



## **[Insert Committee Name] Annual Report 2022/23**

This report covers the work of the **[Committee]** of the Humber and North Yorkshire ICB Board for matters relating to the year 2022/23. This report provides the HNY ICB Board with a summary of the work done and how the Committee has discharged its responsibilities in supporting the ICBs Annual Governance Statement (AGS) and Assurance Framework.

### **Committee Membership**

**Chair:** **[insert name and title]**

**Members as per Terms of Reference are as follows:**

**[insert text]**

**The Committee shall consist of the following voting members:**

**[insert text]**

**Required attendees (without voting rights):**

The Committee may also extend invitations to other personnel with relevant skills, experience or expertise as necessary to deal with the business on the agenda. Such personnel will be in attendance and will have no voting rights. This will normally include:

**[insert text]**

**See Appendix A for dates of meetings held and members in attendance.**

### **Numbers required for quorum and any instances where the Committee was not quorate**

**[insert quorum details from tor]**

This was achieved for **[all or xx]** meetings in 2022/23.

**[Insert details of how meetings were managed if not quorate]**

### **Conflicts of Interest**

The following conflicts of interest were identified during 2022/23. Details of these are identified below and include how the conflict was managed.

**[Insert Meeting date]**

**[Insert conflict of interest]**

**[Insert how conflict was managed – copied from minutes]**

or

**No conflicts of interest were identified during the course of the year.**

### Date of approval of terms of reference

Due to the establishment of the ICB on 1 July 2022, all terms of reference were approved by the ICB Board on that date. Moving forward, any changes to Terms of Reference will be identified and approved by the Committee and then ratified by the ICB Board.

### Key Role of the Committee

The Committee's overall objectives are to ensure that:

- Insert bullets from tor

The Committee used a timetable to ensure the business of conducts supports the delivery of its responsibilities. The timetable is reviewed as a standing agenda item at each meeting.

### Strategic risks delegated to the Committee for scrutiny as per the Assurance Framework

XX strategic risks, as per the Assurance Framework, have been delegated to the Committee for scrutiny.

[Detail any here]

### Main Responsibilities of the Committee

In discharging its duties the main items of business considered by the Committee for the year were as follows:

[Detail here from tor]

### Summary of the key outcomes of the Committee and assurances provided to the ICB Board

The work of the Committee is a central part of the ICB Board's governance and assurance arrangements. As a result of the activity undertaken by the Committee, improvements have been made to the ICBs control framework and assurances have been obtained and communicated to the ICB Board as follows:

[Detail here from minutes / forward plans]

### Summary of the key outcomes of the Committee and assurances provided to the ICB Board

In discharging its duties the main items of business considered by the Committee for the year were as follows:

[Detail here from minutes / forward plans]

**Table of attendance to be included by date**