

Report to the NHS Somerset Integrated Care Board on 30 November 2023

Title: Minutes of the ICB Board Meeting held on 28 September 2023	Enclosure B
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Version Number / Status:	N/A
Executive Lead	Jonathan Higman, Chief Executive
Clinical Lead:	N/A
Author:	Julie Hutchings, Board Secretary and Corporate Governance Lead Officer

Summary and Purpose of Paper

The Minutes are a record of the meeting held on 28 September 2023. They are presented to the ICB Board and are published in the public domain through the NHS Somerset website, to provide clarity and transparency about the discussions and decisions made, and to ensure the principles of good governance are upheld.

Recommendations and next steps

The NHS Somerset ICB Board is asked to **Approve** the Minutes of the meeting held on 28 September 2023 and to confirm that the Chairman may sign them as a true and correct record.

Impact Assessments – key issues identified

Equality	N/A			
Quality	N/A			
Safeguarding	N/A			
Privacy	N/A			
Engagement	There is lay representation on the ICB Board			
Financial / Resource	N/A			
Governance or Legal	The Minutes are the formal record of the meeting held on 28 September 2023.			
Sustainability	N/A			
Risk Description	N/A			
Risk Rating	Consequence	Likelihood	RAG Rating	GBAF Ref

Minutes of the Meeting of NHS Somerset Integrated Care Board (ICB) held at Somerset County Cricket Club, Taunton, on **Thursday 28 September 2023**

Present:	Paul von der Heyde Suresh Ariaratnam	Chair Non-Executive Director (Chair of Primary Care Commissioning Committee)
	Dr Berge Balian Charlotte Callen Christopher Foster	Primary Care Partner Member Director of Communications and Engagement Non-Executive Director (Chair of Remuneration Committee; and Somerset People Board)
	Dr Caroline Gamlin	Non-Executive Director (Chair of Quality Committee)
	Alison Henly	Chief Finance Officer and Director of Performance
	Jonathan Higman Peter Lewis	Chief Executive Chief Executive, Somerset NHS Foundation Trust (Trust Partner Member)
	Dr Bernie Marden Shelagh Meldrum Grahame Paine	Chief Medical Officer Chief Nursing Officer Non-Executive Director and Deputy Chair (Chair of Audit Committee)
	Duncan Sharkey	Chief Executive, Somerset Council (Partner Member)
Apologies:	Professor Trudi Grant	Executive Director of Public and Population Health
	David McClay	Chief Officer of Strategy, Digital and Integration
	Katherine Nolan	SPARK Somerset, VCSE sector (Participant) (for item 087/23 onwards)
In Attendance	Dr Victoria Downing-Burn Judith Goodchild Jade Renville Lou Woolway	Director of Workforce Strategy Healthwatch (Participant) Director of Corporate Affairs Deputy Director of Public Health (Service Director), Somerset Council (representing Trudi Grant)
Secretariat:	Julie Hutchings	Board Secretary and Corporate Governance Lead Officer

ICB 078/23 WELCOME AND APOLOGIES FOR ABSENCE

78.1 Paul von der Heyde welcomed everyone to the meeting of the NHS Somerset Integrated Care Board (ICB). Apologies were received as noted above.

(Christopher Foster temporarily withdrew from the meeting)

ICB 079/23 PUBLIC QUESTIONS

79.1 **From Raymond Tostevin, Quicksilver Community Group (Chair) and Somerset NHS Foundation Trust Member (in attendance):**

“Background

The NHS Somerset proposals for reconfiguring Stroke Services is highly dependent on developments in Dorset for a significant number of people who currently use the YDH HASU. Estimated at 255 patients per year. The proposal

document gives little detail of the Dorset provision other than ambitions and aims and a business case.

At the current time it is unclear if there is a HASU in DCH: NHS Somerset told us there was, but a phone call to Dorchester Hospital said not. At our meeting on 27th June, NHS Somerset offered to arrange a meeting for ourselves with representatives of NHS Dorset and Dorchester Hospital Trust. No contact or dates has been offered for this.

The proposal document p 27 says NHS Dorset are currently developing a business case to support additional funding for their HASU, ASU and rehabilitation beds within the west of the county, (at DCH). This business case is being extended with the Somerset reconfiguration in mind. We understand these changes would be operational, ahead of any decision being made within Somerset.

Question

Has the revised business case been accepted and agreed, with full commitment to finance, for both stage 1 and stage 2. (the latter is the extended development to include provision to cope with increasing numbers should YDH HASU close)?

This needs to be fully committed before the Somerset decision. What is Somerset's contingency if the business case is not accepted or what is accepted does not have the capacity to take on the additional 255 patients per year? Can NHS Somerset realistically make a decision about its Stroke Services reconfiguration until the developments at DCH are confirmed and in place to support the 255 patients per annum who currently receive a service from YDH."

79.1.1

The Chief Executive thanked Raymond Tostevin for his question and responded as follows:

"NHS Somerset completed its 12-week public consultation in April of this year. This gathered feedback about the future of acute hospital-based stroke services in Somerset, from people living in Somerset and people who use Somerset hospitals. The public consultation is one part of a bigger piece of ongoing work that continues to consider all aspects of the proposed changes, including financial, geographical, logistic and operational considerations.

Part of the process includes a further options appraisal where a range of information will be reviewed to get to a preferred option. This will be consolidated into a final business case making a recommendation to the NHS Somerset Board on the preferred option. Work is expected to be completed by the end of this year, to enable a final decision-making business case to come to this Board. This will take into account all of the aspects considered, including the public consultation feedback.

This review focuses on creating safe and sustainable stroke services in Somerset. All of the evidence gathered will enable the Board to make an informed decision on the best way forward. The final decision-making meeting will be held in public to allow those interested to hear the discussion and how the decision is made. Any reconfiguration of services in Somerset will be dependent on the development of sufficient capacity at Dorset County Hospital (DCH) and NHS Somerset are working closely with DCH and NHS Dorset on this.

NHS Dorset approved a business case in 2022 to develop Stroke Services at Dorset County Hospital which included the development of both acute stroke care, and community stroke services. DCH are in the process of implementing these developments as phase 1 of a two-stage programme of work, with Stage 2 being the further development of services required to deliver any changes to the stroke services in Somerset. NHS Dorset and Dorset County Hospital are involved and have been actively engaged in all the discussions and meetings regarding the Somerset Stroke reconfiguration work. Somerset and Dorset are working closely to ensure that the same information and assumptions are used

to underpin the detailed modelling required to fully assess the two Options that went out to public consultation.

An implementation plan will be developed by both Somerset and Dorset, and these will align so that over a period of time the changes can be implemented when it is safe to do so. A Dorset business case for Stage 2 has not been agreed at this stage as it will be contingent on the outcome of the Somerset work. Somerset and Dorset will continue to work together to implement the changes as a result of the decision and ensure there is a safe and sustainable service for those people currently served by Yeovil District Hospital.

NHS Somerset have offered, and remain keen, to arrange a meeting with Quicksilver Community Group, NHS Dorset and Dorset County Hospital to further explore the concerns raised and are working to secure a date with NHS Dorset.”

ICB 080/23 REGISTER OF MEMBERS' INTERESTS

80.1 The ICB Board received and noted the register of members' interests, which reflected the electronic database as at 19 September 2023.

Shelagh Meldrum advised that she has recently become a Specialist Advisor for the CQC for their system inspections.

ICB 081/23 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

81.1 Under the ICB's arrangements for managing conflicts of interest, any member making a declaration of interest can participate in the discussion of the particular agenda item concerned, where appropriate, but is excluded from the decision-making and voting process if a vote is required. In these circumstances, there must be confirmation that the meeting remains quorate in order for voting to proceed. If a conflict of interest is declared by the Chairman, the agenda item in question would be chaired by the Deputy Chair.

The quoracy of the meeting was confirmed.

ICB 082/23 CHAIR'S INTRODUCTION/REPORT

82.1 The Chair gave some introductory remarks, noting the following:

- An acknowledgement that all partners in the county continue to be under operational pressure.
- Thanks were expressed to all those involved in arranging the recent Marketplace and Annual General Meeting (AGM).
- Proactive dialogue has continued with Chairs regionally and nationally, together with leaders of the component parts of our system.
- Colleagues were encouraged to read The King's Fund report on 'The practice of collaborative leadership: across health and care services', which sets out the six leadership practices for effective collaborative leadership.
- A formal signing of the Memorandum of Understanding between NHS Somerset, Somerset Council and the Voluntary, Community, Faith and Social Enterprise sector (VCFSE) will take place later today.
- The Chair participated in various meetings and events as follows:-
 - Meeting with Lord Markham, Parliamentary Under Secretary of State (Minister for the Lord) and Somerset NHS Foundation Trust regarding the importance of delivery of capital funding for the planned developments on site and for the new Electronic Health Record.
 - Meeting with Cllr Liz Leyshon, Deputy Leader and Lead Member for Resources and Performance and Cllr Theo Butt Philip, Lead Member for Transformation and Human Resources at Somerset Council

- Meeting of Non-Executive Directors from Somerset NHS Foundation Trust (SFT), NHS Somerset and Somerset Council
- Meeting with the health group of Deputy Lieutenants of the County to discuss how they could help by promoting the system work taking place and attending VCSFE events.
- National joint meeting of NHS Chairs and Chief Executives, focusing on learnings from the Lucy Letby case.
- Somerset NHS Foundation Trust (SFT) AGM.
- Somerset Board workshop led by Professor Trudi Grant (the formal meeting of the Somerset Board will take place on 14 December).

Jade Renville provided a briefing on the Fit and Proper Persons Framework (FPPF), as follows:

- A letter has been sent to Board members setting out arrangements for the FPPF, as published on 2 August 2023.
- From 30 September 2023, requirements come into place to assess whether those fulfilling a role on a Board are fit and proper to do so against the following three criteria: good character, possessing the qualifications, competence, skills required and experience, and financial soundness.
- The FPPT is designed to assess individuals in discharging their duties effectively in their role on the Board, and applies to executive and non-executive directors, as well as partner members and participants.

The requirements will include:

- FPPT checks will be in addition to standard employment checks. This can include CV checks, self-declarations, social media searches, proof of qualifications, proof of identity, right to work, etc.
- Use of a new template for references for all new Board members.
- An annual Board member declaration process (self-attestation) (to be completed by the end of March).
- Collecting and recording specific information about Board members on ESR (staff record).
- A new NHS leadership competency framework for Board level roles is due in the Autumn.
- A new Board appraisal framework is to be published next year.

82.2 A query was raised as to whether or not the FPPF checks will include deputies. Whilst it was confirmed that this would include all Board members, including partner members and participants, we would need to check and confirm the status of deputies. A slightly different approach will be taken with the Chief Executive of SFT, who will have similar checks in place within SFT already.

ICB 083/23 MINUTES OF THE MEETING HELD ON 27 JULY 2023

83.1 The minutes of the meeting held on 27 July 2023 were approved as a true and correct record.

83.2 The action schedule was reviewed and it was noted that all actions had been completed.

ICB 084/23 CHIEF EXECUTIVE'S REPORT

84.1 The Board received and noted the Chief Executive's report. There was particular discussion on the following:

- Immediate implications following the conviction of Lucy Letby – need to reflect on the balance of the agenda to ensure sufficient attention is given to patient safety issues.
- Reinforced Aerated Autoclave Concrete (RAAC)* – initial desktop reviews have taken place of all SFT premises and all general practice premises in

the county and the presence of RAAC has not been identified in any NHS premises within Somerset.

** Post meeting addendum: Initial desktop reviews have taken place in all Somerset NHS Foundation Trust premises. The desktop review has been followed by targeted structural engineering reviews where necessary. A similar process is being implemented for GP premises. These reviews have not identified the presence of RAAC in any NHS premises within Somerset to date.*

Changes to cancer waiting time targets - Changes come in to place on 1 October 2023, with three core measures:

- The 28-day Faster Diagnosis Standard (75%).
- One headline 62-day referral to treatment standard (85%).
- One headline 31-day decision to treat to treatment standard (96%).
- Specialist commissioning delegation – NHS Somerset proposes to work towards delegation for April 2025.
- Operational overview – sustained pressures through the summer with ongoing management of mitigation plans for industrial action. There will be a renewed focus on no criteria to reside required ahead of winter.
- Winter planning - funding has been received to put in place a 'real time' proactive reporting system. Workshops are taking place within the next month with partners, and a formal winter plan will be brought back to this meeting in due course.

Action ICB 084/23: Winter Plan to come back to future meeting for discussion

- Autumn and winter seasonal flu and COVID-19 vaccination campaign is to commence in October.
- Voluntary sector in Somerset – summary of vignettes about the value of contributions within Somerset, launched by Spark today and can be accessed via the link <https://youtu.be/vfKJt8IAFR0>
- Communications and engagement activity – engagement annual report has been published on our website and will be circulated after the meeting.

Action ICB 084/23: Engagement annual report to be circulated following meeting

- Know your numbers campaign – campaign around blood pressure monitoring, with a seven-day validation in the community, data sent to the GP and lifestyle advice provided.

84.2

There was particular discussion amongst Board members as follows:

- Berge Balian expressed some anxiety amongst general practice colleagues around validation of data, however with the right amount of filtering, this could be absorbed as part of core GP work and primary care colleagues recognise the importance in terms of outcomes of interventions.
- The non-executives asked whether blood pressure checks still carried out during health checks. It was confirmed that whilst blood pressure checks are carried out, as the health check is a standalone visit, this data would need further validation to avoid false positives. A Standard Operating Procedure (SOP) is being developed to ensure clarity on readings.
- New cancer waiting time targets have not been communicated to members of the public and consideration needs to be given as to how that is done.

84.3 Jonathan Higman invited reflections on the Lucy Letby verdict and there was particular discussion amongst Board members as follows:

- Clinical teams across partner organisations are working closely to share learning.
- A need to continuously communicate the role and access to the Freedom to Speak Up (F2SU) Guardians. Somerset ICB can support general practice with this through the GP Bulletin and work is also being done within the ICB and SFT to reiterate messaging. Also important to ensure the cultural conditions enable people to feel able to speak-up.
- There is a need to create a culture where people are curious but also confident to come forward when they notice things.
- Learning from the Inquiry will need to be listened to and acted upon across the system. We must listen to patients and service users.
- Listening and good challenge is critical. Peter Lewis advised that SFT have mandatory training for speaking up and also a listening up package for managers.
- More could be done to actively listen and learn as often, and there needs to be more openness about those challenges and the associated learning.
- Traditional investigative procedures tend to steer towards a particular skill set and refer to narrow terms of reference, whereas it is necessary for people to step back and carry out a wider sweep to understand more.
- We need to foster and maintain a listening culture but it is important that this is underpinned by robust governance arrangements.
- Evaluation and clarity around expectation of outcomes is essential.

(Christopher Foster rejoined the meeting).

ICB 085/23 FINANCE REPORT – MONTH 4 2023/24

85.1 The Chief Finance Officer and Director of Performance presented the finance report, highlighting the following points:

- The report covers the period 1 April to 31 July 2023 and now includes the Somerset Council position, so reflects an integrated ICS report.
- The Finance Committee reviewed the report at the meeting last week.
- The health system submitted a balanced plan for 2023/24. There is a year to date overspend of £3.4m to the end of July. Of this, £2.2m relates to price increases as a result of stock shortages, £0.2m in respect of the South West collaborative commissioning hub and £1.2m due to industrial activities.
- Somerset Council's financial position has been included as at 31 July 2023, and reflects the challenging position. The Council is focussing on addressing the in-year financial plan, with a forward view on the medium-term financial plan.
- The health system is still anticipating being on track to deliver a breakeven position for the end of this financial year, however the Council's projected year-end position is still being addressed and updates will be brought through the financial year.
- The report highlights that we have breached the agency control limit by £2.5m which is a significant focus for the system.

- The report highlights that there are a number of risks which could materialise, the most significant currently being the continued cost of medicines, driven up by market price increases.

85.2 There was particular discussion amongst Board members as follows:

- Duncan Sharkey advised that the month 5 position and year-end projections for Somerset Council are extremely challenging, with particular pressures in adults and children's social care.
- What is the risk in terms of Microsoft licensing? Response: Savings were taken out of each system, however this was not part of the national procurement. This was raised with regional and national colleagues and this has now been reversed, with a much more targeted approach being taken.
- Peter Lewis queried the way in which the Council and NHS financial positions for month 4 have been brought together as the Council position is a projection and therefore the two positions are not 'like for like'. Alison Henly advised that further work is required to understand this.
- Regarding agency overspend, there is lots of activity going on and a great opportunity for us in that area, so there may also be other things we should be discussing as a board which might help condition our plans going forward.

85.3 The Board **received and noted** the Finance Report for Month 4.

ICB 086/23 SYSTEM ASSURANCE FORUM FEEDBACK: INTEGRATED BOARD ASSURANCE EXCEPTION REPORT (IBAR)

86.1 The Meeting received the IBAR Exception Report for the period 1 April 2023 – 31 July 2023. The Chief Finance Officer and Director of Performance and Chief Nursing Officer highlighted the following:

Urgent Care:

Pressures on urgent care performance indicators continue as follows:

- The speed to answer calls and the number of calls abandoned in the 111 service are both starting to improve following a successful and ongoing recruitment campaign for the service.
- There is a significant reduction in the number of ambulance handover delays, with Somerset remaining the lowest in the South West. Despite this, there are still challenges against the Category 1 and 2 ambulance response times. Proactive work programmes are supporting alternative pathways for people needing urgent support. South West Ambulance Service has received additional funding to increase the number of ambulances available and increase workforce to improve performance ahead of the winter period.
- The occupancy level in our acute hospitals remains high, with Somerset NHS Foundation Trust and Somerset Council progressing schemes to support people in their own homes. The System Assurance Forum recently received an update on the modelling that has been undertaken to understand the projected bed modelling over the winter period.
- There was an update on the 'my life, my future' programme and the winter planning process.

Elective Care:

There continues to be focus on the treatment of long waiting patients.

- The number of people waiting over 78 and 104 weeks continues to reduce. In addition, the number waiting over 65 weeks also continues to reduce and is below the planning assumptions.
- A deep dive took place on cancer performance and cancer waiting time performance continues to be challenged across all cancer pathways, although there was an improvement in the 28-day faster diagnosis service and breast screening service backlog. The key drivers on the performance relate to an increase in demand and workforce challenges.
- The impact of the dermatology transformation change was noted on cancer performance, and this will continue to be a major focus of future meetings.

Mental Health:

- The IAPT performance is showing steady performance but is below target. Focussed support has been commissioned to support people who have waited the longest.

Children and Young People's Mental Health Service:

- Data solutions have been found to ensure that we are reporting the right data for this programme, to be reflected in future reports.

Updates from other committees

- Updates were received from the People Board on productivity work, from the Finance Committee and from the Quality Committee, where there was particular focus on the Lucy Letby case.

It was agreed that the next meeting would focus on ambulance performance.

Quality

There are increasing COVID-19 cases, although it is difficult to ascertain as testing is no longer routinely carried out. This needs to be managed appropriately within care homes and schools and there have been discussions at the Health Protection Board and NHS England regionally to look at a risk-based approach as to how this will be managed through winter.

86.2 There was particular discussion amongst Board members as follows:

- Has there been any progress with looking at urgent and emergency care across the system. It was advised that this information is captured in the winter plan and it is hoped that the proactive nature of the system co-ordination centre will enable the system to work together. The A&E Delivery Board are also carrying out a number of deep dives in this area.

(Katherine Nolan joined the meeting)

- The summary in the paper covers five areas, however there is no text included relating to primary care – is this an oversight? Response. Whilst this is covered within the full IBAR report, it was recognised that this may be an area missing from the SAF agenda.

Action ICB 086/23: Berge Balian to liaise with Bernie Marden regarding primary care updates for SAF

- A high-level key indicator report/dashboard would be helpful in understanding key issues and the trajectory as a Board.

ICB 087/23 KEY MEETING REPORTS

87.1 The Chairs of the Board and Joint Committees provided written and/or verbal reports of the most recent meetings, as follows:

Board Committee Reports:-

- Finance Committee: a written report was provided.
- Audit Committee: a meeting took place yesterday and received a report from the internal audit team, the annual report from the external audit team and a report on counter fraud. A change in external audit personnel was noted and as the Council also use the same external audit company, any potential conflicts of interest were discussed. .
- Quality Committee: a written report was provided.
- Primary Care Commissioning Committee: a written report was provided. An update on the work to improve dentistry and understand the actions to be taken pre-delegation, to come to the November Board meeting.

Joint Committee Reports:-

- People Board: a written report was provided.
- Children, Young People and Families: a meeting took place on 13 September and discussed ongoing work on the new children and young people's plan, updates on the work of the Youth Forum and the SEND strategy and a deep dive taking place in November and reviewed trauma informed workstreams across the system. Priorities were agreed around self-harm and transition of children and young people to adulthood.

87.2 Formal updates from the Collaboration Forum and Somerset Board will also be included in future.

Action ICB 087/23: Updates from Collaboration Forum and Somerset Board to be included in future

ICB 088/23 ANY OTHER BUSINESS

88.1 Board meetings will continue to be rotated around the County and it was suggested that this is advertised more widely. Partner members sharing information is also very helpful.

ICB 089/23 CLOSE AND DATE OF NEXT MEETING

89.1 9.30 am on 30 November 2023, at Wynford House, Lufton Way, Yeovil.

Chairman:

Date:

ICB ACTION/DECISION LOG

Committee Name: ICB Board

Item No or Type (Action/Decision/Issue/Risk)	Date Raised	Item	Decision/Actions/Comment	Lead	Update	Status (Complete/Ongoing/Approved/Endorsed)	Date Action Closed
ICB 039/23	25/05/2023	Primary Care Strategy	Detailed discussions around investment into this strategy to take place at a Part B meeting prior to October.	Bernie Marden/Michael Bainbridge	21/09/2023: Deadline extended to end of October. 28/09/2023: To be included on November Part B agenda 07/11/2023: To be discussed at Finance Committee first, defer until Jan Board or delegate to Finance Committee	Complete	07/11/2023
ICB 065/23	27/07/2023	Chief Executive's Report - Staff Survey	Pan-Somerset survey to come to a future ICB Board meeting	Victoria Downing-Burn	20/10/2023: High level update provided at People Delivery Group in October but suggested this is taken to People Board in December for more detailed discussion, following which will come to ICB Board in the New Year.	Complete	26/10/2023
ICB 066/23	27/07/2023	Integrated Care Strategy (2023-2028)	Liaise with partners to ensure that the Integrated Care Strategy is also adopted and recognised through their governance mechanisms	Jonathan Higman	03/11/2023: Partners aware to action this.	Complete	03/11/2023
ICB 084/23	28/09/2023	Chief Executive's Report: Winter Planning	Winter Plan to be come back to future meeting for discussion (date TBC)	Shelagh Meldrum	20/10/2023: Update to come to November meeting	Complete	20/10/2023
ICB 084/23	28/09/2023	Chief Executive's Report: Engagement annual report	Engagement annual report to be circulated following meeting	Charlotte Callen/Julie Hutchings	16/10/2023: Report circulated	Complete	16/10/2023
ICB 086/23	28/09/2023	System Assurance Forum Feedback: Integrated Board Assurance Exception Report (IBAR): Primary Care updates on SAF agenda	Meeting to take place regarding inclusion of primary care updates on the SAF agenda	Bernie Marden/Berge Balian	23/11/2023: Primary Care updates scheduled at SAF meetings commencing in January. Ongoing discussions to shape context.	Complete	23/11/2023
ICB 087/23	28/09/2023	Key Meeting Reports: Updates from Collaboration Forum and Somerset Board	Updates from Collaboration Forum and Somerset Board to be included in future	Jade Renville/Paul von der Heyde	23/11/2023 - Collaboration Forum update to be included for next meeting, Somerset Board update to be included once they have met.	Complete	09/11/2023

ICB ACTION/DECISION LOG - COMPLETED ACTIONS (ALREADY TAKEN TO BOARD MEETING FOR OVERSIGHT)

Committee Name: ICB Board

Item No or Type (Action/Decision/Issue/Risk)	Date Raised	Item	Decision/Actions/Comment	Lead	Update	Status (Complete/Ongoing/Approved/Endorsed)	Date Action Closed
ICB 007/23	26.01.23	People and Workforce	There was a specific question in relation to doctors' training relating to doctors who have found it hard to get back into training in the UK, having been abroad. Bernie Marden agreed to follow this up with the Deanery.	Bernie Marden	More to be done and as partners with HEE, we will continue to raise the issues and be best placed to try and help with some solutions as they arrive.	Complete	30/03/2023
ICB 010/23	26.01.23	Risk Register	Risk workshop to be arranged	Jade Renville	Scheduled for April Development Session	Complete	30/03/2023
ICB 018/23	30.03.23	Register of Members' Interests	Link to electronic register to be sent to Duncan Sharkey for completion	Kathy Palfrey	Link sent, register updated	Complete	30/03/2023
CCG 818/2022	31.03.22	Green Plan	Interim targets to be incorporated into the Green Plan	Alison Henly	Being developed as part of the action plan. Agreed to bring this back to a future development session to demonstrate the progress in the forward action plan - scheduled for April 2023. 25/05/2023: As the Sustainability Lead only joined us in May, this is now scheduled for June 2023.	Complete	25/05/2023
ICB 041/23	25.05.23	Somerset Board Constitution and Terms of Reference	Paper to be updated in light of comments received and final version circulated to Board members	Lou Woolway/Julie Hutchings	06/06/2023: Updated and final Somerset Board paper circulated, reflecting comments made during the meeting.	Complete	06/06/2023
ICB 038/23	25.05.23	Patient Story	Link with Katherine Nolan regarding Oliver McGowan training for the voluntary sector	Eelke Zoestbergen	10/07/2023: Meeting scheduled to take place on 03/08/2023.	Complete	10/07/2023
ICB 042/23	25.05.23	Quarterly Corporate Risk Register	Liaise with risk owner to ensure that risk 327 (in relation to liberty protection safeguards) is updated accordingly	Kevin Caldwell	02/06/2023: Risk 327 reviewed and updated by risk owner and handler, subsequently closed	Complete	27/07/2023
ICB 042/23	25.05.23	Quarterly Corporate Risk Register	Liaise with risk owner to ensure that risk 48 (in relation to GP prescribing budgets) is updated accordingly	Kevin Caldwell	07/07/2023: Risk 38 reviewed and updated by risk owner and handler with specific in depth review by Finance Committee	Complete	27/07/2023
ICB 042/23	25.05.23	Quarterly Corporate Risk Register	Risk review date to be included in the appendix for future iterations	Kevin Caldwell	27/07/2023: Date risk last reviewed included in appendix section of report from July 2023	Complete	27/07/2023
ICB 042/23	25.05.23	Quarterly Corporate Risk Register	Summary report to clarify whether the rating is in relation to the likelihood of occurrence or the consequence of occurrence, also to review how risks are articulated	Kevin Caldwell	27/07/2023: Likelihood and consequence included in cover paper from July 2023. Reviews of risk title and descriptions has taken place with risk owners and handlers to ensure a consistent approach.	Complete	27/07/2023
ICB 075/23	27.07.23	Key Meeting Reports	Key Meeting reports to be split into Board Committee Reports and Joint Committee Reports for future meetings	Julie Hutchings	01/08/2023: Agenda template updated accordingly	Complete	01/08/2023
ICB 027/23	30.03.23	Integrated Board Assurance Exception Report (IBAR): cancer first definitive treatment within 62 days figure	It was suggested that a deep dive be carried out to really question where our population are sitting in waiting lists elsewhere. Bernie Marden agreed that this is a really important issue and would welcome a more detailed understanding of what sits beneath that figure.	Alison Rowswell	Patients who are on the cancer waiting list would be included within the WLMDS and would be priority 2 and have a cancer flag. We have not tested the accuracy of this as would only be able to reconcile to the >62 day PTL. This patient cohort could also be non-cancer patients who need to be treated urgently, so again would not provide an accurate view. This resource is on a Provider basis only and does not allow accurate reporting at a commissioner level due to attribution of the responsible ICB (ie specialist commissioning). In terms of cancer waiting lists (Cancer PTL) and those patients waiting in excess of 62 days for treatment, again we only have Trust-wide visibility and it is not broken down by commissioner. The only point of access would be via the Acute Providers (ie reported from Somerset Cancer Register) but this would not cover the whole Somerset population. Another way of looking at this could be for the Board to have visibility of the volume of patients being reported by the 10 different cancer pathways as we are able to report Somerset activity and performance by Provider. For instance 62 Day cancer treatment we could reference which Providers our patients were seen at alongside the overall commissioner performance. 25/05/2023: This is being investigated, with an update to come back in due course, however work is not yet complete. 21/09/2023: Deep dive was undertaken and presented to SAF.	Complete	21/09/2023
ICB 039/23	25.05.23	Primary Care Strategy	Strategy map to be produced showing how the Integrated Care Strategy and Joint Forward Plan link together	David McClay	21/09/2023: Strategy map will be included within the ICB Operating Model slidedeck - further detail to be added once Objectives confirmed. This will be discussed in the Sept Development Session.	Complete	21/09/2023
ICB 067/23	27.07.23	Joint Forward Plan (2023-2028)	Priorities and actions emanating from Collaboration Forum to come back for further discussion at a future Board meeting	David McClay	21/09/2023: Priorities workshop being held 22 Sept - output will be discussed at the Sept development session.	Complete	21/09/2023

ICB 074/23	27.07.23	System Assurance Forum Feedback: Integrated Board Assurance Exception Report (IBAR)	The Chief Finance Officer and Director of Performance and Grahame Paine will meet and review data in more detail	Alison Henly/Grahame Paine	21/09/2023: Meeting took place with Michelle Skillings on 09/08/2023, at which a range of reporting opportunities were discussed, many of which may be adopted as reporting develops further.	Complete	21/09/2023
ICB 075/23	27.07.23	Key Meeting Reports: Children, Young People and Families	Chief Nursing Officer to ensure that Healthwatch are invited to attend the Children, Young People and Families Board meetings	Shelagh Meldrum	21/09/2023: Meetings currently being diarised with Healthwatch invited	Complete	21/09/2023