

**North East and North Cumbria Integrated Care Board**
**Executive Committee**

**Minutes of the meeting held on Tuesday 10 January 2023, 10:25hrs in the  
Joseph Swan Suite, Pemberton House, Colima Avenue, Sunderland**

**Present:** Samantha Allen, Chief Executive (Chair)  
Nicola Bailey, Interim Executive Director of Place Based Delivery (North and North Cumbria)  
David Chandler, Interim Executive Director of Finance  
Graham Evans, Executive Chief Digital and Information Officer  
Dave Gallagher, Executive Director of Place Based Delivery (Tees Valley and Central)  
Annie Laverty, Executive Chief People Officer  
Jacqueline Myers, Executive Director of Strategy and System Oversight  
Neil O'Brien, Executive Medical Director  
David Purdue, Executive Chief Nurse  
Claire Riley, Executive Director of Corporate Governance, Communications and Involvement  
Julia Young, Director of Nursing (on behalf of David Purdue, Executive Chief Nurse)  
Aejaz Zahid, Executive Director of Innovation

**In attendance:** Deborah Cornell, Director of Governance and Involvement  
Shona Haining, Head of Research and Evidence (NECS)  
Gemma Matthews, Executive Assistant (notes)  
Peter Rooney, Director of Strategy and Planning

<b>EC/2023/122</b>	<p><b>Agenda Item 1 Welcome and introductions</b></p> <p>The Chair welcomed all those present to the meeting.</p>
<b>EC/2023/123</b>	<p><b>Agenda Item 2 Apologies for absence</b></p> <p>Apologies for absence were received from David Purdue, Executive Chief Nurse who was represented by Julia Young, Director of Nursing, for this meeting only.</p>
<b>EC/2023/124</b>	<p><b>Agenda Item 3 Declarations of interest</b></p> <p>There were no declarations of interest made at this point in the meeting.</p>

EC/2023/125	<p><b>Agenda Item 4 Minutes of the previous meeting held on 13 December 2022</b></p> <p><b><u>RESOLVED:</u></b>  <b>The Executive Committee AGREED that the minutes from the meeting held on 13 December 2022 were a true and accurate record.</b></p>
EC/2023/126	<p><b>Agenda Item 5 Matters arising from the minutes and action log</b></p> <p><u>Item number 3 (minute reference EC/2022/12) NICE Compliance Report</u>  This was on the agenda for consideration at Agenda Item 8.4. Item closed.</p> <p><u>Item number 12 (minute reference EC/2022/44) Central &amp; Tees Valley Place Based Delivery Report (Social Impact Bonds)</u>  The Interim Executive Director of Finance confirmed that this was a complex issue but that work continued. A further update would be provided in February 2023.</p> <p><u>Item number 13 (minute reference EC/2022/47) Winter Plan</u>  The Executive Director of Corporate Governance, Communications and Involvement confirmed that a regular, weekly, update would be included in the Network Bulletin going forward. Item complete.</p> <p><u>Item number 22 (minute reference EC/2022/73) North &amp; North Cumbria Place Based Delivery Report (Winter Plan Fund)</u>  Confirmation received from the Interim Executive Director of Finance that a process was in place for tracking the spend although more work on the local proposals was required. Item complete.</p> <p><u>Item number 25 (minute reference EC/2022/77) ICS Winter Plan for System Resilience</u>  The Executive Director of Strategy and System Oversight confirmed that progress had been made but that more work was needed to agree support to the programme. Agreed to close the action as this would be absorbed into the wider arrangement for the ICB and the ICB structure going forward. Item complete.</p> <p><u>Item number 26 (minute reference EC/2022/81) Ongoing support to NENC ICB COVID-19 Vaccination Programme (Vaccination Committee)</u>  The Director of Governance and Involvement advised that a full Committee Structure would be presented to the committee at a future meeting and that the Vaccination Committee would be included in that.</p> <p><u>Item number 27 (minute reference EC/2022/83) Finance Update (Running Costs and Budgets)</u>  The Interim Executive Director of Finance advised that an update on the running costs would be circulated, including granular detail, once the work with executive directors on their respective budgets was complete. Item</p>

	<p>complete.</p> <p><u>Item number 29 (minute reference EC/2022/86) Delegation of Specialised Service Commissioning to ICBs</u> The Chair confirmed that the concerns relating to due diligence work in specialised commissioning had been raised with the regional team. Item complete.</p> <p><u>Item number 30 (minute reference EC/2022/87) NHSE Clinical Network Staff Transfer to the NENC ICB</u> It was noted that the timescale on this particular work had slipped. Further update expected at the meeting in February 2023.</p> <p><u>Item number 32 (minute reference CEC/2022/110) Operational Resilience Update (Data Analysis)</u> The Executive Director of Strategy and System Oversight confirmed that a report had been prepared but that agreement was needed as to which day of the week would be best to issue the report. Item complete.</p>
<b>EC/2023/127</b>	<p><b>Agenda Item 5.1 NHS England Clinical Network Staff Transfer to NENC ICB Update (Verbal)</b></p> <p>The Director of Nursing provided a verbal update on the current position of the staff transfer to the ICB. Work was ongoing to move staff, via TUPE transfer, whilst considering any potential efficiencies, for example with the alignment of the maternity network and LMNS. It was noted that the first step would be the staff within the Cancer Network as a pilot and then reviewing the process before continuing with the other services.</p> <p>The committee was assured that the process was on track and that the ICB was working alongside NHS England.</p> <p>Following discussion, it was agreed that the Executive Chief People Officer would link in with this process to ensure that transferring staff would be appropriately supported.</p> <p><b><u>RESOLVED:</u></b> <b>The Executive Committee NOTED the update.</b></p>
<b>EC/2023/128</b>	<p><b>Agenda Item 6 Notification of urgent items of any other business</b></p> <p>No items of any urgent business had been received.</p>
<b>EC/2023/129</b>	<p><b>Agenda Item 7.1 North and North Cumbria Place Based Delivery Report</b></p> <p>The Interim Executive Director of Place Based Delivery (North and North Cumbria) provided a brief summary of the items which the committee was</p>

	<p>asked to particularly note from the report:</p> <ul style="list-style-type: none"> <li>• <b>Ophthalmology (also applies to Northumberland, Newcastle and Gateshead)</b> – a long waiting list and waiting times for ophthalmology provision remained at high levels despite considerable investment into the service at Newcastle Upon Tyne Hospitals NHS Foundation Trust (NuTH). However, during the past 12 months there had been a rise in independent sector provision opening facilities for cataract operations. Due to the impact of private providers in to Northumbria for ophthalmology and audiology services, a review was ongoing with finance colleagues to ascertain any potential impact on ICB contracts.</li> </ul> <p>Although acknowledged as a short term issue due to these services being under ERF currently, from 1 April 2023 all would fall under PPR which would need to be considered at that time.</p> <p><b><u>ACTION:</u></b>  <b>That the Interim Executive Director of Place Based Delivery (North and North Cumbria) link with the Executive Director of Strategy and System Oversight to start the piece of work in relation to ophthalmology and audiology from 1 April 2023 onwards.</b></p> <ul style="list-style-type: none"> <li>• <b>Primary Care (Gateshead)</b> – following the death of a GP in Gateshead, it was thought that his son would take over the contract at the practice but he has since indicated he would not take over the contract. Two practices had shown interest in the emergency and permanent contract element with Community Based Health (CBC) also offering support if needed.</li> <li>• <b>Update on Local Place Partnership Development (Northumberland)</b> – work remained ongoing to progress the development of Northumberland's place-based partnership arrangements. Governance around the preparation of the Terms of Reference and who was responsible for writing those was to be clarified.</li> </ul> <p><b><u>RESOLVED:</u></b>  <b>The Executive Committee NOTED the content of the report.</b></p>
EC/2023/130	<p><b>Agenda Item 7.1 Central and Tees Valley Place Based Delivery Report</b></p> <p>The Executive Director of Place Based Delivery (Tees Valley and Central) asked the committee to note the following:</p> <ul style="list-style-type: none"> <li>• <b>Cancer Care</b> – the committee was referred to paragraphs 49 – 52 which provided an update on the cancer pathways, particularly noting that North Tees had moved in and out of Tier 2 for Cancer in a short space of time having made some improvements.</li> </ul>

	<p>The Executive Director of Corporate Governance, Communications and Involvement asked that the consideration be given to the voluntary sector and correlating the funding as the report suggested that funding was being given to two organisations for the same thing. It was acknowledged that this may not be the case but that a piece of work to establish clarity would be beneficial.</p> <p><b><u>RESOLVED:</u></b>  <b>The Executive Committee NOTED the content of the report.</b></p>
<p><b>EC/2023/131</b></p>	<p><b>Agenda Item 8.1 Winter Planning Update (including 9 winter metrics)</b></p> <p>The Executive Director of Strategy and System Oversight introduced the report which outlined key deliverables for Winter Operating Resilience for urgent and emergency care and progress against actions and against both local and national metrics for delivery.</p> <p>Key points to noted included:-</p> <ul style="list-style-type: none"> <li>• UEC Strategic Board oversees winter resilience for the ICB and reports on a monthly basis to both this committee and the ICB Board;</li> <li>• 2023/24 Planning Guidance published on 23 December 2022 with implications for UEC;</li> <li>• The monthly UEC Board Assurance Framework (BAF) reports progress to NHS England on 63 actions for winter – almost all actions now partially or fully completed; and</li> <li>• National Funding for Acute Respiratory Hubs not released with business cases due on 6 January 2023.</li> </ul> <p>During discussion it was asked if there were any areas which needed to be added to the list or any metrics which needed to be deprioritised. It was agreed that there was an opportunity to consider around 15 to 20 areas in the new year and to present a further work programme for consideration. There was also an opportunity to link in the workforce metrics.</p> <p>It was noted that daily performance would not be provided by the UEC Network. In relation to 111 call handling, NEAS had been asked if out of area calls would be diverted to them if all the "Speak To's" were sent somewhere else.</p> <p><b><u>RESOLVED:</u></b>  <b>That the new planning guidance in relation to UEC and associated services; and performance against national and local metrics be NOTED.</b></p>
<p><b>EC/2023/132</b></p>	<p><b>Agenda Item 8.2 ICB Programme Plan Highlight Report</b></p> <p>The Executive Director of Strategy and System Oversight introduced the</p>

	<p>report which provided visibility of the current ICB programme plan and provided assurance on progress against key deliverables.</p> <p>It was confirmed that the fundamental actions for effective running of the ICB were progressing well. Those rated 'amber' were being worked through and would include timelines for completion.</p> <p>The Chair request a 'director by director' update on those areas at the next meeting</p> <p><b><u>ACTION:</u></b>  <b>That all directors provide an update of those actions which remain amber at the next meeting.</b></p> <p><b><u>RESOLVED:</u></b>  <b>That the report and contents of the ICB Programme Plan be NOTED and that the change request as described in Section 3 of the report be AGREED.</b></p>
EC/2023/133	<p><b>Agenda Item 8.3 Research and Evidence Report 2022/23 (H1)</b></p> <p>The Executive Director of Innovation introduced the report which supported the statutory duties of the ICB in relation to research and evidence. The committee was reminded that these duties were:-</p> <ol style="list-style-type: none"> <li>1. To promote research on matters relevant to the health service;</li> <li>2. To promote the use in the health service of evidence obtained from research; and</li> <li>3. To take responsibility for Excess Treatment Costs (ETCs).</li> </ol> <p>The Head of Research and Evidence (NECS) was welcomed to the meeting and explained the key points from the report. The committee noted that this was a 'new look' report and asked to review the content, style and assurance provided therein.</p> <p>It was agreed that the report and requirements should run through the strategic and long term goals of the ICB to map out any gaps and be included in the five year delivery plan to further identify any potential gaps.</p> <p>It was confirmed that the research support costs for excess treatment costs were funded through the Clinical Research Network. The excess was reported at around £250k and it was agreed that the Interim Executive Director of Finance be linked into discuss further as this may be something which needed consideration at the Performance, Finance and Investment Committee.</p> <p><b><u>RESOLVED:</u></b>  <b>That the report and content be NOTED.</b></p>

EC/2023/134	<p><b>Agenda Item 8.4 NICE Compliance Report</b></p> <p>The Executive Medical Director introduced the report which provided the committee with a detailed position on compliance of the ICB with NICE technology appraised treatments and future plans to improve equitable commissioning of these medicines.</p> <p>It was proposed that a new process be introduced to seek assurance from localities that treatment could be provided in line with NICE. Any barrier to implementation would be discussed by the medicines committee and its sub-committees to identify possible solutions or escalate through the ICB as appropriate.</p> <p>Consideration would need to be given to the cost implications and to remind foundation trust colleagues of the conditions around the current block contracts.</p> <p>The committee supported the proposal as presented. The Interim Executive Director of Finance and the Executive Director of Strategy and System Oversight would incorporate this into discussions regarding the planning position.</p> <p><b><u>ACTION:</u></b>  <b>1) The Executive Medical Director to write to all Foundation Trusts with the proposal agreed.</b></p> <p><b><u>RESOLVED:</u></b>  <b>That the proposal as presented within the report be SUPPORTED.</b></p>
EC/2023/135	<p><b>Agenda Item 8.5 2023/24 Operational Planning Guidance (presentation)</b></p> <p>The Director of Strategy and Planning gave a presentation on the National Planning Guidance for 2023/24. The slides covered the following areas:-</p> <ul style="list-style-type: none"> <li>• National Planning Guidance – financial allocations/guidance; operational plan 2023/24; joint forward plan guidance; contract and NHS payment scheme consultation; and CQUIN;</li> <li>• Operational Plan priorities;</li> <li>• Emergency Care and Maternity Objectives;</li> <li>• Community and Primary Care Objectives;</li> <li>• Diagnostics, Elective and Cancer Objectives;</li> <li>• Mental Health &amp; Learning Disability Objectives;</li> <li>• Prevention, Resources &amp; Workforce Objectives;</li> <li>• Joint Forward Plan 2023/24 – 2028/29;</li> <li>• National Timescales;</li> <li>• Financial Framework and Allocations; and</li> </ul>

	<ul style="list-style-type: none"> <li>• North East and North Cumbria Approach</li> </ul> <p>It was agreed that the aim for this document should be to be as concise as possible with focus on pragmatic actions, detailing what will be done, by when and by who. The document needed to be accessible to the public, staff and services and to understand what the role is. The committee agreed that there was a genuine opportunity to produce something of great value.</p> <p><b><u>RESOLVED:</u></b>  <b>That the presentation and update be NOTED.</b></p>
EC/2023/136	<p><b>Agenda Item 9.1 Finance Update</b></p> <p>The Interim Executive Director of Finance introduced the report which provided an update on the financial performance for the ICB and ICS in 2022/23 for the period to 30 November 2022 (Month 8).</p> <p>The ICB was reporting a forecast deficit of £5.6m prior to the expected receipt of additional funding of £11.2m to cover costs associated with Primary Care Additional Roles Reimbursement Scheme (ARRS). Once received, the ICB would report a forecast surplus of £5.7m against a planned surplus of £2.6m.</p> <p>It was reported that the ICS had highlighted a £40m risk to reach balance. NHS England have agreed to give £20m in non-recurrent funding to assist the ICS in reaching breakeven.</p> <p>During consideration of the report, the committee agreed that a better understanding of the issues around prescribing would be helpful. It was expected that costs around medicines would continue to increase.</p> <p><b><u>RESOLVED:</u></b>  <b>That the year to date and forecast financial position for 2023/23; and the financial risks across the system be NOTED.</b></p>
EC/2023/137	<p><b>Agenda Item 9.2 Community Diagnostics Programme Update</b></p> <p>The Executive Director of Strategy and System Oversight introduced the report which provided an update on the development of community diagnostic centre (CDC) capacity within the ICS.</p> <p>The committee noted that the revenue costs were agreed until March 2025. The revenue to-date was noted at £50m with the possibility of no future provision for ongoing revenue costs. This position was acknowledged and the suggest of a mechanism in future to consider that further.</p>

	<p>It was agreed that this would be added to the risk register as part of the finance risks.</p> <p><b><u>ACTION:</u></b>  <b>The Director of Governance and Involvement to add this to the risk register under finance risks.</b></p> <p><b><u>RESOLVED:</u></b>  <b>That the progress to-date be NOTED and the future plans for CDC development within the ICS be SUPPORTED.</b></p>
EC/2023/138	<p><b>Agenda Item 10.1 Integrated Delivery Report</b></p> <p>The Executive Director of Strategy and System Oversight introduced the report which provided an overview of quality and performance across the ICS. The report was structured around the 2022/23 planning priorities and linked to the NHS Oversight Framework (NHSOF) which applied to all ICSs, trusts and foundation trusts, providing oversight of the delivery of the NHS Long Term Plan (LTP).</p> <p>The key changes, as noted in the report, were highlighted including the changes to CQC ratings; the reopening of maternity services in Sunderland; Contract Performance Notices (CPNs); ongoing issues around handover delays; and the move into tier 2 for County Durham and Darlington.</p> <p>It was also confirmed that North Cumbria remained in the tier process but had stepped down from tier 1 to tier 2.</p> <p>Confirmation was received that the Quality and Safety Committee do look at themes and issues and do undertaken in depth reviews when themes emerge. There was an ongoing review of cardiothoracic services at NuTH as there had been a total of six incident reported, although some were 'never events'.</p> <p>All SOF and Oversight meetings had been booked in the diary and would be complete by the end of Quarter 2, following which a rolling plan would be implemented.</p> <p><b><u>RESOLVED:</u></b>  <b>That the report and update be NOTED.</b></p>
EC/2023/139	<p><b>Agenda Item 11.1 Commissioning</b></p> <p>No update was required for this item.</p>
EC/2023/140	<p><b>Agenda Item 12.1 Strategy &amp; Partnerships</b></p>

	No update was required for this item.
<b>EC/2023/141</b>	<p><b>Agenda Item 13.1 Risk Management Report</b></p> <p>The Executive Director of Corporate Governance, Communications and Involvement presented the report which provided an updated position on the risk facing the ICB for the period 28 November 2022 to 20 December 2022.</p> <p>The committee accepted the report as presented.</p> <p><b><u>RESOLVED:</u></b>  <b>That the report and the profile of the risks as at 20 December 2022 be NOTED.</b></p>
<b>EC/2023/142</b>	<p><b>Agenda Item 13.2 Next Step on Place Based Working</b></p> <p>The Executive Director of Corporate Governance, Communications and Involvement presented the report which proposed recommendations for place-based governance arrangements in each of the thirteen local authority areas within the ICS. The recommendations were based on the latest government guidance and in line with place-based functions and resources identified in the functions and decisions map annex to the ICB Constitution and Scheme of Reservation and Delegation (SORD).</p> <p>Work had been undertaken with the Good Governance Institute to develop and Accelerating Place Development Checklist and a standard Terms of Reference for ICB Place Committees and Joint Committee which were noted within the appendices to the report.</p> <p>It was noted that Gateshead had requested to be a committee of the ICB and not a joint committee.</p> <p>It was also noted that discussions were ongoing with the Care Home Association and a suggestion made that they also become part of the ICP. Although this particular report was focussed around place based working, it would be helpful to consider widening the remit of the broader ICP.</p> <p><b><u>RESOLVED:</u></b>  <b>That the report and contents be NOTED.</b></p>
<b>EC/2023/143</b>	<p><b>Agenda Item 13.3 Medicines Committee Recommendations</b></p> <p>The Executive Medical Director introduced the report which sought approval from the Executive Committee for the medicines recommendations from the December Medicines Committee meeting.</p>

	<p>The Director of Governance and Involvement recommended that the Medicines Sub-Committee be established as a sub-committee to the Executive Committee.</p> <p><b><u>RESOLVED:</u></b></p> <ol style="list-style-type: none"> <li>1) That the medicines decisions made at the Medicines Committee in December 2022, as detailed, be APPROVED;</li> <li>2) That the medicines decisions made by the three localities, as detailed, be APPROVED;</li> <li>3) That the open publication of the draft minutes of the Medicines Committee and sub-committee meetings, on the Medicine's Committee website, be APPROVED; and</li> <li>4) That the proposal to establish the Medicines Committee as a sub-committee of the Executive Committee be APPROVED.</li> </ol>
EC/2023/144	<p><b>Agenda Item 14.1 Business Continuity and EPRR On-call Policies</b></p> <p>The Executive Director of Strategy and System Oversight introduced the report which provided revised Business Continuity and EPRR On-Call Policies. The policies would be reviewed within the first six months of ICB establishment.</p> <p>The following policies were reviewed and revised as part of this review:-</p> <ul style="list-style-type: none"> <li>• ICBP03 Incident Response Plan</li> <li>• ICBP0114 Emergency Preparedness Resilience and Response Policy</li> <li>• ICBP015 Emergency Preparedness, Resilience and Response On-Call Policy</li> </ul> <p><b><u>RESOLVED:</u></b> That the Business Continuity and EPRR On-Call policies be APPROVED.</p>
EC/2023/145	<p><b>Agenda Item 14.2 Continuing Healthcare and Safeguarding Policies</b></p> <p>The Director of Nursing introduced the report which provided reviewed and revised Continuing Healthcare and Safeguarding Policies for consideration.</p> <p><b><u>RESOLVED:</u></b> That the Continuing Healthcare (CHC) and Safeguarding Policies, as noted within the report, be APPROVED for review and update.</p>
EC/2023/146	<p><b>Agenda Item 14.3 Policy for the Development and Authorisation of Patient Group Directives (PGDs)</b></p> <p>The Executive Medical Director introduced the report which provided a summary of the process followed to update the NENC ICB Patient Group Directives (PGD) Policy.</p>

	<p><b><u>RESOLVED:</u></b>  <b>That the review of the ICB PGD Policy be NOTED.</b></p>
EC/2023/147	<p><b>Agenda Item 14.4 Investment Business Case Policy</b></p> <p>The Executive Director of Strategy and System Oversight introduced the report which presented the Investment Business Case Policy to the committee for approval.</p> <p>The suggestion for general training for ICB colleagues around this was supported.</p> <p><b><u>RESOLVED:</u></b>  <b>That the Investment Business Case Policy be APPROVED.</b></p>
EC/2023/148	<p><b>Agenda Item 15.1 Any Other Business</b></p> <p><b>Industrial Action</b>  It was noted that the relevant arrangements had been implemented for the forthcoming industrial action. All organisations had been involved at Place and access to services had been made with learning from the last action considered.</p> <p><b>Senior ICB Staff Meeting (11 January 2023)</b>  The agenda for the meeting would include:-</p> <ul style="list-style-type: none"> <li>• Chief Executive Update;</li> <li>• Discharge Update (Executive Chief Nurse);</li> <li>• Pressures Update (Executive Director of Strategy and System Oversight); and</li> <li>• National Planning Guidance (Executive Director of Strategy and System Oversight and Interim Executive Director of Finance).</li> </ul>
EC/2023/149	<p><b>Agenda Item 16 CLOSE</b></p> <p>The meeting was closed at 12.30pm</p>
	<p><b>Date and Time of Next Meeting</b>  Tuesday 14 February 2023 9.00am</p>

**Signed: Sam Allen**



**Position: Chief Executive (Chair)**

**Item: 9.2.1**

Official

**Date: 14 February 2023**