

**Item: 11.1**

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:**

**Executive Committee Highlight Report and Confirmed Minutes**

**Purpose of report**

To provide the Board with an overview of decisions and confirmed minutes from the Executive Committee meetings in November and December 2024.

**Key points**

The Executive Committee met on 12 November and 10 December 2024.

The key points to bring to the Board's attention from each meeting are detailed in accompanying decision logs (Appendices 1 and 2). The confirmed minutes from each meeting are also attached for assurance (Appendix 3 and 4).

**12 November 2024**

The following items were submitted to the meeting of the Committee and details are contained within the attached decision log and confirmed minutes (Appendix 1):

- Oliver McGowan Training Update
- Communications Strategic Plan
- Standards of Business Conduct and Declarations of Interest Policy

**10 December 2024**

The following items were submitted to the meeting of the Committee and details are contained within the attached decision log and confirmed minutes (Appendix 2):

- Healthier and Fairer Deep Dive
- NENC ICB and ICS Finance Report Month 7
- A new Business Continuity policy for approval along with a number of Health & Safety policies for review and approval.

The confirmed minutes from the Executive Committee meetings held on 12 November and 10 December 2024 are attached as appendices 3 and 4, respectively.

**Risks and issues**

The Committee discussed the North East and North Cumbria Integrated Care Board finance reports, noting there were financial risks across the system and acknowledged the ongoing work to mitigate these.

## Assurances and supporting documentation

The Committee also received several items for assurance, and these included:

- Chief Delivery Officer report – an information and assurance summary report of business within the respective place areas.
- Integrated delivery report - an overview of quality and performance, highlighting any significant changes, areas of risk and mitigating actions.
- ICB and ICS Finance report – an assurance report providing the Committee with an update on the financial performance of the North East and North Cumbria Integrated Care Board (NENC ICB) and NENC Integrated Care System (ICS) in the financial year 2024/25 for the seven months to 31 October 2024.
- Quarter 2 Risk Management Report
- ICB Project Management Office Update
- Highlight reports and/or confirmed minutes from subcommittees and groups of the Executive Committee were discussed to provide assurance from:
  - Place subcommittees
  - Contracting subcommittee
  - Healthier and Faired Advisory Group
  - Financial Sustainability Group Highlight Report
  - Pharmaceutical Services Regulations subcommittee
  - Primary Care Strategy and Delivery Subcommittee
  - Mental Health, Learning Disabilities and Autism subcommittee
  - People and Organisational Development subcommittee.
  - ICB 2.0 Transition Plan Highlight Report
  - Long Term Conditions Subgroup Minutes
  - Women's Health Steering Group Highlight Report

## Recommendation/action required

The Board is asked to:

- Receive the highlight report and decision logs for the Executive Committee meetings held on 12 November and 10 December 2024 for information and assurance (Appendices 1 and 2).
- Receive the confirmed minutes for the meetings held on 12 November and 10 December 2024 (Appendices 3 and 4).

## Acronyms and abbreviations explained

NENC - North East and North Cumbria  
 ICS - Integrated Care System  
 ICB - Integrated Care Board  
 LDT - Local Delivery Teams  
 PSDSC - Primary Care Strategy and Delivery Subcommittee  
 TOR - Terms of Reference  
 PCN - Primary Care Network  
 CHC - Continuing Healthcare  
 NECS - North East Commissioning Support  
 SDF - Service Development Funding  
 NEAS - North East Ambulance Service  
 SEND - Special Educational Needs and Disabilities

**Sponsor/approving executive director**

Sam Allen, Chief Executive

**Reviewed by**

Deb Cornell, Director of Corporate Governance and Board Secretary

**Report author**

Neil Hawkins, Strategic Head of Corporate Governance  
 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							✓
<b>Relevant legal/statutory issues</b>							
Note any relevant Acts, regulations, national guidelines etc							
<b>Any potential/actual conflicts of interest associated with the paper?</b> (please tick)	Yes		No	✓	N/A		
<b>Equality analysis completed</b> (please tick)							
	Yes		No		N/A	✓	
<b>If there is an expected impact on patient outcomes and/or experience, has a quality impact assessment been undertaken?</b> (please tick)	Yes		No		N/A	✓	
<b>Key considerations</b>							
<b>Financial implications and considerations</b>	Identified as part of the committee minutes.						
<b>Digital implications</b>	Not applicable as highlight report only.						
<b>Clinical involvement</b>	Yes, as part of the Executive Committee membership.						
<b>Health inequalities</b>	Not applicable as highlight report only.						
<b>Patient and public involvement</b>	Not applicable as highlight report only.						
<b>Partner and/or other stakeholder engagement</b>	Not applicable as highlight report only.						
<b>Other resources</b>	Not applicable as highlight report only.						

Appendix 1 - Decisions Log – Public Executive Committee – November 2024

Agenda Item	Description	Decision/action
<p>Oliver McGowan Training Update</p>	<p>This report provided the Committee with an update on the delivery of the statutory learning disability autism awareness training across the ICS in line with national policy and a proposal for a future training programme.</p> <p>The Oliver McGowan Mandatory Training is the standardised training that was developed for this purpose and is the government's preferred and recommended training for health and social care staff. We as an ICB receive funding from NHSE to support that training roll out for NHS staff only.</p> <p>The report set out the proposed options for delivering Oliver McGowan Training including the preferred option to request the full funding allocation from NHSE and use the funds to maximise roll out in year and build capacity for March 2025 onwards.</p>	<p>The Committee rejected the preferred option to and requested The Deputy Director of People and Culture to develop a detailed plan for the delivery of the Oliver McGowan training programme and submit to a forthcoming Committee meeting for approval.</p>
<p>Communications Strategic Plan</p>	<p>This report provided the Committee with the proposed strategic approach for communications across 2024-26 and the tactical plans for 2024/25.</p> <p>The report set out the key objectives and approach to communications which included the management of relationships with stakeholders and partners, the delivery of communications for key programmes, strategies and campaigns and the approach to mobilisation and brand identity.</p>	<p>The Committee approved the Communications Strategic Plan.</p>
<p>Standards of Business Conduct and</p>	<p>The Standards of Business Conduct and Declarations of Interest Policy was presented to the Committee following an annual review and minor updates</p>	<p>The Committee recommended the Standards of Business Conduct and Declarations of Interest Policy to the Board for approval.</p>

<b>Agenda Item</b>	<b>Description</b>	<b>Decision/action</b>
Declarations of Interest Policy		

## Appendix 2 – Decisions Log– Public Executive Committee – December 2024

Agenda Item	Description	Decision/action
Healthier and Fairer Deep Dive	<p>This report provided the Committee with the progress of the Healthier and Fairer programme of work.</p> <p>The report set out the actions completed to ensure the ICB is meeting its statutory and legal duty to put in place measures to reduce health inequalities. The report requested further funding over a recurrent time period of two years (with an evaluation checkpoint) plus a further three years to 2029/30</p> <p>A full prioritisation exercise has been carried out, led by the ICB and supported by Office for Health Inequalities and Disparities.</p>	The Committee declined the recommended option two for two years plus three years of funding to 2029/30 and agreed the proposal is to be considered within the 2025/26 planning round.
NENC ICB and ICS Finance Report Month 7	<p>This report provided the Committee with an update on the financial performance of the North East and North Cumbria Integrated Care Board (NENC ICB) and NENC Integrated Care System (ICS) in the financial year 2024/25 for the seven months to 31 October 2024.</p> <p>The purpose of this report was to inform the Committee that due to the COVID block contract regime and the organisational changes implemented in 2022, not all funding was transacted into the Gateshead Health Foundation Trust (GHFT) contract mandate as per commitments made. The Committee were asked to ratify the original agreement made by former CCGs and uplift the GHFT contract for 2024/25 by £1,403,891 to reflect ongoing service provision.</p>	The committee approved the uplift to the GHFT 2024/25 contract by £1,404k
Policies	<p>The following policies were presented to the Committee following an annual review and minor updates:</p> <ul style="list-style-type: none"> <li>• ICBP011 - Driving at Work Policy</li> <li>• ICBP017 - Fire Safety Policy</li> <li>• ICBP018 - Health and Safety Fire and Security Strategy</li> <li>• ICBP019 - Health and Safety Policy</li> <li>• ICBP054 - Adverse Weather Plan</li> <li>• ICBP013 - Incident Response Plan</li> <li>• ICBP014 - Emergency Preparedness, Resilience and Response Policy</li> <li>• ICBP015 - On-call Policy and Framework</li> </ul>	The committee approved the minor amends of the current policies and the implementation of the ICBP053 - Business Continuity Policy.

Agenda Item	Description	Decision/action
	The ICBP053 - Business Continuity Policy was presented as a new policy for approval	