

Meeting name:	Kirklees ICB Committee
Agenda item no.	8
Meeting date:	12 July 2023
Report title:	Kirklees ICB Committee – Sub-Committee Workplans
Report presented by:	Louise Hall – Interim Head of Governance
Report approved by:	N/a
Report prepared by:	Louise Hall – Interim Head of Governance

Purpose and Action			
Assurance ☐	Decision ☒ (approve/recommend/ support/ratify)	Action ☐ (review/consider/comment/ discuss/escalate)	Information ☐
Previous considerations:			
Each Sub-committee reviews its workplan at every meeting.			
Executive summary and points for discussion:			
The ICB Place Committee has agreed that it wishes to consider Workplans and Terms of Reference for its sub-committees (Finance & Performance, Quality, and Transformation) on an annual basis. Having been one year since the inception of the ICB that review is now due. On this occasion it has been agreed that only workplans be submitted for consideration. The Terms of Reference of each committee will be considered in detail at the September meeting of the Committee as they are likely to be subject to amendments as a result of recommendations emanating from the Governance review shortly to be concluded.			
Which purpose(s) of an Integrated Care System does this report align with?			
☒ Improve healthcare outcomes for residents in their system ☒ Tackle inequalities in access, experience and outcomes ☒ Enhance productivity and value for money ☒ Support broader social and economic development			
Recommendation(s)			
The Kirklees ICB Committee is asked to APPROVE the workplans for 2023/24 of: • Kirklees ICB Finance and Performance Sub-Committee • Kirklees ICB Quality Sub-Committee • Kirklees ICB Transformation Sub-Committee			

Does the report provide assurance or mitigate any of the strategic threats or significant risks on the Corporate Risk Register or Board Assurance Framework? If yes, please detail which:

There are no specific risks associated with this report.

Appendices

1. Kirklees ICB Finance and Performance Sub-Committee workplan
2. Kirklees ICB Quality Sub-Committee workplan
3. Kirklees ICB Transformation Sub-Committee workplan

Acronyms and Abbreviations explained

What are the implications for?

Residents and Communities	Delegation arrangements support our commitment to meet the health needs of our residents and communities
Quality and Safety	
Equality, Diversity and Inclusion	
Finances and Use of Resources	
Regulation and Legal Requirements	Workplans are designed to align with sub-committee terms of reference which comply with relevant legal requirements.
Conflicts of Interest	There are no conflicts of interest arising from this report
Data Protection	
Transformation and Innovation	
Environmental and Climate Change	
Future Decisions and Policy Making	The workplans set out the committees' planned considerations role in line with delegations for decision-making and assurance.
Citizen and Stakeholder Engagement	Workplans are generated by each subcommittee and as such have input from members representing stakeholders

1. Introduction

- 1.1 The West Yorkshire ICB's principles of subsidiarity mean that the ICB primarily discharges its duties through delegation to ICB place committees, including the Kirklees ICB Committee.
- 1.2 The committee has delegated authority from the board to make decisions about ICB functions and resources at place level as set out in the Scheme of Reservation and Delegation.
- 1.3 During the development of the governance framework, it was identified that a number of sub-committees would be helpful in supporting the work of the Kirklees ICB Committee.
- 1.4 Three sub-committees were created:
 - Finance and Performance Sub-Committee
 - Quality Sub-Committee
 - Transformation Sub-Committee
- 1.5 The Kirklees ICB Committee terms of reference is clear that it “remains accountable for the work of any such group.” Therefore, the Committee wishes to have sight of workplans and terms of reference for each of the sub-committees annually to ensure that they remain fit for purpose and effective in delivery of the ICB Place aims as set out in the Kirklees Health and Wellbeing Plan.
- 1.6 On this occasion only workplans are submitted for consideration as the ongoing Kirklees Governance Review is due to report its conclusions at the September meeting of the Kirklees ICB Committee at which time it may be necessary to amend Terms of Reference.
- 1.7 The Committee should review the items currently included in the workplan and ensure that they are providing assurance relating to regular items within each sub-committee remit but be mindful that the documents are ‘live’ and ad hoc receipt of items is at the will of each committee and is therefore, not determined fully at this stage.

2. Next Steps

- 2.1 Terms of Reference of the sub-committees will be received in September alongside recommendations from the Governance review and any associated proposed amendments to them.

3. Recommendations

The Kirklees ICB Committee is asked to approve the workplans for 2023/24 of:

- Kirklees ICB Finance and Performance Sub-Committee
- Kirklees ICB Quality Sub-Committee
- Kirklees ICB Transformation Sub-Committee

and note that they are updated at each Sub-committee meeting and therefore will be subject to change.

4. Appendices

1. Kirklees ICB Finance and Performance Sub-Committee workplan
2. Kirklees ICB Quality Sub-Committee workplan
3. Kirklees ICB Transformation Sub-Committee workplan

FINANCE AND PERFORMANCE SUB-COMMITTEE WORK PLAN – APRIL 2023 TO MARCH 2024

No.	Agenda Item	Apr 23	Jun 23	Aug 23	Oct 23	Dec 23	Feb 24	Comments
Finance and Contracting								
1	Finance Report	x	x	x	x	x	x	
2	Kirklees Financial Strategy					x		
3	ICB Financial Strategy							To be confirmed
4	Review/approval of Annual Plan						x	
5	Contracting Report	x	x	x	x	x	x	
Performance								
6	Performance Report	x	x	x	x	x	x	
	- Constitutional Standards	x	x	x	x	x	x	
	- Improvement and assessment framework			x			x	
	- Quality Premium			x			x	
Governance and Corporate								
7	Risk Registers – Finance Risks	x	x	x	x	x	x	
8	Sub-Committee Annual Review							To be confirmed
9	Sub-Committee Terms of Reference							To be confirmed
10	Sub-Committee Work Plan	x	x	x	x	x	x	
Business Planning/Service Specification								
11	Significant Business Cases/Service Specifications							As required
Minutes for Information								

12	Minutes for information:							
	• Primary Care Operational Group • Calderdale and Huddersfield Emergency Care Board	x	x	x	x	x	x	

Draft Kirklees Place Quality Committee – Work Plan 2023/24

Work Plan Items	Lead	Frequency	April	June	August	October	December	February
Quality & Safety Report & Dashboard - CHFT - MYHT - SWYPFT - Primary Care - Care Homes	DW	Every meeting	✓	✓	✓	✓	✓	✓
Clinical Risks & Oversight	ALL	Every meeting	✓	✓	✓	✓	✓	✓
REGULAR REPORTS								
Learning from Deaths, including Serious Incidents key themes	DW	Annual						✓
Infection Prevention & Control (incl. assurance re improvement plans)	JOD	6-monthly	✓				✓	
Joint Safeguarding Children/Adults Report	LF	6-monthly		✓				✓
Looked After Children Report	GA	Annual			✓			
Care home & domiciliary care quality oversight	TW/ AG	6-monthly			✓			
Special Education Needs and Disabilities (SEND) annual report	SH	Annual			✓			
Patient Experience Activity Report	CW	Annual						✓
Learning Disability Improvement/LeDeR	VD	Annual						✓
PERIODIC REVIEWS– related to transformation /H&WBB/Priority Programmes		Every meeting						
Starting Well, including Thriving Kirklees	SH							
Living Well	TBC							
Ageing Well	JW							

Work Plan Items	Lead	Frequency	April	June	August	October	December	February
CORPORATE ITEMS								
End of year Committee arrangements	TBC	Annual						
Committee Terms of Reference	TBC	Annual						
Review of Committee Work Plan	PW	Every meeting	✓	✓	✓	✓	✓	✓
Medicines Strategy Group	LG	Bi-monthly	✓	✓	✓	✓	✓	✓
Kirklees Health Protection Board	JOD	Quarterly	✓	✓	✓	✓	✓	✓
ADHOC ITEMS								
Children & Young People's Mental Health	SH	Once	✓					
Non-surgical oncology and associated regulatory framework		tbc						
Maternity Services		tbc						
Dying Well	MH	tbc						
Stroke services		tbc						

TRANSFORMATION SUB-COMMITTEE WORK PLAN – APRIL 2023 TO MARCH 2024

No.	Agenda Item	Apr 23	Jun 23	Aug 23	Oct 23	Dec 23	Feb 24	Comments
Transformation								
1	Transformation Programmes							As required.
2	Digital Strategy			x				To be determined
3	Estates Strategy							To be determined
4	Workforce Strategy	x						
5	Community Services Update	x	x	x	x	x	x	
6	Mid Yorks Urgent and Emergency Care Model update							To be confirmed
7	Kirklees Walk in Centre – future options		x	x (or Oct)	x (or Aug)			
8	Discharge to Assess (D2A)		x					
9	Virtual Ward							To be confirmed
10	Community Diagnostics Centre							To be confirmed
11	Harmonisation of policies							To be confirmed
Governance and Corporate								
12	Risk Registers – Transformation Risks	x	x	x	x	x	x	
13	Sub-Committee Annual Review		x	x				To be confirmed
14	Sub-Committee Terms of Reference		x					To be confirmed
15	Sub-Committee Work Plan	x	x	x	x	x	x	