BOARD MEETING

Date of Meeting: 27 September 2022	**Agenda item:** 12

Title of Paper: Update on Development of Board Assurance Committees

Paper is for: (Please ✓)	**Discussion**		**Decision**	✓	**Information**	✓

Executive Summary and Implications

This report provides the Board with an update on the development of the six assurance committees. We hope the approach of these committees moves away from the traditional and transactional focus that NHS committees have tended to adopt. We need our partners to engage and support this aim and to ensure we are building on and not duplicating work in individual organisations.

In addition, we need to develop our analytical capacity and provision of information to support this approach. For example, to determine how we wish to measure system productivity, our focus and ambition (such as increase operating theatre productivity by x%) and then measure progress to give assurance. Forward plans for each committee are being developed.

The Audit and Risk Committee and System Productivity Committee have held their first meetings. The Committee Chairs and lead directors for the People; Population Health and Patient Experience and, Place and System Development Committees have been engaging with system partners to seek input to the terms of reference and potential membership. This will guide the development of these committees and all will have met by the end November.

Action Required
The Board is asked to receive this update on progress with development of Board assurance committees.

Date and Name of Committee at which Paper Reviewed: Not applicable

Author: Catherine Mountford, Director of Governance with input from lead Directors for each committee

Executive Lead/Senior Responsible Officer: Catherine Mountford, Director of Governance

Date of Paper: 31 August 2022

Conflicts of Interest

Not applicable

No conflict identified	✓
Conflict noted: conflicted party can participate in discussion and decision	
Conflict noted, conflicted party can participate in discussion but not decision	
Conflict noted, conflicted party can remain but not participate in discussion	
Conflict noted, supported paper withheld from conflicted party e.g. pecuniary benefit	
Conflicted party is excluded from discussion	

UPDATE ON DEVELOPMENT OF BOARD ASSURANCE COMMITTEES

Context
1. The Board agreed the establishment of six assurance committees at the meeting on 1 July 2022. Development of the approach we are taking with our partners to ensure that the committees focus on the four aims of the Integrated Care System (ICS) will take time. Each committee will be at a different stage in terms of the degree of change required and will develop a plan that will incorporate increasing scope and ambition.

2. This paper provides an update on progress, engagement with partners, development of the membership and agreement of meeting dates aligned to the business cycle.

Audit and Risk Committee
3. This is a statutory committee, and the Terms of Reference were agreed by the Board on 1 July 2022.

4. The membership of the committee is:
    a. Chair: Saqhib Ali, BOB (Buckinghamshire, Oxfordshire, Berkshire) ICB (Integrated Care Board) Non-executive director
    b. Margaret Batty, BOB ICB Non-executive director
    c. Aidan Rave, BOB ICB Non-executive director

5. The Audit and Risk Committee held its first meeting on 23 August and focused on agreeing some of the supporting processes (for example for information governance, and Freedom of Information, (FOI)), developing and agreeing a forward plan and inputting to the approach to develop the Board Assurance Framework and risk management that is presented as item 14.

People Committee
6. The ambition for this committee is to build consensus across our ICS landscape and ensure that we hear the voices of Local Authority, voluntary sector and NHS colleagues. We want to develop a future focused People Plan for the entire system so we can work to deliver the demands together, establish emerging skills and people requirements post pandemic and ensure our focus extends beyond the urgency of the current workforce gap issues.

7. Delivering this ambition needs us to ensure this committee has wider system ownership and input and the development of our analytics and reporting to support the ambition. The relationships are yet to be forged to deliver this programme of work well. Therefore, the immediate ask is for stakeholders to get to know each other and develop the programme of work together.

8. The forward plan for the committee will be both aspirational and developmental in its approach. We are keen to deliver the work as an exemplar of partnership working. We have taken input from Good Governance Institute (GGI) and are linking with other Integrated Care Boards (ICBs) to inform and shape this work at pace.

9. The Chair of the Committee and the Chief People Officer are engaging more widely with NHS, Local Authority and Voluntary Care Sector (VCSE) partners to build the approach we want to take, be clear about the system priorities and find solutions.

10. The first meeting of the committee is on 10 October and will report on the progress of our engagement plans worked on throughout September 2022.

Place and System Development Committee

11. This committee focuses on the ensuring that development of the system including emerging provider collaborative arrangements, delivery of the system delivery plan and effectiveness and development of Place-based Partnerships. Partner engagement and involvement in developing the scope of the committee and its membership is fundamental. This committee will focus on gaining assurances that the processes are in place to support the ICB to deliver the agreed arrangements.

12. The Chair of the committee, supported by the Interim Director of Strategic Delivery and Partnerships, has met with system partners to seek input into the terms of reference and seek proposals and nominations for membership. A statement of intent is being developed which will support the system partners to finalise the terms of reference. The Interim Chief Delivery Officer will be the executive director lead for this committee.

13. The Board is asked to note that draft Terms of Reference are currently being discussed with system partners include representatives of the Integrated Care Partnership (ICP) founder members and the VSCE. These will be finalised ahead of the first meeting on 10 October, along with the membership of the committee.

Population Health and Patient Experience Committee

14. The Terms of Reference of this Committee were agreed by the Board on 1 July 2022.

15. The ambition for this committee is to move beyond the traditional focus on assurance of national quality targets and standards (for example, waiting times) and traditional quality assurance functions (such as safeguarding, infection control) to seek assurance on population health, outcomes and inequalities.

16. This committee must have wider system ownership and input, together with the development of our analytics and reporting to support our ambition. The forward plan for the committee will incorporate work required to deliver this and we have taken input from GGI and are linking with other ICBs to inform this.

17. Committee dates have been set that are aligned to the meetings of the System Quality Group (SQG). The first full meeting of the committee is on 29 November (following on from the SQG meeting in October).

18. The Committee Chair and lead Directors have been engaging with partners to seek nominations for the committee and to inform the committee development. This has included the Committee Chair meeting with all proposed members individually and the lead Directors and Committee Chair considering the development requirements for the forward plan.

19. In line with the agreed terms of reference the membership of the committee is:

   a. Chair: Margaret Batty, BOB ICB Non-executive director
   b. Sim Scavazza, BOB ICB Non-executive director
   c. Rachael Corser, BOB ICB Chief Nursing Officer
   d. Dr Rachael De Caux, BOB ICB Chief Medical Officer
   e. Matthew Tait, BOB ICB Interim Chief Delivery Officer
   f. Dr Abid Irfan, BOB ICB Interim Director of Primary Care:
   g. Dr Rashmi Sawhney, BOB ICB Clinical lead for inequalities
   h. Dr Raju Reddy, Independent Clinical Advisor Secondary care
   i. ICS Clinical Lead for Inequalities: Rashmi Sawhney
   j. Dr Karl Marlowe (Oxford Health), Provider CMO with interest in Population Health and Inequalities:
   k. TBC, Healthwatch:
   l. TBC, Director of Public Health

Remuneration Committee

20. This is a statutory committee, and the Terms of Reference were agreed by the Board on 1 July 2022 and the Committee held its first meeting on that day.

21. The Committee Chair and lead Director have been considering the forward plan to determine the meeting cycle required. The committee has already signed off a pay award for the ICB.

22. We still need to agree attendance requirements and the ways of working to ensure prompt decision making.

System Productivity Committee

23. The Terms of Reference were agreed by the Board on 1 July 2022.

24. The ambition for this committee is to move beyond the traditional focus on assurance of the financial position to a broader perspective and gaining assurance on value for money, innovation and system productivity.

25. This committee needs wider system ownership and input, joint understanding of value for money and productivity and how these are measured and the development of our analytics and reporting to support the ambition. The forward plan for the committee will incorporate work required to deliver this and we have taken input from GGI and are learning from other ICBs.

26. In line with the agreed terms of reference the membership of the committee is:

   a. Chair: Tim Nolan, BOB ICB Non-executive director
   b. Saqhib Ali, BOB ICB Non-executive director
   c. Haider Hussain, BOB ICB Non-executive director
   d. Richard Eley, Interim Chief Financial Officer
   e. Ross Fullerton, Interim Chief Information Officer

27. As the Committee develops it will consider whether there is a need for additional experience/perspectives (such as a Trust Chief Financial Officer; Academic Health Science Network).

28. The System Productivity Committee held its first meeting on 6 September which focused on establishing the committee, a review of the ICB and ICS financial position at month 3, which has informed the ICB Board Finance Report, and the initial view of digital priorities for the system.

Next Steps

29. All Committees will report to the Board on a regular basis. This will consist of
    a. a Chairs update to the next Board meeting
    b. Presentation of minutes to the Board following committee approval
    c. A committee annual report

The Board is asked to receive this update on progress with development of Board assurance committees.

Annex 1 – Summary of sub-committee ICB membership and meeting frequency

Committee	Non-Executive Director (NEDs) and ICB Director members	Lead Director	Meeting cycle to 31 March 2023
Audit and Risk	**NEDs:** Saqhib Ali (chair) Margaret Batty Aidan Rave **ICB Directors:** Chief Finance Officer and Director of Governance to whole meeting Chief Nursing Officer and Chief Medical Officer to attend part	Catherine Mountford Director of Governance	Morning of fourth Tuesday of the month 23 August 18 October 3 January 28 February
People	**NEDs:** Sim Scavazza (chair) Tim Nolan **ICB Directors:** Chief People Officer	Sonya Wallbank	Afternoon of second Tuesday of the month 11 October 10 January
Place and System Development	Proposed membership **NEDs:** Aidan Rave (chair) Javed Khan **ICB Directors:** Director of Strategic Delivery and Partnerships, Chief Delivery Officer	Amanda Lyons to 30 September Matthew Tait from 1 October	Morning of second Tuesday of the month 11 October 13 December 14 February
Population Health and Patient Experience	NEDs: Margaret Batty (Chair) Sim Scavazza ICB Directors: Chief Medical Officer, Chief Nursing Officer, Chief Delivery Officer, Director of Primary Care	Rachael De Caux & Rachael Corser*	Afternoon of fourth Tuesday of the month 29 November 28 February
Remuneration	NEDs: All Directors: Chief People Officer, Chief Executive	Sonya Wallbank	As required
System Productivity	NEDs: Tim Nolan (chair), Saqhib Ali Haider Husain (associate) Directors: Chief Finance Officer, Chief Information Officer	Richard Eley	Morning of first Tuesday alternate months 6 September 1 November 3 January (may change to 5 Jan)

* to be confirmed with Chief Nurse (joined ICB on 12 September)