

## Integrated Care Board

<b>Date of meeting</b>	3 May 2023
<b>Title of paper</b>	Constitution and Governance Handbook
<b>Presented by</b>	Sam Proffitt Chief Finance Officer
<b>Author</b>	Debra Atkinson Company Secretary
<b>Agenda item</b>	13
<b>Confidential</b>	No

### Purpose of the paper

This paper provides the board with a summary of changes to the Constitution and Governance Handbook.

### Executive summary

The ICB Constitution describes how we organise ourselves together to provide the best health and care, ensuring that decisions are always taken in the interest of the patients and populations we serve. Recent changes to the Local Authorities with the ICBs area and a review of the board composition have been reflected in the amended constitution, and the variations have been approved by NHS England. This report provides a summary of those changes.

The Constitution is supported by the Lancashire and South Cumbria Integrated Care Board Governance Handbook (the ICB Governance Handbook) which provides further details on how governance arrangements in the ICB will operate by bringing together a number of governance documents, so it is easy for interested people to navigate. This report summarises changes to terms of reference to committees of the board, that are held within the handbook.

### Recommendations

The Board are asked to:

- Note the variation to the ICB's Constitution, as approved by NHS England
- Approve the amendments to the ICB's Governance Handbook

### Governance and reporting (list other forums that have discussed this paper)

Meeting	Date	Outcomes
ICB Executive Meeting	25 April 2023	Approved.

### Conflicts of interest identified

not applicable

### Implications

(If yes, please provide a brief risk description and reference number)	Yes	No	N/A	Comments
Quality impact assessment completed			√	
Equality impact assessment completed	√			An Equality and Health Inequalities Impact and Risk Assessment was completed and submitted to NHS England in relation to changes to the constitution.
Data privacy impact assessment completed			√	
Financial impact assessment completed			√	
Associated risks				
Are associated risks detailed on the ICB Risk Register?			√	

**Report authorised by:**

Sam Proffitt Chief Finance Officer

# Integrated Care Board – 3 May 2023

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## Constitution and Governance Handbook

### 1. Introduction

- 1.1 The ICB Constitution describes how we organise ourselves together to provide the best health and care, ensuring that decisions are always taken in the interest of the patients and populations we serve. Recent changes to the Local Authorities with the ICBs area and a review of the board composition have been reflected in the amended constitution, and the variations have been approved by NHS England. This report provides a summary of those changes.
- 1.2 The Constitution is supported by the Lancashire and South Cumbria Integrated Care Board Governance Handbook (the ICB Governance Handbook) which provides further details on how governance arrangements in the ICB will operate by bringing together a number of governance documents, so it is easy for interested people to navigate. This report summarises changes to terms of reference to committees of the board, that are held within the handbook.

### 2 Constitution

- 2.1 In line with guidance to Integrated Care Boards on applying to NHS England (NHSE) to amend their constitutions, an application to change the ICB's constitution was submitted to NHS England in March 2023, proposing the following:

#### 2.2 Changes to Local Authorities

On 1 April 2023, Cumberland Council, Westmorland and Furness Council, and North Yorkshire Council were created in place of the existing county, district and borough councils that operate across these counties.

- 2.3 This required changes to the Constitution of the NHS Lancashire and South Cumbria Integrated Care Board relating to:
  - The descriptions used to set out the area covered by the ICB (section 1)
  - The local authorities within the ICB's area, and therefore eligible to nominate the Partner member – local authorities (section 3.7)
  - The implementation of joint local health and wellbeing strategies (section 7)

### 3 Board Composition: Additional Non Executive Member

- 3.1 At establishment the board had 14 members, including 5 non-executive members. As the organisation has matured, its committee structure has been reviewed and embedded, and the roles of the non-executives has increased,

the Chair considered that there is a need for an additional non-executive member.

3.2 The Chair has reviewed the board composition to include an additional non-executive member with effect from 1 April 2023. This will require changes to the Constitution of the NHS Lancashire and South Cumbria Integrated Care Board relating to:

- 2.2.2 Board membership
- 2.2.3 composition
- 3.11 number of non-executive members

There will be no changes to quoracy.

3.3 NHS England have notified the ICB in writing that the proposed changes are approved. The revised Constitution will be published on the ICB's website, and the changes will take effect as of 1 April 2023.

#### **4 Governance Handbook**

4.1 From establishment, each committee have kept their terms of reference and membership under review. The board has had oversight of any changes to the purpose, remit or membership of each committee through timely summary updates, and by receiving full minutes of each committee business meeting. Over this period the following amendments have been made:

##### 4.2 Quality Committee

- 4.6 membership amended from 3 additional non-executive members to 2, and one independent lay member added
- 5.3.2 'or their nominated representative' added to those who may vote
- 6.1 the following is added to the responsibilities of the committee 'scrutinise the robustness of the arrangements for and assure compliance with the ICB's statutory responsibilities for learning disabilities and autism'

##### 4.3 People Board

- 2.2 'where it makes sense and is safe to do so' added to the People Board supporting one workforce throughout the Integrated Care System
- 4.6 the following roles have been added to the membership; ICB Director of Workforce Delivery, ICB People Director, ICB Director of Culture and Inclusion, ICB Director of Place and Programmes (Workforce), ICB Director of Organisational Development and Education, Provider Collaborative CEO representative, and Provider Non-Executive Director representing disability

inclusion. Two representatives (non-members) have also been added; Strategic Workforce Lead and Ambulance Service representative.

#### 4.4 Public Involvement and Engagement Advisory Committee

- Attendees added as follows:
  - Healthwatch representative
  - VCFSE representative
  - Ambassador (via the ICB/Healthwatch Ambassador programme)
  - Associate Director of Customer Care and Engagement
  - Associate Medical Director – Population Health

4.5 The Finance and Performance Committee was established in November 2022, and the terms of reference are included at Appendix A. The ToR are due to be reviewed by the committee in Q1 of 2023/24 to ensure the committee has insight from a quality performance and improvement perspective, and any further amendments will be considered by the board for approval.

4.6 The newly established Primary Care Commissioning Committee, and its ToR have also been incorporated into the Governance Handbook.

4.7 The Functions and Decisions Map will also be updated to reflect the Primary Care Commissioning Committee.

## 5 Recommendations

5.1 The Board are asked to:

- Note the variation to the ICB's Constitution, as approved by NHS England
- Approve the amendments to the ICB's Governance Handbook

**Debra Atkinson**

**23 April 2023**