

## Integrated Care Board

<b>Date of meeting</b>	29 March 2023	
<b>Title of paper</b>	Committee Minutes and Summary of Committee Business	
<b>Presented by</b>	Committee Chairs: <ul style="list-style-type: none"> <li>• Sheena Cumiskey, Quality Committee</li> <li>• Jim Birrell, Audit Committee</li> <li>• Professor Ebrahim Adia/Professor Jane O'Brien (Deputy), 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>	18	
<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 for the period December to March 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>• Quality Committee held on 15 February 2023 and 15 March 2023 (verbal)</li> <li>• Audit Committee held on 16 March 2023</li> <li>• People Board held on 22 March 2023 (verbal)</li> <li>• Public Involvement Engagement and Advisory Committee held on 22 February 2023</li> <li>• Finance and Performance Committee held on 2 March 2023</li> <li>• Primary Care Contracting Group held on 14 February 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 to March 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 – 29 March 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 the Period January to March 2023.

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

### 2.0 Quality Committee – Chair, Sheena Cumiskey

2.1 The following highlight report is a summary of the key decisions taken at the Quality Committee meeting held on 15 February 2023:

#### 15 February 2023

The committee had a particular focus on safety, effectiveness and experience.

#### ADVISE

- **Foxton Centre – Discussion as to where synergies lie** and what the committee was taking from it and clarification in respect of plans. There was a direct synergy with the Public Involvement and Advisory Engagement Committee (PIEAC). Informal discussions would take place with a view to taking to the ICB Board and if the delivery model was not working effectively, the quality aspects would come back through the Quality Committee. Whilst this approach was welcomed, it was recognised that governance across the ICB was still developing.
- **Review of Quality Committee Terms of Reference** – Proposed amendments to be included in the Corporate Governance Handbook.
- **Special Educational Needs and Disabilities (SEND) Report** – Received the report.
- **Quality and Safety Report** – An overview of the main providers' positions was presented with a focus on five subject areas - Infection prevention and control, safety, mental health, cancer and maternity.
- **System Quality Group Update** – An areas of focus in respect of diabetes health improvement and a case for change in diabetes treatment presented.
- **ICB Safeguarding Children and Adults Policy** – Approved.
- **Mental Health, Learning Disability and Autism Strategies** – Recommended the adoption of the strategies to the Board however, whilst the ambition within the strategies was commended, governance and leadership of the strategies needed to be clear. The strategies needed to be embedded into a wider strategy and should belong to all partners in the system and applied to all demographics.
- **Risks and escalations** – A report on current and emerging escalation/risk concerns across Lancashire and South Cumbria was provided which included detailed relating to Never Events and a serious incident. The committee would also be provided with additional information in respect of timelines and learning from actions in order that they are assured of processes and the loop then closed.

#### ASSURE

- **Quality Governance Structure – Functions and Delivery Map** – Maturing and developing model which continued to evolve. Showed a good representation of the current position recognising that more developmental work was required with a focus on wider system working at place and neighbourhood.

- **Safeguarding Update** - The voice of the child and vulnerable adult is the grounding point that drives our collective responsiveness.

### **ALERT**

- **Patient Story/Experience – Five year old child** – Recognised that the issues related to all parts of health, social care and the voluntary sector along with longitudinal contracts.

The value of advocacy support was recognised and consideration be encouraged that services be constructed and delivered in an accessible way so that the need for advocacy is limited. Consideration of advocacy support would be taken through the ICB Public Involvement and Engagement Committee (PIEAC). The PIEAC would consider the value added through advocacy in relation to patient involvement/engagement/experience.

- **Assurance on Secure and Non-Secure Mental Health Services** – An update report was provided however, there was partial assurance in terms of quality and safety and the patient experience. The outcome of the visits appeared to raise more concerns and more support was required. Matter to be escalated to the Board.
- **Safeguarding Update** - Further work being undertaken to understand suicides in children and adults.

2.2 A verbal update will be provided in respect of the meeting held on 15 March 2023.

2.3 Approved minutes of the Quality Committee meeting held on 18 January 2023 and 15 February 2023 are attached at Appendix 1 and 2 respectively.

### **3.0 Audit Committee – Chair, Jim Birrell**

3.1 The following highlight report is a summary of the key decisions taken at the Audit Committee held on 16 March 2023:

### **ADVISE**

- **December 2022 AAA Report to the Board** - In December the Committee expressed its concern at the general lack of assurance on governance, systems and control and asked that additional focus be placed on addressing the gaps. Unfortunately, with the exception of the next item, there is little evidence to suggest that efforts have resulted in any material improvement due to the timing of the audit however, verbal updates clarified there were no emerging concerns with core controls audits which will be finalised this month.
- **Board Assurance Framework and Corporate Risk Register** - Both of these processes are taking shape, although each requires additional work, including further consideration of the key risks associated with each strategic objectives.
- **Tender Waivers** - The committee noted that in monetary value terms, some significant tender waivers have been approved, mainly because of the capabilities of the current procurement process. The process has still allowed in year review of contracts to be undertaken. However, the committee was assured that the changes taking place will ensure that the situation does not recur next year.

There was a Single Tender Waiver that supported the extension of all identified ICB healthcare contracts ending in March 2023 or within the 2023/24 financial year. It was noted that a detailed overview had been presented to the recent Finance and Performance Committee that stated,

inter alia, that full oversight of the review process would be provided by the Commissioning Resource Group.

- **Internal Audit Plans** - The 2022/23 identified priority audits should all be completed before the end of March; six of the current year's planned audits will be deferred into next year but undertaken as soon as possible; and the committee agreed the broad outline for the 2023/24 plan, with the proviso that audits take place in the early part of the year to enhance the assurance database and prevent slippage of planned work into 2024/25. It was pointed out that meeting the timescales will in part be dependent upon ICB staff participating in a timely and supportive way with planned audits.
- **Head of Internal Audit Opinion** - MIAA advised that the ICB is likely to receive a limited assurance assessment for 2022/23 with limited scope given the first year of the ICB with significant new structural changes.
- **Data Security and Protection Toolkit baseline submission** - This document requires organisations to confirm compliance with 113 statements but at the beginning of this month the ICB could only make 17 positive assertions. However, the IG Team is confident that the organisation will be fully compliant by the 30 June 2023 deadline date for submitting the toolkit.

### ASSURE

- **Closure of CCG 2022/23 Q1 Accounts** - Good progress is being made on the closure of the CCG Accounts. Whilst there is still work to undertake, no material concerns have been identified to date. The committee was pleased to note that the two external audit companies undertaking the work are liaising well together.
- **Production of ICB Annual Report and Accounts** - Work on these items is also progressing well and the working group is optimistic of meeting the prescribed timetable for submission of the finalised and agreed documents.
- **Information Governance** - The Committee were happy with the commissioned report on the governance and working arrangements for IG, including both oversight and reporting.

### ALERT

- **Freedom To Speak Up** - The Committee was concerned that the ICB's FTSU system is not yet fully operational and asked for the outstanding aspects to be completed as soon as possible.
- **Annual Governance Statement (AGS)** - The ongoing paucity of assurance evidence will influence the tone and content of the AGS. To that end, the ICB was advised to be open and candid in the wording of the document, partly because it could mitigate the wording of the External Auditor's Audit Letter.

3.2 Approved minutes of the Audit Committee meeting held on 15 December 2022 are attached at Appendix 3.

#### **4.0 People Board – Chair, Professor Ebrahim Adia/Deputy Chair, Professor Jane O'Brien**

4.1 A verbal update will be provided from the meeting held on 22 March 2023.

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

5.1 The Public Involvement and Engagement Advisory Committee meeting held on 22<sup>nd</sup> February 2023, was a development workshop, with Committee members reviewing together 3 key areas of importance: the Committee's ways of working and operating model; the assurance it receives and can provide to the ICB Board in relation to patient and public involvement and engagement; how public representatives and public voice can be embedded into the membership and work of the Committee.

Views from the workshop are being synthesised and will be implemented from the April meeting onwards.

### ADVISE

Following the February workshop with PIEAC members, there will be a continued focus in the upcoming Committee meetings on how to gain assurance on the ways in which, and effectiveness of, public and patient involvement and engagement in delivery of the ICB's priorities.

There will also be a review and refresh of the ICB Working with People and Communities strategy and supporting framework in April 2023.

### ASSURE

Two standard reports are regularly received by PIEAC that set out and update on public involvement and engagement activity delivered by the ICB, and the insights from this and other activities or sources. The 'involvement and engagement report' assures on engagement and involvement activity in place and planned, and how it supports delivery and achievement against the 10 principles agreed by the ICB in its Working with People and Communities strategy. The 'insight report' draws together intelligence and feedback from patients and the public to support ICB decision-making and activities from a variety of sources such as:

- the public involvement and engagement networks established by the ICB (e.g. the ICB's online Citizens Panel, and a new Readers Group – with ongoing communication via a Citizens Panel newsletter)
- engagement and involvement activities led by the ICB and partners, such as the recently launched 'Listening Events' delivered in places with the Directors of Health Care Integration
- insight from customer complaints/compliments, MP letters and freedom of information requests
- reports and insights from partner organisations such as Healthwatch

To support transparency, PIEAC meeting reports are made available to the public, along with minutes, on the ICB's website.

### ALERT

Work continues to strengthen and systematise public involvement and engagement in ICB decision-making and work programmes.

5.2 Approved minutes of the meeting held on 26 January 2023 are attached at Appendix 4.

## **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 2 March 2023:

### ADVISE

- Achieved a rolling break even for this year using the historic surplus to offset remaining risk.
- Clear links between Provider Collaborative Board and Integrated Care Board – ICB needs formal consideration of minutes.

## ASSURE

- Effort has been put into achieving year-end acceptable position to NHSE.
- Performance - report has improved and some improvement in performance shown.

## ALERT

- Concern over 23/24 position (committee received overview of position) – still working on a level of risk reflecting the carried forward risk from 2022/23.
- Growth in prescribing costs and care packages for the ICB has added £15m and £20m additional pressure in 2022/23.
- Lancashire Teaching Hospitals NHS Foundation Trust has the highest deficit and low level of recurrent CIPs in 2022/23 with significantly reduced cash.
- Cash is becoming a bigger issue across the system.
- The pressures for 2023/24 and beyond are underpinned by 2 main concerns
  - Not assured about recurrent actions taking place from the diagnostic work done - bank and agency, corporate and clinical efficiencies.
  - Lack of progress in terms of achievement of CIP savings recurrently.

6.2 Approved minutes of the Finance and Performance Committee meeting held on 16 January 2023 Appendix 5.

## **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 14 February 2023:

## ADVISE

### **Decisions made:**

- **Commissioning Delegation Checklist** – approved the content of the delegation checklist.
- **Fittleworth Medical Ltd** – approved the application received from Fittleworth Medical Ltd to relocate the dispensing appliance premises.
- **HBS Pharmacy** – approved the application received from Famevalley Ltd to relocate the pharmacy premises.
- **Pink Shirt Ltd** – refused the application received from Pink Shirt Ltd to establish a pharmacy premises due to lack of assurances in regards to the layout of the premises and the standard operating procedures.

## ASSURE

- **Finance Update – month 9 report** – the group received a report advising of the month 9 financial position.
- **Northwest Orthodontic Procurement – Recommended Bidder Report (Phase 5)** – an overview of the outcome of Phase 5 of the Specialist Orthodontic Procurement process for the 3 contract lots within the North West Region was presented to the group.
- **Request to Retrospectively Amend the Year End Financial Reconciliation Outcome for 2020/21 – KDPG Ltd** – the group received a report which had been received at CPC advising a provider's request for the 2020/21 Year End financial position to be retrospectively amended, resulting in a repayment of £174,608.07.
- **Capital Investment** – an update on the final position regarding the capital investments in 2022/23 was presented to the group.

- **Performance Dashboard** – the group were updated on the development of the Primary care dashboards and presented with the current GP performance dashboard, highlighting the structure and data available.
- **Triple A Reports from Subgroups** – The group received highlight reports from the contracting sub groups.

**ALERT**

There were no issues to escalate.

## **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 to March 2023.

### **Committee Chairs/Deputy Chair**