



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

BOARD	
30 MAY 2023	
Report Title:	Highlight report and minutes from the Executive Committee meetings held on 14 March and 11 April 2023
Purpose of report	
To provide the Board with an overview of the discussions and decisions at the Executive Committee meetings in March and April 2023.	
Key points	
<p>The key points from the meetings include the following:</p> <ul style="list-style-type: none"> • Complex Care Packages • Specialised Commissioning Joint Working arrangements • Primary Care Workforce Underspend for 2022/23 • 2023/24 Operational Plan Submission • Diagnostics Programme Allocation to the ICB • Medicines Recommendations from the February 2023 (Shadow) Medicines Sub-Committee Meeting • Triangulation of Patient Voice • Contract Group Update and Terms of Reference • Risk Management Strategy • People Group Terms of Reference • Voluntary, Community and Social Enterprise Sector (VCSE) Engagement & Infrastructure Review <p>The confirmed minutes from the meetings held on 14 March and 11 April 2023 are attached as Appendix 1 and Appendix 2 respectively.</p> <p>The Committee also undertook an annual review of its effectiveness against its terms of reference to ensure delivery of the committees required roles and responsibilities for the period 1 July 2022 – 31 March 2023 and this is attached as Appendix 3. The report includes a review of attendance and any key issues to highlight to the Board and will be used to inform the accountability report within the ICB annual report for 2022-23.</p>	

Risks and issues	
<ul style="list-style-type: none"> The Committee discussed the NENC ICB and ICS finance report, noting there are several financial risks across the system still to be managed The Committee acknowledged that there are risks associated with the delegation of specialised commissioning joint working arrangements The Committee discussed the ICB risk register, noting the existing risks and the mitigating actions being put in place to address these. 	
Assurances	
<p>The Committee also received several items for assurance, and these included:</p> <ul style="list-style-type: none"> ICB programme plan – an update on progress against key deliverables NENC ICB and ICS finance report – an update on the financial performance of the ICB and ICS An integrated delivery report – a high level overview of the key metrics across the system and internal to the ICB, covering access, experience, outcomes, people and finance Executive area directors reports (Tees Valley and Central, and North and North Cumbria) – an information and assurance summary report of business within respective areas A risk management report – a position statement on the ICB's current risks The committee cycle of business for 2022/23. 	
Recommendation/action required	
<p>The Board is asked to receive the highlight report and confirmed minutes for the Executive Committee meetings held on 14 March and 11 April 2023 for information and assurance.</p>	
Acronyms and abbreviations explained	
<p>NENC – North East and North Cumbria ICB - Integrated Care Board ICS – Integrated Care System NHSE – NHS England MOU – Memorandum of Understanding</p>	
Executive Committee Approval	N/A
Sponsor/approving executive director	Samantha Allen, Chief Executive
Date approved by executive director	22 May 2023
Reviewed by	Deb Cornell, Director of Corporate Governance
Report author	Jane Leighton, Senior Corporate Governance Lead
Link to ICB corporate aims (please tick all that apply)	
CA1: Improve outcomes in population health and healthcare	✓
CA2: tackle inequalities in outcomes, experience and access	✓
CA3: Enhance productivity and value for money	✓
CA4: Help the NHS support broader social and economic development	✓

Relevant legal/statutory issues						
Health and Care Act 2022						
Any potential/actual conflicts of interest associated with the paper? (please tick)	Yes		No		N/A	✓
If yes, please specify						
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 implications						
Are additional resources required?	Identified as part of the committee minutes.					
Has there been/does there need to be appropriate clinical involvement?	Yes, as part of the Executive Committee membership.					
Has there been/does there need to be any patient and public involvement?	Not applicable as highlight report only.					
Has there been/does there need to be partner and/or other stakeholder engagement?	Not applicable as highlight report only.					

Executive Committee Highlight Report

Introduction

The principal purpose of the Executive Committee is to support the Board by:

- Overseeing the day-to-day operational management and performance of the Integrated Care Board (ICB) in support of the Chief Executive in the delivery of her duties and responsibilities to the Board
- Provide a forum to inform ICB strategies and plans and in particular, the Committee will undertake any commissioning and planning activity on behalf of the Board, helping to secure continuous improvement of the quality of services
- Implementation of the approved ICB strategies and plans.

The Committee will contribute to the overall delivery of the ICB objectives by delivering its remit as set out in its terms of reference.

Summary report

The Executive Committee, chaired by Samantha Allen, Chief Executive, met on 14 March and 11 April 2023.

The key points to bring to Board's attention from each meeting are set out below.

14 March 2023

- **Complex Care Packages:** the Committee received a report which outlined the current ICB arrangements for complex care and approved the recommendations for future arrangements aligned to the portfolio of the Executive Chief Nurse. The Committee was assured that close working relationships would be retained through a programme structure to influence transforming care workstreams.
- **Specialised Commissioning Joint Working arrangements:** the Committee approved the Joint Working Agreement for use between NHS England (NHSE) and ICBs in relation to the establishment of joint working arrangements for specialised commissioning which will enable the ICB to be party to decisions made during 2023/24 in anticipation of formal delegation of specialised commissioning to the ICB in 2024/25.
- **Primary Care Workforce Underspend for 2022/23:** a report was introduced which provided information to the committee regarding the System Development Funding (SDF) underspend for 2022/23 and consideration of the proposed schemes across the ICB to utilise the underspend. The Committee was advised that several bids had been reviewed and supported by the Primary Care Transformation Team. The Committee approved the resilience and workforce schemes.
- **2023/24 Operational Plan Submission:** The Committee received a presentation outlining a summary of the ICB's position against the standards based on the draft plans submitted on 16 February 2023. Concern was expressed around the national target for reducing the reliance on inpatient care for adults with a learning disability and it was acknowledged that significant work was to be undertaken around this priority to ensure a compliant plan for this standard.
- **Diagnostics Programme Allocation to the ICB:** a proposal was submitted for use of SDF funding for programme resources. The Committee was advised that NHSE had allocated £820K per year for 2023/24 and 2024/25 to be used for programme infrastructure to support the delivery of the NENC ICS diagnostic workstream. The funding was made available on the submission of a plan to region for approval. The Committee approved the proposals outlined in the report.

- **Triangulation of Patient Voice:** a report was received for consideration regarding the formation of a Patient Voice Subgroup of the Quality Committee to triangulate multiple sources of service user feedback to better inform the work of the ICB. The proposals outlined in the report were put forward to assure the ICB that all sources of patient and service user feedback are identified, analysed and acted upon where appropriate. The Committee approved the approach and establishment of a subgroup of the Quality Committee.

11 April 2023

- **Contract Group Update and Terms of Reference:** The Committee was asked to approve the formal establishment of the Contract Group and associated terms of reference. The Committee agreed appropriate representation on the Group which would be reviewed in 12 months. A set of core principles into the roles and responsibilities of the Group will be developed.
- **Risk Management Strategy:** a report was received for approval which provided the Committee with an updated risk management strategy for 2023/24. A further review has been undertaken to ensure the strategy reflects the current guidance from NHSE. Committee members were asked to review the risk log and ensure that the risk register was updated accordingly.
- **Voluntary, Community and Social Enterprise Sector (VCSE) Engagement & Infrastructure Review:** the Committee received a report which provided the rationale to implement a review of the ICS VCSE partnership arrangements. The signing of the Memorandum of Understanding (MOU) between the VCSE sector and the ICB was approved, and a full review of the current ICS VCSE partnership arrangements will commence to ensure an effective VCSE infrastructure is in place across the North East and North Cumbria.