

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

Title: Key Meeting Reports	Enclosure N
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Version Number / Status:	N/A
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Clinical Lead:	N/A
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Summary and Purpose of Paper

The Key Meeting Reports are a record of the most recent Board and Joint Committee 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.

Recommendations and next steps

The NHS Somerset ICB Board is asked to **Note** the Key Meeting Reports.

Impact Assessments – key issues identified

Equality	N/A			
Quality	N/A			
Safeguarding	N/A			
Privacy	N/A			
Engagement	N/A			
Financial / Resource	N/A			
Governance or Legal	N/A			
Sustainability	N/A			
Risk Description	N/A			
Risk Rating	Consequence	Likelihood	RAG Rating	GBAF Ref

REPORT OF THE FINANCE MEETING HELD ON 18 OCTOBER 2023

1 ITEMS DISCUSSED

- 1.1
- CHC spend and how it benchmarks against population health indicators
 - M5 and financial forecast deep dive: ICB, SFT, SC
 - Primary Care Access Funding
 - Financial Performance: regular exception report, with emphasis this month on CIP/QIPP delivery
 - Cost and lost opportunity relating to the Industrial Action
 - Contract Extensions: new procedures to strengthen process and explore contracts in common

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 Impacts of actions Somerset Council are needing to take to improve financial position and consideration of any mitigations.

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 3.1 Contract extensions where expiry due within six months.

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

Chair: Christopher Foster

23 November 2023

REPORT OF THE AUDIT COMMITTEE MEETING HELD ON 27 SEPTEMBER 2023

1 ITEMS DISCUSSED

- 1.1
- The committee took a thorough review of the Risk Register and noted progress on the individual committee risks and the development of a system wide risk log.
 - Review of internal audit items; Data Security & Protection Toolkit – follow up, BDO Global Risk Landscape report, Environmental Sustainability considerations
 - Review of External Audit 2022/23 Auditors Annual Report
 - Review and agree the Counter Fraud Strategy and Work Plan 2023/24
 - Approved Write Off a (small) Bad Debt
 - Review of the Redundancy Consideration ahead of any restructure

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 None

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 3.1 Agree the 2023/24 Counter Fraud work plan
Agreed to write off £197.16

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 Ongoing work regarding System risk and business assurance

Chair: Grahame Paine

Date: 20 November 2023

REPORT OF THE QUALITY COMMITTEE MEETING HELD ON 25 OCTOBER 2023

1 ITEMS DISCUSSED

- 1.1
- Carers Day feedback
 - Update from the Medication Safety Officer
 - Paediatric Hearing Services
 - Patient Experience Report (including national inpatient survey 2022)

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 Board to note that safeguarding annual reports were discussed in detail at the additional Quality meeting, held on Teams, with board members invited on 20 October 2023.

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 3.1 Approved updated terms of reference for the ICB Quality committee.

Approved updated policies on:

- Operational Policy Children and Young People's continuing care and complex needs
- CHC choice and Equity Policy
- ICB National Institute for Health and Care Excellence (NICE) Policy

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

None.

Items for Consideration/Decision

- 4.1 To note initial assurance received on paediatric hearing services actions required.

Reports for Information for Future Board Agendas

- 4.2
- Actions arising from the Countess of Chester review of neonatal deaths
 - Pharmacy, Optometry and Dentistry – 6 months review

Chair: Caroline Gamlin

Date: 23 November 2023

REPORT OF THE SOMERSET PEOPLE BOARD MEETING HELD ON 19 OCTOBER 2023

1 ITEMS DISCUSSED

- 1.1 Draft Terms of Reference (refreshed) of the Somerset People Board
Skills for Care (ASC Workforce size and structure)
Workforce Productivity (opportunities)
Somerset System Workforce Projects (review for approval)

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

- 2.1 Temporary Workforce Reliance and Spend
NHSE Workforce Development Funding Withdrawal
NHS Workforce – Long Term Plan - Implementation

3 DECISIONS TAKEN BY THE COMMITTEE UNDER DELEGATED AUTHORITY

- 3.1 None

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 N/A

Chair: Suresh Ariaratnam

Date: 29 October 2023

REPORT OF THE SOMERSET COLLABORATION FORUM MEETINGS HELD ON 11 AUGUST 2023 and 20 OCTOBER 2023

1 ITEMS DISCUSSED

1.1 The Collaboration Forum meets every other month and is the formal, systemwide Executive group that oversees delivery of our health and care strategy, together with the joint forward plan and annual operating plan that results from this.

1.2 As this is the first report to the NHS Somerset Board from the Collaboration Forum the terms of reference and membership have been included as Appendix 1.

1.3 The group has been working on agreeing the system transformation priorities that result from the health and care strategy as well as overseeing delivery of this year's operating plan. In addition to this, the specific areas of focus of the last two meetings have been:

- Overseeing the development of the system medium term financial plan (MTFP)
- Overseeing the short/medium term priority areas of work to address the system underlying financial deficit from 2024/25 onwards
- Developing our system approach to neighbourhood and locality working
- Agreeing the next steps following the recent signature of the memorandum of understanding with the Voluntary Community, Faith and Social Enterprise (VCFSE) sector
- Reviewing the ICS delivery governance arrangements

2 NEW ISSUES AND/OR NEW RISKS IDENTIFIED

2.1 The emerging financial position of Somerset Council together with the NHS underlying financial deficit and the associated risk to both short term service delivery and the overall delivery of the aims set out in our system Health and Care Strategy.

3 ADJUSTMENT TO THE MEMBERSHIP OF THE COLLABORATION FORUM

3.1 Katherine Nolan (Chief Executive, Spark Somerset) and Tim Bishop (Executive Director of IM&T, South Western Ambulance Service NHS Foundation Trust) have become members of the Collaboration Forum to represent VCFSE and SWAST from the meeting on 20 October.

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 The MTFP has previously been formally discussed by both the NHS Somerset Board and Finance Committee and the emerging priorities formed the basis of a Board development session.

4.3 Further topics for Board discussion which will feature on future agendas include:

- The plan to address the system underlying deficit
- Our approach to locality and neighbourhood working

Chair: Jonathan Higman

Date: 17 November 2023

SOMERSET COLLABORATION FORUM

TERMS OF REFERENCE

1. PURPOSE, DUTIES & RESPONSIBILITIES

- 1.1 The Collaboration Forum has been convened as a way of facilitating collaboration between the constituent organisations within the Somerset Integrated Care System (ICS) to drive the delivery of the overall health and care strategy that is established by the Integrated Care Partnership (ICP).

As set out in the Health and Social Care Act 2022, the primary purpose of the ICP is to prepare, maintain and publish a strategy (an “integrated care strategy”) setting out how the assessed health and care needs for the population of Somerset are to be met by the functions of the constituent organisations in the Somerset ICS.

The Collaboration Forum will be a forum where constituent organisations can come together in an aligned way to jointly determine, agree and oversee delivery of the priorities to drive forward the design, transformation, and delivery of services in order to achieve the health and care strategy.

The five strategic aims contained within the health and care strategy include:

- **Improve the health and wellbeing of the population** – Enable people to live socially connected, healthy, independent lives, promote early intervention and prevent avoidable illness.
- **Provide the best care and support to children and adults** – Ensure safe, sustainable, effective, high quality person-centred support in the most appropriate setting.
- **Strengthen care and support in local communities** – Develop and enhance support in local neighbourhood areas and bring care and support closer to home.
- **Reduce Inequalities** – Value all people alike, target our resources and attention to where it is most needed, giving equal priority to physical and mental health.
- **Respond well to complex needs** – Improve outcomes for children and adults with complex needs through personalised, co-ordinated support.

- 1.2 The Collaboration Forum will:

- Oversee the range of groups set out in the agreed system governance, with a particular emphasis on managing the interactions and dependencies between those groups, promoting innovation and transformation to deliver the strategic aims.
- Co-determine the priorities for the range of system groups that report to it, in line with the health and care strategy.
- Agree a set of programmes that are delivered through these system groups.
- Oversee and monitor the priorities and programmes of work being delivered by each of the system groups in order that they achieve the agreed priorities.
- Review any substantial development or variation to NHS services, in order to understand whether duties are triggered to publicly engage or consult. The final decision for this will need to be through NHS Somerset ICB.
- Agree the approach to publicly engage or consult, review feedback and agree recommendations on the way forward for approval by the constituent members (and where appropriate to NHS England in terms of services it commissions) for any substantial development or variation changes to NHS Services.

- Develop, reach consensus and agree recommendations for approval by the constituent members on the ICS response to the Department of Health and Social Care (DHSC) forward plans and mandated programmes.
- Lead on the development of solutions to contractual, financial, operational and governance issues that could prevent the constituent organisations from working collaboratively for the benefit of the Somerset population.
- Support the existing governance and decision-making responsibilities of the constituent organisations by enabling alignment between providers through a process of clear and consistent communication and clear recommendations.
- Use business intelligence to inform its priority setting and delivery focus – particularly in reducing inequalities, in addition to supporting greater understanding of the challenges and opportunities associated with delivery of the overall health and care strategy.
- Review ‘system’ strategies (i.e. Bereavement Strategy) and agree recommendations for approval by the constituent members.

2. AUTHORITY, ACCOUNTABILITY AND REPORTING ARRANGEMENTS

- 2.1 The Collaboration Forum is established by the constituent members represented on the Forum within the Somerset ICS (as shown below within the Core Membership section), each of which remain sovereign organisations.
- 2.2 The Collaboration Forum has no statutory powers or authority. Individual members will be able to act with the level of authority and the powers granted to them by way of their constituent bodies’ policies and make decisions only on that basis.
- 2.3 Notwithstanding and for the avoidance of doubt, the Collaboration Forum is not a decision making body, but will operate as a place for discussion of issues and developments with the aim of reaching consensus and agreeing recommendations for approval by the constituent members.
- 2.4 The Collaboration Forum will function through engagement and discussion between its members so that each part of the system can make a decision in respect of, and express its views about, each matter considered by the Collaboration Forum. The Co-Chairs will actively seek to reach agreement by consensus on the recommendations for decision by constituent members.

3. MEMBERSHIP

- 3.1 The Collaboration Forum is an executive-led group, co-chaired by the NHS Somerset ICB Chief Executive and the Somerset NHS Foundation Trust Chief Executive and comprises the following membership:

Core Membership

- Chief Executive, NHS Somerset ICB [Co-Chair]
- Chief Executive, Somerset NHS Foundation Trust [Co-Chair]
- Chief Executive, Somerset Council
- Director of Public Health, Somerset Council
- Strategy Lead, NHS Somerset ICB
- Chief Finance Officer, NHS Somerset ICB
- Representative from Primary Care
- Representative from Voluntary, Community, Faith and Social Enterprise (VCFSE) sector
- Representative from South Western Ambulance Service NHS Foundation Trust (SWAST)

3.2 At the discretion of the Co-Chairs, other individuals may be invited to attend the Collaboration Forum where they have the relevant skills or expertise to deal with the business on the agenda to provide specific updates on programmes of work being delivered by the system groups or to address any issues of concern.

3.3 Members are expected to attend 75% of meetings held each year.

4. QUORACY

4.1 A quorum will be a minimum of 4 attendees to include at least one Co-Chair, and must include an individual representing each of the following: Somerset Council, the NHS Somerset ICB and Somerset NHS Foundation Trust.

4.2 Where members are unable to attend they should ensure that a named and briefed deputy is in attendance who is able to participate on their behalf.

5. COMMUNICATION

5.1 Following each Collaboration Forum meeting a standardised briefing report will be distributed to constituent organisations' representatives for sharing with relevant Boards and/or operational management teams within the organisations.

6. FREQUENCY AND ADMINISTRATION OF MEETINGS

6.1 The Collaboration Forum will meet on a bi-monthly basis, with the Somerset Assurance Forum (SAF) being held in intervening months.

6.2 Meetings may be held in person, by telephone or video conference. Members of the Forum may participate (and count towards quorum) in a face-to-face meeting or via telephone or video-conference.

6.3 The agenda and associated papers will be prepared and distributed no less than five days in advance of the meeting. This is intended to give members the opportunity to read information in advance of the meeting.

6.4 An action log and briefing report from the meeting will be circulated within five working days after the meeting. Action points are taken forward between meetings and progress against those actions is monitored.

7. MANAGING CONFLICTS OF INTEREST

7.1 The Collaboration Forum shall satisfy itself that it is acting in accordance with the constituent organisations' policies, systems and processes for the management of conflicts of interests, (including gifts and hospitality and bribery).

7.2 All members, ex-officio members and those in attendance must declare any actual or potential conflicts of interest, which will be recorded in a register presented at each meeting. In addition, those present must declare interests relating to items on the agenda which will be recorded. Anyone with a relevant or material interest in a matter under consideration will be excluded from the discussion at the discretion of the Co-Chair(s).

7.3 If one of the Co-Chairs has a conflict of interest then the other Co-Chair or, if necessary, another member of the Forum will be responsible for deciding the appropriate course of action.

7.4 The Collaboration Forum recognises and acknowledges that its members from constituent organisations have legal responsibilities to the organisations which they represent and that this may give rise to conflicts of interest being present. However, discussions at the meetings are to

be focussed on the needs of the Somerset population and health and care and members will not be excluded from engaging in discussions that will benefit the system as a whole.

7.5 Members of the Collaboration Forum shall adopt the following approach for managing any actual or potential material conflicts of interest.

- Members from constituent organisations to operate in line with their organisational governance framework for managing conflicts of interest / probity and decision making.
- Act in accordance with the constituent organisations' policy, systems and processes for the management of conflicts of interests, (including gifts and hospitality and bribery).
- For the Co-Chair(s) to take overall responsibility for managing conflicts of interest within meetings as they arise.
- To work in line with ICS system objectives, principles and behaviours.

7.6 In advance of every Collaboration Forum meeting consideration will be given as to whether conflicts of interest are likely to arise in relation to any agenda item and how they should be managed. This action will be led by the Co-Chair(s).

8. REVIEW

8.1 The terms of reference will be reviewed at least annually or when changes occur that will impact on the role and function of this group. Any proposed amendments to the terms of reference will be submitted to the Forum for approval.

This is a working document and this section is completed whenever any changes to the content of the Terms of Reference have been made.

Content Control Record			
Version Number	Date	Completed By	Description of Section Change (by number)
v0.1	08/11/22	Robin Dowling/ Jade Renville	<i>DRAFT for discussion</i>
v0.2	09/11/22	Robin Dowling/ Jade Renville	<i>Updated with agreed amendments following initial discussion to review v0.1.</i>
v0.3	11/11/22	Jade Renville	<i>Updated with further amendments and comments</i>
v0.4	24/11/22	Robin Dowling/ Jade Renville	<i>Updated following initial feedback from the Co-Chairs</i>
v0.5	17/04/23	Robin Dowling/ Jade Renville	<i>Updated following feedback from members of the Collaboration Forum</i>
v1.0	21/04/23	Robin Dowling/ Jade Renville	<i>Approved by the members of the Collaboration Forum</i>
V1.1	20/10/23	Robin Dowling	<i>Updated to include additional representation from VCFSE sector and SWAST</i>