

<b>Minutes</b>	
<b>Title of Meeting:</b>	Rotherham Place Board: <b>ICB Business</b>
<b>Time of Meeting:</b>	10.15 – 11.00am
<b>Date of Meeting:</b>	Wednesday 17 April 2024
<b>Venue:</b>	Elm Room, Oak House, Bramley, S66 1YY
<b>Chair:</b>	Chris Edwards
<b>Contact for Meeting:</b>	Lydia George: lydia.george@nhs.net/ Wendy Commons: wcommons@nhs.net
<b>Apologies:</b>	Richard Jenkins, Chief Executive, TRFT Dr Anand Barmade, Medical Director, Connect Healthcare Sharon Kemp, Chief Executive, RMBC Toby Lewis, Chief Executive, RDaSH Cllr David Roche, Joint H&WB Board Chair, RMBC Ian Spicer, Strategic Director – Adult Care, RMBC Dr Neil Thorman, Primary Care Representative, RPCCG Andrew Russell, Chief Nurse, NHS SY ICB
<b>Conflicts of Interest:</b>	General declarations were acknowledged for Members as providers/commissioners of services.
<b>Quoracy:</b>	No business shall be transacted unless at least 60% of the membership (which equates to 3 individuals) and including the following are present: (1) Executive Place Director and (2) Independent Non-Executive Member.

**Members Present:**

Chris Edwards (**CE**), Chair, Executive Place Director, NHS SY ICB  
 Dr Jason Page (**JP**), Medical Director, NHS SY ICB  
 Claire Smith (**CS**), Deputy Place Director (Rotherham), NHS SY ICB  
 Wendy Allott (**WA**), Director of Financial Transformation (Rotherham), NHS SY ICB  
 Shahida Siddique (**SS**), Independent Non-Executive Member, NHS SY ICB

**Participants:**

Ben Anderson (**BA**), Director of Public Health, RMBC  
 Lydia George (**LG**), Transformation & Partnership Portfolio Manager (Rotherham), NHS South Yorkshire ICB  
 Shafiq Hussain (**SH**), Chief Executive, Voluntary Action Rotherham  
 Gordon Laidlaw (**GL**), Head of Communications (Rotherham), NHS SY ICB  
 Jude Wildgoose (**JW**), Assistant Director – Transformation & Delivery (Rotherham), NHS SY ICB  
 Michael Wright (**MW**), Deputy Chief Executive, The Rotherham NHS Foundation Trust

**In Attendance:**

Wendy Commons, Business Support Officer (Rotherham), NHS SY ICB

Item Number	Discussion Items
<b>i01/4/24</b>	<b>Place Performance Report</b>
	<p>JW reported that there had been no significant movement overall in performance within the month highlighting:</p> <ul style="list-style-type: none"> <li>– Diagnostics is maintaining good performance and is second out 106 nationally.</li> <li>– Referral to Treatment (RTT) 60.40% – although better than national figure of 57.02%, Rotherham continues work to achieve the target of 92%.</li> <li>– IAPT 6 week waits – Rotherham is 11<sup>th</sup> out of 106 achieving 99% against the 75% target</li> <li>– With Cancer waiting times: <ul style="list-style-type: none"> <li>• the standard had been achieved at 77.2% for 28 day faster diagnosis – an improvement on last month.</li> <li>• 31 day standard was not achieved but had also improved at 83.6%</li> <li>• 62 day referral to treatment target was challenging and we did not meet the national standard of 85%</li> </ul> </li> <li>– Referral to treatment incomplete pathways showed an improving picture</li> <li>– In February there were 933 waiters over 52 weeks, 151 over 65 weeks, 11 over 78 weeks and now had one over 104 weeks.</li> <li>– Rotherham’s performance benchmarked at 61% for RTT incomplete waits compared with Barnsley at 68.5%, Doncaster at 59.5% and Sheffield at 63.7% showing a mixed picture at South Yorkshire level.</li> <li>– On diagnostics – Rotherham exceeds the standard with improvement seen since last month</li> <li>– Breaches – those at Rotherham were in Echocardiology and endoscopy</li> <li>– 4 hour waits for A&amp;E was at 57.2% in February against the target of 76%. However, Rotherham benchmarks well against the other 13 trusts that took part in the pilot and is the 7<sup>th</sup> highest out of 14 pilot sites.</li> <li>– YAS performance is improving with 30 and 60 minutes handovers.</li> <li>– Primary care in Rotherham is overperforming in relation to GP appointments.</li> </ul> <p>Discussion took place around refreshing and improving the performance report to look at requirements for Place Board assurance.</p> <p>Noting that timescales can be challenging to produce the report due to the receipt of data which may limit options, it was agreed that JW and LG will review the report and propose potential changes for Place Board to discuss and consider.</p> <p style="text-align: right;"><b>Action: JW/LG</b></p> <p>BA felt that it would be opportune and timely to include some of the health inequalities data into the report and will discuss with JW/LG further.</p> <p>Members noted the Place performance update.</p>
<b>i02/4/24</b>	<b>Updated Terms of Reference for ICB Place Committee</b>
	<p>The terms of reference for Rotherham Place Board when carrying out ICB business as a committee of the NHS South Yorkshire Integrated Care Board had been updated. Minor amendments had been made to reflect updated job titles/roles but no changes had been made to the composition of members or participants.</p> <p>Internal Auditors had also undertaken a number of audits of the governance arrangements of the ICB’s committees and identified some areas for refinement:</p>

- For quoracy, the number of individuals present has increased from 3 to 4 to meet with the requirement that 60% of the membership is present for a meeting to be quorate.
- Place Committee’s annual report will include a summary of attendance levels for members and attendees and be submitted to the ICB Audit Committee and Place Board in support of the finalisation of the ICB’s annual report, accounts and governance statement.

Further requirements included:

- Reviewing the ICB Committee’s workplan to ensure it aligns with the roles and responsibilities outlined in the terms of reference.
- Adopting and populating a new workplan template that has been developed to ensure consistency across all committees
- Including member attendance levels in the annual report, noting these will form part of the ICB committee highlight report in the ICB’s annual report.

At this point, CE advised members that Sharon Kemp, Chief Executive at Rotherham Council has taken up a role two days per week as commissioner at Nottingham City Council. She will continue at Rotherham Council three days per week, as a result Ian Spicer, Strategic Director of Adult Services to become a participant at the ICB Committee of the Place Board (part 3 of the Terms of Reference).

Subject to amendments to reflect the above, Members agreed the updated terms of reference for Rotherham Place Board when carrying out ICB business as a committee of the NHS South Yorkshire Integrated Care Board and recommended them to the ICB Board for approval.

Members also noted the additional requirements recommended by auditors to adopt and operate a workplan and the inclusion of attendance levels with the ICB annual report.

<b>i03/4/24</b>	<b>ICB Board Assurance Framework, Risk Register &amp; Issues Log</b>
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Members received the risk register, issues log and board assurance framework for information.

Members noted that the risk discussed in the public session, around infection prevention and control (IPC) provision and the insufficient resources to support IPC initiatives, is shown on the Rotherham Place Risk Register (RPP006).

Place Board noted the business assurance framework, risk register and issues log.

<b>i04/4/24</b>	<b>Minutes and Action Log from 20 March 2024 Meeting</b>
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The minutes from the March meeting were accepted as a true and accurate record.

The action log was reviewed and up to date.

<b>i05/4/24</b>	<b>Communication to Partners</b>
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None to note.

<b>i06/4/24</b>	<b>Risks and Items for Escalation</b>
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As noted in relation to IPC provision in i77/3/24

<b>i07/4/24</b>	<b>Future Agenda Items:</b>
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- Standing Items
- Rotherham Place Performance Report (monthly)
  - Risk Register (Monthly for information)
  - Place Medicines Management Report (May)

- Quality, Patient Safety and Experience Dashboard (May)
- Quarterly Medical Director Update (May) – JP
- Cancer waits – (June)

**i08/4/24**      **Date of Next Meeting**

The next meeting will take place on **Wednesday 15 May 2024** at Rotherham Hospice.  
Timings to be confirmed.

**Membership**

Chris Edwards (Chair)	Executive Place Director/Deputy Chief Executive, ICB	NHS South Yorkshire Integrated Care Board
Claire Smith	Deputy Place Director, Rotherham Place	NHS South Yorkshire Integrated Care Board
Wendy Allott	Director of Financial Transformation, Rotherham	NHS South Yorkshire Integrated Care Board
Andrew Russell	Chief Nurse, Rotherham & Doncaster Place	NHS South Yorkshire Integrated Care Board
Dr Jason Page	Medical Director, Rotherham Place	NHS South Yorkshire Integrated Care Board
Shahida Siddique	Independent Non-Executive Member	NHS South Yorkshire Integrated Care Board

**Participants**

Ben Anderson	Director of Public Health	Rotherham Metropolitan Borough Council
Shafiq Hussain	Chief Executive	Voluntary Action Rotherham
Richard Jenkins	Chief Executive	The Rotherham NHS Foundation Trust (TRFT)
Sharon Kemp	Chief Executive	Rotherham Metropolitan Borough Council
Toby Lewis	Chief Executive	Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)
Cllr David Roche	H&WB Board Joint Chair	Rotherham Health and Wellbeing Board
Dr Neil Thorman	Primary Care Representative	Rotherham Primary Care Collaborative Group
Dr Anand Barmade	Medical Director	Connect Healthcare Rotherham
Michael Wright	Deputy Chief Executive	The Rotherham NHS Foundation Trust
Sally Kilgariff	Chief Operating Officer	The Rotherham NHS Foundation Trust
Lydia George	Transformation & Partnership Portfolio Manager (Rotherham)	NHS South Yorkshire Integrated Care Board
Nicola Curley	Director of Children's Services	Rotherham Metropolitan Borough Council
Gordon Laidlaw	Head of Communications (Rotherham)	NHS South Yorkshire Integrated Care Board
Ian Spicer	Strategic Director, Adult Care	Rotherham Metropolitan Borough Council
Julie Thornton	Care Group Director	Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH)