



**HUMBER AND NORTH YORKSHIRE INTEGRATED CARE BOARD (HNY ICB)**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JULY 2023  
LECTURE THEATRE, HUMBER MENTAL HEALTH NHS FOUNDATION TRUST**

**Attendees and Apologies**

<b>ICB Board Members: "Ordinary Members" (Voting Members)</b>	
<b>Present</b>	
Sue Symington (Chair)	HNY ICB Chair
Stephen Eames	HNY ICB Chief Executive
Amanda Bloor	HNY ICB Deputy Chief Executive / Chief Operating Officer
Dr Nigel Wells	HNY ICB Executive Director of Clinical & Professional Services
Teresa Fenech	HNY ICB Executive Director of Nursing & Quality
Jane Hazelgrave	HNY ICB Executive Director of Finance & Investment
Stuart Watson	HNY ICB Non-Executive Director
Councillor Jonathan Owen	Local Authority Partner Member
Dr Bushra Ali	Primary Care Partner Member
Simon Morritt	Provider Partner Member
<b>Apologies</b>	
None recorded	
<b>ICB Board Members "Participants" (Non-Voting Members)</b>	
<b>Present</b>	
Anja Hazebroek	HNY ICB Executive Director of Communications, Marketing & PR
Jayne Adamson	HNY ICB Executive Director of People
Karina Ellis	HNY ICB Executive Director of Corporate Affairs
Andrew Burnell	Partner Participant (Community Interest Companies)
Cllr Stanley Shreeve	Partner Participant (Local Authority: N & NE Lincolnshire)
Helen Grimwood	Partner Participant (Healthwatch)
Louise Wallace	Partner Participant (Public Health)
Michele Moran	Partner Participant (Mental Health)
Professor Charlie Jeffery	Partner Participant (Further Education)
Shaun Jones	NHS England Locality Director
Mike Napier	HNY ICB Director of Governance and Board Secretary
<b>Apologies</b>	
Councillor Michael Harrison	Partner Participant (Local Authority: North Yorkshire Yorkshire)
Jason Stamp	Partner Participant (Voluntary, Community & Social Enterprise)
<b>"Observers" and Individuals Presenting Items</b>	
<b>Name</b>	<b>Title</b>
Sean Lyons (Item 15)	Joint Chair, Northern Lincolnshire and Goole NHS Foundation Trust / Hull University Teaching Hospitals NHS Trust
Shaun Stacey (Item 15)	Interim Chief Executive, Northern Lincolnshire and Goole NHS Foundation Trust
Dr Kate Wood (Item 15)	Medical Director, Northern Lincolnshire and Goole NHS Foundation Trust
Alex Seale (Item 15)	Programme sponsor and North Lincolnshire ICB Place Director
Dr Anwer Qureshi (Item 15)	Clinical Director for Medicine, Northern Lincolnshire and Goole NHS Foundation Trust.
Claire Hansen (Item 15)	Deputy Programme Director, Humber Acute Services
Emma Jones	HNY ICB Business Support Manager (Secretariat)
Laura Allenby	HNY Executive Business Support Officer (Secretariat)

## 1. Welcome and Introductions

The Chair welcomed everyone to the meeting and noted that introductions had been made where necessary.

## 2. Apologies for Absence

The ICB Board noted the apologies as detailed below. It was noted that the apologies received did not impact on the Board being quorate:

ICB Board Members: "Participants" (Non-Voting Members)	
Councillor Michael Harrison	Partner Participant (Local Authority: North Yorkshire Yorkshire)
Jason Stamp	Partner Participant (Voluntary, Community & Social Enterprise)

## 3. Declarations of Interest

In relation to any item on the agenda of the meeting Board Members were reminded of the need to declare:

- (i) any interests which were relevant or material to the ICB;
- (ii) that nature of the interest declared (financial, professional, personal, or indirect
- (iii) any changes in interest previously declared;

No changes to the declarations of interest were reported in relation to the business of the meeting.

## 4. Minutes of the Meeting held on 10 May 2023

The minutes of the meeting held on 10 May 2023 were submitted for approval. No matters of accuracy were raised in relation to the minutes of the previous meeting and no matters arising from the minutes were raised.

### Outcome:

(a)	Board Members approved the minutes of the meeting held in private on 10 May 2023 and agreed that subject to the above amendment that these would be signed by the Chair.
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## 5. Matters Arising and Actions

There were no actions arising from the meeting held on 10 May 2023.

### Outcome:

(a)	Board Members noted that there were no actions arising from the meeting held in private on 10 May 2023.
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## 6. Notification of Any Other Business

Board Members were reminded that any proposed item to be taken under any other business must be raised, and subsequently approved, at least 48 hours in advance of the meeting by the Chair.

**Outcome:**

(a)	Board Members noted that there was one item of Any Other Business in relation to a petition regarding the Bishopthorpe GP Branch Surgery, York. This would be taken under item 20 of the meeting.
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**7. Board Assurance Framework**

The Chair asked Members to determine whether they were satisfied with the risks detailed on the Board Assurance Framework (BAF) and whether they were satisfied that the risks identified as those that threaten the achievements of the ICB's ambitions were the right ones and were they being managed effectively.

Changes were made to remove the financial risk from the previous year and to reduce the risk rating for certain items. Jane Hazelgrave suggested that the financial risk rating for 2023/24 (**A3**) could be further reviewed to find a more appropriate rating score in the current financial context.

Jayne Adamson mentioned that the recruitment and retention risk under workforce (**C3**) has been reduced and will be further reviewed for the next Board meeting. Anja Hazebroek has including reference to public involvement as part of the patient experience risk (**C1**).

**Outcome:**

(a)	Board Members approved the updated ICB Board Assurance Framework (BAF) and closure of Risk A2.
(b)	Jane Hazelgrave will review the financial risk rating. (A3)
(c)	Jayne Adamson will further develop the recruitment and retention risks under workforce (C3) risks more clearly.
(d)	Nigel Wells will lead further development of the digital risk (B1)

**STRATEGIC CONTEXT**

**8. Chief Executive Update**

Stephen Eames provided an update on various topics, including a recent Age UK report on emergency admissions, malnutrition in England, the Hewitt Review, the NHS long-term workforce plan and the government mandate to NHS England. He highlighted the importance of focusing on prevention and devolution of resources to support greater integration at the place level.

Sue Symington updated members on the outcome of the revised Integrated Care Partnership meeting day held on 28 June 2023.

**Outcome:**

(a)	Board Members noted the Chief Executive's update.
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## REALISING OUR AMBITIONS AND VISION

### 9. ICB Green Plan

Neil Cartwright presented the ICB Green Plan, highlighting the importance of addressing the climate crisis and the responsibility of the ICB to contribute to reducing carbon emissions. Jane Hazelgrave introduced the item and provided an overview of the net-zero requirements for the ICB, acknowledging the challenges faced in achieving the targets set out in the plan.

Neil highlighted the progress made within the region, including the success of the solar fields at Hull University Teaching Hospitals NHS Trust, as well as the challenges in financing the transition to a greener NHS.

#### Outcome:

(a)	<ul style="list-style-type: none"><li>The Board noted the progress made in the region and the importance of the ICB Green Plan.</li></ul>
(b)	<ul style="list-style-type: none"><li>The Board approved the summary actions for the Green Plan</li></ul>

## OPERATION / SYSTEM PRESSURES

### 10. Quality

Teresa Fenech provided a summary of the Quality Committee held on the 27 April 2023 and the System Quality Group meeting held on the 8 June 2023. She highlighted areas such as governance, annual reports, the Board assurance framework, and significant quality matters discussed during the meetings. The committee approved the effectiveness review, patient safety incident reporting framework policy, primary care rebate policy, and the modern slavery statement.

Teresa Fenech then updated the Board on topics including domestic violence responsibilities, maternity services, and the CQC single assessment framework. The progress being made in relation to domestic abuse and sexual violence partnership arrangements was discussed and it was agreed that a more detailed report would be brought back to the Board in the future.

The Board discussed the current challenges in elective recovery, diagnostics, and mental health, as well as the improvements seen in urgent and emergency care and community services. Amanda Bloor provided an update on the Workforce Breakthrough Programme and the ongoing efforts to address the challenges in these areas.

#### Outcome:

(a)	Board Members noted the Quality Committee and System Quality Group update reports.
(b)	Domestic abuse and sexual violence partnership arrangements would be considered further by the Board at a future meeting.

## 11. Finance Report

Jane Hazelgrave presented the financial report, highlighting the current deficit of £13 million after two months, with an overspend of £28 million, primarily attributed to a shortfall in efficiency delivery and cost pressures from industrial action and inflation. Risks identified include a £65 million system risk, with £47 million attributed to providers and £18 million to the ICB.

The Board discussed the challenges in forecasting the financial position and agreed that it would be important to review the position at the end of September (Q2), considering the dynamic nature of the financial situation.

The possibility of separating out the prevention agenda and demonstrating the return on investment for that work was discussed, with the suggestion that this could be explored further once the Futures Group has established a clear program of work.

### Outcome:

(a)	The Board considered the financial report and noted the current financial position and risks.
(b)	Further consideration of reporting of prevention initiatives and return on investment.

## 12. Performance Report

Sue Symington (Chair) commented on the revised content and format of the report, which she found to be accessible and informative. Amanda Bloor acknowledged Alex Bell's work in creating the report, which presents an overview of the position against 31 national objectives that each ICB is required to submit trajectories against.

She highlighted challenges in elective recovery, diagnostics, and mental health, as well as improvements in urgent emergency care and community services. She also mentioned the use of this report with partners and additional actions requested to address challenges in performance, such as reducing outpatient follow-ups.

Discussion points raised by Board members included:

- Andrew Burnell suggested exploring the use of AI chatbot nurses for outpatient follow-ups to reduce appointments and improve efficiency.
- Amanda Bloor noted the innovative work done by Harrogate on empowering patients to control their follow-up needs by providing clear information.
- Nigel Wells commented on the potential for the NHS app to be the front door for managing outpatient follow-ups and other services.
- Michelle Moran offered to discuss the mental health data gap and how it can be addressed within her organisation.

**Outcome:**

(a)	The Board noted the current performance position and risks.
(b)	The Board agreed to explore the use of AI and the NHS app for managing outpatient follow-ups and improving efficiency.
(c)	Amanda Bloor and Michelle Moran will discuss the mental health data gap and potential solutions.

**13. Clinical and Professional**

Dr Nigel Wells provided an update on the clinical professional services, including the alignment of clinical policies from the six CCGs into the ICB. He highlighted the progress made in continuous glucose monitoring and the successful virtual launch of the Innovation Research and Improvement System (IRIS), which aims to create communities of practice in innovation, research, and improvement.

Dr Wells also informed the Board about the ongoing work on issues such as the global shortage of GLP-1 antagonists drugs and the increasing cases of measles in the region.

**Outcome:**

(a)	Board Members noted the clinical and professional update.
(b)	The Board was updated on the progress of clinical and professional services alignment

**14. People**

Jayne Adamson provided the Board with an update on the people strategy and the progress made since the second stage was approved in May 2023. She outlined four main areas of focus: the Breakthrough HNY program; the dispersed system leadership team for people; ethical international recruitment (including the Kerala program); and the NHS long term workforce plan. Jayne also highlighted the achievements of the team, including being shortlisted for the 2023 CIPD award for Best Public Sector HRODL&D team of the Year, and the 2023 HPMA Capsticks Award for Innovation.

In the discussion, several Board members raised concerns and suggestions for improvement, such as the need to focus on local workforce development, addressing barriers to placements and training, and exploring alternative sources of recruitment, such as tapping into the already existing workforce within the community.

**Outcome:**

(a)	The Board acknowledged the progress made in the people strategy and the ongoing efforts to address workforce challenges
(b)	The People Committee will consider the barriers and issues raised in the discussion and explore potential solutions, including looking into the local workforce and alternative recruitment sources.

## 15. Humber Acute Services

The Board considered the proposal for the next steps for the Humber Acute Services review. The senior programme team provided context to the long-standing system challenges for acute services in the Humber area and presented the preferred option for urgent and emergency care and paediatrics. They highlighted the extensive engagement involving over twelve thousand people over the last two years, including clinicians and patients, which informed the identification of the preferred option for urgent and emergency care and paediatrics.

Board members acknowledged the need to address the long-standing system challenges across the Humber acute services and discussed the comprehensive work undertaken that has led to the preferred option being identified.

### Outcome:

(a)	<p>The Board approved the timetable for the commencement of formal consultation in September 2023 on the proposed options for Humber Acute Services. In so doing it noted the following:</p> <ul style="list-style-type: none"><li data-bbox="414 862 1460 929">i) The Assurance provided from the Yorkshire and Humber Clinical Senate and The Consultation Institute.</li><li data-bbox="414 936 1460 1003">ii) That the forecast Capital Costs of £25.5m are affordable from internal resources.</li><li data-bbox="414 1010 1460 1077">iii) That the revenue cost savings are estimated currently as c£9m (gross).</li><li data-bbox="414 1084 1460 1196">iv) That progression to formal public consultation on the preferred option was still subject to NHSE Gateway and Joint Health Overview and Scrutiny approval.</li></ul>
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## DEVELOPMENT OF THE INTEGRATED CARE BOARD

### 16. Voice of Lived Experience Arrangements

Anja Hazebroek led the discussion which focused on the importance of listening to the lived experience of those served by the Integrated Care Board. The Board has been working to improve its understanding of the experiences and challenges faced by different communities, including the LGBTQ+ community. The attendees discussed the importance of creating a more comprehensive framework for reporting on insights and engaging with the public. The report on the NHS Assembly and the work being done to engage with the LGBTQ+ community during Pride season were also discussed. The Board acknowledged the need to address the challenges faced by different communities and to ensure that their voices are heard.

### Outcome:

(a)	The Board reaffirmed its commitment to improving its understanding of the lived experiences of different communities.
(b)	A task and finish group will be established to engage with Board members on their views and preferences for Board meetings.

## 17. Items reserved to the Board:

### i) Scheme of Reservation and Delegation (SORD)

### ii) Terms of reference; Quality Committee

Karina Ellis provided an update on the governance review received in May 2023, which included the Constitution and Standing Orders updates that had subsequently approved by NHS England.

The further amendments were highlighted in the report and were presented for the Board to ratify. The updated scheme of reservation and delegation was also presented for the Board to approve and note. The Quality Committee's terms of reference had a few amendments and were presented for the Board to ratify. The Board was also asked to note the special roles assigned to Board members, which had been reviewed and updated.

#### Outcome:

(a)	The Board noted the changes to the Constitution and approved the minor amendments.
(b)	The Board approved the updated scheme of reservation and delegation.
(c)	The Board approved the terms of reference for the Quality Committee.
(d)	The Board approved the updated version of the ICB special roles.

## 18. Summary Year-End Governance Review of ICB Board and its Committees

Karina Ellis presented the key outcomes of the light-touch review of the ICB Board and its nine Committees' governance as part of the 2022/23 year-end processes and comprised of three elements and included a number of appendices.

Thanks were conveyed to Sasha Sencier and Claire Stocks for their support in pulling the review information together.

The full outputs of the Committees reviews and effectiveness terms of reference were set out in the full appendices.

The Board were asked to note the summary of findings of the Board's self-assessment in section 2.2 and a number of areas had been identified for development. Section 2.3 set out the Committees specific changes in their terms of reference and these were summarized in section 2.4 The recommendation from the Finance, Performance and Delivery Committee to appoint an independent member to the Committee was noted.

The Chair conveyed her thanks for the work that had been done.

#### Outcome:

(a)	Board Members noted the findings of the self-assessed reviews of effectiveness of the Committees of the ICB Board for 2022/23.
(b)	Approve the updates to Board Committees' terms of reference, where applicable.
(c)	Noted the ICB Board Committees' annual reports 2022/23.



**19. Board Assurance Framework Review**

Sue Symington (Chair) asked Board Members that in light of discussions held today whether they were satisfied that the Board Assurance Framework (BAF) was tracking the right risks in respect of the achievement of the strategic ambition. This was confirmed and there were no further comments.

**Outcome:**

(a)	Board Members noted the Board Assurance Framework.
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**20. Any Other Business**

**Petition in relation to the Bishopthorpe Branch Practice, York**

Karina Ellis presented a petition regarding the closure of the Bishopthorpe GP practice in York. The petition has been submitted to the ICB in accordance with Constitutional requirements. The petitioners are concerned about the impact of the closure on the local community, particularly on vulnerable residents without access to private transport.

It was noted that the ICB Scheme of Reservation and Delegation delegated such decision-making to the relevant Place within the ICB. This matter had therefore been referred to York Place for their consideration and decision and all efforts to engage with the current site landlord would continue.

**Outcome:**

(a)	The Board received the petition in relation to the Bishopthorpe Branch Practice, York.
(b)	It was noted that the matter had been referred to York Place, in accordance with the ICB Scheme of Reservation and Delegation

**21. Date and Time of Next Meeting**

The next meeting in public would be held on Wednesday 13 September 2023 at 09:30.

**22. Exclusion of the Public and the Press**

The ICB Board was recommended to approve the following resolution:

That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest Section 1(2) Public Bodies (Admission to Meetings) Act 1960.

## Humber & North Yorkshire Integrated Care Board: Matters Arising Action Log

Date Raised	Action Reference	Item No. and Action	Owner	Due Date	Progress / Status
13/07/23	01-0723	<b>Item 7: Board Assurance Framework</b> <ul style="list-style-type: none"> <li>Review the financial risk rating. (A3)</li> <li>Further develop the recruitment and retention risks under workforce (C3) risks more clearly.</li> <li>Further development of the digital risk (B1)</li> </ul>	<ul style="list-style-type: none"> <li>Jane Hazelgrave</li> <li>Jayne Adamson</li> <li>Nigel Wells</li> </ul>	13/09/23	COMPLETED
13/07/23	02-0723	<b>Item 10: Quality</b> Domestic abuse and sexual violence partnership arrangements would be considered further by the Board at a future meeting.	Teresa Fenech	13/09/23	On agenda Item 11: Quality
13/07/23	03-0723	<b>Item 11: Finance Report</b> Further consideration of reporting of prevention initiatives and return on investment.	Jane Hazelgrave	October 2023	