

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 July 2022 to 31 March 2023		
Number of Meetings	8 (no meeting scheduled in August 2022)		
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)	8	7	1
Executive Director of Finance (or nominated deputy)	8	6	2
Executive Medical Director (Vice Chair) (or nominated deputy)	8	7	1
Executive Chief Nurse (or nominated deputy)	8	5	3
Executive Area Director - North (or nominated deputy)	8	6	2
Executive Area Director – South and Central (or nominated deputy)	8	6	2
Executive Chief Digital and Information Officer (or nominated deputy)	8	7	n/a
Executive Director of Innovation (or nominated deputy)	8	6	n/a
Executive for Improvement and Experience (or nominated deputy)	8	4	1
Executive Chief of Strategy and Operations (or nominated deputy)	8	7	1
Executive Director of Corporate Governance, Communications and Involvement (or nominated deputy)	8	7	1

Role and responsibilities of the Committee

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.

The Committee provides a forum to inform the ICB's strategies and plans and in particular 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.

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
- Establish population health management approaches and address health inequalities
- Establish 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
- Approve and implement 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) from its formation. The Committee was consistent in reporting to the Board, providing highlight reports from July 2022 to March 2023, 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).

The Executive Committee held its first formal meeting on 12 July 2022 and agreed that meetings would take place monthly to focus on business delivery. The meeting agendas were split into confidential and non-confidential items to ensure appropriate reporting through to the Board meeting held in public or private.

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 main achievements and assurances received by the Committee are summarised below (further details can be found in the individual highlight reports from each meeting):

12 July 2022

- Children's immunisations Quality Outcomes Framework for Newcastle and Gateshead
- Updated NICE guidelines for Type 2 diabetes
- Community diagnostics overview
- Review of ICB priority areas/workstreams
- Virtual wards funding.

13 September 2022

- Tees Valley integrated urgent care case for change
- National cyber event update
- Revised governance model for urgent and emergency care Network
- Health 50-64yr old flu vaccination options paper
- Building a learning and improvement community for North East and North Cumbria
- Primary Care Collaborative business case proposal

11 October 2022

- Place-based delivery reports for North and North Cumbria and Central and Tees Valley areas
- Detailed winter plan
- Covid Medicine Delivery Unit proposal
- Review of health inequalities arrangements and proposal for the health inequalities targeted funding allocation
- Learning disabilities and autism update – building the right support.

15 November 2022

- Redesign of the involvement and engagement model in County Durham

- Establishment of integrated care partnerships (ICPs) in North and North Cumbria
- Update on developing a learning and improvement system
- Winter plan for system resilience.

13 December 2022

- Update on the NECS strategic partnership and delivery plan
- Future support for asylum seekers in North Cumbria
- Hospital discharge funding.

10 January 2023

- Review of ophthalmology waits in Northumberland, Newcastle and Gateshead
- Early cancer diagnosis work in County Durham
- NICE technology appraised treatments and future plans
- Update on the development of Community Diagnostic Centres in the region
- Next Step on Place Based Working.

14 February 2023

- Clinical interventions in special schools in Newcastle
- Acute Respiratory Infection (ARI) Hubs in County Durham
- System priorities for children and young people in Tees Valley
- Update on the South Tees Integrated Urgent Care project
- Proposed operating framework for delegated primary care services from NHS England from April 2023
- Community Pharmacy Services in North East and North Cumbria pilot review.

14 March 2023

- Arrangements for complex care packages
- Specialised commissioning joint working arrangements
- Primary care workforce underspend for 2022/23
- 2023/24 Operational Plan Submission
- Diagnostics Programme Allocation from SDF funding
- Recommendations from the February 2023 (shadow) Medicines Subcommittee
- Triangulation of the patient voice - proposed subcommittee

Governance and Assurance

The Committee also received assurance reports on the following items:

- Integrated delivery - a high level overview of the key metrics covering access, experience, outcomes, people and finance across the ICB and wider system
- Financial position , including a review of the financial sustainability checklist
- Risk management position
- Corporate governance (statutory duties)
- Information governance, including the Data security and Protection
- A review of the financial sustainability checklist
- Transfer of staff in the NHS England Clinical Network to the ICB
- Programme plan progress
- Research and Evidence
- NICE Compliance Report
- 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:

- Continued transition from CCG to ICB ways of working
- Geographical size and interaction with place-based working
- System performance
- Winter pressures
- Financial pressures
- Workforce pressures
- Continuing healthcare packages and support for care homes
- 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 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 minor change is required regarding the change in job title for the Chief People Officer.
Chair of the Committee	Samantha Allen, Chief Executive
Report Author	Jane Leighton, Senior Corporate Governance Lead
Date:	26 April 2023