

Appendix 5

ANNUAL REVIEW OF THE EXECUTIVE COMMITTEE			
In line with its terms of reference, the Committee must undertake an annual review of its performance and provide an account of its work to the Board.			
Review period	1 April 2023 to 31 March 2024		
Number of Meetings	12		
Members	Number of meetings eligible to attend:	Number of meetings attended by members:	Number of meetings deputy attended: (*n/a – no deputy)
Chief Executive (Chair)	12	11	n/a
Executive Director of Finance (or nominated deputy)	12	11	1
Executive Medical Director (Vice Chair) (or nominated deputy)	12	11	1
Executive Chief Nurse (or nominated deputy)	12	10	1
Executive Area Director - North (or nominated deputy)	12	11	1
Executive Area Director – South and Central (or nominated deputy)	12	9	1
Executive Chief Digital and Information Officer (or nominated deputy)	12	12	n/a
Executive Director of Innovation (or nominated deputy)	8	3	n/a
Executive for Improvement and Experience (or nominated deputy)	8	8	n/a
Executive Chief of Strategy and Operations (or nominated deputy)	12	10	1
Executive Director of Corporate Governance, Communications, and Involvement (or nominated deputy)	12	10	1
Role and responsibilities of the Committee			
<p>The Executive Committee (the Committee) operates as a formal Committee of the Board. The principal purpose of the Executive Committee is to support the Board by overseeing the day-to-day operational management and performance of the ICB in support of the Chief Executive in the delivery of her duties and responsibilities to the Board.</p> <p>The Committee provides a forum to inform the ICB's strategies and plans and undertakes any commissioning and planning activity on behalf of the Board, helping to secure continuous improvement of the quality of services and implementation of the approved ICB strategies and plans. The Committee contributes to the overall delivery of the ICB objectives by delivering its remit as set out in its terms of reference. The Committee has no executive powers, other than those delegated in the Scheme of Reservation and Delegation (SoRD) and specified in its terms of reference.</p>			

Details of main work areas

The Committee's main areas of work are:

Commissioning

- The commissioning of acute services, primary care services and some specialised services
- Oversight of significant service reconfiguration
- Developing system working and strategic planning whilst promoting collaborative working across all providers
- Performance monitoring of provider services
- Provide assurance to the Board on the delivery of performance and outcomes
- Review of ICB performance against the NHS System Oversight Framework
- Recommendations to the Board regarding ICB programme budgets
- Oversight of the development of an annual system plan in conjunction with partner trusts
- Embed population health management approaches and address health inequalities
- Embed place-based working
- Ensure that commissioning activities are underpinned and informed through communications and involvement with partners and that public and key stakeholder engagement is aligned in the development and implementation of ICB strategies and plans

Corporate

- Ensure the ICB fulfils its functions, duties and responsibilities as set out in the organisations Constitution, ensuring a comprehensive system of internal control and the effective operational management of the ICB
- Ensuring the Board is sighted on any emerging strategic issues and risks and that adequate arrangements are in place in relation to the System Oversight Framework
- Delivery of the People Plan and People Promise, workforce planning and sustainability
- Approval of staff recruitment, retention, and development, supporting staff to develop new skills for collaborative working, and ensuring that the Board is advised on compliance with its statutory duties and performance relating to employment
- Advise the Board on compliance with its statutory duties relating to duty in respect of research
- Recommendation of HR policies to the Board for approval
- Approval of corporate, health and safety and information governance policies
- Development and implementation of ICB strategies (e.g., data and digital, communications and engagement and equality and diversity)
- Approve and implement the ICB's arrangements for planning, responding to and leading recovery from incidents (emergency planning, resilience, and response framework)
- Oversee compliance with the management of conflicts of interest as stated in the Constitution and the Standards of Business Conduct Policy and Declarations of Interest Policy
- Embed the ICB's risk management policy and supporting processes

Main achievements and assurances

This Annual Report summarises the activities of the Executive Committee (the Committee).. The Committee was consistent in reporting to the Board, providing highlight reports from April 2023 to March 2024, to demonstrate the extent to which the Committee has met its terms of reference and providing assurance regarding key priorities since the establishment of the North East and North Cumbria Integrated Care Board (the ICB).

This report had been informed by a review of the papers presented to the Committee against the responsibilities set out in its terms of reference and priorities outlined in the cycle of business. Some of the key areas of discussion by the Committee are summarised below (further details can be found in the individual highlight reports from each meeting):

11 April 2023

- Voluntary, Community and Social Enterprise Sector Engagement & Infrastructure Review
- Contract Group Update
- Risk Management Strategy

9 May 2023

- Winter Planning

- Provider Collaborative Responsibility Agreement
- CQC Self-Assessment

13 June 2023

- Introduction of regular Place-based delivery reports for North and North Cumbria and Central and Tees Valley areas
- Prescribing Efficiencies
- Waiting Well Programme Plans
- Covid Medication Delivery Units Update

11 July 2023

- Network funding for Post Covid Service and Pulmonary Rehabilitation
- Update on the Primary Care Dental Access Recovery Plan
- Palliative and End of Life Care Progress Report Tees Valley

8 August 2023

- General Practice Bank Holiday Cover Arrangements
- Place Subcommittee Terms of Reference

12 September 2023

- Equality, Diversity, and Inclusion Implementation Update
- Medium Term Financial Plan
- Joint Forward Plan Update

10 October 2023

- System Development Funding
- Transition from Hospital: Enhancing Sunderland Service Provision
- Neurorehabilitation Pathway Review

15 November 2023

- Update on the Primary Care Recovery Access Plan
- Modern General practice Access Model

12 December 2023

- Learning Disability & Autism Service Development Fund
- Workforce Development Arrangements
- Acute Respiratory Infection (ARI) Hub Models

16 January 2024

- Arrangements for Protected Learning Time for General Practice
- Emergency Preparedness Resilience Response Self-Assessment Results

13 February 2024

- New Health Scrutiny Arrangements

12 March 2024

- Clinical Networks Proposal
- Weight Management Services
- Clinical Conditions Strategic Plan
- People and Culture Strategic Plan

Governance and Assurance

The Committee also received assurance reports on the following items:

- Risk management position
- Corporate governance (statutory duties)
- Information governance, including the Data security and Protection
- Programme plan progress
- Research and Evidence

- Policy management (review of policies)

Details of main challenges faced by the Committee during the year

There were several challenges faced by the Committee including:

- ICB 2.0 Programme
- Geographical size and interaction with place-based working
- System performance
- Winter pressures
- Financial pressures
- Workforce pressures
- Continuing healthcare packages
- Prescribing pressures
- Discharges
- Procurement timescales
- Management of agendas (number and timescales of items being received) and committee support

The Committee monitored these areas closely and put mitigating actions in place wherever possible (in line with national and internal requirements). The Board was provided with assurance on these via the Committee's minutes, detailed reports, and presentations at formal Board meetings as well as in-depth reviews as part of Board development sessions. Where risks were identified, these were added to the ICB's corporate risk register as appropriate to ensure more detailed monitoring took place to mitigate these risks to the lowest level.

Key issues to highlight to the Board

The Committee has continued to explore improvements to its effectiveness and efficiency of management to ensure that the meetings are productive and committee member time is effectively utilised. New processes have been put in place to support this and ensure all essential business is conducted appropriately and provide assurance to the Board on delivery of its delegated functions.

The annual review has identified the Committee has delivered its responsibilities as set out in its terms of reference.

Proposal to review Terms of Reference?	No - to note that a review of the terms of reference has taken place in line with the organisational restructure and was submitted to Board within the Governance Handbook Issue 8 which was approved on 26 March 2024.
Chair of the Committee	Samantha Allen, Chief Executive
Report Author	Rebecca Herron, Corporate Committee Officer
Date:	30 April 2024