

## Integrated Care Board

<b>Date of meeting</b>	<b>1 February 2023</b>	
<b>Title of paper</b>	Summary Report of Committee Business	
<b>Presented by</b>	Committee Chairs: <ul style="list-style-type: none"> <li>• Jim Birrell, Audit Committee</li> <li>• Sheena Cumiskey, Quality Committee</li> <li>• Professor Ebrahim Adia, People Board</li> <li>• Debbie Corcoran, Public Involvement Engagement and Advisory Committee</li> <li>• Roy Fisher, Finance and Performance Committee</li> <li>• Dr David Levy, Primary Care Contracting Group</li> </ul>	
<b>Author</b>	Louise Talbot and Pam Bowling	
<b>Agenda item</b>	14	
<b>Confidential</b>	No	
<b>Purpose of the paper</b>		
To provide the Board with a summary of key business, decisions and progress updates for committee/groups held during December 2022 and January 2023.		
<b>Executive summary</b>		
This report provides a summary of the discussion and key decisions taken at the: <ul style="list-style-type: none"> <li>• Audit Committee held on 15 December 2022</li> <li>• Quality Committee held on 18 January 2023 (21 December 2022 meeting was cancelled)</li> <li>• People Board held on 26 January 2023 (verbal update to be provided)</li> <li>• Public Involvement Engagement and Advisory Committee held on 26 January 2023 (verbal update to be provided)</li> <li>• Finance and Performance Committee held on 16 January 2023</li> <li>• Primary Care Contracting Group held on 13 December 2022 and 10 January 2023</li> </ul>		
<b>Recommendations</b>		
The Board is asked to note the highlight reports for those committees that have met since the last Board meeting.		
<b>Governance and reporting</b> (list other forums that have discussed this paper)		
<b>Meeting</b>	<b>Date</b>	<b>Outcomes</b>
Various committees/groups/ development session/workshop	During December 2022 and January 2023	Supported the paper for the Board
<b>Conflicts of interest identified</b>		
None		

<b>Implications</b>				
If yes, please provide a brief risk description and reference number	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
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	
<b>Report authorised by:</b>	Debra Atkinson, Company Secretary/Director of Corporate Governance			

# Integrated Care Board – 1 February 2023

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## Summary Report of Committee Business and Progress Update

### 1.0 Summary of Discussions and Key Decisions from Committee Meetings Held During December 2022 and January 2023

1.1 Paragraphs 2 to 7 provide the Board with updates on formal committee meetings/groups held during December 2022 and January 2023.

### 2.0 Audit Committee – Chair, Jim Birrell

2.1 The following highlight report is a summary of the key decisions taken at the Audit Committee held on 15 December 2022.

#### ADVISE

- **Finance and Performance Committee** - The meeting welcomed the establishment of this committee and looked forward to working with it in the future.
- **Internal Audit Plan** - To date there had been limited progress on the 2022/23 Internal Audit Plan, partly because it was weighted towards completion in Q4. The committee noted that concentrating a significant programme into a relatively short time period would present logistical challenges to both MIAA and ICB staff, which could result in some planned work slipping into 2023/24.
- **HFMA Improving Financial Sustainability in the NHS** - Unsurprisingly, ICBs, (including L&SC), scored relatively low in the recent exercise. The L&SC finance team would complete a further assessment later in the year to review both its overall score and progress made since the initial exercise.
- **Freedom To Speak Up** - Progress to date was noted but the committee felt that it was too early to assess whether the new system was working effectively.
- **External Audit of CCGs for period ended 30 June 2022** - The position was noted in respect of the audits being undertaken by KPMG but equivalent information was required in respect of the work being undertaken by Grant Thornton. It was also noted that there was a national issue regarding confirmation of Directors' Pension Disclosures by the Pensions Agency that could have implications for the Audit Opinion.
- **Assurance Committees' Feedback to Board** - There was support for the ICB Chair's intention to request improvements and greater consistency in the feedback provided to the Board by the assurance committees.
- **Standardisation of Financial Systems and Controls** - There was still some outstanding work to be completed however, the residual tasks were more about local interpretation, eg where expenditure was coded, rather than fundamental differences in approach.

#### ASSURE

- **Anti-fraud, Bribery and Corruption Policy** - The committee approved the updated version of this policy.
- **Board Assurance Framework (BAF) and Risk Management Policy** - The

committee was pleased to learn that the Board had approved an initial version of the BAF and the Risk Management Policy. Some clarifications were sought and minor amendments suggested but it was regarded as an important development for the organisation.

### **ALERT**

- **Legacy Issues** - The majority of the legacy issues identified by MIAA had been completed or were in hand but a number of the outstanding tasks were of continuing relevance to the ICB, therefore, the committee would continue to monitor progress.
- **Assessment of current state of governance, systems and controls** - The committee expressed concern at the general lack of assurance around governance, systems and controls and asked that additional focus be placed on addressing the gaps between now and the end of the financial year.
- **Corporate Risk Register** - The inherited CCG risk registers had not as yet been consolidated into a single ICB Corporate Risk Register. Committee members strongly felt that this omission should be rectified as a matter of urgency, with a view to the finished product being reviewed at the next Audit Committee.
- **Information Governance** - The committee felt unsighted on the governance arrangements surrounding information and asked that a comprehensive report on the subject be brought to the next meeting. In tandem, the IG topics/areas to be reported into the Audit Committee and/or the F&P Committee would be reviewed.
- **Conflict of Interest in Primary Care Contracting** - The appropriateness of the Board's Conflicts of Interest Policy to primary care contracting was raised and it was agreed that the issue would be reviewed with the outcome being reported to the next meeting.

2.2 Approved minutes of the Audit Committee meeting held on 29 September are attached at Appendix 1.

### 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 18 January 2023 (the meeting scheduled to be held on 21 December 2022 was cancelled):

The main theme and thread arising out of the meeting related to urgent and emergency care and consideration as to how we move to working in a systematic way.

#### ADVISE

- **Risks and Escalations** – A position report was presented relating to the main providers across L&SC and actions being undertaken. The providers had welcomed the supportive approach from the ICB.
- **Quarterly Quality and Safety Report** – An overview of the main providers' positions was presented with a focus on five subject areas - primary care, medicines optimisation, community care, equality diversity and inclusion and, urgent and emergency care.
- **Update on Progress of the L&SC Integrated Stroke and Neurodevelopment Network** – A presentation was given on progress with a specific focus on the service specification and implementation of the acute business case. Also, the data monitoring approach across the programmes of work and quality and narrative measures relating to patient participation.
- **Mental Capacity Act Policy** – Approved
- **Patient Safety Partner Involvement in Organisational Safety** – The Quality Committee received a report which detailed the ambition for all safety related governance meetings to include Patient Safety Partners and highlighted the progress of NHS organisations across L&SC. The committee approved Option 1 to recruit a Patient Safety Partner with a hybrid approach to recruit an individual that straddles between role 3 as a working group member and role 4 as an expert advisor.
- **Continuing Healthcare (CHC) and Individual Patient Activity (IPA) – Performance Report** – Current performance within CHC and IPA was presented and risks highlighted relating to performance and service demands. It was agreed that bi-monthly reports would be submitted to the Quality Committee focussing on the new model and key performance issues.
- **Foxton Centre** – Following on from a patient story considered at an earlier committee meeting, a number of key actions were taken to support the Foxton Centre in delivering guidance on how to access services for people with mental health needs and drug/alcohol dependency. Also infection prevention and control assistance in relation to a new build and key contacts were provided for the Changing Futures and Rough Sleepers Group in Blackpool.
- **Patient Story** – A 16-year-old child in care was referred to the multi-agency Child Exploitation Team. The story highlighted the variations in commissioning arrangements and recognises that this creates challenges in providing timely, and appropriate mental health support of children and young people. By health professionals working together, a consistent clinical view was presented to partners which framed the safeguarding response. There was a shift in thinking from 'what's wrong with you?' to 'what's happened to you?' Agencies were able to work through areas of professional disagreement, avoid further escalation, reduce risk and improve outcomes.
- **L&SC Medicines Management Group – Commissioning Policy Positions** – The committee was advised of the work undertaken by the Medicines Management Group

to develop commissioning recommendations and noted the positions that had been ratified to date.

- **System Quality Group Update** – Two topics had been discussed at the SQG relating to urgent and emergency care and the learning from the East Kent report. Diabetes would be a focus topic at the next meeting.

### ASSURE

- **Quality Assurance in the Current Crisis** – The Chief Nursing Officer provided an update on current pressures and additional supportive oversight. Thanks were conveyed from the committee to all staff involved for their continued support. The committee was assured of actions being taken to keep oversight of the issues.
- **Patient Safety Incident Response Framework – Positional Update** – The committee welcomed the report and was assured on the progress made across the L&SC integrated care system on the future work planned along with timescales.

### ALERT

**Safeguarding Update** – The three main current safeguarding concerns related to:

- **Performance** - Children in Care assessments, Court of Protection liberty safeguards delayed applications
- **Vulnerability** - Profile of individuals referred to PREVENT, profile of Domestic Homicide reviews, increasing numbers of regulated care sector quality concerns
- **Workforce** – Managing and maintaining responsive safeguarding function

#### **Mitigations**

- ICB Safeguarding team have robust partnership across LSC and through joint discussions and planning there are mitigations agreed to address the risks. This is a continual cycle of review and rework.
- A significant challenge is that our populations 'needs' continue to evolve but we constantly review and ensure that service delivery can flex and innovate to safeguard children, young people, and vulnerable adults.
- The voice of the child and vulnerable adult is the grounding point that drives our collectively responsiveness.
- The ICB continues to build and maximise partnership arrangements that can be described mostly to be very strong with strategic and service issues being picked up and responded to.

3.2 Approved minutes of the Quality Committee meeting held on 16 November 2022 are attached at Appendix 2.

#### **4.0 People Board – Chair, Professor Ebrahim Adia**

4.1 A verbal update will be provided from the meeting held on 26 January 2023.

#### **5.0 Public Involvement and Engagement Advisory Committee – Chair, Debbie Corcoran**

5.1 A verbal update will be provided from the meeting held on 26 January 2023.

## 6.0 Finance and Performance Committee – Chair, Roy Fisher

6.1 The following highlight report is a summary of the key decisions taken at the Finance and Performance Committee meeting held on 16 January 2023:

### ADVISE

- **Month 8 (November 2022) financial position.** The ICB is reporting a year-to-date deficit of £18.9m and forecasting a break-even full year position, however, there is a net risk of £42.8m associated with this.
- **Month 8 Provider Position.**
- **Financial recovery plan for the ICB** - plans to recover the potential deficit of £42.8m reported to be in train with the value associated with complete actions to be £12m and a further £20m in progress.
- **Performance** - current performance of the ICB highlighting key remedial actions which are in train. An escalation in the system was highlighted with all LSC hospitals struggling around discharge and flow.
- **System Programme Management Office** - plans for the establishment of an effective single-system programme management office in order to improve delivery of the operational plan, financial recovery plan and longer-term transformational objectives.

### ASSURE

- **Financial Planning Guidance** - the committee were assured in terms of the initial work undertaken to meet the two key submission dates of 23<sup>rd</sup> February for draft plans and 27<sup>th</sup> March for final plans.
- **Continuing Health Care Business Case** - the committee were assured, following the ICB Board's approval for investment in a new model of delivery of Continuing Health Care, in terms of investment to save.

### ALERT

- **Performance Management** – a need to strengthen the performance management team to improve reporting and investigation.
- **2023/24 Planning Update and Assumptions** - projected 10% gap next year.

6.2 Approved minutes of the Finance and Performance Committee meeting held on 28 November 2022 are attached at Appendix 3.

## 7.0 Primary Care Contracting Group – Chair, Dr David Levy

7.1 The following highlight report is a summary of the key decisions taken at the Primary Care Contracting Group meeting held on 13 December 2022 and 10 January 2023.

### ADVISE

#### **Decisions made at the meeting held on 13 December 2022:**

- **Medicines Delivery Service (MDS) – Post Payment Verification** – approved request received from NHSBSA to reclaim payments made to pharmacy contractors that have been identified as incorrect.
- **FME86 Gorgemead Ltd t/a Cohens Chemist** – approved the application received from Gorgemead Ltd to relocate the pharmacy premises.
- **Beechwood Surgery** – approved in principle, subject to financial prioritisation, request for additional space requirement to accommodate increased numbers of Primary Care Network staff.
- **Application to Change Core Opening Hours** – approved the application received from Asda Pharmacy Skelmersdale to change its core opening hours (maintain the same overall hours.)
- **Waterloo House Surgery – Procurement of APMS contract provider** – approved changes to contract term and transitional funding (currently under a procurement exercise.)
- **General Practice Quality Contract 23/24** – approved the proposed improvement framework and associated costing model.
- **Procurement of Withnell Health Centre – Recommended Bidder Report** – approved the report provided by NECS.
- **Windermere and Bowness Medical Practice – Agreement of Lease in respect of Windermere Health Centre** – approved a letter of comfort should the APMS contract not continue after the initial 10-year contract period.

#### **Decisions made at the meeting held on 10 January 2023:**

- **Proposed merger between P81127 The Surgery - Chorley and Y03656 Leyland Surgery** – approved the application to merge resulting in both practices continuing under practice code P81127 The Surgery – Chorley.
- **GP Practice Succession Planning – A Case for Change** – approved the succession planning approach, including the creation of a ‘toolbox’, local provider framework and future development of phase 2 to include Primary Care Network resilience.
- **South Shore Car Park** – approved in principle, subject to financial prioritisation, the application to increase car park space at South Shore Primary Care Centre.
- **Fylde Coast - Dr Thorpe Retirement – Old links Surgery** – approved the request to disperse the patient list of Dr Thorpe between practices in the Lytham and St Anne’s PCN.
- **Specialist Drugs in Palliative Care/End of Life and stockholding: Locally commissioned pharmacy service** – approved the standardised service specification, aligning the service across Lancashire and South Cumbria.
- **Morecambe Health Centre Estates Reconfiguration** - approved the proposed reconfiguration changes by both Providers (Fylde Coast Medical Service & Bay Medical Group) and the stated additional revenue costs (rent and reimbursements) subject to financial prioritisation.



- **Slaidburn Additional Funding Request** - Declined the request from Slaidburn Country Practice for additional resources for 2022/23. Agreed to a review and uplift as appropriate, in line with APMS guidelines, in 2023/24 and agreed to the available financial envelope being further considered as part of the procurement process.
- **Primary Care Contracts due to expire March 2023** – approved the funding to continue the contracts, contingent there are no quality or performance issues.

## ASSURE

### **Meeting held 13 December 2022:**

- **Finance Update – month 7 report** – the group received a report advising of the month 7 financial position.
- **Wider data and intelligence work** – an overview of the Data and Intelligence Clinical Reference Group work programme was presented to the group.
- **GP contracting dashboard Task and Finish Group** – it was confirmed that the previously shared mock-up dashboard was currently being built by CSU colleagues and it was hoped would be available in January.
- **Pharmacy Advanced Services Update** – an update on the eight community pharmacy advanced services was presented to the group.
- **Medical Sub-Group Work Programme** – the group received and provided feedback on the Medical Sub-Group work programme.

### **Meeting held 10 January 2023:**

- **Finance Update – Month 8 report** – the group received a report advising of the month 8 financial position.
- **GP Access** – Dr John Miles, primary care data and intelligence clinical lead presented an overview of GP access data and invited members to a deep dive into the data.
- **Commissioning Delegation Checklist** - the group received an update on the arrangements for the delegation of dental and optometry services from NHSE to the ICB in April 2023. The complete checklist would be brought back to the February meeting for review and sign off.

**No new risks were identified.**

### **Review of the Assurance Framework and Risk Register**

#### **Meeting held on 13 December 2022:**

- The group received and reviewed the risk register and requested that procurement related risks were included.

#### **Meeting held on 10 January 2023:**

- The group received the NHSE Primary Care Assurance Framework which will be a regular item to monitor the delivery of delegated responsibilities.

## **8.0 Recommendations**

- 8.1 The Board is asked to note the summary of discussions and key business of the committees/groups of the Board held during December 2022 and January 2023.

### **Committee Chairs**