

Integrated Care Board

Date of meeting	13 March 2024
Title of paper	Use of the Integrated Care Board Seal and Approval of a Special Payment
Presented by	Sam Proffitt, Chief Finance Officer
Author	Louise Talbot, Board Secretary and Governance Manager/ Liz Bateman, Head of Financial Control
Agenda item	16
Confidential	No

Executive summary

Use of the Integrated Board Seal

The Integrated Care Board (ICB) has a seal for executing documents. The ICB Chair, Chief Executive and Chief Finance Officer are authorised to authenticate use of the Seal. The ICB is required to keep a register of every sealing and to report use of the Seal to the Board at least bi-annually.

Approval of a Special Payment

A special payment is an item that is outside the normal range of departmental activity and is not considered when monies are voted for by Parliament. As such, these transactions are subject to greater control than other payments and are mandatory disclosures within the ICB's Annual Report and Accounts. The ICB has delegated authority to approve special payments up to the value of £95,000. All special payments up to that value must be approved by the Board, in accordance with the ICB's Scheme of Reservation and Delegation.

Recommendations

The Board is asked to:

- Note the use of the ICB Seal since reported to the Board on 8 November 2023.
- Approve a special payment in respect of a compensation payment to an outside contractor to replace a damaged laptop.

Which Strategic Objective/s does the report relate to:

Which Strategic Objective/s does the report relate to:		Tick
SO1	Improve quality, including safety, clinical outcomes, and patient experience	-
SO2	To equalise opportunities and clinical outcomes across the area	-
SO3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees	-
SO4	Meet financial targets and deliver improved productivity	Yes
SO5	Meet national and locally determined performance standards and targets	-
SO6	To develop and implement ambitious, deliverable strategies	-

Implications				
	Yes	No	N/A	Comments
Associated risks	x			If the special payment is not approved, there is a risk of legal action from the claimant.
Are associated risks detailed on the ICB Risk Register?			x	
Financial Implications	x			The value of the claim for the special payment is £1,149.

Where paper has been discussed (list other committees/forums that have discussed this paper)

Meeting	Date	Outcomes
<p>Use of the Seal Reviewed by the Chief Executive and Chief Finance Officer as appropriate.</p> <p>Approval of a Special Payment Chief Finance Officer, Chief Operating Officer and Director of Health and Care Integration for Lancashire Place. It will be reported to Audit Committee should the special payment be approved by the Board.</p> <p>Executive Team</p>	<p>As detailed in the report</p> <p>As outlined in the report</p> <p>5 March 2024</p>	<p>Requests approved. Documents signed and sealed.</p> <p>Claim for payment to be made is supported by named officers.</p> <p>Approved</p>

Conflicts of interest associated with this report

None identified

Impact assessments

	Yes	No	N/A	Comments
Quality impact assessment completed			x	
Equality impact assessment completed			x	
Data privacy impact assessment completed			x	

Report authorised by:

Sam Proffitt, Chief Finance Officer

Integrated Care Board – 13 March 2024

Use of the Integrated Care Board Seal and Approval of a Special Payment

1. Lancashire and South Cumbria Integrated Board Seal

- 1.1 The Integrated Care Board (ICB) has a Seal for executing documents. The ICB Chair, Chief Executive and Chief Finance Officer are authorised to authenticate use of the Seal.
- 1.2 The ICB is required to keep a register of every sealing and to report use of the Seal to the Board at least bi-annually.
- 1.3 The register is kept by the ICB's senior governance advisor.

2. Use of the Integrated Care Board Seal

- 2.1 The Board is informed of the use of the Integrated Care Board Seal as follows:

Seal Register No.	Date Sealed	Document	Authorised Signatories
15/2023	22 November 2023	Partnership Agreement Pooled budget for integrated health and social care services relating to the Better Care Fund, Improved Better Care Fund and Adult Social Care Discharge Fund Lancashire County Council and NHS Lancashire and South Cumbria Integrated Care Board	Kevin Lavery Sam Proffitt
16/2023	27 November 2023	Framework Partnership Agreement relating to the commissioning of health and social care services and other integrated arrangements Blackburn with Darwen Borough Council and Lancashire and South Cumbria Integrated Care Board	Kevin Lavery Sam Proffitt

3. Approval of a Special Payment

- 3.1 A claim of £1,149 for reimbursement has been received from an external contractor in respect of replacement of a damaged laptop. The damage occurred at the ICB's County Hall offices and was accidentally caused by the movement of a member of ICB staff when leaving the meeting room. Other ICB staff members were witness to the event.
- 3.2 NHS England guidance for Losses and Special Payments identifies that the ICB can approve special payments (excluding those in relation to special severance or retention) up to the value of £95k. This is reflected in the ICB's Standing Financial Instructions, within the Scheme of Reservation and Delegation that states that all special payments up to the value of £95k must be approved by the Board.

4. Recommendation

- 4.1 The Board is asked to:
- Note the use of the ICB Seal since reported to the Board on 8 November 2023.
 - Approve a special payment in respect of a compensation payment to an outside contractor to replace a damaged laptop.

Sam Proffitt
Chief Finance Officer