

North East and North Cumbria Integrated Care Board

**Minutes of the extraordinary meeting held on 25 June 2024
at 8.30am, Microsoft Teams**

Present: Professor Sir Liam Donaldson, Chair
Samantha Allen, Chief Executive
Ken Bremner, Foundation Trust Partner Member
Levi Buckley, Chief Delivery Officer
David Gallagher, Chief Contracting and Procurement Officer
Professor Graham Evans, Chief Digital and Infrastructure Officer
Tom Hall, Local Authority Partner Member
Richard Henderson, Director of Finance Corporate (deputising)
Professor Sir Pali Hungin, Independent Non-Executive Member
Professor Eileen Kaner, Independent Non-Executive Member
Dr Saira Malik, Primary Medical Services Partner Member
Jacqueline Myers, Chief Strategy Officer
Dr Rajesh Nadkarni, Foundation Trust Partner Member
Dr Neil O'Brien, Chief Medical Officer
David Purdue, Chief Nurse, AHP and People Officer
Claire Riley, Chief Corporate Services Officer
Jon Rush, Independent Non-Executive Member
Dr Mike Smith, Primary Medical Services Partner Member
David Stout, Independent Non-Executive Member

In Attendance: Deborah Cornell, Director of Corporate Governance and Board Secretary
Toni Taylor, Board and Legal Officer (minutes)
Cameron Waddell, External Auditor, Forvis Mazars LLP

B/2024/19 Welcome and apologies (agenda item 1)

The Chair welcomed colleagues to the meeting of North East and North Cumbria (NENC) Integrated Care Board (ICB).

The extraordinary meeting was scheduled to provide the Board with the Final Draft ICB Annual Report and Accounts 2023/24 for approval before the submission deadline to NHS England on 28 June 2024.

Apologies were received from David Chandler, Chief Finance Officer, Dr Hannah Bows Independent Non-Executive Member, Cath McEvoy-Carr Local Authority Partner Member, Jane Robinson Local

Authority Partner Member (interim), Christopher Akers-Belcher Healthwatch Representative and Lisa Taylor Voluntary Community and Social Enterprise Representative.

Richard Henderson, Director of Finance was in attendance today to deputise for David Chandler, Chief Finance Officer.

B/2024/20 Declarations of Interest (agenda item 2)

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

There were no additional conflicts to note.

B/2024/21 Quoracy (agenda item 3)

The Chair confirmed the meeting was quorate.

B/2024/22 Final Draft ICB Annual Report and Accounts 2023/24 (agenda item 4)

The Chief Corporate Services Officer and Director of Finance presented the Board with the Final Draft ICB Annual Report and Accounts for the period 01 April 2023 – 31 March 2024.

The report was drafted and developed in line with the direction and guidance from NHS England in accordance with the Department of Health and Social Care Manual for Accounts (DHSC).

The detailed accountability report describes how the organisation met key accountability requirements and embodied best practice to comply with corporate governance norms and regulations.

An accounts briefing note was included at agenda item 5 for information, it was recommended this document was read alongside the accounts.

Note 19 within the accounts (final page) summarised the ICB's performance against its financial performance targets. This demonstrated the ICB had delivered its statutory financial duties:

- Manage revenue spend within funding allocation
- Manage running costs within running cost allowance
- Manage capital spend within capital allocation.

An overall revenue surplus of £4,489k was delivered in line with previous forecasts.

The 2023/24 balances within the financial statements reflected the full 12-month period to 31 March 2024, whereas the prior year comparative figures related to the 9-month period from 1 July 2022 to 31 March 2023. As a result, the respective income and expenditure figures within the accounts were substantially higher than in the prior

period. Current year figures also reflect growth funding received in 2023/24 as well as the transfer of responsibility for delegated pharmacy, ophthalmic and dental budgets.

It was noted a final check of formatting would be undertaken prior to final publication.

RESOLVED

The Board **RECEIVED** and **REVIEWED** the ICB Annual Report and Accounts for 01 April 2023 – 31 March 2024.

B/2024/23

ICB Accounts Briefing Note (agenda item 5)

The Director of Finance (Corporate) presented the ICB Accounts Briefing Note which was for information and gave a basic understanding of the ICB accounts for the period, including an explanation of significant balances.

RESOLVED

The Board **RECEIVED** the ICB Accounts Briefing Note for information.

B/2024/24

Management Letter of Representation (agenda item 6)

The Director of Finance Corporate presented the Board with the management letter of representation to be signed by the ICB Chief Executive and sent to the external auditors, Forvis Mazars LLP, as part of their audit of the ICB financial statements.

The management representation letter set out relevant responsibilities of management and included a number of representations designed to support the audit of the financial statements of the ICB.

This is a standard letter provided to the external auditors each year. The content of the letter was largely consistent with 2022/23 with the addition this year of specific points around the annual governance statement and value for money arrangements, both of which essentially reflected assertions already made within the annual report.

The letter included a schedule of unadjusted misstatements which included a small number of misstatements identified through the audit process which had not been adjusted in the financial statements as they were not material.

RESOLVED

The Board **RECEIVED** the management letter of representation and **NOTED** this would be signed by the ICB Chief Executive.

B/2024/25 Internal Audit Annual Report and Head of Internal Audit Opinion (agenda item 7)

The Chief Corporate Services Officer presented the internal audit report and final head of internal audit opinion 2023/24.

During the financial year of 2023/24, 15 reports have been issued with the following outcomes:

- Substantial assurance – 1 audit
- Good assurance – 8 audits
- Reasonable assurance – 4 audits
- Limited assurance – 2 audits.

Assurances were provided by individual audit reports which will be linked, where possible, to the Board Assurance Framework.

RESOLVED

The Board **RECIEVED** the internal audit annual report for year ending 31 March 2024 (including Head of Internal Audit Opinion) for assurance.

B/2024/26 External Audit Completion Report (agenda item 8)

The External Auditor from Forvis Mazars LLP presented the external audit completion report of the ICB for the year ended 31 March 2024.

Audit work was substantially complete, with final checks being carried out. An unqualified opinion was anticipated with no significant issues identified.

No significant weaknesses had been identified in value for money arrangements.

RESOLVED

The Board **RECIEVED** the external audit completion report for assurance.

B/2024/27 Approval of ICB Annual Report and Accounts 2023/24 (agenda item 9)

The Board had an opportunity to consider the annual report and accounts and received assurances around the ICB's systems and internal controls in the form of head of internal audit opinion and the management assurances set out in the letter of representations. The Board also heard from external audit who have given their unqualified opinion and confirmed there were no significant matters to raise in relation to the ICB's value for money position.

The Board members were asked if they recommended approval of the annual report and accounts, with authority to be delegated to

Sam Allen, as the Chief Executive of the ICB to sign the necessary statements.

RESOLVED

The Board **APPROVED** the ICB Annual Report and Accounts 2023/24 for submission to NHS England by 9am on 28 June 2024.

The Board **APPROVED** signatories to be incorporated within the annual report from the Chief Executive and External Auditor.

B/2024/28 Committee Annual Reviews (agenda item 10)

RESOLVED

The Board **RECIEVED** the 2023/24 annual review of the Finance, Performance and Investment Committee for information and assurance.

The Board **RECIEVED** the 2023/24 annual review of the Remuneration Committee for information and assurance.

The meeting closed at 08:50.

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