

REPORT CLASSIFICATION	✓	CATEGORY OF PAPER	✓
Official	✓	Proposes specific action	
Official: Sensitive Commercial		Provides assurance	✓
Official: Sensitive Personal		For information only	

BOARD	
3 JUNE 2025	
Report Title:	Executive Committee Annual Review 2024/25
Purpose of report	
The attached review outlines the achievements and assurances the Executive Committee has gained throughout the year to demonstrate its roles and responsibilities and includes any risks identified as part of this work.	
Key points	
As set out in the ICB Constitution, each formal Committee of the Board is required to undertake an annual review of its effectiveness against its agreed terms of reference and provide assurance to the Board it has delivered its delegated functions.	
The attached review has been undertaken for the period 1 April 2024 – 31 March 2025 and will be used to inform the accountability report within the ICB annual report for 2024-25. The report includes a review of attendance and any key issues to highlight to the Board.	
Risks and issues	
The key challenges faced by the Committee are detailed in the attached report however risks are regularly discussed in the meeting.	
Assurances and supporting documentation	
<ul style="list-style-type: none"> The Committee is required to undertake an annual review of its effectiveness against its terms of reference to ensure delivery of the committees required roles and responsibilities The Committee has met its terms of reference throughout the year for 2024/25 	
Recommendation/action required	
The Board is asked to receive the Executive Committee annual review 2024/25 for assurance.	
Acronyms and abbreviations explained	
ICB - Integrated Care Board	
Sponsor/Approving Executive Director	Samantha Allen, Chief Executive
Date approved by Executive Director	1 May 2025
Report author	Rebecca Herron, Corporate Committees Officer

Link to ICP strategy priorities (please tick all that apply)						
Longer and Healthier Lives	✓					
Fairer Outcomes for All	✓					
Better Health and Care Services	✓					
Giving Children and Young People the Best Start in Life	✓					
Relevant legal/statutory issues						
Note any relevant Acts, regulations, national guidelines etc						
Any potential/actual conflicts of interest associated with the paper? (please tick)	Yes		No		N/A	✓
Equality analysis completed (please tick)	Yes		No		N/A	✓
If there is an expected impact on patient outcomes and/or experience, has a quality impact assessment been undertaken? (please tick)	Yes		No		N/A	✓
Essential considerations						
Financial implications and considerations	N/A					
Contracting and Procurement	N/A					
Local Delivery Team	N/A					
Digital implications	N/A					
Clinical involvement	N/A					
Health inequalities	N/A					
Patient and public involvement	N/A					
Partner and/or other stakeholder engagement	N/A					
Other resources	N/A					

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 2024 to 31 March 2025		
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	10	n/a
Chief Finance Officer (or nominated deputy)	12	9	3
Chief Medical Officer (Vice Chair) (or nominated deputy)	12	10	2
Chief Nurse, AHP and People Officer (or nominated deputy)	7	5	1
Interim Chief Nurse and AHP Officer (or nominated deputy)	3	3	n/a
Chief Nurse and AHP Officer (or nominated deputy)	2	2	n/a
Chief Delivery Officer (or nominated deputy)	12	11	1
Chief Contracting and Procurement Officer (or nominated deputy)	12	10	2
Chief Digital and Infrastructure Officer (or nominated deputy)	12	11	n/a
Interim Chief People Officer (or nominated deputy)	4	3	n/a
Chief Strategy Officer (or nominated deputy)	12	11	1
Chief Corporate Services Officer (or nominated deputy)	12	12	n/a

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 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
- 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 2024 to March 2025, 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):

9 April 2024

- Complex Case Management Proposal
- Equality, Diversity and Inclusion Implementation Plan
- Risk Management Report (M3) and Board Assurance Framework

14 May 2024

- Sunderland Quality Premium Scheme
- Safeguarding is Everyone's Responsibility
- Budget Delegation Proposal

11 June 2024

- Northumberland and South Tyneside Continuing Health Care Team TUPE Business Case
- Northern Cancer Alliance Workplan 2024/25

- Long Term Conditions Group Alliance and Clinical Networks Structure and Approach

9 July 2024

- Foundation Trusts Provider Collaborative Responsibility Agreement 2024/25
- North East Ambulance Service and Northumbria Healthcare Foundation Trust Peer Support Evaluation
- Mental Health Investments Proposal

13 August 2024

- Primary Care System Development Funding Proposal
- Contracting Subcommittee Terms of Reference

10 September 2024

- Local Delivery Team Deep Dives
- Primary Care Access Recovery Plan Update
- Medium Term Financial Plan
- Data, Digital and Technology Strategic Plan Update

8 October 2024

- Local Delivery Team Deep Dives
- Winter Priorities and Planning Update 2025/26
- Planning Framework and Business Cycle 2025/26
- Voluntary, Community and Social Enterprise Engagement and Infrastructure Review
- Menopause Policy
- Acute Respiratory Infection Hubs 2024/25 – Summary and Funding Proposal

12 November 2024

- Future Connectivity Investment Business Case
- Local Delivery Team Deep Dives
- Oliver McGowan Training Update
- Communications Strategic Plan

10 December 2024

- Healthier and Fairer Deep Dive
- Business Continuity Policy

14 January 2025

- Targeted Lung Health Checks Update
- Emergency Preparedness Resilience Response Assurance
- Health and Growth Accelerator Delivery Plan

11 February 2025

- Primary Care Priority Pathway – Attention-Deficit Hyperactivity Disorder
- Weight Management Drugs Proposal

12 March 2024

- NENC ICB and ICS Finance Update M10

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
- 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:

- 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 will take place in June/July 2025 aligned with the ICB Governance Review.
Chair of the Committee	Samantha Allen, Chief Executive
Report Author	Rebecca Herron, Corporate Committees Officer
Date:	29 April 2025