Corporate Governance
	Katherine Disley	Director of Operational Finance
	Kirsty Hollis	Associate Director and Business Partner to the Chief Executive
	Neil Greaves	Director of Communications and Engagement
	Louise Talbot	Board Secretary and Governance Manager
	Adam Howarth	Shadowing S O'Brien

Item	Note
71/24	<p><b><u>Welcome and Introductions</u></b></p> <p>The Acting Chair, Roy Fisher welcomed everybody to the Extraordinary meeting of the ICB Board.</p> <p><b>Thanks</b> – The Acting Chair conveyed the following thanks:</p> <ul style="list-style-type: none"> <li>- Dr Geoff Jolliffe was attending his last meeting of the ICB Board as his tenure as the Partner Member for primary care would finish at the end of June. On behalf of the Board, thanks</li> </ul>

	<p>were conveyed to G Jolliffe for his contribution to the ICB. His passion for primary care had been phenomenal and the Acting Chair assured him that the good work he had put in place would continue.</p> <ul style="list-style-type: none"> <li>- Lee Radford was attending his final meeting as he moves on to NHS Derby and Derbyshire ICB. Thanks were conveyed to L Radford for his support as Acting Chief People Officer with best wishes in his new role.</li> <li>- A Howarth was welcomed to the meeting, shadowing Sarah O'Brien.</li> </ul> <p>It was noted that the ICB Board partner members had been stood down for the meeting.</p>
72/24	<p><b><u>Apologies for Absence/Quoracy of Meeting</u></b></p> <p>Apologies for absence had been received from D Corcoran. The meeting was quorate.</p>
73/24	<p><b><u>Declarations of Interest</u></b></p> <p><b>RESOLVED:</b> That there were no declarations of interest relating to the items on the agenda.</p> <p>Should any other conflicts arising during the meeting, the Acting Chair should be advised accordingly.</p> <p><b>Board Register of Interests - Noted.</b></p>
74/24	<p><b><u>Recommendations from the Audit Committee</u></b></p> <p><i>The items were taken out of order:</i></p> <p><b>(e) Annual Report of the Audit Committee for the Period 1 April 2023 to 31 March 2024 –</b> J Birrell, Chair of the Audit Committee spoke to a circulated report which was the draft Annual Report of the Audit Committee 2023/24 and summarised the work undertaken between 1 April 2023 and 31 March 2024. It was noted that whilst there was an overlap with the previous report which covered the year ending 30 June 2023, the draft report covered the same period as the ICB Board's 2023/24 Annual Report and Accounts. The draft report was structured along the lines of the format recommended in the NHS Audit Committee Handbook. It was noted that the draft report contained elements of advise, assure and alert and the ICB Board would be asked to consider the contents of the report as part of the review of the 2023/24 Annual Report and Accounts of the ICB.</p> <p>It was commented that it was a positive report and was a good reflection of the work undertaken across KPMG, MIAA and the ICB teams in terms of efficiency, economy and effectiveness.</p> <p><b>RESOLVED:</b> That the ICB Board note the Annual Report of the Audit Committee 2023/24.</p> <p><b>(a) Internal Audit Annual Report and Head of Internal Audit Opinion (HoIAO) 2023/24 – Final -</b> The final 2023/24 HoIAO and Annual Report was presented to the ICB Board which provided an overall moderate level of assurance. J Birrell advised that discussion had been held at the Audit Committee as to how the ICB could move to substantial assurance and informed the Board there needed to be more active follow-up on the recommendations. Work would take place to improve performance. J Birrell advised that moderate assurance was an</p>

improvement from the previous year. There were no major issues however, there were two outstanding high-risk recommendations relating to legacy serious incidents which were longstanding issues and the requirement to have a Data Quality Policy in place. With reference to the legacy serious incident recommendation, S O'Brien advised that she was not aware of any outstanding matters for the ICB however, she would check, further commenting that the outstanding actions rested with the providers. **Action: S O'Brien**

**RESOLVED: That the ICB Board note the final 2023/24 Head of Internal Audit Opinion and Internal Audit Annual Report and the overall level of moderate assurance.**

**(b) ICB Annual Report and Audited Accounts 2023/24** – The ICB Board received the Annual Report and Audited Accounts 2023/24. J Birrell advised that the accounts mirrored the month 12 figures reported to the Board further commenting that there will be some additional notes included within the accounts to clarify specific items, eg, the increase in staff numbers at the ICB. He conveyed his thanks to K Disley and colleagues within the finance team for the work undertaken in producing the final accounts.

With regard to the Annual Report of the ICB, J Birrell advised that the external auditors were comfortable with the content but there were some minor changes to be made.

**RESOLVED: That the Board approve the ICB Annual Report and Accounts 2023/24 with any final minor changes delegated to the Chef Finance Officer.**

**(c) ISA 260 Report/Auditor's Annual Report 2023/24** - J Birrell referred to the external auditor's annual report and whilst they reported a positive statement in their value for money audit in respect of governance, there was a significant weakness in respect of financial sustainability. They stated that the level of risk in the 2023/24 financial plan was too high.

J Birrell advised that positive discussions had been held with the external auditors. Although the accounts have been signed off, they had not completed all their verification exercises. In this respect, J Birrell asked that consideration be given in holding the final accounts Board meeting towards the end of June if possible in future years. K Disley and D Atkinson would look at timings.

The only outstanding area was in relation to the sign off of the management representation letter and whilst it was unlikely there would be any changes, in the event of an immaterial unadjusted audit difference, a note would be appended to the management representation letter. Delegated authority was, therefore, requested from the Board to S Proffitt, Chief Finance Officer to sign-off accordingly.

J Birrell advised that the ICB did not have a formal business case sign-off process and this was being taken forward.

S Proffitt referred to the significant weakness on financial sustainability in relation to the external auditor's value for money audit. She commented that having the current level of deficit was always going to be a weakness however, she was mindful that vast improvements had been made in relation to governance and the work undertaken by the team in respect of the Board Assurance Framework. There was also a positive position in respect of the efficiency, economy and effectiveness element of the value for money assessment and in particular the level of QIPP made.

With regarding to financial sustainability, the deficit position increased throughout the year as new pressures emerged. S Proffitt advised the external auditors that the Board signed off a

	<p>high-risk plan rather than ‘an unachievable plan’ but only after a long discussion that included a number of new schemes being identified. Unfortunately, the Board minutes did not reflect the depth of the discussion. She commented that there was a real attempt to deliver the plan and the in-year movements were largely in respect of the inflation impact and additional cases on continuing healthcare. In respect of Trust performance, only two were significantly away from the plan submitted. The Board was informed that the external auditors were satisfied with the way the ICB has developed the plans for 2024/25. Work would take place to ensure the depth of discussion was clearly minuted.</p> <p><b>RESOLVED: That the Board note the ISA 260 Report and Annual Auditor’s Report 2023/24.</b></p> <p><b>(d) Management Representation Letter</b> – The management representation letter was presented to the Board for approval. In light of the discussion held earlier in the meeting, it was,</p> <p><b>RESOLVED: That the Board give delegated authority to S Proffitt, Chief Finance Officer to approve the final management representation letter for sign-off by K Lavery, Chief Executive.</b></p> <p>The Acting Chair conveyed his thanks to S Proffitt, all the teams involved and the Audit Committee for the work undertaken throughout the year and recognised the huge amount of effort. He was also mindful that robust discussion had taken place throughout the year in relation to the plans.</p> <p>K Lavery commented that whilst it was a disappointing view by the external auditors, he understood their reasons for reaching the conclusion given. He felt that the Board had struck the right balance over the last two years. The LSC ICB faced significant financial challenges but there were no surprises at year-end. He added that the ICB had worked closely with NHSE throughout the year. He also conveyed his thanks to the Audit Committee, the finance team and all staff for their continued support.</p> <p>The Board acknowledged that it had been a very challenging year however, it had also been very productive, and all staff deserve credit for their continued support to the ICB.</p>
75/24	<p><b><u>Any Other Business</u></b></p> <p>There were no issues raised.</p>
76/24	<p><b><u>Items for the Risk Register</u></b></p> <p>There were no items identified.</p>
77/24	<p><b><u>Closing Remarks</u></b></p> <p>The Chair closed the meeting.</p>
78/24	<p><b><u>Date, Time and Venue of the Next Regular Meeting</u></b></p> <p>The next regular meeting would be held on Wednesday, 17 July 2024 at 10am in the Coniston Room, ICB Offices, Level 3 Christ Church Precinct, County Hall, Preston, PR1 8XB.</p>