

Integrated Care Board

Date of meeting	12 October 2022	
Title of paper	Summary Report of Committee Business and Progress Update	
Presented by	Committee Chairs: <ul style="list-style-type: none"> • Dr David Levy, Primary Care Contracting Group • Sheena Cumiskey, Quality Committee • Professor Ebrahim Adia, People Board • Jim Birrell, Audit Committee • Debbie Corcoran, Public Involvement and Engagement Advisory Committee 	
Author	Louise Talbot and Pam Bowling	
Agenda item	12	
Confidential	No	
Purpose of the paper		
To provide the Board with a summary of key business, decisions and progress updates for committee/groups held during September and to receive approved committee minutes.		
Executive summary		
This report provides a summary of the discussion and key decisions taken at the: <ul style="list-style-type: none"> • Primary Care Contracting Group held on 13 September 2022 • Quality Committee held on 21 September 2022 • People Board held on 28 September 2022 • Audit Committee held on 29 September 2022 / Approved Audit Committee minutes of the meeting held on 26 July 2022 <p>The report also provides an update on progress relating to the Public Involvement and Engagement Advisory Committee in readiness for its inaugural meeting in October.</p>		
Recommendations		
The Board is asked to: <ul style="list-style-type: none"> • Receive the approved minutes of the Audit Committee held on 26 July 2022 (Appendix A) • Note the highlight reports for those committees that have met since the last Board meeting. • Note the progress of the Public Involvement and Engagement Advisory Committee in readiness for its inaugural meeting in October 		
Governance and reporting (list other forums that have discussed this paper)		
Meeting	Date	Outcomes
Various committees / groups / workshop	During September 2022	Supported the paper for the Board

Conflicts of interest identified

None

Implications

If yes, please provide a brief risk description and reference number	Yes	No	N/A	Comments
Quality impact assessment completed			X	
Equality impact assessment completed			X	
Data privacy impact assessment completed			X	
Financial impact assessment completed			X	
Associated risks			X	
Are associated risks detailed on the ICB Risk Register?			X	
Report authorised by:	Debra Atkinson, Company Secretary/Director of Corporate Governance			

Summary Report of Committee Business and Progress Update

1.0 Summary of Discussions and Key Decisions from Committee Meetings Held During September

- 1.1 Paragraphs 2 to 5 provide the Board with updates on formal committee meetings/groups held during September.
- 1.2 Paragraph 6 provides a progress update on the Public Involvement and Engagement Advisory Committee.

2.0 Primary Care Contracting Group – Chair, Dr David Levy

- 2.1 The following highlight report is a summary of the key decisions taken at the Primary Care Contracting Group meeting held on 13 September 2022.

ADVISE

Procurement Evaluation Strategy (PES) for Waterloo House - Approved in principle.

Commissioning Delegation – Discussions held relating to the delegation process. Further updates to be presented to the Primary Care Contracting Group.

New Risks identified at the meeting

There were no risks identified.

3.0 Quality Committee – Chair, Sheena Cumiskey

- 3.1 The following highlight report is a summary of the Quality Committee's business undertaken on 21 September 2022.
- 3.2 Membership of the Quality Committee is nearing completion.

ALERT

Patient Story/Experience – An informative overview and individual stories about experiences of accessing NHS services were heard from a representative at the Foxton Centre. This is a Preston-based charity with a long history and strong commitment to working in the local community with both adults and young people. Committee members were mindful of the difficulties being experienced including staff culture and mutual respect. It was agreed that relevant members of the committee/ICB would follow up some of the issues raised.

Policy on Sponsorship and Joint Working with the Pharmaceutical Industry and other Commercial Organisations – A review of the policy had been undertaken and an update provided on the purpose of the policy and the framework in order to assist the ICB and its employees in determining when a joint working agreement or commercial sponsorship is appropriate. The committee agreed that considering the ICB's Policy on Policies was being

developed and with the recently appointed Chief Pharmacist taking up post, a further review would be undertaken both strategically and in terms of conflicts of interest.

Patient Safety Incident Response Framework – A presentation was given from colleagues at East Lancashire Hospitals NHS Trust (ELHT) regarding the published guidance and requirements along with roles and responsibilities of the ICB and provider organisations and timescales for implementation. ELHT was an early adopter and the learning will be key to successful roll out in Lancashire and South Cumbria.

Continuing Health Care – It was recognised that significant risks and challenges had transferred from CCGs to the ICB in relation to Continuing Health Care (CHC). The committee was provided with actions being taken to address the risks and to improve performance and an overview of current performance. It was noted that the ICB had inherited three key challenges from the CCGs:

1. Ongoing dispute with local authorities with the threat of legal action (since settled except for deceased cases)
2. Backlog of CHC reviews (ongoing)
3. Poor performance on the 28-day key performance indicators (ongoing)

A new team is being formed in the Chief Nurse portfolio to bring expertise and capacity to oversee and drive performance whilst the service is remodeled. MIAA Solutions have been commissioned to support the reviews.

Further consideration would be given on the content of future reports in order to provide assurance to the committee.

Risks and Escalations – The Quality Committee received a report relating to:

- Key areas of escalation/risk
- Consideration for patient safety, effectiveness and experience
- Actions being taken to mitigate
- Learning associated with the issues outlined

ADVISE

Terms of Reference of the Quality Committee:

- The proposal to increase the membership from two to three Non-Executive Members was agreed.
- Jane O'Brien was appointed as the Deputy Chair of the Quality Committee. Further consideration of the Terms of Reference would be given at the development session following which updated Terms of Reference would be submitted to the Board in November for approval.
- The Quality Committee will review the Terms of Reference in six months' time

Quality Committee Workplan 2022/23 – Approved, noting that further updates may be required as the committee’s business evolves.

ASSURE

Safeguarding Update – A summary was presented of the ICB’s approach to delivering safeguarding statutory functions, changes in the NHS Safeguarding Accountability and Assurance Framework 2022 (SAF) and aspects of learning from safeguarding reviews and the ICB system response. The ICB accountabilities for safeguarding were noted by the committee and the key need for delivery and collaboration in the four places. Further discussion as to how the committee manages the breadth of work relating to safeguarding will be addressed at the development session.

A level of reassurance had been given to the committee in respect of the transfer from CCGs to the ICB.

Care Quality Commission (CQC) Inspection Report - Maternity Services, Blackpool Victoria Hospital (Blackpool Teaching Hospitals NHSFT) - The Care Quality Commission’ inspection on maternity services at Blackpool Victoria Hospital gave an overall rating as inadequate. The committee received the report, noting that the Hospitals Trust has a System Improvement Board (SIB) in place and that both the Trust and the SIB will have oversight of improvement.

The Quality Committee referred to its role in respect of CQC reports overall and whilst they were included on the committee’s workplan, further consideration would be given around this.

New Risks identified at the meeting

The Quality Committee acknowledged the areas highlighted as alerts above and would keep oversight accordingly.

- 3.3 Further consideration would need to be given in respect of overlaps of groups and how they will come together.
- 3.4 The Quality Committee reflected on its first formal meeting and considered whether it had been sufficiently challenged and had made a difference. Several areas had been identified however, further consideration would need to be given as to how to take them forward. The committee would need to learn about how to deliver its ambitions through taking a whole system approach including, for example, smaller units such as the Foxtan Centre.
- 3.5 A committee development session would be held on 19 October 2022.

4.0 People Board – Chair, Professor Ebrahim Adia

4.1 The first meeting of the People Board took place on 28 September 2022. The following highlight report is a summary of the People Board’s business undertaken.

ADVISE

Scene Setting – Summary of National Guidance Relating to the ICB and ICS People Functions - A high-level summary of published national guidance and requirements in relation to the NHS people functions and the role of the ICB and wider system partners in delivering both national, and local workforce priorities and ambitions was discussed. A draft framework was also presented which described how the various local, regional and national requirements fit within this context. The draft framework was adopted as a basis to agree the focus of Lancashire and South Cumbria people priorities and work programme for the remainder of 2022/23.

Membership and Terms of Reference – The membership of the People Board was nearing completion. The ICB Director of Workforce and the Provider Collaborative CEO representative would be included in the Terms of Reference and other representatives to include the strategic workforce lead. Consideration would also need to be given regarding representation from the Ambulance Service. It was suggested that the voluntary sector lead should be a member and this was agreed. A further review of the membership and Terms of Reference would be undertaken in six months’ time. Proposed revised Terms of Reference would be submitted to the Board in November along with other committee revisions.

People Insight: Key People Metrics and Insight for the ICB – There is a national requirement for the People Board to review the ICB workforce performance metrics on a regular basis. This report will be reviewed in detail by the ICB Chief People Officer and reported to the weekly ICB Executive, along with associated actions/interventions, prior to presentation to the People Board.

ICS Workforce Insights Report – The People Board welcomed an informative report which had been drawn up by the NW Health Education England People Team and provided an update across the range of key workforce KPIs, issues, challenges and insights. As a key action the People Board has asked that where individual organisations are highlighted as performance outliers against key measures, that assurance on improvement actions at both organisation and system level are provided to the next meeting of the People Board. The data and intelligence within the reports lays the foundation for the pending multi-year planning process, long term planning and long-term workforce plan and the development of the ICB/ICS five-year strategy which are imminent. This approach will also provide solid assurance to the planned Assurance meetings with the regional NHSE team.

Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES) 2022 – System Report – An overview of individual Trust performance against the WRES and WDES in 2022 was provided along with an overview of performance against the WRES and WDES as a system. An overview of actions plan across each provider Trust was provided, as well as recommendations for bring together EDI leaders

from all parts of the system to establish a system wide EDI programme, which will be led by the ICB Chief People Officer and the incoming ICB Director of Culture and Inclusivity for the ICB. There was a strong recognition by the People Board that adequate focus, resource and collaboration will be vital to driving improvements in this key area. The People Board recognised the opportunity to improve WRES and WDES outcomes and confirmed its commitment to look to best practice from within and outside of our system. The People Board welcomed this informative report.

Workforce Development Funding Allocations for 2022/23 – An update on the budget position in relation to HEE workforce development funding received by the previous L&SC People Board was presented. Approval was given to a portion of the remaining funding being ring fenced for the ICS workforce function for the 2023/24 financial year. It was recognised that consideration would need to be given as to how allocations are made in going forward and a process would be taken through the People Board.

Areas of Focus for the Next Meeting – A number of items would be taken to the next meeting including the L&SC Integrated Care Strategy, Freedom to Speak Up Policy and Update and the Staff Partnership Forum. The People Board agreed that a Staff Story would be presented at each meeting going forward.

New Risks identified at the meeting

No new risks identified.

5.0 Audit Committee – Chair, Jim Birrell

- 5.1 The minutes of the Audit Committee meeting held on 26 July 2022 were approved as a correct record and attached at Appendix A.
- 5.2 The following highlight report is a summary of the Audit Committee’s business undertaken on 29 September 2022.

ALERT

Standardisation of Financial Systems and Controls - A major piece of work was being undertaken by the Finance Team, (eg with regard to the independent assessment of the CCG/ICB position). The committee asked that a detailed position statement be provided and if necessary, an action plan be taken to the next meeting

Review of Financial Performance - The committee noted that the "Improving Financial Sustainability Exercise" assumed that each ICB would have a Finance Committee in place so the Board may wish to review how it obtains appropriate assurance on the ICB's financial position. The committee also discussed the HFMA financial governance checklist and as part of this, it was recommended that the ICB has a Finance Committee in place. The committee acknowledged the plan to establish a Finance Committee by the end of this financial year however, given the financial and performance pressures, it was suggested that it should be done as soon as possible.

ADVISE

CCG Legacy - Good progress had been made in respect of CCG legacy issues and it was helpful to learn that MIAA did not feel there were any significant outstanding matters.

Improving Financial Sustainability - The nationally prescribed exercise was nearing completion, (the ICB's submission was due 30 September 2022). MIAA was hoping to have access to all ICB submissions, which would enable them to participate in a benchmarking review. As and when this is shared, the Audit Committee will assess any significant Lancashire and South Cumbria outliers.

Board Assurance Framework - The committee was pleased to be updated on the work to agree the ICB's strategic objectives, which was a crucial step in producing the Board Assurance Framework that will shape much of the committee's future work programme.

ASSURE

Audit Committee Workplan – Agreed but recognised that this may need to flex as and when dates are issued for completion of the 2022/23 accounts.

CCG/ICB Position - A helpful update was provided on the detailed work undertaken to assess the ICB's opening and current financial position. The committee took assurance from the outcome of the work commissioned by the Chief Finance Officer to independently assess the current level of financial risk produced. The exercise concluded that despite the uncertainties surrounding the position, the probable financial risk was in line with figures reported previously to the Board. It was also noted that the level of risk changes as organisations update their forecasts

Internal Audit Plan and Anti-fraud Plan - Both plans were agreed subject to the inclusion of a review of data quality within the current year's Internal Audit Plan.

Anti-fraud, Bribery and Corruption Policy – The committee reviewed the policy and requested further clarification regarding 'the interaction and division of responsibilities between the counter fraud functions of ICBs and NHS England, including primary care reporting and management'. The policy would be resubmitted to the next meeting of the Audit Committee.

External Audit – Preliminary work had commenced. The Team would shortly commence their audit of the CCG part year accounts but the timescale would be subject to the requisite information being available, some of which was external to the ICB.

CCG Accounts and Annual Reports - A draft annual report and set of accounts for each of the former CCGs had been completed and would be submitted in accordance with the prescribed deadline of 5 October 2022. The committee noted the volume of work involved in undertaking this task and asked that their thanks be passed to the staff involved.

ICB's Risk Management Strategy and Policy - Good progress had been made in producing these important documents.

New Risks identified at the meeting

No new risks identified.

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

6.1 To support the development of the ICB Public Involvement and Engagement Advisory Committee a second development workshop was held on 29 September 2022. This was a very productive session with good attendance and engagement from a range of sectors.

The purpose was to explore and test a number of items which will form the agenda for the Public Involvement and Engagement Advisory Committee and to reflect on the Terms of Reference.

There was frank and supportive input which will be immensely helpful in preparing for the first formal committee meeting in October.

The following areas were discussed:

- A practice Public and Engagement Deep Dive on the New Hospitals Programme and reflections on the process
- Key areas of development for engagement and involvement
 - Strategy for working with people and communities
 - Development of the engagement model
- Update on progress of Healthwatch Together projects to support engagement and involvement
- A look ahead to the first committee meeting:
 - Terms of reference
 - Committee membership
 - Agenda planner
 - A draft template/structure for a public engagement and involvement assurance report
 - A draft template/structure on a regular public insights report.

6.2 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.

7.0 Recommendations

7.1 The Board is asked to:

- Note the summary of discussions and key business of the committees of the Board
- Receive the approved minutes of the Audit Committee held on 26 July 2022
- Note the progress update of the Public Involvement and Engagement Advisory Committee in readiness for its inaugural meeting in October.

Committee Chairs