

Meeting of the ICB Board

Date: Friday 1 July 2022

Time: 9.30am

Location: MS Teams

Agenda Number :	4.7	
Title:	Integrated Care Board (ICB) Transition Report	
Confidential Papers	Commercially Sensitive	No
	Legally Sensitive	No
	Contains Patient Identifiable data	No
	Financially Sensitive	No
	Time Sensitive – not for public release at this time	No
	Other (Please state)	No
Purpose: Discussion and Noting		
Key Points for Discussion and Noting:		
<p>This paper provides a summary report on the ICB transition programme to establish the NHS BNSSG Integrated Care Board (ICB) and close the NHS BNSSG CCG. The transition completes the safe transfer of staff, assets, and liabilities from the CCG to the ICB.</p> <p>The transition programme provided progress and status reports including Readiness to Operate Statements (RoS) and system development plans to NHSEI on a regular basis. It also provided frequent reports to the CCG’s Strategic Finance Committee, Audit, Governance and Risk Committee and Governing Body and updates to the CCG’s executive team, Strategic Development Forum and Staff Partnership Forum.</p> <p>In final preparation for Readiness to Operate the following assurances were provided:</p> <ul style="list-style-type: none"> • The CCG’s Chief Financial Officer signed off the due diligence checklist on 1 June • The CCG’s Accountable Officer submitted the RoS (27th May) and Due Diligence Checklist (1 June) to NHSEI and provided assurance that the ICB was ready to operate. He also submitted all the evidence and documentation which required level 3 (CEO) approval. • On 13 June, a readiness to operate meeting was held with NHSEI, led by the Regional Director of Strategy and Transformation. No significant areas of concern were raised. • On 14 June 2022, the Transition due diligence audit report was formally submitted and discussed at the CCG’s Audit, Governance and Risk Committee. 		

- On 17 June 2022, the NHSEI regional transition team confirm the RoS had been moderated to show only three green actions (open actions to be completed by 1 July) and no amber or red actions. All other areas were blue (completed). This final version was submitted to the national team.

In relation to the establishment of the ICB, a letter is due to be received from the NHS England and NHS Improvement SW Regional Director, confirming that the NHS Bristol, North Somerset and South Gloucestershire Integrated Care Board is ready to operate. This is expected on 30 June 2022.

An Establishment Order made by NHS England will take effect and bring the ICB into being at midnight at the beginning of 1 July 2022; CCGs are dissolved at the same time. Employees of the CCG TUPE transfer into the ICB at that time, together with three employees of North Bristol NHS Trust who are working in Healthier Together.

In relation to concluding matters for the closedown of NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group, the production of a 3 months set of audited accounts and an annual report remains to be finalised in accordance with national timescales.

Recommendations:	The Board is asked to receive the paper and note the content.
Previously Considered By and feedback :	None
Management of Declared Interest:	None identified
Risk and Assurance:	Risks associated with the transition programme were contained in the transition programme RAID log, which was updated weekly and, in the CCG GBAF, and in the regular status reports. The top three risks for transition we reported to NHSEI on a biweekly basis.
Financial / Resource Implications:	n/a
Legal, Policy and Regulatory Requirements:	The establishment of Integrated Care Board was dependent upon legislation receiving Royal Assent, which has now been granted
How does this reduce Health Inequalities:	Transition from the CCG to ICB is intended to further progress the system wide activities being undertaken to reduce health inequalities.
How does this impact on Equality & diversity	ICB recruitment processes are designed to achieve a more representative and diverse board membership.
Patient and Public Involvement:	n/a
Communications and Engagement:	There was a communication workstream in the transition programme. The transfer of staff has been subject to full consultation. Communications to stakeholders took place with due consideration given to NHSEI requirements. The ICB will have a new website which will include key governance documents.
Author(s):	Julie Bacon: Interim Director of People and Transition.
Sponsoring Director:	Shane Devlin: ICB CEO Designate and CCG Accountable Officer

1. Background

The transition programme to establish the NHS BNSSG Integrated Care Board (ICB), close the CCG and manage the safe transfer of staff, assets, and liabilities from the CCG to the ICB operated from October 2021. The Interim Director of People and Transition was brought in as SRO. However, work on the development of the ICS itself was managed through the Healthier Together Team. Most of the work was delivered by workstream leads who also continued to deliver in their business-as-usual role, as did the programme manager.

2. Reporting

The Transition Working Group met weekly through Q3, bi-weekly through Q4 and weekly again from 1 May 2022. Attendees included all workstream leads, NHSEI and internal audit.

During the planning stage in Autumn 2021, highlight reports were completed by workstream leads. This changed to a RAG status report from 1 January 2022 when the workstreams became more delivery focused.

A bi-weekly risk slide was submitted to Regional NHSEI, together with periodic submissions of the Readiness to Operate Statement (RoS) and the Due Diligence Checklist. Separately, the ICS development workstream periodically submitted the ICS Development Plan.

Regular updates were provided to the CCG's Executive Team, Strategic Development Forum and Staff Partnership Forum, with status reports received by the CCG's Strategic Finance Committee, the Governing Body and the Audit Committee.

3. Readiness to Operate Statement (RoS)

This is the statement regularly submitted to NHSEI in accordance with national deadlines. It is in the form of a status report with supporting narrative and evidence. There have been five versions issued and it contains 34 activity lines.

A copy of the ROS was scrutinised at the CCG Strategic Finance Committee meeting on 27 May to support the sign-off of the due diligence work. This important document supports confirmation of the ICB's readiness to operate from 1 July.

4. Due Diligence Checklist

This is a national checklist, with regular updates issued (five to date). It takes the form of a status report, narrative and evidence. The core due diligence sheet was submitted to NHSEI at the end of December 2021 and the full checklist was sign-off on 1 June 2022 by the CCG's Chief Financial Officer.

In total the Due Diligence Checklist had 16 tabs on the spreadsheet and over 450 activity lines. A large component of the checklist relates to finance and there has been a national programme in which the CCG has participated which relates to SBS and the establishment of the ICB ledger.

A live copy of the Due Diligence Checklist was made available to the Strategic Finance Committee at its meeting on 27 May 2022.

5. Evidence Repository

All documentary evidence referred to in the RoS and Due Diligence Checklist is contained in the evidence repository. Version control is strictly managed. Some documents contain personal and confidential information, such as the People Impact Assessment (PIA). An anonymised version is also available.

6. Audit Report

As part of the transition work, an audit of the Due Diligence Checklist was commissioned from RSM, the CCG internal audit providers, whose leads have been present at the Transition Programme meetings. Rather than an end of project audit being delivered, the audit took place in real time as the work was delivered in order to provide ongoing advice which the programme could respond to. This was found to be beneficial and enabled timely reinforcement of due diligence housekeeping

The final draft version of the Audit Report was made available to the meeting of the Strategic Finance Committee in May, including the management response. The final report was presented to the CCG' Audit, Governance and Risk Committee at its meeting on 14 June 2022.

7. Workstream Summaries

To assist the Strategic Finance Committee members to scrutinise the RoS and Due Diligence checklist, each workstream lead produced a summary report providing an overview of progress made in each area and final work to be completed in June, with risks, slippage and mitigations.

8. Risks

The transition programme has a RAID log (Risks, Actions, Issues and Decision). The risk log was regularly reviewed and updated. In addition, the three top risks were reported to NHSEI bi-weekly.

9 Final assurance steps

In final preparation for Readiness to Operate the following assurances were provided:

- The CCG's Chief Financial Officer signed off the due diligence checklist on 1 June
- The CCG's Accountable Officer submitted the RoS (27th May) and Due Diligence Checklist (1 June) to NHSEI and provided assurance that the ICB was ready to operate. He also submitted all the evidence and documentation which required level 3 (CEO) approval.
- On 13 June, a readiness to operate meeting was held with NHSEI, led by the Regional Director of Strategy and Transformation. No significant areas of concern were raised.
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10 Remaining CCG activity

In relation to concluding matters for the closedown of NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group, the production of a 3 months set of audited accounts and an annual report remains to be finalised in accordance with national timescales.