

Report to the NHS Somerset Integrated Care Board on 29 September 2022

Title: Minutes of the Inaugural ICB Board Meeting held on 1 July 2022	Enclosure B
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Version Number / Status:	N/A
Executive Lead	Jonathan Higman, Chief Executive
Clinical Lead:	N/A
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Summary and Purpose of Paper

The Minutes are a record of the meeting held on 1 July 2022. 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 1 July 2022 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 1 July 2022			
Sustainability	N/A			
Risk Description	N/A			
Risk Rating	Consequence	Likelihood	RAG Rating	GBAF Ref

Minutes of the Inaugural Meeting of NHS Somerset held at **Wynford House, Lufton Way, Yeovil, Somerset**, on **Friday, 1 July 2022**

Present:	Paul von der Heyde Suresh Ariaratnam	Chair Non-Executive Director (Chair of Primary Care and Direct Commissioning Committee)
	Dr Berge Balian Dr Victoria Downing-Burn	Primary Care Partner Member Designate Director of Workforce Strategy
	Christopher Foster	Non-Executive Director (Chair of Remuneration Committee; and Somerset People Board)
	Dr Caroline Gamlin	Non-Executive Director (Chair of Safety and Quality Committee)
	Professor Trudi Grant Alison Henly	Director of Public Health Chief Finance Officer and Director of Performance
(via dial-in)	Jonathan Higman Mel Lock	Chief Executive Director of Adult Social Care, Somerset County Council (Partner Member, representing Pat Flaherty)
	Shelagh Meldrum Grahame Paine	Chief Nursing Officer Non-Executive Director and Deputy Chair (Chair of Audit Committee)
Apologies:	Pat Flaherty Judith Goodchild Peter Lewis Katherine Nolan	Chief Executive, Somerset County Council (Partner Member) Healthwatch (Participant) Chief Executive, Somerset Foundation Trust (Trust Partner Member) SPARK Somerset, VCSE sector (Participant)
In Attendance:	Jade Renville	Designate Director of Corporate Affairs
Secretariat:	Kathy Palfrey	Executive Assistant, ICB Board

1 WELCOME AND APOLOGIES

Paul von der Heyde welcomed everyone to the inaugural meeting of the NHS Somerset Integrated Care Board (ICB) (NHS Somerset). Apologies were received from those listed above.

Paul von der Heyde invited Members to introduce themselves, and outlined his ambition and determination for the ICB to build upon and develop the work of Somerset CCG, the ICB's predecessor organisation; and to increase cross-

system working to ultimately improve the health, care and wellbeing of the Somerset population.

Challenges include:

- pressures in emergency departments
- increasing demand for mental health services
- demands on primary care
- patient flow through the acute hospitals
- upcoming Winter pressures
- NHS 111
- population expectation
- financial expectations

NHS Somerset is not a hierarchical organisation: rather, we will address the challenges through honest, open and constructive dialogue, sharing ownership of the difficulties, and working together to deliver solutions.

2 REGISTER OF MEMBERS' INTERESTS

- 2.1 The ICB Board received the Register of Members' Interests relevant to its membership, noting that some members are still to register on the database.

Action 001: All ICB Board Members to register their Interests on the electronic database (Kathy Palfrey to contact)

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

- 3.1 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.

- 3.2 There were no declarations of Interest relating to items on the agenda. The quoracy of the meeting was confirmed.

4 ICB ESTABLISHMENT APPOINTMENTS

- 4.1 The meeting received and noted the ICB establishment appointments of Paul von der Heyde as Chair, and Jonathan Higman as Chief Executive, as authorised by NHS England.

- 4.2 The meeting noted the agreed composition of the NHS Somerset Integrated Care Board (ICB) (NHS Somerset).

- 4.3 The meeting noted that Paul von der Heyde will be the founder member of the Integrated Care Partnership (ICP), which is a statutory committee established jointly between the ICB and the Local Authority.

- 4.4 The meeting noted the summary of special roles and responsibilities that had been assigned to the various executive and Non-Executive Directors

5 NHS SOMERSET ICB CONSTITUTION

- 5.1 The meeting received and noted the NHS Somerset Integrated Care Board Constitution, as approved by NHS England.
- 5.2 The Establishment Order of the ICB has been issued by Elizabeth O'Mahony.
- 5.3 The ICB Constitution will be reviewed after 12 months.

Action 002: ICB Constitution to be added to the business planning cycle for June/July 2023 (Jade Renville)

- 5.4 National discussions are taking place regarding the potential inclusion of the Local Medical Committee (LMC) Chair as an observer on ICB Boards. Currently, the LMC Chair is a member of the Primary Care and Direct Commissioning Committee, and also of the People Board.
- 5.5 Members of the public are welcome to observe ICB Board meetings in public. The Chair of Healthwatch Somerset is a participant on the Board, and we are looking to strengthen our engagement function to ensure that the voice of the public is strong in guiding our priorities and holding us to account.

6 GOVERNANCE HANDBOOK

- 6.1 The meeting received a suite of key statutory documents comprising the Governance Handbook, including the proposed Terms of Reference (ToRs) for the various ICB committees.
- 6.2 The ToRs are a blend of the NHS England model ToRs and the former CCG committee ToRs. As a priority, they will be taken to the respective ICB committees for discussion and development, together with the inherited action logs. Each Chair will bring recommended changes to their Committee's Terms of Reference to the ICB Board.

Action 003: Following discussion by their Committee, bring any recommended changes to the Committee ToRs to the ICB Board (Committee Chairs)

- 6.3 Referring to the Remuneration Committee ToRs, it was agreed that the following sentence be removed, as it was included in error: "The Chair of the Audit Committee may not be a member of the Remuneration Committee."

Action 004: Remuneration Committee ToRs to be amended (Peter Osborne)

- 6.4 Jonathan Higman advised that the Readiness to Operate Statement (ROS) requires a formal governance review of NHS Somerset within 12 months. All documents contained within the Governance Handbook have been signed-off by NHS England. Referring to the Functions and Decisions Map, committee structures, and ICS system groups, it will be necessary to consider and

streamline the priorities, to ensure the ICB works collaboratively and supportively. We will also need to consider the localities and how solutions are delivered through the Primary Care Networks

Action 005: Formal governance review of NHS Somerset to be included on the business planning cycle for May/June 2023 (Jade Renville)

6.5 Referring to the ToRs for the Primary Care and Direct Commissioning Committee, Trudi Grant suggested that a second Council post should be included on the membership (section 8 refers).

Action 006: PCDCC ToRs to be reviewed against the Constitution for the second Council post (Peter Osborne)

6.6 The Board approved the Governance Handbook, recognising it is a work in progress and will be developed.

7 ANY OTHER BUSINESS

7.1 Jonathan Higman advised that future meetings will be balanced between formality and Board development. Mel Lock suggested that the social care reform agenda be included as a development activity. Dr Berge Balian also suggested the inclusion of primary care, given the ongoing challenges of demand, capacity, the impact of Covid etc.

Action 007: Social Care Reform, and Primary Care, to be included on the agendas for future development sessions (Jonathan Higman/Jade Renville)

8 DATE OF NEXT MEETING

8.1 Future dates were noted as:

21 July 2022 (Development)
25 August 2022 (Development)
29 September 2022 (ICB Board + Development)
20 October 2022 (Development)
1 December 2022 (ICB Board + Development)
22 December 2022 (Development)
26 January 2023 (ICB Board + Development)
23 February 2023 (Development)
30 March 2023 (ICB Board + Development)

Action 008: Meeting invitations to be circulated (Kathy Palfrey)

Chairman:

Date:

ICB COMMITTEE ACTION/DECISION LOG (including actions carried forward from CCG)

Committee Name: ICB Board

Item No or Type (Action/Decision/ Issue/Risk)	Date Raised	Item	Decision/Actions/Comment	Lead	Status (Complete/Ongoing/ Approved/Endorsed)
CCG 804	23.02.21	Oliver McGowan training sessions	Update to be brought to a future GB meeting following early roll-out of the initial Oliver McGowan training sessions in October and the stakeholder event in December	E Zoestbergen	Originally for meeting January 2022. Deferred to TBC
CCG 809	25.11.21	EPRR	Self-assessment to include the process for how the system will move from being a Category 2 to Category 1 responder	A Rowswell	Ongoing. To be considered at a future development
CCG 811	27.01.22	DPH Annual Report	Comments made by a young person relating to suicide to be reviewed and a response made offline	Trudi Grant	
CCG 812	27.01.22	DPH Annual Report	Process for the continuation of online access for CYP, and maintenance-/upgrades etc, to be confirmed	Trudi Grant	
CCG 816	31.03.22	Covid Vaccination Comms	Publicity relating to appointment booking for 4th vaccination to be increased	Sara Bonfanti	
CCG 818	31.03.22	Green Plan	Interim targets to be incorporated into the Green Plan	Alison Henly	Ongoing – being developed as part of the action plan
CCG 819	31.03.22	Green Plan	Updated Green Plan, including interim targets, to be brought back to the CCG Governing Body and/or ICB Board	Alison Henly	Ongoing – system workshop has taken place to develop the action plan to support the delivery of the Green Plan
CCG 820	31.03.22	Health & Welfare LPA	Action Plan for Becca' Story to be amended to include a general population comms around the importance of a Health and Welfare LPA	Shelagh Meldrum	
CCG 824	31.03.22	Risk Register	Mental Health team to review the wording relating to risk 409 and amend if appropriate	Alison Rowswell	
CCG 825	31.03.22	Risk Register	Risk 428 to be refreshed to reflect 'living with Covid'	Shelagh Meldrum	
CCG 827	26.05.22	Fuller Stocktake report	ICB response to the Fuller Stocktake report to be brought to a future ICB meeting – date to be confirmed	J Higman and Paul von der Heyde	
CCG 828	26.05.22	Ockenden report	ICB to take account of the recommendations of the Ockenden Report	J Higman and Paul von der Heyde	

Item No or Type (Action/Decision/ Issue/Risk)	Date Raised	Item	Decision/Actions/Comment	Lead	Status (Complete/Ongoing/ Approved/Endorsed)
CCG 829	26.05.22	Engagement with Health Visiting services	Review engagement with health visiting services, taking account of all available resources, eg. voluntary sector	Shelagh Meldrum	
CCG 830	26.05.22	Maternity Services	Information about neighbouring maternity services to be included into Somerset's maternity reports	Shelagh Meldrum	
CCG 831	26.05.22	Staff Survey	ICB to take forward the recommendations from the staff survey	J Higman and Paul von der Heyde	
ICB 001	01.07.22	Register of Interests	All ICB Board Members to register their Interests on the electronic database	Kathy Palfrey	Ongoing
ICB 002	01.07.22	ICB Constitution	To be added to the Business Planning Cycle for June/July 20223	Jade Renville	Complete
ICB 003	01.07.22	Committee ToRs	For discussion by each Committee. Any recommended changes to TORs to be brought to ICB Board	Committee Chairs	
ICB 004	01.07.22	Remuneration Cttee ToRs	To be amended	Peter Osborne	Complete
ICB 005	01.07.22	Formal governance review	To be added to the Business Planning Cycle for May/June 2023	Jade Renville	Complete
ICB 006	01.07.22	PCDCC ToRs	To be reviewed against the Constitution for second Council post	Peter Osborne	In progress
ICB 007	01.07.22	Development Sessions	Social Care Reform + Primary Care to be included on the forward Devt session agenda	Jade Renville	Complete: dates TBC
ICB 008	01.07.22	ICB Future Meeting Dates	Meeting invitations to March 2023 to be circulated	Kathy Palfrey	Complete