

<b>REPORT TO:</b>	<b>NHS SOMERSET INTEGRATED CARE BOARD ICB Board Part A</b>	<b>ENCLOSURE:</b> <b>C</b>
<b>DATE OF MEETING:</b>	<b>25 July 2024</b>	
<b>REPORT TITLE:</b>	<b>Minutes of the Extraordinary ICB Board Meeting held on 27 June 2024</b>	
<b>REPORT AUTHOR:</b>	<b>Julie Hutchings, Board Secretary and Corporate Governance Manager</b>	
<b>EXECUTIVE SPONSOR:</b>	<b>Jonathan Higman, Chief Executive</b>	
<b>PRESENTED BY:</b>	<b>Paul von der Heyde, Chair</b>	

<b>PURPOSE</b>	<b>DESCRIPTION</b>	<b>SELECT</b>
<b>Approve</b>	To formally receive a report and approve its recommendations, (authorising body/committee for the final decision)	<input checked="" type="checkbox"/>
<b>Endorse</b>	To support the recommendation (not the authorising body/committee for the final decision)	<input type="checkbox"/>
<b>Discuss</b>	To discuss, in depth, a report noting its implications	<input type="checkbox"/>
<b>Note</b>	To note, without the need for discussion	<input type="checkbox"/>
<b>Assurance</b>	To assure the Board/Committee that systems and processes are in place, or to advise of a gap along with mitigations	<input type="checkbox"/>

**LINKS TO STRATEGIC OBJECTIVES**  
(Please select any which are impacted on / relevant to this paper)

- Objective 1: Improve the health and wellbeing of the population
- Objective 2: Reduce inequalities
- Objective 3: Provide the best care and support to children and adults
- Objective 4: Strengthen care and support in local communities
- Objective 5: Respond well to complex needs
- Objective 6: Enable broader social and economic development
- Objective 7: Enhance productivity and value for money

**PREVIOUS CONSIDERATION / ENGAGEMENT**

N/A

**REPORT TO COMMITTEE / BOARD**

The Minutes are a record of the meeting held on 27 June 2024. 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.

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

**IMPACT ASSESSMENTS – KEY ISSUES IDENTIFIED**  
(please enter 'N/A' where not applicable)

<b>Reducing Inequalities/Equality &amp; Diversity</b>	N/A
<b>Quality</b>	N/A
<b>Safeguarding</b>	N/A
<b>Financial/Resource/ Value for Money</b>	N/A
<b>Sustainability</b>	N/A
<b>Governance/Legal/ Privacy</b>	The Minutes are the formal record of the meeting.
<b>Confidentiality</b>	N/A
<b>Risk Description</b>	N/A

Minutes of the **Extraordinary Meeting of NHS Somerset Integrated Care Board (ICB)**  
held at **Wynford House, Yeovil**, on **Thursday 27 June 2024**

Present:	Paul von der Heyde Dr Berge Balian Christopher Foster	Chair Primary Care Partner Member Non-Executive Director (Chair of Finance Committee, Remuneration Committee and Somerset People Board)
	Dr Caroline Gamlin	Non-Executive Director (Chair of Quality Committee) and Deputy Chair
	Professor Trudi Grant	Executive Director of Public and Population Health
	Alison Henly	Chief Finance Officer and Director of Performance and Contracting
	Jonathan Higman Peter Lewis	Chief Executive Chief Executive, Somerset NHS Foundation Trust (Trust Partner Member)
	Dr Bernie Marden Shelagh Meldrum	Chief Medical Officer Chief Nursing Officer and Chief Operating Officer
	Grahame Paine	Non-Executive Director (Chair of Audit Committee) <b>(Virtual)</b>
	Duncan Sharkey	Chief Executive, Somerset Council (Partner Member) (for item ICB 072.2/24 onwards)
Apologies:	Suresh Ariaratnam Dr Victoria Downing-Burn David McClay	Non-Executive Director (Chair of Primary Care Commissioning Committee) Chief People Officer Chief Officer for Strategy, Digital and Integration
In Attendance:	Charlotte Callen Paul Collins Jacqui Damant Judith Goodchild Barrie Morris Katherine Nolan Jade Renville	Executive Director of Communications, Engagement and Marketing Senior Financial Accountant Associate Director of Finance Healthwatch (Participant) Partner and PSA Head of Audit Quality, PS Audit, Grant Thornton UK LLP <b>(Virtual)</b> SPARK Somerset, VCSE sector (Participant) Executive Director of Corporate Affairs
Secretariat:	Julie Hutchings	Board Secretary and Corporate Governance Manager

**ICB 068/24 WELCOME AND APOLOGIES FOR ABSENCE**

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

**ICB 069/24 REGISTER OF MEMBERS' INTERESTS**

69.1 The ICB Board received and noted the register of members' interests, which reflected the position as at 19 June 2024.

**ICB 070/24 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

70.1 There were no declarations of interest relating to items on the agenda. The quoracy of the meeting was confirmed.

## **ICB 071/24 REPORT OF THE AUDIT COMMITTEE ON THE FINANCIAL STATEMENTS**

- 71.1 The Board received a verbal report from the Audit Committee relating to the financial statements. Grahame Paine highlighted the following:
- The Audit Committee met to review papers on 20 June 2024.
  - Positive feedback was received from internal audit regarding the Integrated Care Board's handling of internal audit issues.
  - The Audit Committee recommended that the accounts are agreed by the Board.
- 71.2 The ICB Board **noted** the report of the Audit Committee on the financial statements.

## **ICB 072/24 NHS SOMERSET ICB ANNUAL REPORT AND ACCOUNTS FOR THE PERIOD 1 APRIL 2023 TO 31 MARCH 2024**

- 72.1 The Meeting received the following:
- NHS Somerset ICB Annual Report and Accounts for the period 1 April 2023 to 31 March 2024.
  - Chief Finance Officer and Director of Performance and Contracting Report 2023-24.
  - Somerset ICB External Audit Findings Report 2023-24.
  - Somerset ICB Consistency Statement 2023-24 - to be signed today by the Chief Executive and Chief Finance Officer and Director of Performance and Contracting.
  - NHS Somerset ICB Letter of Representation - to be signed today by the Chair and Chief Executive.
- 72.2 **Chief Finance Officer and Director of Performance and Contracting Report 2023-24**
- Alison Henly highlighted the following:
- Efforts have been made to make this year's report more succinct. The report has been audited and reviewed by NHS England, with any comments and changes incorporated.
  - Key points from the financial statements were set out as follows:
    - The ICB spent £1.315bn (net) in the financial year from 1 April 2023 to 31 March 2024 and delivered a balanced financial position against its revenue resource limit.
    - The ICB met the requirement to not exceed a year end cash balance in excess of 1.25% in its March cash drawdown.
    - Employee information (benefits, numbers and sickness) has been reviewed and a variance analysis has been undertaken between the 2022/23 and 2023/24 information produced.
    - The ICB remained within the running cost allocation of 1%.
    - The ICB achieved the required 95% target to pay NHS and Non-NHS trade payables within 30 days, which is a great achievement for supporting the Somerset economy.
  - Key points from the 2023/24 performance analysis were set out as follows:
    - There has been increased demand across services including urgent and emergency care, elective care and mental health services, at times leading to operational pressures. Despite this, a number of performance indicators have improved, with the ICB's performance close to the national average for many of the NHS oversight framework indicators.

- There was a 12.5% increase in the number of people referred into our hospitals for elective treatment and even with the ongoing junior doctor industrial action the volume of elective activity increased, reducing the overall waiting list size by 2.6%. The focus has continued to be on reducing the longest waits, which are a legacy of the Covid-19 pandemic, and the number of patients waiting more than 65 weeks reduced from 790 in March 2023 to 452 in March 2024.
- Somerset is working hard to improve cancer standards and achieved 73.5% against the 75% faster diagnosis standard, which is to ensure patients receive a cancer diagnosis within 28 days of their suspected cancer referral. 69.1% of patients received treatment within 62 days of referral from either a GP, consultant upgrade or from the screening service (with a notable reduction observed in the 62-day backlog at Somerset NHS Foundation Trust reducing from 242 (at its peak in May 2023) to 145 as at week ending 31 March 2024). At times, increased demand has led to a lengthening of the diagnostic phase of some cancer pathways and some capacity shortfalls. However, a combination of service redesign and additional options for responding to unexpected demand will underpin performance improvements during 2024/25.

(Duncan Sharkey joined the meeting)

- Waiting times for routine diagnostics continues to be high across the country, not just in Somerset. In Somerset we have worked to reduce the backlog of patients waiting and have increased capacity across the range of modalities. This has resulted in performance increasing from 72.85% in 2021/22 to 77.55% in 2023/24.
- There has been significant demand on urgent and emergency care services during 2023/24 which has impacted on standards as follows:
  - Ambulance response times targets differ dependent upon how critical the incident is. Ambulance response times have improved upon the previous year (Cat 1: 10.6 minutes, Cat 2: 42.4 minutes) but remain behind the national standards due to several factors including crews being detained at out of county providers and the rurality of Somerset. This continues to be a key area of focus moving forwards and South Western Ambulance Service have a number of programmes of work in place to improve ambulance response times. There is also a wider Somerset ICS improvement plan.
  - The Somerset response to the national 'call to action' improved performance against the four-hour A&E standard in March 2024 to 79.5%. There was a reduction in the number of patients staying more than 12 hours following the decision to admit, where there were 471 patients compared to 1,232 in 2022/23.
  - One significant challenge in 2023/24 related to the number of patients in an acute hospital with no criteria to reside. In March 2024 22% of adult occupied beds in acute hospitals were lost, resulting in longer lengths of stay. Strong, system-wide working has continued in Somerset to develop plans to improve patient flow and support appropriate and timely discharge from the hospital setting, with a continued focus on admission avoidance schemes.
- Across the range of mental health standards, there is an improvement year on year for talking therapies, children and younger people access and community mental health services. In respect of talking therapies, there has been an improvement in the 6 and 18-week waiting times and as at March 2024, a recovery rate of 56% was achieved for the service, against the national ambition of 50%. Somerset has consistently been one of the top performing systems nationally.
- Jade Renville confirmed that the Annual Report and Accounts meet all the required standards and guidance set out in the Department of Health

Group Accounting Manual, also providing an opportunity to reflect back on achievements during the year and consider the future.

- The Audit Committee reviewed a number of key documents at its meeting on Thursday 20 June:
  - The Going Concern Assessment, concluding that there were not any issues preparing the accounts on this basis.
  - The Agreement of Balances carried out between all NHS organisations where no unexplained variances have been raised.
  - The Opinion of our Head of Internal Audit, where a rating of moderate assurance was noted, meaning that a sound system of internal control had been designed to meet the ICB's objectives, and that controls are being consistently applied.
  - The Service Auditor Reports for the SCW CSU, NHS Shared Business Services, NHS Business Service Authority, and Capita Primary Care Support England, were also considered. No areas of concern were noted.
- A Letter of Representation is required to be signed by both the Chair and Chief Executive on behalf of the Board, subject to the Board's approval of the Annual Reports and Accounts.

72.3

### **Somerset ICB External Audit Findings Report 2023-24**

Barrie Morris presented the External Auditors' Report. It was noted that:

- No changes had been identified which have impacted the year-end financial position.
- There was a change in the financial statements relating to a movement from income into negative expenditure in connection to the £57 million paid to the former Somerset County Council in relation to Section 256 monies that were not spent, which were paid back into the ICB.
- Unadjusted misstatements were identified around prescribing and pharmacy accrual, where the ICB over-accrued for the amounts. These were just over £1 million in total so did not impact the position and no changes were required. This reflects the timing differences between preparation and signing of the Accounts.
- An area of heightened audit risk related to the exact delivery of break-even whereby any small movement could impact on the regularity assertion. This reflects and builds upon previous regulatory reviews undertaken.
- An area of challenge related to taking on the new POD activities and ensuring there was sufficient evidence around that, which required a national response.
- Thanks were expressed to the finance team and Jacqui Damant who has supported the process for many years and will be missed from an audit perspective.

72.4

Paul von der Heyde advised that, in accordance with the guidance, each member of the ICB Board is required to formally state the following declarations in relation to the Annual Report and Final Accounts:

#### **Declaration 1:**

As far as I am aware, as an individual member of the ICB Board, there is no relevant audit information of which the ICB's auditors are unaware.

#### **Declaration 2:**

As an individual member of the ICB Board, I have taken all the steps that I ought to have taken in order to make myself aware of any relevant audit information, and to establish that the ICB's auditors are aware of that information.

72.5 By a show of hands, each Member of the ICB Board confirmed their agreement to each of the two declarations as stated.

By a show of hands, the ICB Board **unanimously approved** the NHS Somerset ICB Annual Report and Accounts for the period 1 April 2023 to 31 March 2024 and the signing of the Letter of Representation.

**ICB 073/24 ANY OTHER BUSINESS**

73.1 The Chair expressed his thanks to Jacqui Damant, on behalf of the Board, for her significant contribution to the NHS.

Jade Renville expressed her thanks to all of the finance teams and those involved in year-end.

**ICB 074/24 WITHDRAWAL OF PRESS AND PUBLIC**

74.1 The Board moved that representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.

**ICB 075/24 CLOSE AND DATE OF NEXT MEETING**

75.1 The meeting closed at 10.43 am. The next meeting will take place on Thursday 25 July 2024, at South Petherton Community Hospital.

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
<b>ACTIONS CLOSED SINCE LAST MEETING</b>							
ICB 013/24	25/01/2024	Chief Executive's Report: National Mental Health Commissioning Guidance	Update on implications of National Mental Health Commissioning Guidance to be considered at future meeting	Shelagh Meldrum	15/03/24: No update as yet 28/03/24: Update to be provided at the next meeting 30/05/24: Update provided in Integrated Board Assurance Exception Report and this will now report through committee routes.	Complete	30/05/2024
ICB 035/24	28/03/2024	Somerset Annual Report of the Director of Public Health 2023: Homes and Health	Trudi Grant to advise on process for ICB engaging with, and influencing, the local plan	Trudi Grant	11/05/24: Trudi Grant to meet with Mickey Green and Paul Hickson (Somerset Council) to identify the best way for the ICB to be able to be involved in the Local Plan process. 29/05/24: Trudi Grant picking up the logistics with Jonathan Higman, identifying the right person within the local NHS to feed into this, alongside public health.	Complete	29/05/2024
ICB 056/24	23/05/2024	Chief Executive's Report: Somerset Foundation Trust Maternity Services	Jonathan Higman and Duncan Sharkey to meet to discuss the safeguarding element of the Joint Targeted Area Inspection (JTAI) review	Jonathan Higman/Duncan Sharkey	Jonathan and Duncan have met with the Chief Constable, DCSs and other ICB Chief Executives on 12 July to discuss Safeguard arrangements and the up-and-coming new requirements and the JTAI.  The JTAI is now published <a href="https://files.ofsted.gov.uk/v1/file/50252825">https://files.ofsted.gov.uk/v1/file/50252825</a> and the following has been agreed as the mechanism for response:  <i>We (the Inspectorates) have determined that the chair of Somerset Safeguarding Children Partnership is the principal authority, with accountabilities delegated to her by the 3 Lead Safeguarding Partners – Sarah Crewe, the Chief Constable, Duncan Sharkey, the CEO Somerset Council and Jonathan Higman the CEO of Somerset ICB, and should prepare a written statement of proposed action responding to the findings outlined in this letter. This should be a multi-agency response involving the individuals and agencies that this report is addressed to. The response should set out the actions for the partnership and, when appropriate, individual agencies. The local safeguarding partners, should oversee implementation of the action plan through their local multi-agency safeguarding arrangements. Claire Winter, Chair of Somerset Safeguarding Children Partnership should send the written statement of action by 25 October 2024. This statement will inform the lines of enquiry at any future joint or single-agency activity by the inspectorates.</i>	Complete	19/07/2024
ICB 057/24	23/05/2024	Locality Story: Health Services and Sustainability	Progress update to come back to a future Board meeting. Jonathan Higman agreed to write an introduction to Frome Medical Centre's sustainability strategy. Work to be included in the integrated health and care outcomes matrix.	Jonathan Higman/Maria Heard	19/07/2024: Complete	Complete	19/07/2024
ICB 060/24	23/05/2024	Objective 2: Reducing Inequalities - Somerset Dental Recovery Workplan 2024/25	Update and oversight on outcome measures to come back to November Board meeting	Bernie Marden/Sukeina Kassam	24/05/2024: Item included on forward planner for November.	Complete	24/05/2024
ICB 061/24	23/05/2024	Objective 4: Strengthen Care and Support In Local Communities - Recovering Access To Primary Care	Board require visibility of appropriate data – team to liaise with Board members to establish exactly what is required	Bernie Marden/Sukeina Kassam	19/07/2024: Action picked up at Primary Care Commissioning Committee (PCCC) on 04/06/2024 - Luke Best presented the data available to the PCCC members and has offered to take members through the data offline for any detailed sessions.	Complete	19/07/2024
ICB 064/24	23/05/2024	Key Meeting Reports: Children, Young People and Families	Transition from childhood to adulthood to be added to the Board development session forward planner	Julie Hutchings	29/05/2024: Item included on forward planner	Complete	29/05/2024