

Integrated Care Board

Date of meeting	7 September 2022	
Title of paper	Summary Report of Committee Business and Progress Update on other Committees of the Board	
Presented by	Committee Chairs: <ul style="list-style-type: none"> • Jim Birrell, Audit Committee • Dr David Levy, Primary Care Contracting Group • Sheena Cumiskey, Quality Committee • Professor Ebrahim Adia, People Board • Debbie Corcoran, Public Involvement and Engagement Advisory Committee 	
Author	Debra Atkinson, Louise Talbot, and Pam Bowling	
Agenda item	Item 9	
Confidential	No	
Purpose of the paper		
To provide the Board with a summary of key business and decisions for committee/groups held over July and August and to update on the progress of other committees in readiness for their inaugural meetings.		
Executive summary		
This report provides a summary of the discussion and key decisions taken at: <ul style="list-style-type: none"> • The Audit Committee held on 26th July and following Chairs' Action • The Primary Care Contracting Group (PCCG) meetings held on 15th July and 4th August The report also provides an update on progress relating to the Quality Committee, People Board and Public Involvement and Engagement Advisory Committee in readiness for their inaugural meetings from September/October.		
Recommendations		
The Board is asked to: <ul style="list-style-type: none"> • note the summary of discussions and key business of Audit Committee and PCCG • note the progress of other committees of the Board in readiness for their inaugural meetings from September/October 		
Governance and reporting (list other forums that have discussed this paper)		
Meeting	Date	Outcomes
ICB Executive Meeting	30 August 2022	Supported the paper for the Board
Conflicts of interest identified		
None		
Implications		

<i>If yes, please provide a brief risk description and reference number</i>	Yes	No	N/A	Comments
Quality impact assessment completed			X	
Equality impact assessment completed			X	
Privacy impact assessment completed			X	
Financial impact assessment completed			X	
Associated risks			X	
Are associated risks detailed on the ICS Risk Register?			X	
Report authorised by:	Debra Atkinson Head of Corporate Business			

Summary Report of Committee Business and Progress Update on other Committees of the Board

1.0 Summary of Discussions and Key Decisions from Committee Meetings Held to Date

1.1 Paragraphs 2 and 3 provide the Board with updates on formal committee meetings/groups held during July and August.

2.0 Audit Committee – Chair, Jim Birrell

2.1 The following highlight report is a summary of the Audit Committee's business undertaken on 26 July 2022 and via a Committee Chair's Action on 18 August 2022.

ALERT

- **Appointment of External Audit** – Audit Committee members were provided with a proposal for the provision of the external audit services for the ICB. The report provided background information around the provision of this service to the former CCGs via KPMG and Grant Thornton.

Discussion had taken place around fees/costs, risk, capacity and skill-mix, particularly around completed audits for CCGs for Q1 (April – June 2022).

Further clarification would be sought in respect of capacity, particularly their existing capacity in terms of completing audits in 2022/23 and costings.

The Board had been informed at the meeting held on 27 July 2022 of the further clarification points required.

The Audit Committee proposed that a Chair's Action be undertaken to resolve the matter, appoint the external auditors and report to the Board on 7 September 2022. This action was subsequently agreed at the Board meeting on 27 July 2022.

UPDATE: Responses to the requests had been received and considered by the Chair of the Audit Committee at a meeting held on 18 August 2022 in the presence of the Chief Finance Officer and the Place and Programme Finance Lead.

The Chair of the Audit Committee approved a direct award to KPMG to cover the 9-month accounting period to 31 March 2023 and years 2023/24 and 2024/25 with an option to extend for a further two years. Audit Committee members have been made aware of this action which will be formally taken to the next Audit Committee meeting on 29 September 2022.

- **Establishment of a Finance Committee** – The Chief Finance Officer acknowledged that, given the current level of financial risk in the system, the Board needed to have full oversight of this, but that consideration would need to be given as to when a Finance Committee may be established.

ADVISE

- **Proposal for a Co-opted Member** - The ICB Chair had invited Mr Cherry to be a Co-opted member on the Audit Committee in light of his previous CCG role relating to the closedown of the CCG accounts and the corporate memory he could bring to the committee.

The Audit Committee resolved that Mr Cherry be Co-opted as a member on the Audit Committee for a three-month period in order to provide his expertise, corporate memory and legacy knowledge relating to the closedown of the CCGs' accounts process following which a review of the position would be undertaken.

Audit Committee Terms of Reference – Approved by the Board (1 July 2022) and received by the committee. Arrangements were noted in respect of a Co-opted member and the potential for a further review should there be longer term arrangements required for a Co-opted member on the Audit Committee.

Appointment of Internal Audit – Audit Committee members were provided with background information, procurement options and the work undertaken in securing the internal audit provision to the ICB from 1 July 2022. The proposal was for a direct award for both internal audit and counter fraud which would result in a significant saving as the ICB moves forward.

MIAA was appointed for a 21-month contract to 31 March 2024.

ASSURE

- **Internal Audit Plan 2022/23** – An early draft had been agreed in order that some audits could commence during Q2, initially concentrating on a risk-based approach.

MIAA had produced a checklist in respect of governance, risk management and conflicts of interest when looking at place and it was proposed that the checklist be presented at the September meeting of the Audit Committee as assurance of the work being developed.

The Executive team had undertaken detailed work around strategic aims, key risks and opportunities at system level and a Board development session was being arranged to agree the ICB's strategic objectives and risk appetite for the Board Assurance Framework (BAF) which would shape the audit plans and provide an understanding of the principal risks for the organisation.

- **Conflicts of Interest Guardian** – Discussion to be held at a future meeting of the Audit Committee regarding conflicts of interest and consideration be given as to how assurances are gathered from other ICB committees and groups.

New Risks identified at the meeting

- **Completion of the Former CCGs' Accounts** - Raised as a risk if not undertaken in a timely manner and corporate memory could be lost. Reassurance was given however, that finance teams were coming together and the ICB had retained a lot of former CCG staff in the new structure so there was minimal risk.

Further consideration would be given as to whether the risk identified above would need to be included on the Corporate Risk Register.

3.0 Primary Care Contracting Group – Chair, Dr David Levy

3.1 The following highlight report is a summary of the discussion and key decisions taken at the Primary Care Contracting Group (PCCG) meetings held on 15 July 2022 (Extraordinary meeting) and 4 August 2022.

ADVISE

- **List Closure Application – Liverpool House Surgery** – Following the decision by a GP partner giving notice of his retirement, proposals and options had been discussed with the Local Medical Committee and practices within the PCN with a view at looking at practice merge options.

A request was made to the Group to approve the application from Liverpool House Surgery to close the practice list for an initial period of six months.

As discussions are progressed, the practices have been informed that any merger applications would need to be submitted before the end of August.

A question was asked as to whether patient care would be compromised and the Group was advised that over recent years, the list had been managed in such a way that patients could continue to be seen by the practice and that the list closure application had been made to ensure continuity and ongoing safe care for the registered patients at the practice.

Direct liaison with Healthwatch Cumbria would be made in relation to the practice closure.

The PCCG approved the proposed temporary list closure.

Pennine Lancashire Local Quality Contracts Review – A report was considered which outlined the approach taken by Pennine Lancashire in relation to the review of local GP quality contracts. The quality contracts had been approved in principle via the former CCG however, due to timings and the establishment of the ICB, formal sign off was required by the Group.

The report sought the Group's approval for Option 1 for Pennine Lancashire in 2022/23 and provided colour coded recommendations relating to each of the services reviewed, the proposed approach in Blackburn with Darwen and participation in the Improving Access element of the ICB Quality Scheme. It would bring greater alignment against the new quality contract and how to engage in the future.

The Primary Care Contracting Group approved the Pennine Lancashire local quality contracts review, noting what remained locally and those in addition to the ICB-wide elements.

- **Central Lakes Medical Practice – Options Appraisal Following Notice to Terminate GMS Contract** - All GP partners at Central Lakes Medical Practice had confirmed their resignation from the GMS Contract held by the practice. A number of options had been considered by the Primary Care Contracting Group Medical Sub-group on 21 July 2022 including the risks and benefits. Option 2 - procurement of a new provider to take on the contract – was recommended by the Sub-group.

Clarification had been sought in respect of the list viability during this period of uncertainty. There were approximately 6,000 patients on the list and due to the natural geography of the area, it was anticipated that there would be minimal changes in numbers and in the event of any potentially higher numbers, the contract was considered viable.

There were no concerns raised in respect of quality-of-service provision. Relevant practice staff had been informed of the proposal.

The PCCG approved Option 2 as the preferred option and approved the proposal to reduce the notice period from six months to five months.

- **Revision to the Terms of Reference** – A further review of the Group’s Terms of Reference had been undertaken and a quality representative would be included within the membership which was subsequently agreed in principle. It was acknowledged that there was a requirement to submit the proposed amendment to the ICB Executive Management Group for approval for onward reporting to the Board.
- **FN361 Lancaster University Pharmacy – Application for Change of Core Hours** – An application had been received to cease current opening hours on Saturday(10am-1pm) and to re-align the hours to elsewhere in the week, also requesting to amend non-term time Friday hours to 11am-7pm. The main rationale for the request was due to the lack of demand during these periods and Lancaster University was supportive of the requested change and a neighbouring site was also supportive of the proposals. Whilst NHSE/I was reluctant to reduce core hours, given the specialty of this pharmacy, it appeared to be the right decision.

The PCCG approved the requested change to core hours.

- **Dental Contract Reform Changes** - NHSE/I had recently announced changes to the national dental contract. An overview of the changes and potential impact of those changes was presented to the Group and further updates would be provided in due course.

New Risks identified at the meeting

There were no risks identified.

4.0 Progress Update on other Committees of the Board

4.1 The following provides the Board with updates on progress relating to the other committees of Board in readiness for their inaugural meetings from September/October.

5.0 Quality Committee – Chair, Sheena Cumiskey

5.1 A preparatory session of the Quality Committee was held on 17 August 2022 and the agenda covered:

- Initial discussion on the style and culture on how the committee will do its work.
- Terms of Reference of the Quality Committee
- Quality risks and strengths handed over from the CCGs – Discussion regarding Quality Committee reporting going forward
- Draft Quality Committee workplan
- Update on the System Quality Group (SQG)
- Review in readiness for the first meeting of the Quality Committee in September 2022

5.2 Work is ongoing in respect of finalising the wider membership of the Quality Committee and it was agreed to review the Terms of Reference in six months' time or sooner if required.

5.3 A broad range of comments were made, and the committee was mindful of making a difference, having one set of information, having an overarching approach and to consider on a risk basis what should be escalated and assurance given to both the committee and the Board.

5.4 At the end of each meeting, the committee will reflect on what difference it has made and whether it has challenged itself sufficiently.

5.5 The Quality Committee will meet monthly, and the first formal meeting is scheduled to be held on 21 September 2022. Further meetings dates are currently confirmed to March 2023.

5.6 A committee development session will be held on 19 October 2022.

6.0 People Board – Chair, Professor Ebrahim Adia

6.1 A number of pre-meetings have been held and good progress has been made regarding the remit of the People Board.

6.2 Work is ongoing in respect of finalising the wider membership of the People Board which includes a breadth of knowledge from across the system.

6.3 The workplan of the People Board is being drawn up and a review of the 10 people functions is being undertaken.

6.4 The People Board will meet bi-monthly and the first meeting is scheduled to be held on 28 September 2022. Further meetings dates are currently confirmed to March 2023.

7.0 Public Involvement and Engagement Advisory Committee – Chair, Debbie Corcoran

7.1 To support the development of the ICB Public Involvement and Engagement Advisory Committee a development workshop was held on 4 August 2022. This was a very successful session with good attendance from a range of sectors.

The purpose was to explore a number of areas of involvement and engagement as follows:

- Update on the 'LSC working with people and communities strategy for the ICS/ICB' and national frameworks
- Healthwatch independent review of existing engagement and involvement in each of the 4 Healthwatch areas.
- Presentation of the emerging ICB involvement and engagement operating model and how this could support ICP and Place-based Partnerships
- Proposal from Healthwatch Together to add additional value to engagement and involvement
- How could this support the ICP and Place-based Partnerships

A further workshop is planned for September and will include reflections on the Public Involvement and Engagement Advisory Committee Terms of Reference.

7.2 The Public Involvement and Engagement Advisory Committee will meet bi-monthly and the first meeting is scheduled to be held on 20 October 2022. Further meetings dates are currently confirmed to April 2023.

8.0 Recommendations

8.1 The Board is asked to:

- note the summary of discussions and key business of Audit Committee and PCCG
- note the progress of other committees of the Board in readiness for their inaugural meetings from September/October

Committee Chairs