

Item: 10

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

BOARD

28 JANUARY 2025

Report Title:

Updated Governance Handbook (Issue 9)

Purpose of report

To request Board approval on the proposed changes to the NENC ICB Governance Handbook.

Key points

NHS North East and North Cumbria Integrated Care Board (the ICB) is the statutory decision-making body of the North East and North Cumbria Integrated Care System. The ICB is responsible for the commissioning of health services and effective stewardship of NHS spending for all the people living in the North East and North Cumbria (NENC).

The ICB's Constitution and supporting documents create the framework for the ICB to delegate decision-making authority, functions, and resources to ensure it meets the diverse needs of our citizens and communities. The Constitution sets out the functions that the ICB will undertake and is supported by the governance handbook.

For future iterations of the ICB Governance Handbook, the Board is requested to note that when minor changes are made to the documents within the handbook, such as changes to job titles or updating of documents that do not require Board approval, these will be noted on the front sheet only and the documents will not be included to help reduce the number of documents submitted to the Board.

However, if any material changes are needed, i.e., anything requiring Board approval, the relevant documents will be included with the changes highlighted for ease of reference.

There are some minor and material updates needed to the current version (Issue 8) of the handbook and these are detailed below.

If the material changes are approved by the Board, an updated version of the handbook (issue 9) will be published.

Minor changes to be noted:

- DOC 5 - ICB Standing Financial Instructions v3.0 - changes to reflect the change in title from Executive Director of Finance to Chief Finance Officer.
- DOC 15 - NENC ICB Committee Structure v6.0 – an updated diagram
- DOC 28 - People and OD Subcommittee Terms of Reference v2.0 – approved by the Executive Committee as the Parent Committee
- DOC 29 - Clinical Effectiveness and Governance Subcommittee Terms of Reference v2.0 – approved by the Executive Committee as the Parent Committee.
- DOC 31 - New addition of the Contracting Subcommittee Terms of Reference v1.0 – approved by the Executive Committee as the Parent Committee

- Appendix 1 - An outline and definition of Board Specialist Lead Roles has been included as an appendix within the governance handbook.

Material Changes – requiring Board approval:

- DOC 3 - ICB Financial Delegation v3.0 - changes to reflect the title change from Executive Director of Finance to Chief Finance Officer; the addition to the Contracts/Tenders section on pages 3 (2.1) and 4 (2.4) to include reference to the Provider Selection Regime (PSR).; changes to the "Grants" section on page 12 relating to responsibility and delegation arrangements (see appendix 1)
- DOC 4 - ICB Financial Limits v4.0 - changes to the delegated limits and approver authorisation (page 3) relating to All-Age Continuing Care (AACC) packages. And an amendment to the narrative (page 4) to the limits and relevant staff approving the specific packages of care (see appendix 2).

The Board is asked to approve the material changes highlighted in this report which will be included within the Governance Handbook issue 9 and published on the ICB's public website.

The Scheme of Reservation and Delegation (SORD) is currently being reviewed in relation to delegations to place to provide more clarity on the remit and delegated decision-making for ICB place subcommittees. Any proposed revisions will be submitted to a future Board meeting for approval.

The NENC ICB Constitution will also be reviewed and revised in line with any proposed changes to ensure it is fully aligned to the SORD and presented at a future Board meeting for approval if necessary.

Risks and issues

There is a risk the ICB does not have a robust and clear control environment in relation to the effective stewardship and management of public funds and levels of delegation may not support local decision-making.

Assurances and supporting documentation

- A number of minor changes to subcommittee terms of reference have been reviewed and approved by parent Committees.
- The ICB Committee Structure has been updated to reflect the subcommittees and subgroups approved by parent committees.
- The changes to the financial limits and financial delegations have been considered and approved for submission to the Board by the Audit Committee at its meeting in January 2025.
- The changes to the financial delegations are in line with responsibilities of the identified approvers.

Recommendation/action required

The Board is asked to:

- Note the recommendation for minor changes to the governance handbook to note minor changes for information and the approval of material changes to alleviate the number of paper submissions.
- Approve the material changes to document 3 of the Governance Handbook, ICB Financial Delegations, relating to the responsibility and delegation arrangements for the approval of Grants. (appendix 1)
- Approve the material changes to document 4 of the Governance Handbook, ICB Financial limits, to reflect changes to the limits for the approval of All-Age Continuing Care (AACC) packages of care (appendix 2)

Acronyms and abbreviations explained

NENC – North East and North Cumbria
 ICB – Integrated Care Board
 PSR – Provider Selection Regime
 AACC - All-Age Continuing Care
 SORD – Scheme of Reservation and Delegation

Executive Committee Approval

Claire Riley, Chief Corporate Services Officer

Sponsor/approving executive director	Deborah Cornell, Director of Corporate Governance and Board Secretary					
Date approved by executive director	15 January 2025					
Report author	Lynda Hutchinson, Head of Corporate Governance					
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	
Key considerations						
Financial implications and considerations	Financial involvement with the finance team in the support, review and revision of the Financial Delegation and Financial Limits delegation and responsibility arrangements as approved by Richard Henderson, Director of Finance (Corporate).					
Digital implications	N/A					
Clinical involvement	Clinical involvement within the respective committees and subcommittees when reviewing and agreeing the terms of reference.					
Health inequalities	N/A					
Patient and public involvement	N/A					
Partner and/or other stakeholder engagement	N/A					
Other resources	N/A					