

**North East and North Cumbria Integrated Care Board
Executive Committee (Public)**

**Minutes of the meeting held on Tuesday 8 August 2023, 10:30hrs in the
Joseph Swan Suite, Pemberton House, Colima Avenue, Sunderland**

Present: Samantha Allen, Chief Executive (Chair)
Siobhan Brown, Director of Transformation (System)
Levi Buckley, Executive Area Director (North & North Cumbria)
David Chandler, Executive Director of Finance
Graham Evans, Executive Chief Digital, and Information Officer
Ann Fox, Deputy Chief Nurse
David Gallagher, Executive Area Director (Tees Valley & Central)
Annie Laverty, Executive Director of Improvement and Experience
Claire Riley, Executive Director of Corporate Governance,
Communications, and Involvement

In attendance: Rebecca Herron, Governance Manager (Committee Secretary)
Deb Cornell, Director of Corporate Governance and Board Secretary

EC/2023-24/137	<p>Agenda Item 1 - Welcome and introductions</p> <p>The Chair welcomed all those present to the meeting.</p> <p>The Chair welcomed Ann Fox, Deputy Chief Nurse; Siobhan Brown, Director of Transformation (System).</p>
EC/2023-24/138	<p>Agenda Item 2 - Apologies for absence</p> <p>Apologies for absence were received from David Purdue, Executive Chief Nurse who was represented by Ann Fox, Deputy Chief Nurse; Jacqueline Myers, Executive Chief of Strategy and Operations who was represented by Siobhan Brown, Director of Transformation (System); Dr Neil O'Brien, Executive Medical Director.</p>
EC/2023-24/139	<p>Agenda Item 3 - Declarations of interest</p> <p>There were no declarations of interest made at this point in the meeting.</p>
EC/2023-24/140	<p>Agenda Item 4 - Minutes of the previous meeting held on 11 July 2023</p> <p>A typographical error within the first bullet point of paragraph two, minute number EC/2023-24/107 (Executive Area Directors Update Report July</p>

	<p>2023 (North and North Cumbria) was highlighted.</p> <p>The sentence read "<i>The establishment of place sub-committees is progressing. North Cumbria's first meeting is 14 June 2023; the Executive Area Director (North and North Cumbria) will be in attendance.</i>"</p> <p>This would be amended to read "<i>The establishment of place sub-committees is progressing. North Cumbria's first meeting is 14 July 2023; the Executive Area Director (North and North Cumbria) will be in attendance.</i>"</p> <p><u>RESOLVED:</u> The Executive Committee AGREED that the minutes from the meeting held on 11 July 2023, with the amendment noted above, were a true and accurate record.</p>
EC/2023-24/141	<p>Agenda Item 5 - Matters arising from the minutes and action log.</p> <p>The Chair requested all executive committee members review and update their allocated actions.</p> <p><u>ACTION:</u> All executive directors to review and update their allocated actions on the action log.</p>
EC/2023-24/142	<p>Agenda Item 6 - Notification of urgent items of any other business</p> <p>i) The Executive Chief Digital and Information Officer advised the Committee the Senior Information Risk Owner Report had been provided in the private section by way of good practice. The report outlined the ICBs systems and processes to gain assurance for the broad range of information governance and data and cyber security. Due to the sensitivity of some of the content it was deemed not appropriate to disclose the report in public. The report outlined the three high cyber risks for the ICB; the Committee was advised that the ICB Data Protection Security Toolkit and a compliant standard return had been submitted.</p> <p>ii) The Director of Corporate Governance requested approval to establish the Investment and Vacancy Control Panel. The Terms of Reference for the panel were submitted for approval by the Committee.</p> <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1) The Committee NOTED the submission of the Senior Information Risk Owner Report to the private section. 2) The Committee APPROVED the Investment and Vacancy Control Panel Terms of Reference and the establishment of the panel.

<p>EC/2023-24/143</p>	<p>Agenda Item 7.1 - Executive Area Directors Update Report August 2023 (North and North Cumbria)</p> <p>The Executive Area Director (North and North Cumbria) provided a summary of the report.</p> <p>The Committee was asked to particularly note from the report:</p> <ul style="list-style-type: none"> • North Cumbria – positive working across partners is taking place, with alignment to Local Authority plans and evolving work with Foundation Trust colleagues • Newcastle <ul style="list-style-type: none"> - Preparation is taking place for the pending SEND inspection - Speech and Language therapy access • Gateshead – SEND inspection is progressing well, the ten day follow up meeting is planned for Friday 11 August 23 • North Tyneside – it was noted that moving into the Civic Centre base as a shared area with external colleagues is having a positive impact. <p><u>RESOLVED:</u> The Committee RECEIVED the report for assurance and NOTED the decisions and assurance logs included within the report.</p>
<p>EC/2023-24/144</p>	<p>Agenda Item 7.1 - Executive Area Directors Update Report August 2023 (Tees Valley & Central)</p> <p>The Executive Area Director (Tees Valley & Central) provided a summary of the report.</p> <p>The Committee was asked to particularly note from the report:</p> <ul style="list-style-type: none"> • Sunderland – work is being escalated on access to diagnostics with South Tyneside and Sunderland Foundation Trust. There are long waiting times and staffing challenges • South Tyneside – work is progressing on improving Same Day Emergency Care arrangements • Durham <ul style="list-style-type: none"> - Teams Around Patients (TAPs) have conducted a review, good work and reflections have been produced from the review. The team visited North Cumbria which has generated learning and innovative ideas - CQC have retracted the decision to revoke Villages Medical Practice licence. The primary care team have been working closely with the practice to implement improvements - Emergency Department performance within University Hospital North Durham is being followed up • Tees Valley <ul style="list-style-type: none"> - Bank Holiday and weekends for primary care will be discussed at the Primary Care Strategy and Delivery Sub-Committee

	<p>- There is a risk of not having a spirometry service in Tees Valley due to procurement delays.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) The Committee NOTED the risk around the spirometry service in Tees Valley. 2) The Committee RECEIVED the report for assurance and NOTED the decisions and assurance logs included within the report.
EC/2023-24/145	<p>Agenda Item 8.1 – Covid Medication Delivery Unit</p> <p><i>At 11:06am the Clinical Strategy and Partnerships Manager joined the meeting virtually.</i></p> <p>The Clinical Strategy and Partnerships Manager introduced the report which informed the Committee of the proposed changes to the commissioning and delivery of a NENC Covid Medication Delivery Unit.</p> <p>It was noted that a winter period has not been experienced to understand the activity levels over a winter.</p> <p>Following discussions, the Committee acknowledged that this service is a must do, however it is not sustainable as a specialist service. Work will be undertaken to determine how this is included within the service offer and what the longer-term model is for this service.</p> <p>The Committee agreed to extend the contracts with NEAS and NCIC FTs for three months until 31 December 2023 with a caveat that a new model proposal is submitted to the Committee in January 2024 for consideration.</p> <p>ACTION: The Clinical Strategy and Partnerships Manager to link with colleagues to develop a new model for Covid Medication Delivery and submit to the Committee in January 2024.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) The Committee APPROVED the contract extension with North East Ambulance Service (NEAS) and North Cumbria Integrated Care Foundation Trusts for three months until 31 December 2023. 2) The Committee NOTED next steps in relation to the commissioning, contracting and mobilisation of an initial time-limited service, with a view to commissioning subsequently once further analysis has been undertaken. 3) The Committee AGREED to receive a sustainable proposal in January 2024, including more detailed demand and financial modelling based on newly agreed pathways. <p><i>At 11:18am the Clinical Strategy and Partnerships Manager left the</i></p>

	<i>meeting.</i>
EC/2023-24/146	<p>Agenda Item 8.2 - General Practice Bank Holiday Cover</p> <p>The Executive Area Director (Tees Valley & Central) introduced the report which provided the Committee with and update from the Primary Care Strategy and Delivery Sub-Committee (PCSDSC).</p> <p>The Committee was asked to particularly note from the report:</p> <ul style="list-style-type: none"> • The agreement of some of the System Development Funding scheme proposals for 2023/24. There is further work to be carried out by the Senior Operational Leadership Team • Primary Care Access Recovery Plan preparation was discussed and the framework for ensuring delivery supported. An update will be provided to the Board in the autumn • Primary Care Finance – a useful presentation was given outlining the funding available following POD transfer to the ICB • Bank Holiday Provision - it had been agreed that arrangements for bank holiday cover should be agreed through Local Accident & Emergency Delivery Boards (LADB) to ensure cover tailored to local need. Arrangements planned for August will proceed while further work is undertaken to complete the review of cover for the remainder of the year and beyond. A full review to be brought back to the Committee • Dental Funding - £200,916.11 of additional non recurrent funding was approved for 2023/24 for increased provision of access, inhalation sedation, intravenous sedation, and minor oral surgery in South Tyneside. Due to high demand for their sedation services, agreement was secured under NHSE dental team delegated authority to non-recurrently convert a small number of UDAs into additional sedation courses of treatment for the 2023-24; IA Dental have been able to meet this need. This was previously agreed by Executive Committee and Board in July 2023. <p>A concern was raised around the primary care access recovery plan arrangements, assurance, and resource. The Executive Area Director (Tees Valley & Central) assured the Committee there is a detailed paper being submitted to the PCSDSC. Governance provision will be required to support this work.</p> <p><u>ACTION:</u></p> <ol style="list-style-type: none"> 1) The Executive Area Director (Tees Valley & Central) to liaise with the Executive Director of Corporate Governance, Communications, and Involvement to source governance resource for the PCSDSC. 2) The Executive Area Director (Tees Valley & Central) to liaise

	<p>with the Director of Transformation (System) to develop the Primary Care Access Recovery Plan to be submitted to the Committee in October 2023.</p> <p><u>RESOLVED:</u> The Committee NOTED the content of the paper.</p>
EC/2023-24/147	<p>Agenda Item 9.1 - NENC ICB and ICS Finance Report Month 3</p> <p>The Executive Director of Finance introduced the report which 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 2023/24 for the period to 30 June 2023.</p> <p>In terms of the Month 3 position, ICB year to date financial position is breakeven, with a ICB and ICS forecast outturn of breakeven. Work continues regarding the long-term financial recovery plan and the Committee was assured discussions are taking place as to how the gap is closed, and that work is ongoing to offset the financial risk and that spending controls are in place.</p> <p>It was acknowledged that financial sustainability will be a challenge going forward.</p> <p>Within the Service Development Funding, queries are being raised to determine if there is any slippage. The Executive Director of Finance assured the Committee that the funding is being allocated.</p> <p>The Medium-Term Financial Plan is a four-point plan which has been developed. The plan has been submitted to the Finance, Performance, and Investment Committee for assurance and will be shared with the Executive Committee.</p> <p>The first point of the plan is to understand the whole position as an ICB and ICS. The ICB will be collaborating with colleagues to develop a draft plan which will be submitted to NHSE in December. NHSE will be looking for a substantial improvement on the plan submitted by the ICB for 2023/24. It was noted significant change is required rapidly and improvements needed are linked to the development of the procurement strategy.</p> <p>It was reported that the Financial Controls Paper was agreed at the Chief Executives Forum and includes the organisations response to the financial controls which have been mandated by NHSE. The Executive Director of Finance explained the Investment and Vacancy Control Panel process to the Committee. It was agreed that a briefing to be produced for the Senior Leadership Team and Pulse.</p>

	<p>The Committee recognised the financial risks and the ongoing work to mitigate the risks.</p> <p><u>ACTION:</u></p> <ol style="list-style-type: none"> 1) The Executive Director of Finance to share the Medium-Term Financial Plan with the Committee in September 2023. 2) The Executive Director of Finance to link with the Executive Director of Corporate Governance, Communications, and Involvement to produce a briefing for the Senior Leadership Team and Pulse. <p><u>RESOLVED:</u></p> <ol style="list-style-type: none"> 1) The Committee NOTED the latest year to date and forecast financial position for 2023/24. 2) The Committee NOTED there are a number of financial risks across the system still to be managed. 3) The Committee NOTED the approach in respect of financial controls and proposed oversight arrangements for both financial controls and efficiency going forward. 4) The Committee NOTED the approach in respect of financial controls and proposed oversight arrangements for both financial controls and efficiency going forward.
EC/2023-24/148	<p>Agenda Item 10.1 - Integrated Delivery Report</p> <p>The Director of Transformation (System) introduced the report which provided the Committee with an overview of quality and performance, highlighting any significant changes, areas of risk and mitigating actions.</p> <p>The Committee was informed that a new cycle of reporting had been implemented, it will be a bi-monthly cycle where the full report will coincide with the Board meeting schedule and a condensed report will be submitted the following month. The Healthier and Fairer dashboard will be included within the next report.</p> <p>Improvement in 12-hour decision to admit was noted. The Executive Area Director (North & North Cumbria) confirmed all sites have improved, however, there has been a lower level of activity into the system.</p> <p>It was noted access to talking therapies is off plan. The Committee was assured that that the data will be broken down to a more granular level and presented at the next Board meeting in September 2023. There is a change to the approach for talking therapies for the year ahead. It has been identified that there is a difference between the access times and wait times, there is further work to do with NECS and the main providers.</p> <p>The Executive Director of Improvement and Experience commented on the quality management system and the improvement of reporting; it was suggested to routinely include in all reports a statistical process control,</p>

	<p>where improvement is seen, decline or variation and to have some narrative regarding what the possible cause variation is down to. The committee supported this suggestion.</p> <p>The Executive Director of Finance raised how does the cost of talking therapies compare to the activity and number of sessions we would like to or expect to see. The Executive Area Director (North & North Cumbria) confirmed the data will be available for the Board meeting.</p> <p><u>ACTION:</u></p> <p>1) The Director of Transformation (System) to include statistical process control on improvement, decline or variation within the Integrated Delivery Report going forward.</p> <p><u>RESOLVED:</u></p> <p>1) The Committee NOTED the new reporting cycle for the Integrated Delivery Report.</p> <p>2) The Committee RECEIVED the report for information and assurance.</p>
EC/2023-24/149	<p>Agenda Item 10.2 – Winter Planning</p> <p>The Director of Transformation (System) introduced the report which provided the Committee with an outline of the Winter Priorities 2023/24.</p> <p>The Committee was asked to comment on the process by which winter priorities are identified and to submit any feedback.</p> <p>The Director of Transformation (System) provided the Committee with an overview on the changing position around how Urgent and Emergency Care is being managed. The LADB's are to identify champions to work with the ICB on this programme.</p> <p>A rigorous co-design process has taken place and the proposal will come back to the Committee in September for formal approval.</p> <p>The Committee was informed that the system has signed up with the emerging National Policy Unit to test the integrated care plus model, what the future of NHS 111 might look like and help shape a new policy. We have also been identified as one of four systems who are positively working on Urgent and Emergency Care and have been invited to be part of a learning system.</p> <p>The Committee was asked to comment on the areas outlined and consider whether they are the correct areas of focus.</p> <p>Comments/queries were received as follows:</p> <ul style="list-style-type: none"> • Can we be more specific i.e., keeping the system flowing – what do we need every emergency department to do to keep the system

	<p>flowing, do they understand that and do we have system sign up for that</p> <ul style="list-style-type: none"> • Keep the language simple to enable staff to understand exactly what it means, wherever you work within the system • To be aware of the overlap in the quality management systems, to have a consistent message around how we are approaching improvement as an ICB and across the system. There is a risk of silo improvement work going on which is not linked to the quality management system • To understand are previous improvements continuing • Continuing to focus of the specifics and not losing our operating plan standards. <p>The Committee was informed that specific communications to direct people to the right place for winter are being developed.</p> <p>It was noted that this was an excellent piece of work.</p> <p><u>ACTION:</u> The Director of Transformation (System) to action the comments and suggestions from the Committee on the Winter Planning document.</p>
EC/2023-24/150	<p>Agenda Item 11 - Commissioning</p> <p>No update for this item.</p>
EC/2023-24/151	<p>Agenda Item 12 – Strategy & Partnerships</p> <p>No update for this item.</p>
EC/2023-24/152	<p>Agenda Item 13.1 – Risk Management Report (incl Risk Register)</p> <p>The Executive Director of Corporate Governance, Communications, and involvement introduced the report which provided the Committee with an updated position on the corporate risks facing the organisation for the period 3 July 2023 to 20 July 2023.</p> <p>It was highlighted that risk has gone through Audit Committee. The Non-Executive Directors are appreciative to the team for the work which has taken place.</p> <p>Two risks have changed scoring, one new risk has been added and one risk has been closed. A concern was raised around the overdue risks and gaps within the risk entries.</p> <p>Colleagues noted the work undertaken which has identified the organisations top risks.</p>

	<p>It was suggested that raising the awareness of the logging and raising process and the SIRMS system would be beneficial.</p> <p>It was commented that it was good to get a sense of the understanding of risk of place.</p> <p>Members acknowledged the new report format. It was noted the two moved risks have reduced, which is positive.</p> <p><u>ACTION:</u></p> <p>1) All Executive Directors to link to the Corporate Governance Team to update all assigned risks on the risk register within the next month with the updated risk log to come back to the September Committee meeting.</p> <p><u>RESOLVED:</u></p> <p>1) The Committee RECEIVED the ICB risk register for assurance. 2) The Committee NOTED the profile of the risks as at 20 July 2023</p>
EC/2023-24/153	<p>Agenda Item 13.2 – Place Sub-Committee Terms of Reference</p> <p>The Executive Director of Corporate Governance, Communications, and involvement introduced the report which provided the Committee with the revised Terms of Reference from the Place Sub-Committees.</p> <p>The Committee was asked to ratify Place Sub-Committee Terms of Reference for:</p> <ul style="list-style-type: none"> • Gateshead Place • South Tees Place • Stockton Place • Darlington Place • Hartlepool Place • Northumberland Place <p>The Committee noted the work which had gone into developing these Terms of Reference.</p> <p>It was noted that the Terms of Reference for North Cumbria, Newcastle, Sunderland, South Tyneside, and County Durham Place Sub-Committees will be submitted for ratification in September.</p> <p><u>RESOLVED:</u></p> <p>1) The Committee APPROVED the Terms of Reference for:</p> <ul style="list-style-type: none"> • Gateshead Place • South Tees Place • Stockton Place • Darlington Place

	<ul style="list-style-type: none"> • Hartlepool Place • Northumberland Place <p>as outlined within the report.</p>
EC/2023-24/154	<p>Agenda Item 13.3 - Governance Map</p> <p>Noted for information only.</p> <p><u>RESOLVED:</u> The Committee NOTED the governance map for information purposes.</p>
EC/2023-24/155	<p>Agenda Item 13.4 - Committee Cycle of Business</p> <p>Noted for information only.</p> <p><u>RESOLVED:</u> The Committee NOTED the committee cycle of business.</p>
EC/2023-24/156	<p>Agenda Item 14.1.1 – ICB 2 Steering Group Highlight Report</p> <p>Noted for information and assurance only.</p> <p><u>RESOLVED:</u> The Committee RECEIVED the report for assurance.</p>
EC/2023-24/157	<p>Agenda Item 14.1.2 – Contract Group Report</p> <p>Noted for information and assurance only.</p> <p><u>RESOLVED:</u> The Committee RECEIVED the report for assurance.</p>
EC/2023-24/158	<p>Agenda Item 14.2.1 – Place Sub-committee Minutes</p> <p>Sunderland - noted for information and assurance only. Gateshead - noted for information and assurance only. Northumberland - noted for information and assurance only. South Tees - noted for information and assurance only. Darlington - noted for information and assurance only. Hartlepool - noted for information and assurance only. Stockton - noted for information and assurance only.</p> <p><u>RESOLVED:</u> 1) The Committee RECEIVED the Sub-Committee minutes as listed above for assurance.</p>
EC/2023-24/159	<p>Agenda Item 14.2.4 – Primary Care Strategy and Delivery Sub-</p>

	<p>Committee Minutes</p> <p>Noted for information and assurance only.</p> <p><u>RESOLVED:</u> The Committee RECEIVED the Primary Care Strategy and Delivery Sub-Committee minutes for assurance.</p>
EC/2023-24/160	<p>Agenda Item 14.2.5 – Mental Health, Learning Disabilities and Autism Minutes</p> <p>Noted for information and assurance only.</p> <p><u>RESOLVED:</u> The Committee RECEIVED the Mental Health, Learning Disabilities and Autism Minutes for assurance.</p>
EC/2023-24/161	<p>Agenda Item 14.2.6 – Pharmaceutical Services Regulatory Sub-Committee Minutes</p> <p>Noted for information and assurance only.</p> <p><u>RESOLVED:</u> The Committee RECEIVED the Pharmaceutical Services Regulatory Sub-Committee Minutes for assurance.</p>
EC/2023-24/162	<p>Agenda Item 15 – Policy Management</p> <p>No update for this item.</p>
EC/2023-24/163	<p>Agenda Item 16.1 - Any Other Business</p> <p>There were no items of any other business for consideration.</p>
EC/2023-24/164	<p>Agenda Item 16.2 - New Risks to add to the Risk Register</p> <p>A new risk was identified around infrastructure support from a governance perspective across the corporate teams. ICB 2.0 to mitigate this risk.</p> <p><u>ACTION:</u> The Director of Corporate Governance to add the new identified risk to the risk register.</p>
EC/2023-24/165	<p>Agenda Item 17 - CLOSE</p> <p>The meeting was closed at 13:17hrs.</p>
	<p>Date and Time of Next Meeting</p> <p>Tuesday 12 September 2023 10:30am.</p>

Item 9.2.1
Appendix 2

Signed: Sam Allen



Position: Chief Executive (Chair)

Date: 12 September 2023