



**North East and  
North Cumbria**

North East and North Cumbria Integrated Care Board

# GOVERNANCE HANDBOOK

Draft Issue 8-0  
Approved - 26 March 2024 (TBC)

**Better health  
and wellbeing for all...**



## **Introduction**

### **Who are we?**

The North East and North Cumbria Integrated Care Board (NE & NC ICB) is a statutory health body established to arrange for the provision of health services within the North East and North Cumbria.

### **What is the Governance Handbook?**

The North East and North Cumbria ICB must publish its constitution. The constitution sets out the duties of the ICB, the makeup of its board and the overarching rules by which it operates. The constitution is available here

<https://northeastnorthcumbria.nhs.uk/about-us/corporate-information/governance/>

The governance handbook is supplementary to the constitution and sets out how the ICB makes its decisions. This is captured in several documents which make up this handbook.

#### **Scheme of Reservation & Delegation**

This document sets out those decisions reserved to the ICB board and those decisions which are delegated to others. Delegations may be made to individuals, committees, or other organisations.

#### **Functions & Decisions Map**

This map sets out those functions and decisions taken by the ICB centrally or by the ICB at place. There are 14 places in the North East and North Cumbria ICB, and these are listed in the ICB constitution, available here

<https://northeastnorthcumbria.nhs.uk/about-us/corporate-information/governance/>

#### **Committee Terms of Reference**

The ICB has established five committees of the board. Each of these has a term of reference which sets out their remit and the decisions that each committee may make.

#### **Financial Documents**

The ICB has three key financial documents which set out the rules for making decisions, who decisions are delegated to, and the financial limits applicable to ICB staff.

## Standards of Business Conduct Policy/Conflicts of interest policy and procedures

The ICB must maintain registers of the interests of members of the ICB Board, members of its committees or sub-committees, and its employees. These registers are included in this governance handbook.

Members of the board, committees, sub committees, and all staff must comply with the ICB's Standards of Business Conduct Policy/Conflicts of interest policy. This is also included in this governance handbook.

## **How you can inform decision making**

### Communities and People Involvement and Engagement Strategy for the North East and North Cumbria

No decision will be made about **substantial** changes to health and care services that people receive without talking and listening to people receiving those services or who may do in the future, about it first. It is important that people have their say to shape and improve local services.

The ICB's Communities and People Involvement and Engagement Strategy sets out how the ICB will engage and involve people and is available here

<https://northeastnorthcumbria.nhs.uk/get-involved/>

### Healthwatch

There is a local Healthwatch in every area of England which acts as the independent champion for people who use health and care services. Healthwatch find out what people like about services, and what could be improved, and share these views with those with the authority to make change happen.

Healthwatch also help people find the information they need about services in their area, and we help make sure their views shape the support they need. Healthwatch will be an important critical friend to the ICB.

### ICB Board Meetings

ICB board meetings are held in public. The ICB will hold its board meetings throughout the North East & North Cumbria and all members of the public are welcome to attend. The dates of the board meetings, agendas and papers are posted on the ICB's website here [Meetings and agendas | North East and North Cumbria \(northeastnorthcumbria.nhs.uk\)](https://northeastnorthcumbria.nhs.uk/Meetings-and-agendas-North-East-and-North-Cumbria)

## Version Control (see end of document for version control history)

Issue 8	<u>As for issue 7 with the following changes:</u>	26 March 2024
	<p><b>Changes to the Scheme of Reservation and Delegation (SORD) -</b></p> <p>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.</p>	
	<p><b><u>Quality &amp; Safety Terms of Reference</u></b></p> <p>The annual review of the terms of reference for Quality and Safety Committee are updated to reflect formatting and material changes to be consistent with the 5 ICB Committees.</p> <p>(Revised version 4-0) - <u>Changes to:</u> Authority/Membership/Attendance/Quoracy/Accountability and Reporting.</p>	
	<p><b><u>Remuneration Committee Terms of Reference</u></b></p> <p>The annual review of the terms of reference for Remuneration Committee are updated to reflect formatting and material changes to be consistent with the 5 ICB Committees'</p> <p>(Revised version 3-0) - <u>Changes to:</u> Constitution/Membership/Attendance/Quoracy/COI/ Accountability and Reporting.</p>	
	<p><b><u>Finance, Performance and Investment Committee</u></b></p> <p>The annual review of the terms of reference for Finance, Performance and Investment Committee are updated to reflect formatting and material changes to be consistent with the 5 ICB Committees.</p> <p>(Revised version 4-0) – <u>Changes to:</u> Purpose/Membership/Attendance/Quoracy/Responsibilities/Accountability and Reporting.</p>	
	<p><b><u>Executive Committee Terms of Reference</u></b></p> <p>The annual review of the terms of reference for Executive Committee are updated to reflect formatting and material changes to be consistent with the 5 ICB Committees.</p> <p>(Revised version 5-0) – <u>Changes to:</u> Constitution/Membership/Attendance/Quoracy</p>	
	<p><b><u>Audit Committee Terms of Reference</u></b></p> <p>The annual review of the terms of reference for Audit Committee are updated to reflect formatting and material changes to be consistent with the 5 ICB Committees.</p> <p>(Revised version 3-0) – <u>Changes to:</u> Constitution/Authority/Purpose/Attendance/ Accountability and Reporting.</p>	
	<p><b><u>Review and update of all subcommittee terms of reference</u></b></p> <p>An annual review of all subcommittee terms of reference has taken place with all subcommittee terms of reference presented to the relevant Committee for approval. The terms of reference will now be added to the Governance Handbook.</p> <p>The following subcommittee terms of reference were reviewed and approved by their parent committee:</p>	

	<p>Executive Committee subcommittees:</p> <ul style="list-style-type: none"> <li>• County Durham Place Subcommittee</li> <li>• Darlington Place Subcommittee</li> <li>• Gateshead Place Subcommittee</li> <li>• Hartlepool Place Subcommittee</li> <li>• Newcastle Place Subcommittee</li> <li>• North Cumbria Subcommittee</li> <li>• North Tyneside Place Subcommittee</li> <li>• Northumberland Place Subcommittee</li> <li>• South Tees Place Subcommittee</li> <li>• South Tyneside Place Subcommittee</li> <li>• Stockton Place Subcommittee</li> <li>• Sunderland Place Subcommittee</li> <li>• Healthier and Fairer Advisory Group (Subcommittee)</li> <li>• Medicines Subcommittee</li> <li>• Primary Care Strategy and Delivery Subcommittee</li> <li>• Individual Funding Requests (IFR) Panel</li> <li>• Mental Health, Learning Disabilities and Autism Subcommittee</li> <li>• People &amp; Organisational Development Subcommittee (NEW)</li> </ul> <p>Quality and Safety Committee subcommittees:</p> <ul style="list-style-type: none"> <li>• North Cumbria Area Quality and Safety Subcommittee</li> <li>• North Area Quality and Safety Subcommittee</li> <li>• Central Area Quality and Safety Subcommittee</li> <li>• Tees Valley Area Quality and Safety Subcommittee</li> <li>• Safeguarding Subcommittee</li> <li>• NENC Antimicrobial Resistance (AMR) and Healthcare Associated Infection (HCAI) Subcommittee</li> <li>• Special Education Needs and Disability (SEND) Assurance Subcommittee (NEW)</li> <li>• Clinical effectiveness subcommittee (NEW)</li> </ul>	
	<p><b><u>ICB Committee Structure – Version 5-0</u></b></p> <p>Changes to reflect additional subcommittees agreed at Executive Committee and Quality and Safety Committee – as described above.</p>	

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1	Scheme of Reservation and Delegation	V6-0
2	Functions and Decision Map	V2-0
3	Financial Delegations	V2-0
4	Financial Limits	V3-0
5	Standing Financial Instructions (SFIs)	V2-0
6	Quality and Safety Committee Terms of Reference	V4-0
7	Remuneration Committee Terms of Reference	V3-0
8	Finance, Performance, and Investment Committee Terms of Reference	V4-0
9	Executive Committee Terms of Reference	V5-0
10	Audit Committee Terms of Reference	V3-0
11	Standards of Business Conduct Policy/Conflicts of interest policy and procedures <b>[linked from Policies web page to Governance Handbook web page]</b>	V2-0
12	Communities and People Involvement and Engagement Strategy for the North East and North Cumbria	V1-0
13	Registers of Interests <b>[latest version shown on the web page]</b>	N/A
14	North East and North Cumbria Integrated Care Partnership (ICP) Strategic Terms of Reference	V1-0
15	NENC ICB Committee Structure	V5-0
	NENC ICB Place Subcommittee Terms of Reference:	
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16.2	Darlington Place Subcommittee	V3-0
16.3	Gateshead Place Subcommittee	V3-0
16.4	Hartlepool Place Subcommittee	V3-0
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17	List of eligible providers of primary medical services	V2-0
18	NENC Healthier and Fairer Advisory Group (Subcommittee) Terms of Reference	V2-0
19	Medicines Subcommittee Terms of Reference	V2-0
	Quality and Safety Area Subcommittee Terms of Reference:	
20.1	North Cumbria Area Quality and Safety Subcommittee	V3-0
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21	Safeguarding Sub-committee Terms of Reference	V2-0
22	NENC Antimicrobial Resistance (AMR) and Healthcare Associated Infection (HCAI) Subcommittee Terms of Reference	V2-0
23	Primary Care Strategy and Delivery Subcommittee Terms of Reference	V2-0
24	Pharmaceutical Services Regulatory Subcommittee Terms of Reference	V1-0
25	Individual Funding Requests (IFR) Panel Terms of Reference	V2-0
26	NENC ICB Remuneration Guidance	V1-0
27	Mental Health, Learning Disabilities and Autism Subcommittee Terms of Reference	V2-0
28 (New)	Special Education Needs and Disability (SEND) Assurance Subcommittee Terms of Reference	V2-0
29 (New)	People & Organisational Development Subcommittee Terms of Reference	V1-0
30 (New)	Clinical Effectiveness Subcommittee Terms of Reference	V1-0
31 (New)	Investment Oversight and Vacancy Control Panel terms of Reference	V2.0

Appendix 1	Governance Handbook - version control history
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