NHS Devon

INTEGRATED CARE BOARD, BOARD MEETING (PUBLIC)
MINUTES

Date: 01 July 2022 | Time: 14.00pm – 15.00pm

Location: Sandy Park, Sandy Park Way, Exeter, EX2 7NN

Item	Discussion	*Decision taken by Organisation*
1	**Welcome and Apologies** SW opened the first meeting of the NHS Devon Integrated Care Board and extended a very warm welcome to all in attendance. Tribute was paid to the staff of the Devon Clinical Commissioning Group as well as wider NHS colleagues who have worked extremely hard during the pandemic. The purpose of the new organisation was outlined highlighting collaboration and tackling inequalities would be at the heart. It was discussed that the new organisation acronyms were difficult to remember and that the new name for the organisation would simply be NHS Devon as this is well recognised. Apologies were received from – Simon Tapley, Paul Renshaw, Kate Shields Attendees: See table **Board member introductions** Each board member in attendance introduced themselves providing an overview of their backgrounds and experience they will bring to the board.	
1.1	**Overview of Devon and healthcare** NA provided an overview of the direction of healthcare provision across Devon and echoed the thanks given to the staff who have work tirelessly during the pandemic, with specific appreciation paid to the vaccination programme which was a true reflection of collaboration. Urgent and emergency care pressures were highlighted as a significant area being worked through, the programme of which is collaborative across all sectors. The elective care backlog was acknowledged and the work happening not just within Devon but the innovative ways this is being worked on wider. The opportunity to build the workforce and attract people into Devon was shared as was the collaboration with education and health settings.	

	Digital and data agenda was highlighted which is supporting the urgent and emergency care programme.	
2	**Declarations of Interest** SW shared the importance of the board holding itself to account by being transparent and open. The following declarations, not included on the report were offered: TL shared she was also the chair of Plymouth City Council. KO shared as of 30th June he was no longer a member of the board for RD&E	
3	**NHS Devon Constitution** Introductions of the legal requirements of the organisation following the passing of the Health and Social Care Act was made. It was confirmed that the NHS Devon constitution was approved by NHS England on 7th June.	The Board **approved** the NHS Devon Constitution.
4	**Scheme of Reservation and Delegation including Financial Limits** JD explained the delegations which are laid out for the board.	The board **approved** the scheme of reservation and delegation
5	**ICB Committee Terms of Reference (ToRs)** GS introduced a suite of terms of references for all sub committees of the boars, the committee structure and also the functions and decisions map. No issues were raised. JH thanked the Governance team for the detailed work which has gone into all papers. SW took the opportunity to thank JH for staying on as INEM of the board which would support with providing organisational memory. **Appointment of Chairs of Committees** SW formally appointed the following members as chairs of the sub-committees of the ICB board: Graham Clarke – Audit and Risk Committee Kevin Orford – Finance Committee and Remuneration Professor Hisham Khalil – Quality and Performance Committee Dr Thandiwe Hara – People and Culture Committee Judith Hargadon – Primary Care Commissioning Transition Committee **Appointment of Statutory Board Roles** SW formally appointed the following individuals to the statutory board roles: Vice Chair – Professor Hisham Khalil Caldicot Guardian - Darryn Allcorn Senior Information Risk Owner (SIRO) - Andrew Millward Freedom to Speak up Guardian - Kevin Orford Accountable Emergency Officer - Darryn Allcorn Conflicts of Interest Guardian - Graham Clarke Health and Safety Accountable Officer - Andrew Millward Security Director - Andrew Millward Director of Infection Prevention and Control - Darryn Allcorn	The board **approved** the terms of reference for the sub committees of the board. The board **approved** the appointments of the chairs. The board **approved** the appointments of the statutory board roles.

	Non-Executive Member – EPRR - Graham Clarke	
6	**Appointment of Integrated Care Partnership (ICP) Founder member for the ICB** SW shared that locally the ICP will be known as One Devon Partnership which is where all organisations will come together and be held accountable for making a difference to the population of Devon. It was recognised that by working together as one that a real difference at a local level could be made. The founder member Jane Milligan has been nominated.	The board **approved** the appointment of the founder member
7	**Standing Financial Instructions** JD set out the standing financial instructions which makes up the framework to manage the financial affairs and explained that audits with also be undertaken.	The board **approved** the standing financial instructions.
8	**ICB Standards of Business Conduct Policy – including conflicts of interests and gifts and hospitalities policy** JD presented the policy which sets out the standards of business conduct which applies to all individuals of staff within NHS Devon.	The board **approved** the policy for adoption.
9	**Approval of key ICB policies** JM introduced the risk management framework, health and safety policy, Emergency planning resilience and response framework, safeguarding policies for both adults and children, Information governance framework, counter fraud, bribery and corruption policy and also the confidentiality and data protection impact assessment policy. All policies have been through a process of review and requested the board to approve them for adoption. GS and the governance team were thanked for their work in pulling these policies together. *Discussion* TL requested assurance as to where these policies would be raised. JM confirmed this would be through the induction and appraisal processes. AW strengthened JM comments by informing the members that an active programme of training and monitoring is in place. GS confirmed that the policy and review framework clearly states how people are made aware of changes which is part of the review process KO commented that the risk management policy may require some further input from the board to develop further. JM confirmed this would happen in development sessions. SA commented that there is a real sense of something new and an opportunity to do something different and asked how it can be made sure that all the important areas are covered. JM confirmed that as the board develops there will be opportunities to move these areas forwards and to co-create. SW reiterated the opportunity to adapt would be made going forwards.	The board **approved** all policies for adoption.
10	**Questions from members of the public** None received	

11	**Any other business** SW shared that the next meeting will be focusing on plans, develop and actions. Thanked all members of the board.	

Members (attended** / apologies [A])		
Name and initials		*Title and organisation*
Andrew Millward (AM) **		Chief Officer, Communications, and corporate affairs (non-voting), NHS Devon ICB
Darryn Allcorn (DA) **		Chief Nursing Officer, NHS Devon ICB
Graham Clarke (GC)**		Independent Non-Executive Member Audit and Risk, NHS Devon ICB
Hisham Khalil (HI) **		Independent Non-Executive Member - Quality, NHS Devon ICB
Jane Milligan (JM) **		Chief Executive Officer, NHS Devon ICB
John Dowell (JD) **		Interim Chief Finance Officer, NHS Devon ICB
Judith Hargadon (JH)**		Independent Non-Executive Member – Primary Care, NHS Devon ICB
Kate Shields (KS) [A]		Chief Executive Officer – Cornwall and the Isles of Scilly ICB
Kevin Orford (KO) **		Independent Non-Executive Member - Finance and Remuneration, NHS Devon ICB
Liz Davenport (LD) **		Acute provider member - CEO Torbay and South Devon NHS Foundation Trust
Nigel Acheson (NA) **		Chief Medical Officer, NHS Devon ICB
Paul Renshaw (PR) [A]		Director of workforce strategy (non-voting), NHS Devon ICB
Sarah Lou Glover (SLG)**		Mental health partner member
Sheena Asthana (SA)**		Independent Non-Executive Member - Citizens and Public Involvement, NHS Devon ICB
Simon Tapley (ST) [A]		Executive Director for Strategy & Transformation, NHS Devon ICB
Steve Brown (SB)**		Local authority member – Director of public health and prosperity
Thandiwe Hara (TH)**		Independent Non-Executive Member - People and Culture, NHS Devon ICB
Tracey Lee (TL)**		Local authority member - CEO, Plymouth City Council,
Attendees		
Ginny Snaith (GS) **		Board Secretary, NHS Devon ICB
Sam Cush (SC)**		Communications
Sam Farris (SF)**		Communications
Jodie Howland (JH)** **Minute taker**		Governance and Facilities Business Manager, NHS Devon ICB
Minutes approved	Date:	Signed by chair: