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| Agenda Item No: | 13i |
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| Report to: | Humber & North Yorkshire Integrated Care Board |
| Date of Meeting: | 8 May 2024 |
| Subject: | Q4 Governance: Constitution and Governance Handbook |
| Director Sponsor: | Karina Ellis, Executive Director of Corporate Affairs |
| Author: | Mike Napier, Director of Governance and Board Secretary ICB Governance Team |

STATUS OF THE REPORT:

Approve Discuss Assurance Information A Regulatory Requirement

SUMMARY OF REPORT:

This report provides the ICB Board an update on the submission of the ICB Constitution and Standing Orders to NHS England, and also a summary of the proposed updates to the Governance Handbook.

Constitution and Standing Orders

The ICB is mandated by NHS England (NHSE) to maintain and publish its Constitution and Standing Orders. Together, these set out the ICBs membership and the formal means and processes through which the ICB is governed.

The Board agreed changes to the Constitution and Standing Orders in July, September, and December 2023. Those changes included:

- Minor amendments requested by NHS England;
- Minor tweaks around Member roles to improve commitments and capacity to the ICB Board membership.

Subsequently, these changes were submitted to NHS England in January 2024, and were approved by NHS England on 3 April 2024. In line with requirements set out by NHS England, the revised Constitution and Standing Orders, Version 3, is now been published on the ICB [website](#).

Governance Handbook

The Governance Handbook supports the Constitution, setting out our governance structures and arrangements, including respective terms of reference, decision making powers and membership.

The Governance Handbook includes the following appendices:

- NHS Humber and North Yorkshire ICB Governance Structure Summary
- Functions and Decisions Map
- Scheme of Reservation and Delegation (SoRD)
- Operational Scheme of Delegation (OSD)
- Standing Financial Instructions (SFIs)
- Committee Terms of Reference
- Specialist Roles
- List of providers of primary medical services: Humber & North Yorkshire

The Governance Handbook has undergone an annual review for 2024-25 and a summary of the proposed amendments are outlined in the table at Figure 1. It should be noted that the SORD and OSD have been updated and approved by the Board at various points as required throughout 2023/24 and will continue to be updated as appropriate during 2024/25.

The Governance Handbook is detailed in full within the supplementary information pack at Appendix A.

| Ref | Section | Summary of Change |
|----------------------------|---|---|
| Governance Handbook | | |
| 1.3 | Our Shared Values and Behaviours | Updated to reflect ongoing work to develop the organisations shared values and behaviours |
| 2.0 | Purpose of the Governance Handbook and Accountability | Minor housekeeping amendments |
| 3.2 | Our Governance Structure | <ul style="list-style-type: none"> • Overview reviewed and updated • Committee names updated • Newly established Committees added • Details of Place partnership meetings added |
| Appendix A | NHS Humber and North Yorkshire ICB Governance Structure | Diagram reviewed and updated to reflect updates detailed above |
| Appendix B | Functions and Decisions Map | Reviewed and no amendments required |
| Appendix C | Scheme of Reservation and Delegation (SoRD) | Reviewed throughout 2023/24 and currently no further amendments required. |
| Appendix D | Operational Scheme of Delegation (OSD) | Reviewed throughout 2023/24 and currently no further amendments required. |
| Appendix E | Standing Financial Instructions | Procurement and Purchasing – Principles updated to include reference to the Health Care Services (Provider Selection Regime) Regulations 2023 |
| Appendix F | Committee Terms of Reference | <ul style="list-style-type: none"> • Reviewed and updated (see item 13ii on the Board agenda) • Newly established Committees added |
| Appendix G | Specialist Roles | Reviewed and no amendments required |
| Appendix H | List of Providers of Primary Medical Services | Reviewed and updated |

Figure 1: Summary of changes to the Governance Handbook

RECOMMENDATIONS:

ICB Board Members are asked to:

- i) Note that NHS England has approved the HNY ICB Constitution and Standing Orders and the updated document has been published on the ICB website.
- ii) Approve the updated Governance Handbook, noting that the updated document will be published on the ICB website.

| ICB STRATEGIC OBJECTIVE | |
|--|-------------------------------------|
| Managing Today | <input type="checkbox"/> |
| Managing Tomorrow | <input type="checkbox"/> |
| Enabling the Effective Operation of the Organisation | <input checked="" type="checkbox"/> |

| IMPLICATIONS | |
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| Finance | Regular review of the Governance Handbook and associated documents support sound financial governance and decision-making. |
| Quality | Regular review of the Governance Handbook and associated documents support the maintenance of effective quality governance. |
| HR | N/A |
| Legal / Regulatory | Regular review of the Governance Handbook and associated documents supports the maintenance of a robust governance regime that meets the statutory and regulatory requirements of the ICB. |
| Data Protection / IG | N/A |
| Health inequality / equality | As it does not set ICB policy, there are no equality impacts arising from the Governance Handbook. Equality impact assessments will be completed in relation to associated documents as appropriate. |
| Conflict of Interest Aspects | No conflicts of interest have been identified prior to the meeting. |
| Sustainability | N/A |

ASSESSED RISK:

There are no significant risks aligned to this paper, however it should be recognised that failure to maintain the Governance Handbook and associated documents could affect the quality of governance and decision-making within the ICB.

MONITORING AND ASSURANCE:

The effective operation of the governance policies and procedures are monitored through the business of the Audit Committee and other Committees as appropriate and as determined by their approved terms of reference. The ICB internal audit programme will provide regular assurance with respect to the effective operation of the ICB governance regime and as defined, in part, by the Constitution.

ENGAGEMENT:

A wide variety of ICB subject matter specialists and senior officers have been engaged in the review of the Governance Handbook and associated documents.

REPORT EXEMPT FROM PUBLIC DISCLOSURE

No Yes