

REPORT TO:	NHS SOMERSET INTEGRATED CARE BOARD ICB Board Part A	ENCLOSURE: J
DATE OF MEETING:	23 May 2024	
REPORT TITLE:	Key Meeting Reports	
REPORT AUTHOR:	Non-Executive Directors and System Group Chairs	
EXECUTIVE SPONSOR:	Jonathan Higman, Chief Executive	
PRESENTED BY:	Non-Executive Directors and System Group Chairs	

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

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

Reducing Inequalities/Equality & Diversity	N/A
Quality	N/A
Safeguarding	N/A
Financial/Resource/ Value for Money	N/A
Sustainability	N/A
Governance/Legal/ Privacy	N/A
Confidentiality	N/A
Risk Description	N/A

REPORT OF THE FINANCE COMMITTEE MEETINGS HELD ON 16 APRIL AND 15 MAY 2024

1 ITEMS DISCUSSED

- 1.1 2024/25 Operational Plan and Savings Plan: The Committee considered the high level flash submission metrics at the April meeting, with assurance about performance, dementia diagnosis and other targets. Subsequently the Board agreed the full operating plan final submission. At the May meeting we made careful consideration of the consequent detailed savings plans by scheme type and by service area, and were assured by the honest assessment of the scope and challenges of the ambitions. The committee resolved to monitor the savings plan each month.

Prescribing: A detailed review of the situation where a number of community pharmacies had closed, and of the continuing budget risks from supply issues in the market took place at the April meeting. Noting Somerset's strong benchmarking position compared with other systems the Committee nevertheless discussed areas of opportunity for savings and that discussions between medicines management and primary care teams should be pursued to take these forward. In May the committee was assured this work had begun.

Triple Lock: The May meeting agreed the process for Somerset's control of unbudgeted new expenditure and the establishment of a small committee to oversee this.

Financial Performance: The System and ICB positions for months 11 and 12 (prior to audit) were reviewed, indicating a draft (subject to audit) break even outcome at year end, drawing down from reserves as budgeted. Further capital and IFRS16 funding had been received from regional contingency bringing the capital plan back into balance.

No financial report was received from Somerset Council at either meeting.

Contract Extensions: After receiving a report on a small set of contract reviews, the committee noted the completion of the review of all contracts since the transition from the CCG and agreed that in future the process would be reshaped to reflect clinical pathways.

An extension was agreed for the Shepton Mallet Treatment Centre and a limited extension to the Children and Young People's Community Wellbeing Service to allow for further consideration.

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

2.1 The Committee noted that the financial risks were being reviewed following the submission of the 2024/25 Operating Plan and this would be brought back to the next meeting.

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

3.1 See 1.1 above

4 ITEMS REQUIRING ESCALATION TO THE ICB AND/OR OTHER SYSTEM BOARDS

Items for Consideration/Decision

4.1 None

Reports for Information for Future Board Agendas

4.2 None

5 CHAIR'S SUMMARY

5.1 The Committee, as detailed above, has extensively considered the Operating and Savings Plans and received detailed responses to its questions and challenges, with a commitment to monitor the delivery of these plans monthly.

Chair: Christopher Foster

Date: 15 May 2024

REPORT OF THE QUALITY COMMITTEE MEETING HELD ON 24 APRIL 2024

1 ITEMS DISCUSSED

- 1.1
- Individual care home provider quality concerns
 - Maternity insight visit, CQC and maternity incentive scheme submission
 - Non-emergency patient transport
 - Safeguarding deep dive
 - Healthcare acquired infection
 - Emerging health protection insights
 - Carers Commitment Charter
 - Quality Committee risk report
 - Patient experience and complaints report
 - Feedback from Local System Quality Group
 - Digital clinical safety strategy 2024
 - Regulation 28 recommendations
 - Closure of mental health homicide 2023/6852
 - Documents for approval:
 - Post-exposure prophylaxis pathway
 - Triage pathway for suspected measles
 - Armed forces engagement review and evaluation

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 Waiting times and projected need for adult Autism Spectrum Disorder and Attention Deficit / Hyperactivity Disorder services raised. Focussed discussions continue regionally through NHSE and further information will be provided to the Committee in due course.
- 2.2 The Committee noted the escalating concerns regarding a provider of care homes based in Somerset and other areas in the South West. It was acknowledged that the Local Authority will be chairing an extraordinary quality and commissioning board within the next few weeks. An additional risk was noted regarding available nursing home beds with Devon and the potential impact this may have on Somerset placements and CHC budgets.

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 3.1 The Committee agreed the closure of the serious incident investigation report and action plan into a mental health homicide on the Strategic Executive Information System (StEIS). It was acknowledged that this will also be reviewed by NHSE's Independent Investigation Review Group inline with usual process.

- 3.2 The Committee approved the measles post-exposure prophylaxis pathway for immunoglobulin therapy which had been developed in collaboration with Somerset Foundation Trust, the Local Authority and UK Health Security Agency (UKHSA). The Committee were pleased to hear that Somerset was one of the first counties in the region to have an agreed pathway. The Committee also approved the triage pathway for suspected measles, which had been agreed across the Somerset system.
- 3.3 The Committee approved the armed forces engagement review and evaluation report, complimenting the work that had been undertaken. The Committee acknowledged the positive feedback from Amanda Pritchard, NHSE Chief Executive, and interest in exploring how Somerset's approach could be applied nationally.

4 ITEMS REQUIRING ESCALATION TO THE ICB AND/OR OTHER SYSTEM BOARDS

Items for Consideration/Decision

- 4.1 The Committee noted that SFT are preparing to send an action plan and evidence in response to the Section 29A letter received following the CQC inspection of maternity services. The four areas of focus were audit, policies, triage, and the requirement for a second theatre. Further assurance was received regarding the actions proposed in relation to governance structures to oversee the wider improvements required identified through the maternity insight visit, CQC and maternity incentive scheme.
- 4.2 The Committee received an overview of the arrangements for non-emergency patient transport, and evidence of improvements that have been made following concerns around late arrival, or non-attendance of transport resulting in missed appointments. The Committee was pleased to hear of the improving position, and it was agreed that this would continue to be monitored by the Quality Team.
- 4.3 The Committee noted that funding for Oliver McGowan training was a concern as there remains a high proportion staff yet to undertake particularly in general practice. The Committee were assured that there was a plan in place to book all 62 practices on the training whilst there is the resource to do so.
- 4.4 The Somerset System Quality Group (SQG) have agreed to support a deep dive into the mental health issues experienced by patients who have dental pain as we have been seeing an increase in this. This is in addition to a separate review as discussed at Primary Care Commissioning Committee relating to the identification of clinical harm as a result of delayed access to dentistry in Somerset at this time.
- 4.5 The Committee heard from Sarah Ashe, Associate Director of Safeguarding, Mental Health, Learning Disability and Autism, who provided assurance of the safeguarding arrangements in the ICB.

- 4.6 The Committee heard that there has been a confirmed outbreak of measles within Somerset. Assurance was provided that all mitigations were in place and significant work had been undertaken in relation to the development of tirage and post-exposure prophylaxis pathways.
- 4.7 The Committee noted the emerging situation with Pertussis (whooping cough) nationally.
- 4.8 The ICB attended the relaunch event of the Carers Commitment Charter in March, confirming our commitment to the charter's three priorities; increasing awareness, asking the right questions, and providing the appropriate support.
- 4.9 The Committee noted the patient experience report which included the quarter 4 feedback from Healthwatch Somerset. There was a request at SQG for partner organisations to undertake some local check and challenge and the ICB will be selecting a case to review assurance processes and feedback to a future meeting.

Reports for Information for Future Board Agendas

- 4.10 None.

6 CHAIR'S SUMMARY

- 5.1 I confirm that the summary above indicates the Committee's assurance in the matters listed and further work we expect, in particular regarding digital clinical safety requirements in primary care; and ongoing review and assurance of the CQC maternity services inspection.

Chair: Caroline Gamlin

Date: 10 May 2024

**REPORT OF THE SOMERSET COLLABORATION FORUM MEETINGS
HELD ON 19 APRIL 2024 AND 10 MAY 2024**

1 ITEMS DISCUSSED

- 1.1
- Operational Planning 2024/25 – Update and Executive sign off ahead of submission dates to the National team
 - Oversight of the development of the Joint Forward Plan, including agreement of the priority programmes for 2024/25
 - Review of the future governance, role and membership of the Collaboration Forum
 - South West Peninsula Research and Innovation Partnership (PRIP) Overview of priority work areas

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 None.

3 COLLABORATION FORUM PROPOSAL

- 3.1 Discussion took place at the April meeting about a revision to the aims and membership of the the Collaboration Forum.
- 3.2 This included updating the purpose of the group, proposed Standing Agenda items and increasing the group's membership. Feedback was requested from members of the group with the aim to implement these changes with effect from the June meeting.
- 3.3 The review links to the overall review of system and ICB governance which was the subject of the recent NHS Somerset Board Development session/

4 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 4.1 **Joint Forward Plan Refresh/Approval** – The collaboration forum approved the Joint Forward Plan Refresh document with a recommendation for ICB Board to approve the Final Draft at the meeting on 23 May 2024 for publication on 30 June 2024. It was noted that the final draft of the Joint Forward Plan Refresh document will be formatted to produce a public facing document for the Website.
- 4.2 **2024/25 Operational Plan** – The collaboration forum endorsed the 2024/25 operating plan which was subsequently submitted to (and agreed) by NHS England.

5 ITEMS REQUIRING ESCALATION TO THE ICB AND/OR OTHER SYSTEM BOARDS

Items for Consideration/Decision

- 5.1 To review and approve the Joint Forward Plan (Item 9 on this agenda).

Reports for Information for Future Board Agendas

- 5.2 Further topics for future meetings of the Collaboration Forum include:

- Joint forward plan oversight and governance
- Development and oversight of the five system priority programmes for 2024/25
- Development of robust system programme management arrangements
- Ensuring alignment of the system delivery boards with agreed system priorities
- Planned care strategy
- Considering the approach to developing Integrated Neighbourhood team working in Somerset
- System patient flow, Intermediate care and 'No criteria to reside' improvement.
- System productivity and efficiency
- South Western Ambulance Service strategic priorities
- SW peninsula research and innovation programme
- Workforce 2035 (Scenario Planning)
- Oversight of the development of the Integrated Health & Care Strategy Outcome metrics

6 CHAIR'S SUMMARY

- 6.1 The Collaboration Forum continues to develop as the joint Executive Forum for the Somerset system, focussing on Executive Leadership of the delivery of our Integrated Health and Care Strategy. Further work is underway to strengthen the governance of the group, including its oversight of the system delivery boards. In the next period the priority of the forum will be on establishing and ensuring programme oversight of the system major change programmes as defined in the 24/25 operating plan and joint forward plan.

Chair: Jonathan Higman

Date: 16 May 2024

REPORT OF THE PEOPLE BOARD MEETING HELD ON 23 APRIL 2024

1 ITEMS DISCUSSED

1.1 The Board met, prior to a joint workshop meeting of the system People Board and the system People Delivery Group, and considered a series of updates and progress reports on the emerging system priorities including:

- Scenario Planning for 2035 – next steps in developing a skills framework
- Somerset Training Hub update
- Regional People Board – update from the inaugural meeting on 5 April 2024.

1.2 System Priorities for the 2024-25 work programme were identified as:

Theme 1: Long Term Workforce

Theme 2: Short Term Workforce*

Theme 3: People and Culture (Staff experience)

*The 2024-25 short term system workforce priorities to support the Joint Forward Plan and the Medium Financial Plan are confirmed as Agency Spend and Workforce Controls (Triple Lock linked to workforce reductions as per the Operational Planning requirements).

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

2.1 None

3 DECISIONS TAKEN BY THE COMMITTEE/SYSTEM GROUP UNDER DELEGATED AUTHORITY

3.1 Approved the Themes for the 2024-25 work programmes

4 ITEMS REQUIRING ESCALATION TO THE ICB AND/OR OTHER SYSTEM BOARDS

Items for Consideration/Decision

4.1 None

Reports for Information for Future Board Agendas

4.2 None

5 CHAIR'S SUMMARY

5.1 The Board was assured that system partners were actively addressing the workforce priorities for 2024-25 and working to establish the longer-term focus for workforce planning.

Chair: Christopher Foster

Date: 15 May 2024