

Agenda Item No:	19i
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Report to:	Humber and North Yorkshire Integrated Care Board
Date of Meeting:	8 November 2023
Subject:	ACCEPTANCE AND MANAGEMENT OF PETITIONS POLICY
Director Sponsor:	Karina Ellis, Executive Director of Corporate Affairs
Author:	Mike Napier, Director of Governance & Board Secretary and Governance Team
STATUS OF THE REPORT: <i>(Please click on the appropriate box)</i>	
Approve <input checked="" type="checkbox"/> Discuss <input type="checkbox"/> Assurance <input type="checkbox"/> Information <input type="checkbox"/> A Regulatory Requirement <input type="checkbox"/>	

<p>SUMMARY OF REPORT:</p> <p>Petitions are an important mechanism for local people to have a voice on local health matters and the ICB's Constitution makes provision for the receipt of petitions.</p> <p>The draft policy sets out the roles, responsibilities and actions of the ICB where a valid petition is received. Definitions of where a petition would not be considered valid are also set out in the policy.</p> <p>The policy distinguishes the processing of a petition by whether it meets the minimum unique signature threshold to be received at a public board meeting (threshold proposed to be set at 1000 unique signature) or, alternatively, elsewhere within the ICB in accordance with the delegations set out within the Scheme of Reservation and Delegation (SORD) and Operational Scheme of Delegation (OSD).</p> <p>RECOMMENDATIONS:</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> i) Consider and comment, as appropriate, on the draft Acceptance and Management of Petitions Policy ii) Approve the submission of the policy to the November 2023 ICB Board for final approval.
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ICB STRATEGIC OBJECTIVE <i>(please click on the boxes of the relevant strategic objective(s))</i>
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Managing Today	<input type="checkbox"/>
Managing Tomorrow	<input type="checkbox"/>
Enabling the Effective Operation of the Organisation	<input checked="" type="checkbox"/>

IMPLICATIONS *(Please state N/A against any domain where none are identified)*

Finance	N/A
Quality	N/A
HR	People Impact Assessments will be completed where implementation of AI impacts the workforce.
Legal / Regulatory	Any petitions received are dealt with appropriately and in accordance with the requirements of the ICB's Constitution and Standing Orders. The ICB has a responsibility to ensure that all staff are made aware of their duties and responsibilities arising from the Bribery Act 2010.
Data Protection / IG	The ICB is committed to ensuring that all personal information is managed in accordance with current data protection legislation, professional codes of practice and records management and confidentiality guidance. More detailed information can be found in the Data Protection & Confidentiality Policy and related policies and procedures
Health inequality / equality	An equality impact assessment has been completed and is attached at Appendix B.
Conflict of Interest Aspects	No conflicts of interest have been identified prior to the meeting.
Sustainability	N/A

ASSESSED RISK:

No risk with regards to the policy as this relates to the governance requirements of implementing an Acceptance and Management of Petitions Policy.

MONITORING AND ASSURANCE:

This policy will be reviewed every two years. Earlier review may be required in response to exceptional circumstances, organisational change, or relevant changes in legislation/guidance, as instructed by the senior manager responsible for this policy.

ENGAGEMENT:

This policy will be published on the ICB website.

REPORT EXEMPT FROM PUBLIC DISCLOSURENo Yes

If yes, please detail the specific grounds for exemption.