

**North East and North Cumbria Integrated Care Board  
Executive Committee (Public)**

**Minutes of the meeting held on Tuesday 11 June 2024, 10:15hrs in the  
Joseph Swan Suite, Pemberton House, Colima Avenue, Sunderland**

**Present:** Sam Allen, Chief Executive (Chair)  
Levi Buckley, Chief Delivery Officer  
Ann Fox, Deputy Chief Nurse deputy for David Purdue, Chief Nurse, AHP  
and People Officer  
Graham Evans, Chief Digital, and Infrastructure Officer  
Jacqueline Myers, Chief Strategy Officer  
Dr Neil O'Brien, Chief Medical Officer (Vice Chair)  
Claire Riley, Chief Corporate Services Officer  
Paul Turner, Director of Contracting and Oversight (South) deputy for Dave  
Gallagher, Chief Procurement and Contracting Officer  
Lynne Walton, Director of Finance (Central & South and Primary &  
Community) deputy for David Chandler, Chief Finance Officer

**In attendance:** Rebecca Herron, Corporate Committees Manager (Committee Secretary)  
Deb Cornell, Director of Corporate Governance and Board Secretary  
Ruby Burdis, Corporate Governance Administrator (Observing)  
Phil Argent, Director of Finance (North and Acute) for item 8.2 and 9.1 only

**EC/2024-25/57      Agenda Item 1 - Welcome and introductions**

The Chair welcomed all those present to the meeting and confirmed the meeting was quorate.

**EC/2024-25/58      Agenda Item 2 - Apologies for absence**

Apologies for absence were received from David Purdue, Chief Nurse, AHP and People Officer, David Gallagher, Chief Procurement and Contracting Officer, David Chandler, Chief Finance Officer.

**EC/2024-25/59      Agenda Item 3 - Declarations of interest**

Members had submitted their declarations prior to the meeting which had been made available in the public domain.

There were no additional declarations of interest made at this point in the meeting.

**EC/2024-25/60      Agenda Item 4 - Minutes of the previous meeting held on 14 May 2024**

**RESOLVED:**

**The Executive Committee AGREED that the minutes of the meeting held on 14 May 2024, were a true and accurate record.**

**EC/2024-25/61**

**Agenda Item 4.1 - Minutes of the previous meeting held on 9 April 2024**

- 1) An addition to the second sub bullet point of paragraph two, minute number EC/2024-25/12 (Integrated Delivery Report) was requested.

The sentence read " The target requirement for Accident and Emergency waiting times within 4 hours has been changed to 78% which has resulted in having only three compliant trusts"

This would be amended to read " The target requirement for Accident and Emergency waiting times within 4 hours has been changed to 78% which has resulted in having only three compliant trusts at draft submission – it is anticipated all will submit a compliant final plan"

- 2) An addition to the fourth bullet point of paragraph two, minute number EC/2024-25/12 (Integrated Delivery Report) was requested.

The sentence read " The target for improving access to mental health support for children and young people is improving"

This would be amended to read " The performance against the target for improving access to mental health support for children and young people is improving"

- 3) It was requested the first sentence of paragraph four, minute number EC/2024-25/12 (Integrated Delivery Report) was removed

**RESOLVED:**

**The Executive Committee AGREED that the minutes from the meeting held on 9 April 2024, with the amendments noted above, were a true and accurate record.**

**EC/2024-25/62**

**Agenda Item 5 - Matters arising from the minutes and action log**

Minute reference EC/2023-24/304 Contracts Group Highlight Report

The Chief Strategy Officer informed the Committee this action was now complete.

Minute reference EC/2024-25/7 Executive Area Directors Update Report April 24 (North and North Cumbria)

The Director of Finance (Central & South and Primary & Community) informed the Committee this action was now complete.

Minute reference EC/2023-24/329 New Health Scrutiny Arrangements  
The Chief Corporate Services Officer informed the Committee this action was now complete.

Minute reference EC/2024-25/8 Executive Area Directors Update Report April 24 (Tees Valley & Central)  
The Chief Medical Officer informed the Committee this action was now complete.

Minute reference EC/2024-25/8 Executive Area Directors Update Report April 24 (Tees Valley & Central)  
The Chief Corporate Services Officer informed the Committee the educational sessions with the Local Delivery Teams are taking place. Action complete.

Minute reference EC/2024-25/11 Integrated Delivery Report  
The Chief Strategy Officer informed the Committee this action was ongoing.

Minute reference EC/2024-25/15 Information Asset Register (IAR)  
The Chief Digital and Infrastructure Officer informed the Committee the review of the asset owners has taken place. Action complete.

Minute reference EC/2024-25/25 New Risks to add to the Risk Register  
The Director of Corporate Governance and Board Secretary informed the Committee the risk regarding fertility treatment is being developed and will be included on the corporate risk register. Action complete.

Minute reference EC/2024-25/34 Sunderland Quality Premium Scheme  
The Chief Delivery Officer informed the Committee the action to determine the cost implications of the Quality Premium plus is ongoing.

Minute reference EC/2024-25/34 Sunderland Quality Premium Scheme  
The Chief Delivery Officer informed the Committee the timeline for LIS/LES will be developed by the end of June 2024. Action ongoing.

Minute reference EC/2024-25/37 Safeguarding is Everyone's Responsibility  
The Deputy Chief Nurse informed the Committee a meeting is scheduled for 11 June 2024. Action complete.

Minute reference EC/2024-25/39 Budget Delegation Proposal  
The Deputy Chief Nurse informed the Committee this action was complete.

Minute reference EC/2024-25/53 Procurement Policy  
The Director of Contracting and Oversight (South) informed the Committee the amendment to the policy is complete. Action complete

The Chair requested all Executive Committee members review and update their remaining allocated actions.

**ACTION:**

**All Executive Directors to review and update their allocated actions on the action log within one week**

**EC/2024-25/63      Agenda Item 6 - Notification of urgent items of any other business**

No items of any urgent business had been received.

**EC/2024-25/64      Agenda Item 7.1 - Executive Area Directors Update Report June 2024**

The Chief Delivery Officer provided a summary of items outlined in the report. The Committee was asked to particularly note from the report:

- North Tyneside
  - As part of the North Tyneside Community Mental Health Transformation Programme is progressing well. A proposal was submitted for a Recovery and Wellbeing service. System Development Funding and Mental Health Investment Standard allocations are expected in the next few days
- North Cumbria
  - The National 'Get it Right First Time' (GIRFT) Team fed back their findings to senior system leaders, which included a number of recommendations. The Local Delivery Team is working with the Planning and Performance directorate to develop a local action plan. This will be supported by the place subcommittee who have also identified frailty as a key theme across partner agencies for focussed work during 2024/25 including the Cumberland Health Summit.
  - The bid which was developed and led by Cumbria, Northumberland, Tyne and Wear for 24/7 community service, has been well received and NHSE are scheduled to visit White Haven on 12 June 2024
- Across the Newcastle, Northumberland, South Tyneside, Sunderland, Tees Valley Local Delivery Teams, we have seen a record number of people with learning disabilities known to primary care accessing their yearly health check.
- Tees Valley
  - Work continues to implement the Palliative End of Life Strategy across Tees Valley. The Director of Delivery (North Cumbria) and thematic hospice lead is undertaking a broad scoping exercise of palliative care pathways. The review will be brought to the Committee within three months
  - The diagnostic spirometry piece of work will be a test on how a whole footprint procurement exercise is managed

- North Tees Hospitals Foundation Trust have recently launched a Heart Failure Virtual Ward. Funding for 2024/25 has been confirmed

The Chief Medical Officer noted there are no decisions within the decision logs. The Chief Delivery Officer assured the Committee this would be addressed at the scheduled delivery team development day.

The Chief Corporate Services Officer noted a typographical error within item 2.2.1.1 of the report. The System Development Funding (SDF) monies is stated as £400,00 and should state £400,000.

The Chair proposed the Directors of Delivery and thematic leads attend the Committee to provide an update on their team development and the work of the Local Delivery Teams. The Chief Delivery Officer will liaise with the Director of Corporate Governance and Board Secretary and the Committee Secretary to create a rolling programme for the Directors of Delivery and thematic leads to present to the Committee.

**ACTION:**

**The Chief Delivery Officer to liaise with the Director of Corporate Governance and Board Secretary and the Committee Secretary to create a rolling programme for the Directors of Delivery and thematic leads to present to the Committee.**

**RESOLVED:**

**The Committee RECEIVED the report for assurance and NOTED the decisions and assurance logs included within the report.**

**EC/2024-25/65**

**Agenda Item 8.1 – Northumberland & South Tyneside Continuing Healthcare (CHC) Team TUPE Business Case**

The Deputy Chief Nurse introduced the report which provided the Committee with the proposal to TUPE/employment transfer of All Age Continuing Care assessment teams from Northumbria NHS Foundation Trust and from South Tyneside Joint Commissioning Unit (South Tyneside Local Authority) into the ICB.

The Deputy Chief Nurse informed the Committee the proposal would enable the ICB to take forward a one team, one function approach and mitigate the challenges from staff being employed in different teams. Enacting this proposal will support the one system procurement plan and transformation work.

It was noted risks have been identified regarding various bandings and roles; however, these will be mitigated by economies of scale. At present there are thirty-six roles indicated within scope to transfer work is progressing to ascertain the number of staff members this will equate to.

HR and Finance Team resource will be required to support the TUPE transfer.

The Chief Delivery Officer noted there is broad support for proposal, and this will address the variation and standardise CHC assessments.

The Chair noted a clear continuing healthcare model is required to drive efficiencies and improvement in quality.

The Chief Corporate Service Officer advised consideration is required of lease car arrangements, clarity is required on the staff offer, and enquired if a robust organisational development model is planned. The Deputy Chief Nurse confirmed an organisational development event is planned for the CHC team.

The Director of Corporate Governance and Board Secretary noted the additional pressure this will have on the legal services budget. The Chief Corporate Services Officer noted the current allocated business support will require revision.

The Chair requested the updated CHC model to be presented to the Committee by September 2024, and enquired as to the TUPE timeframe. The Deputy Chief Nurse will clarify and feedback the TUPE timeframe.

The Chief Corporate Service Officer proposed a task and finish group to be established with HR, legal and governance representation to progress the transfer of staff.

The Committee approved the Northumberland & South Tyneside CHC Team TUPE proposal.

**ACTION:**

- 1) **The Chief Corporate Service Officer to link with the Chief Nurse and Deputy Chief Nurse to clarify the administrative and legal services implications**
- 2) **The Chief Nurse to bring back the updated CHC model to the Committee by September 2024**
- 3) **The Deputy Chief Nurse to link with HR colleagues to clarify the TUPE timeframe and feedback to the Committee**

**RESOLVED:**

**The Committee APPROVED the progression of Northumbria and South Tyneside teams to TUPE/transfer employment into the ICB**

**EC/2024-25/66**

**Agenda Item 8.2 – Uplift to All Age Continuing Care (AACC) Rates for 2024/25**

*At 10:40 am the Director of Finance (North and Acute) remotely attended the meeting.*

The Committee agreed this item was to be moved to the private section of the meeting.

**EC/2024-25/67**

**Agenda Item 9.1 - NENC ICB and ICS Finance Report Month 1 Verbal Update**

The Director of Finance (Central & South and Primary & Community) provided the Committee with a verbal update on the financial performance of the North East and North Cumbria Integrated Care Board (NENC ICB) and NENC Integrated Care System (ICS) in the financial year 2024/25 for the period to 30 April 2024.

The Director of Finance (Central & South and Primary & Community) informed the Committee of key points:

- Audit is ongoing and is progressing well
- Month two position has been closed down and a breakeven position is currently being reported
- Within month three a review of budgets will take place
- £1.3m of the Better Care Fund (BCF) will be utilised to support the position
- Place Subcommittee delegation will be clarified in October 2024
- All Trusts have provided their submissions and the deficit plan will be submitted to NHSE on 13 June 2024
- Further support from the private finance initiative has been received from NHSE to close the £6m gap
- All contracts will be signed by 6 July 2024

The Chief Corporate Services Officer noted the devolution of funds to place does not stop local delivery teams making decisions within their delegated authority and advised caution until the political situation has resolved.

The Chief Delivery Officer confirmed the local delivery team budgets have not yet been finalised and enquired if the BCF 7.9% breakdown against each place is available. The Director of Finance (Central & South and Primary & Community) confirmed the BCF breakdown is included within the plan.

It was noted an identified financial efficiency from the discharge fund requires further detail before this can be progressed which is a risk against the financial plan.

The Committee recognised the financial risks and the ongoing work to mitigate the risks.

**RESOLVED:**

**The Committee NOTED the verbal finance update**

*At 10:55am the Director of Finance (North and Acute) left the meeting*

**EC/2024-25/68**

### **Agenda Item 10.1 - Integrated Delivery Report**

The Chief Strategy Officer introduced the report which provided the Committee with an overview of quality and performance, highlighting any significant changes, areas of risk and mitigating actions.

The Chief Strategy Officer proposed for 2024/25 a year end report is prepared to close down the performance for the year and an informal month one report. The Committee approved the proposal for a year end performance report and an informal month one report.

The Committee was informed of the key messages as follows:

- The ICB did not achieve the target for people with Severe Mental Illness receiving full physical health check in primary care, a data quality check is taking place. The Chief Medical Officer noted there are data coding issues within General Practice
- South Tees (elective) and Newcastle upon Tyne Hospitals (cancer and elective) NHS Foundation Trusts have been stepped down from NHSE escalation (tiering).
- North Cumbria Integrated Care have entered into tier two for cancer to support sustainable delivery of 62-day performance
- Across NENC 86.1% of patients received their diagnostic tests within six weeks compared to a March 2024 plan of 89.4% It was noted there is an action plan in place to address this. This is a national issue
- North Cumbria Integrated Care, Newcastle upon Tyne Hospitals and South Tees Hospitals are slightly off track for elective long waits. Fortnightly meetings have been arranged with the three Foundation Trusts
- The Category 2 Mean Ambulance Response Times target was not achieved, the realised time was 33 minutes 20 seconds, the April 2024 and May 2024 have exceeded the planned target
- The Accident and Emergency four-hour standard April 2024 position compared to the April 2024 plan demonstrates an improvement to 77% which is within plan
- There are concerns as Mental Health long waiting times position continues to worsen especially for two-year waits

The Chief Strategy Officer noted a concern regarding North Cumbria Integrated Care as there are challenges across a number of metrics.

The Chair noted there is no meaningful improvement regarding talking therapies and we are significantly behind trajectory. The Chair questioned what is being done to address this. The Chief Strategy Officer noted there are a number of gaps between the local commissioning plans from the local delivery teams, budgets, strategic planning and staffing of the services.



The Chief Strategy Officer noted there are multiple small arrangements in place around talking therapies and that this needs to be included within the procurement plan. The SDF proposals for 2024/25 and 2025/26 will be shared with the Executive team next week. A piece of work has been conducted to identify the levels of talking therapies service variation and this will be used as a starting point for a recovery plan.

The Chair requested an understanding of what is needed to recover the position and that recovery plans are developed.

The Chief Medical Officer noted patients value access to talking therapies as local as possible and proposed increasing talking therapies capacity within integrated neighbourhood teams.

The Chief Medical Officer noted the significant increase of Escherichia Coli and Methicillin-resistant Staphylococcus Aureus infection instances and enquired if there is a strategy in place to address the increased numbers. The Deputy Chief Nurse confirmed a plan was in place to address the numbers of infections.

The Chief Corporate Services Officer noted it would be beneficial to mobilise the community around common actions to protect themselves. The Committee agreed the Chief Corporate Services Officer to link with the Director of Nursing (South) to develop a communications plan regarding infection prevention and control. The Chair enquired how NENC ICB benchmarks against other ICBs. The Chief Strategy Officer will explore the benchmarking for Escherichia Coli and Methicillin-resistant Staphylococcus Aureus infections.

**ACTION:**

- 1) **The Chief Delivery Officer to link with the Chief Strategy Officer to develop a recovery plan for talking therapies**
- 2) **The Chief Corporate Services Officer to link with the Chef Nurse and Director of Nursing (South) to develop public communications around infection prevention and control**
- 3) **The Chief Strategy Officer to conduct a benchmarking exercise for Escherichia Coli and Methicillin-resistant Staphylococcus Aureus infections**

**RESOLVED:**

**The Committee RECEIVED the report for information and assurance**

**EC/2024-25/69**

**Agenda Item 10.2 - Northern Cancer Alliance Workplan 2024/25**

The Chief Strategy Officer introduced the report which provided the Committee with the 2024/25 Northern Cancer Alliance workplan, and the SDF allocated by NHS England to deliver the plan.

The Chief Strategy Officer informed the Committee the Northern Cancer Alliance is now in the direct employment of the ICB.

The workplan has been developed by the subgroups and has been submitted to the Northern Cancer Alliance Board and feedback has been received.

There is a commitment to a recurrent 5% contribution to overheads and in addition further non-recurrent slippage of has been identified to contribute to the ICBs financial deficit plan as described within table five of the report. The contribution has been considered at the Investment and Vacancy Control Panel for a check and challenge exercise and was signed off for recommendation to the Committee for approval.

The Chief Corporate Service Officer noted the governance section within the report and informed the Committee the governance team is working with the Northern Cancer Alliance to undertake a governance review and requested that the review is completed before formal governance arrangements are approved. The Chief Strategy Officer agreed the approach to the governance arrangements.

**RESOLVED:**

- 1) **The Committee APPROVED the 2024/25 Northern Cancer Alliance workplan**
- 2) **The Committee APPROVED the 2024/25 Northern Cancer Alliance financial plan**
- 3) **The Committee NOTED the dual accountability of the Northern Cancer Alliance to NHS England via the Northern Cancer Alliance Board and to the ICB on behalf of its local system and acknowledge the developing governance arrangements**
- 4) **The Committee SUPPORTED the Northern Cancer Alliance Managing Director to act in accordance with the NHSE funding agreement once received**
- 5) **The Committee APPROVED the proposed spend in tables 3 and 4 of the report**
- 6) **The Committee NOTED that this will deliver circa £2.3m of savings to the ICB in 2024/25 from a combination of none committed funds (table 5) and slippage against planned spend**

**EC/2024-25/70      Agenda Item 11 – Commissioning**

No update for this item.

**EC/2024-25/71      Agenda Item 12 – Strategic Plans and Partnerships**

No update for this item.

**EC/2024-25/72      Agenda Item 13.1 – Long Term Conditions Group Alliance and Clinical Networks Structure and Approach**

The Chief Medical Officer introduced the report which provided the Committee with the proposed structure and approach to long term conditions.

It is proposed to establish a Long-Term Conditions Group to be chaired by an ICB Medical Director, the group will have focused workstreams and groups who will shape future strategy to achieve the best outcomes for our population.

The workplan is aligned to the Healthier and Fairer programmes of work to ensure there is an equalities lens on the identified priorities.

The Chief Medical Officer informed the Committee of the proposed workplan for the next four months:

- 1) Understand the context of the clinical network changes and local impact, what is already in place, what must continue, key players, overlap with other programmes
- 2) Identify ICB Clinical leads and other representatives to form a Long-Term Conditions Group. This group will shape the strategy
- 3) Confirm a date for the first Long Term Conditions Group meeting. Date confirmed 11 July 2024
- 4) Agree TOR, membership, principles, how we will work together, and scope of the Long-Term Conditions work
- 5) Confirm ongoing pieces of work, or those in the pipeline, identify leads, project support and develop or confirm delivery plans.
- 6) Understand financial position in terms of current schemes and projects and potential investment
- 7) Develop an overarching strategy for long term conditions shaped by the clinical conditions strategic plan, prioritisation framework, ICB Integrated Care Strategy, planning guidance and ongoing national guidance
- 8) Based on strategy, confirm workstreams, identify non-clinical support, develop work plans and task and finish group approach – a prioritisation event is planned for September 2024

The Committee were assured an annual workplan will be produced for the group.

The Chief Medical Officer informed the Committee under the proposed governance arrangement the Long-Term Conditions Group will report into the Executive Committee. It was noted NHSE have established a North East and Yorkshire Region Physical Health and Prevention Programme which the Long-Term Conditions Group will also report into.

The Director of Corporate Governance and Board Secretary requested a governance lead be aligned to support the development of the group and the Terms of Reference.

The Chair enquired if the resource for this group is within existing resources. The Chief Medical Officer confirmed this was within existing resources.

The Chair requested the key boards and programme boards across the ICB are widely communicated to the internal ICB staff.

The Committee supported the proposed structure and approach to long-term conditions.

**ACTION:**

- 1) **The Director of Corporate Governance and Board Secretary to align a governance lead to the Long-Term Conditions Group to support the development of the group and the Terms of Reference**
- 2) **The Chief Corporate Service Officer to link with the Director of Communications to ensure key boards and programme boards across the ICB are widely communicated to the internal ICB staff**

**RESOLVED:**

**The Committee APPROVED the proposed approach to long term conditions and development of the strategy and work plan**

**EC/2024-25/73**

**Agenda Item 13.2 – Contract Group Terms of Reference**

The Director of Contracting and Oversight (South) introduced the report which provided the Committee with the revised Contract Group Terms of Reference for approval.

The Director of Contracting and Oversight (South) informed the Committee of the key points:

- Following ICB 2.0 and the formation of the contracting and procurement directorate, there is a need to update the ToRs to alter the scope, membership, and primary role of the group
- The original purpose of the group was to coordinate the ICB's contracting resource which was spread across different teams in the ICB
- The focus is to shift to coordinating the directorate's activities and ensuring effective reporting of Executive Committee in terms of delivery and risks

As the remit of the group has changed the Committee were requested to consider if the Contract Subgroup should remain as a subgroup or be changed to a Subcommittee. The Committee agreed the Contracting Subgroup should be reformed as the Contracting Subcommittee

**ACTION:**

**The Director of Contracting and Oversight (South) to link with the Director of Corporate Governance to redefine the Contracting Terms of Reference to reflect a Subcommittee**

**RESOLVED:**

- 1) **The Committee RECEIVED the report for assurance**
- 2) **The Committee APPROVED the Executive Committee Annual Report to be submitted to the Board for assurance and for inclusion in the ICB annual report as required**

**EC/2024-25/74      Agenda Item 14.1.1 – Contracts Group Highlight Report**

Noted for information and assurance.

**RESOLVED:**

**The Committee RECEIVED the report for assurance.**

**EC/2024-25/75      Agenda Item 14.2.1 – Place Subcommittee Minutes**

County Durham - noted for information and assurance only.  
South Tyneside - noted for information and assurance only.  
Sunderland - noted for information and assurance only.  
Darlington - noted for information and assurance only.  
Stockton - noted for information and assurance only.  
Gateshead - noted for information and assurance only.  
Newcastle - noted for information and assurance only.  
North Cumbria - noted for information and assurance only.  
Northumberland - noted for information and assurance only.

**RESOLVED:**

**The Committee RECEIVED the Subcommittee minutes as listed above for assurance.**

**EC/2024-25/76      Agenda Item 14.2.2 – Mental Health, Learning Disabilities and Autism Subcommittee Minutes**

The Chief Delivery Officer informed the Committee the first Executive Transforming Care Group meeting took place on 10 June 2024. The Group will report into the Mental Health, Learning Disabilities and Autism Subcommittee.

The Chief Corporate Services Officer noted that within the minutes there is uncertainty regarding the governance processes and requested the Director of Corporate Governance and Board Secretary link with the Director of Transformation Mental Health, Learning Disabilities, Neurodivergent and Wider Determinants to gain oversight of the Mental Health, Learning Disabilities and Autism Subcommittee.

Noted for information and assurance only.

**ACTION:**

The Director of Corporate Governance and Board Secretary link with the Director of Transformation Mental Health, Learning Disabilities, Neurodivergent and Wider Determinants to gain oversight of the Mental Health, Learning Disabilities and Autism Subcommittee

**RESOLVED:**

The Committee RECEIVED the Mental Health, Learning Disabilities and Autism Subcommittee Minutes for assurance

**EC/2024-25/77**      **Agenda Item 14.2.3 – People and Organisational Development Subcommittee Minutes**

Noted for information and assurance only.

**RESOLVED:**

The Committee RECEIVED the People and Organisational Development Subcommittee Minutes for assurance

**EC/2024-25/78**      **Agenda Item 15 – Policy Management**

No update for this item.

**EC/2024-25/79**      **Agenda Item 16.1 – Any Other Business**

There were no further items of any other business for consideration.

**EC/2024-25/80**      **Agenda Item 16.2 - New Risks to add to the Risk Register**

There were no new risks identified.

**EC/2024-25/81**      **Agenda Item 17 - CLOSE**

The meeting was closed at 12:40hrs.

**Date and Time of Next Meeting**

Tuesday 9 July 2024 10:00am.

**Signed:**



**Date**

**09 July 2024**