

Item: 8.1

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

BOARD

26 March 2024

Report Title:

Updated Governance Handbook (Issue 8)

Purpose of report

To request approval from the Board on the proposed amendments to the ICB's Governance Handbook including the Scheme of Reservation and Delegation, committee terms of reference and the ICB committee structure.

The Board is also asked to note the updated terms of reference for the subcommittees of the Executive and Quality and Safety Committees.

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.

The handbook includes several key documents including a functions and decisions map, scheme of reservation and delegation, financial limits, and committee terms of reference. The documents have previously been approved by the Board with subsequent issues for further amendment from (issue 1) approved on 1 July 2022 to the current (issue 8) to seek approval at by the Board in line with the new changes.

As part of a process of ongoing review of the documents within the Governance Handbook, further amendments have been identified to ensure the documents remain fit for purpose. The amended documents are attached with changes highlighted or tracked and summarised below:

Changes to the Scheme of Reservation and Delegation (SoRD)

- Individual Funding Requests (IFR), page 16 - clarification within the supporting notes section concerning requests that fall within the scope of the policy and the financial considerations of decisions.

The changes are highlighted in the SoRD for ease of reference and further details can be found in:

- Appendix 1 – DOC 1 SoRD v6-0

Annual Review of Committee Terms of Reference

The terms of reference for the five ICB committees (Audit Committee, Remuneration Committee, Executive Committee, Quality and Safety Committee, and Finance, Performance and Investment Committee) have been reviewed and aligned to the revised standard template for ICB committees. In addition, some minor changes have been made to the wording within the terms of reference following review of all ICB committee terms of reference to ensure consistency of language throughout.

Alongside the minor changes noted above, some changes to job titles of members on the Committees have been amended which will come into effect in April on the implementation of the ICB's updated structures following the ICB 2.0 process. The Quality and Safety Committee has asked that the terms of reference are considered further by the Committee members to explore whether the purpose and responsibilities of the Committee remain appropriate. Any further resulting changes will be brought back to Board for approval at a future meeting. In the interim the current terms of reference have been transferred to the updated ICB template pending further changes.

Further detail can be found in:

- Appendix 2 – DOC 6 Quality and Safety Committee Terms of Reference V4-0
- Appendix 3 – DOC 7 Remuneration Committee Terms of Reference V3-0
- Appendix 4 – DOC 8 Finance, Performance, and Investment Committee Terms of Reference V4-0
- Appendix 5 – DOC 9 Executive Committee Terms of Reference V5-0
- Appendix 6 – DOC 10 Audit Committee Terms of Reference V3-0

NENC ICB Committee Structure

The NENC ICB Committee Structure has been updated to include the additional subcommittees of the Executive Committee and Quality and Safety Committee that have now been approved and established. These are included within the revised document (version 5.0) and listed below:

- People and Organisational Development Subcommittee (NEW)
- Special Education Needs and Disability (SEND) Assurance Subcommittee (NEW)
- Clinical Effectiveness Subcommittee (NEW)

The Board is asked to approve the changes to the Committee structure as shown in Appendix 7.

Annual Review, including the addition of three new Subcommittee Terms of Reference

All subcommittee terms of reference have been reviewed by their parent committee to ensure they remain up to date. In addition, the ICB's standard operating procedure for establishing subcommittees and groups has also been updated and this has resulted in a few minor recommended amendments to subcommittee terms of reference.

All subcommittee terms of reference were presented to and approved by their parent committee in March 2024 and the updated versions will now be added to the Governance Handbook and uploaded to the ICB's intranet page. Three new subcommittees were identified (as noted above) and approved by their parent committee within the reporting period and will also be added to the Governance Handbook.

The following subcommittee terms of reference were reviewed and approved by their parent committee:

Executive Committee subcommittees:

- County Durham Place Subcommittee
- Darlington Place Subcommittee
- Gateshead Place Subcommittee
- Hartlepool Place Subcommittee
- Newcastle Place Subcommittee
- North Cumbria Subcommittee
- North Tyneside Place Subcommittee
- Northumberland Place Subcommittee
- South Tees Place Subcommittee
- South Tyneside Place Subcommittee
- Stockton Place Subcommittee
- Sunderland Place Subcommittee

- Healthier and Fairer Advisory Group (Subcommittee)
- Medicines Subcommittee
- Primary Care Strategy and Delivery Subcommittee
- Pharmaceutical Services Regulatory Subcommittee
- Individual Funding Requests (IFR) Panel
- Mental Health, Learning Disabilities and Autism Subcommittee
- People & Organisational Development Subcommittee (NEW)

Quality and Safety Committee subcommittees:

- North Cumbria Area Quality and Safety Subcommittee
- North Area Quality and Safety Subcommittee
- Central Area Quality and Safety Subcommittee
- Tees Valley Area Quality and Safety Subcommittee
- Safeguarding Subcommittee
- NENC Antimicrobial Resistance (AMR) and Healthcare Associated Infection (HCAI) Subcommittee
- Special Education Needs and Disability (SEND) Assurance Subcommittee (NEW)
- Clinical Effectiveness Subcommittee (NEW)

The Board is asked to note the updated terms of reference for the subcommittees which will be added to the Governance Handbook and published on the ICB's internet page. The terms of reference are included in the supporting reference pack (Appendix 8).

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

The SoRD, and terms of reference have been reviewed to ensure they remain fit for purpose and are in line with statutory guidance.
Parent committees have reviewed and approved the proposed subcommittee terms of reference.

Recommendation/action required

The Board is asked to:

- Approve the updated Scheme of Reservation and Delegation – version 6-0 (**Appendix 1**)
- Approve the updated terms of reference for:
 - Quality and Safety Committee – version 4-0 (**Appendix 2**)
 - Remuneration Committee – version 3-0 (**Appendix 3**)
 - Finance, Performance, and Investment Committee – version 4-0 (**Appendix 4**)
 - Executive Committee - version 5-0 (**Appendix 5**)
 - Audit Committee – version 3-0 (**Appendix 6**)
- Approve the updated NENC Committee structure – version 5-0 (**Appendix 7**)
- Approve the updated versions of the above documents to be included into the Governance Handbook (issue 8)
- Note and approve the inclusion of the updated subcommittee terms of reference as listed above in the Governance Handbook (issue 8) and detailed on the attached reference pack (**Appendix 8**)

Acronyms and abbreviations explained

SORD - Scheme of Reservation and Delegation
NENC – North East and North Cumbria
ICB – Integrated Care Board

Sponsor/approving executive director	Claire Riley, Executive Director of Corporate Governance, Communications, and Involvement
Date approved by executive director	19 March 2024
Reviewed by	Deborah Cornell, Director of Corporate Governance and Board Secretary

Report author	Neil Hawkins, Head of Corporate Affairs					
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	
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?	N/A					
Has there been/does there need to be appropriate clinical involvement?	Clinical involvement within the respective committees and subcommittees when reviewing and agreeing the terms of reference.					
Has there been/does there need to be any patient and public involvement?	N/A					
Has there been/does there need to be partner and/or other stakeholder engagement?	N/A					