

Integrated Care Board

Date of meeting	7 December 2022			
Title of paper	Summary Report of Committee Business			
Presented by	Committee Chairs: <ul style="list-style-type: none"> • Dr David Levy, Medical Director • Sheena Cumiskey, Quality Committee • Professor Ebrahim Adia, People Board • Roy Fisher, Finance and Performance Committee 			
Author	Louise Talbot			
Agenda item	16			
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 November.				
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 on 8 November 2022 • Quality Committee held on 16 November 2022 • People Board held on 22 November 2022 • Finance and Performance Committee held on 28 November 2022 				
Recommendations				
The Board is asked to note the highlight reports for those committees that have met since the last Board meeting.				
Governance and reporting (list other forums that have discussed this paper)				
Meeting	Date	Outcomes		
Various committees/groups/ development session/workshop	During November 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			

Integrated Care Board – 7 December 2022

Summary Report of Committee Business and Progress Update

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

1.1 Paragraphs 2 to 5 provide the Board with updates on formal committee meetings/groups held during November.

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 8 November 2022:

ADVISE

- **Optometry** - Angie Ashworth, Primary Care Manager in Medical and Optical, presented a deep dive into optometry which discussed General Ophthalmic Services (GOS) Contracts and Quality in Optometry (QiO) prior to the ICB taking on this commissioning role in April 2023.

3.0 Quality Committee – Chair, Sheena Cumiskey

3.1 The following highlight report is a summary of the key decisions taken at the Quality Committee meeting held on 16 November 2022:

ADVISE

- **Cross committee relationships** - Links to the Public Involvement and Advisory Engagement Committee (PIEAC) in respect of patient experience and involvement of the Quality Committee in respect of quality and safety. Avoiding duplication of work and in the event of receiving the same reports, to have a common and pragmatic approach in respect of actions to be taken forward. Where there is a joint focus, Quality Committee will focus on effectiveness and safety and PIAEC on experience.
- **Output of work from the committee development session and revised workplan** – Principles of the committee, committee culture and the workplan reflecting priorities.
- **Domestic Abuse and Workplace Policy** – Approved

ASSURE

- **Patient story/experience** – The committee reflected on two stories relating to Personal Health Budgets and noted the issues and variation in LSC in respect of continuing healthcare and personal health budgets recognising that there needed to be more joined up work taking place across services.
- **Assurance on Secure Services** – Approved a number of actions being taken forward and welcomed the programme of visits to secure units.
- **Risks and escalations** – A report on current and emerging escalation/risk concerns across Lancashire and South Cumbria was provided. The committee was advised of a recent Never Event at Lancashire Teaching Hospitals NHSFT. Links to the System Quality Group and Quality Committee were discussed in respect of assurance.
- **Continuing healthcare/individual patient activity – Update and Case for Change** – The committee noted the current under performance of continuing healthcare and the associated risks and mitigations. The paper also linked to the patient stories reflected on earlier in the meeting. The committee supported the proposed new model of delivery for continuing healthcare (Option 3) which would require investment and presented to the ICB Board on 7 December 2022.

3.3 Approved minutes of the Quality Committee meeting held on 21 September 2022 are attached at Appendix 1.

4.0 People Board – Chair, Professor Ebrahim Adia

4.1 The following highlight report is a summary of the discussion and key decisions taken at the People Board meeting held on 23 November 2022.

ADVISE

- **Membership/Attendance** – The membership of the People Board was nearing completion and there was good representation from across the system at the second meeting.
- **Staff Story** – Staff stories would be a standing item on the People Board agenda. A midwife at Blackpool Teaching Hospitals NHSFT spoke about her role, highlighting the positives and also the challenges. A main challenge was workforce capacity, given the national shortage in midwives. The staff member emphasised the importance of working as a system, working collaboratively and avoiding duplication by having one plan, one focus and one vision in order that improvements could be made. The People Board welcomed the story and took on board the comments to be

taken forward, by the ICB nursing and midwifery leadership team, in collaboration with system providers and other partners.

- **ICB Workforce and KPI Report** – A report was presented which provided a review of the workforce position for LSC ICB as at September 2022. The report was accompanied by a suite of insight and information which would be developed over time reflecting the ICB's changing workforce position, improvements, areas for concern and necessary actions in respect of its people. The information was structured around 9 core areas providing insight and information relating to each section:
 - Workforce overview
 - Current workforce
 - Equality, Diversity and Inclusion
 - Attendance and Wellbeing
 - Retention and Attrition
 - Temporary Staffing
 - Attraction and Recruitment
 - Experience
 - Compliance

In future the report would be taken through the ICB Executives and exceptions reported to the People Board by the new ICB People Director.

- **Belonging Framework** – The Culture and Inclusion operating model was presented with a focus on the governance framework in order that there is a robust grip and accountability on achieving inclusion ambitions across the ICS footprint. Approved.

An update was provided on progress on the agreed nine high level WRES and WDES recommendations for implementation by the Culture and Inclusion programme and a summary of the high-level actions.

An overview of the equality and inclusion standards of excellence were proposed for the ICS/system as part of the employment offer as well as encourage ICS partners to adopt to create a measurable standard of practice. **Approved.**

Consideration would be given in nominating a representative as SRO for the Belonging Group, as well as SROs for the major System People Leaders Group work programmes.

- **Baseline Activity Against the 10 People Functions** – An overview of work undertaken by the ICS workforce team during 2021/22 was presented. The report was structured in line with the 10 ICB people functions and provided an overview of the work programmes in place, progress made against those functions and key priorities for 2022/23.

- **Proposal to Establish a Lancashire and South Cumbria System People Leaders Group to Lead the Delivery of the Four People Priorities for the System** – A report was presented which set out the proposed purpose, scope, membership, roles/responsibilities and governance framework for a Lancashire and South Cumbria System People Leaders Group.

Building on the framework previously presented to the People Board for delivering the national people plan priorities and 10 ICS people functions an operating model was proposed which described the proposed governance arrangements for the LSC System People Leaders Group, which would lead on establishing a one workforce people strategy for LSC, integrated workforce plans and delivery of the people priorities for the system. **Approved.**

- **Lancashire and South Cumbria Integrated Care Strategy** – A report was presented advising that the LSC ICB, and the upper tier/unitary local authorities in the LSC system have a statutory requirement to establish an Integrated Care Partnership (ICP) for LSC to ensure that the partnership develops an Integrated Care Strategy by December 2022.

The approach and timeline for developing the Integrated Care Strategy was presented along with a:

- A summary of work undertaken to date identifying the needs and wants of the population, identifying draft priorities and engaging with residents and staff on the draft priorities.
- Ongoing work - scoping the priorities
- Key next steps - testing our thinking and drafting the strategy

The report suggested key links to the draft framework agreed by the ICB People Board in September 2022 to capture the LSC people priorities and work programme for the remainder of 2022/23, and to inform the longer-term people strategy for our system.

Update on System/Staff Partnership Forum – James Fleet advised that the ICS Staff Partnership Forum would now report into the ICS People Board. This was strongly supported by the combined staff side organisations as a positive development in partnership working at the strategic system level. The ICS Staff Partnership Forum meetings had been changed to align with the People Board meeting schedule. There will be a standing People Board agenda item for this update.

ASSURE

- **ICS/Systems Workforce Report** - The report was presented which provided a high-level summary of the LSC workforce and key workforce metrics.

The report highlighted the challenges across the system around specific gaps in workforce, high sickness levels compared to other systems in the North West,

changes to vacancy and leaver rates as we move from pandemic to recovery, the out-turn and workforce supply routes into the system and specific staff group intelligence to focus priority programmes.

Key priorities to concentrate on across the system would be identified at the next meeting of the People Board.

- **Freedom to Speak Up (FTSU): Policy and Update** – Accompanying the policy was a video featuring Jane O'Brien and James Fleet, Freedom to Speak Up Guardians along with Sarah O'Brien to raise awareness and to encourage all colleagues to be open and honest about their experience of working in the organisation and where it is encouraged that speaking up being business as usual.

The policy was **approved**, it was noted that a communication plan would be drawn up to support the launch of the policy and the People Board endorsed the system wide approach to Freedom to Speak Up with the provision of dedicated FTSU Guardians and supporting resources.

4.3 Approved minutes of the People Board meeting held on 28 September 2022 are attached at Appendix 2.

5.0 Finance and Performance Committee – Chair, Roy Fisher

5.1 A verbal update will be provided on the discussion held and key decisions taken at the first meeting of the Finance and performance Committee held on 28 November 2022.

6.0 Recommendations

6.1 The Board is asked to note the summary of discussions and key business of the committees/groups of the Board held during November.

Committee Chairs