

**ESTABLISHMENT BOARD MEETING OF THE BUCKINGHAMSHIRE,
OXFORDSHIRE AND BERKSHIRE WEST INTEGRATED CARE
BOARD**

Date of Meeting: 1 July 2022	Agenda item: 4
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Title of Paper: Confirmation of Board level Named Roles
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Paper is for: (Please ✓)	Discussion		Decision	✓	Information	
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<p>Executive Summary</p> <p>NHS statutory bodies are required to have identified Board or lead executive directors for some roles/duties that are either statutory (required by legislation) or mandatory (required by NHS England guidance). This paper summarises what we currently know about these requirements and proposes which role (and hence named individual) should assume these responsibilities.</p>

<p>Action Required</p> <p>The Board is asked to</p> <ul style="list-style-type: none">a. Note the roles required to have named leads at Board/senior executive levelb. Approve the allocation of these roles as proposed in paragraph 9

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Executive Lead/Senior Responsible Officer: Catherine Mountford, Director of Governance

Date of Paper: 24 June 2022

Conflicts of Interest

No conflict identified	✓
Conflict noted: conflicted party can participate in discussion and decision	
Conflict noted, conflicted party can participate in discussion but not decision	
Conflict noted, conflicted party can remain but not participate in discussion	
Conflict noted, supported paper withheld from conflicted party e.g. pecuniary benefit	
Conflicted party is excluded from discussion	

Confirmation of Board level named roles

Context

1. As an NHS organisation the ICB is required to ensure there are named individuals for a range of statutory and mandatory roles. Some of these are required to be held by Board members or senior executives. These are generally not full-time posts but roles to give senior leadership and that form part of a portfolio.
2. This paper defines the roles and source of their requirement that need to be confirmed by the Board.

Summary of roles required at Board/senior executive level

3. **Integrated Care Partnership Founder member:** The Health and Care Act 2022 requires the ICB to appoint one member (the founder member) to the Integrated Care Partnership (which will be established as a joint committee between the ICB and responsible local authorities).
4. **Accountable Emergency Officer (AEO):** The NHS Act 2006 (as amended) places a duty on relevant service providers to appoint an individual to be responsible for discharging their duties for Emergency Planning, Resilience and Response (EPRR) under section 252A. This individual is known as the AEO. The AEO will be a Board level director responsible for EPRR. They will have executive authority and responsibility for ensuring that the organisation complies with legal and policy requirements. They will provide assurance to the Board that strategies, systems, training, policies and procedures are in place to ensure an appropriate response for their organisation in the event of an incident.
5. **Caldicott Guardian:** is a senior person responsible for protecting the confidentiality of people's health and care information and making sure it is used properly. All public bodies within health and adult social care that handle confidential information about patients or service users will be required, by law, to have a Caldicott Guardian in place.
6. **Senior Information Risk Owner (SIRO):** The SIRO is an Executive Director or member of the Senior Management Board of an organisation with overall responsibility for an organisation's information risk policy. The SIRO is accountable and responsible for information risk across the organisation. They ensure that everyone is aware of their personal responsibility to exercise good judgement, and to safeguard and share information appropriately. The SIRO role is mandatory for public sector organisations.
7. **Conflicts of Interest Guardian (CofI Guardian):** The CofI Guardian role (which it was mandatory for CCGs to have) acts as a conduit for concerns and to provide independent advice and judgement, this role was often undertaken by the audit Committee Chair. The ICB is required to follow the NHS-wide guidance on Managing Conflicts of Interests, unlike the CCG guidance this does not require the

appointment of a CofI Guardian. However, as a new type of NHS Body it is proposed that the ICB appoints a CofI Guardian to support the executive governance lead.

8. **Freedom to Speak Up Guardian:** Freedom to Speak Up Guardians support workers to speak up when they feel that they are unable to do so by other routes. They ensure that people who speak up are thanked, that the issues they raise are responded to, and make sure that the person speaking up receives feedback on the actions taken. NHS Trusts/Foundation Trusts are required to appoint a Freedom to Speak Up Guardian and it is good practice for the ICB to mirror this.
9. During the consideration of the legislation, parliamentarians indicated that they wanted to see clearer executive leadership on certain issues. The government and NHS England agreed that ICBs will be required to identify named executive board member leads **for safeguarding and special educational needs and disabilities (SEND)**, and for **children and young people's services**. These are not new statutory duties or additional board posts, but rather intended to secure visible board-level leadership of these issues. NHS England may issue separate guidance on meeting this commitment.

Proposed allocation of roles

10. The proposed allocation of these roles to a Board/senior executive level lead and then identification of the individual holding the responsibility is summarised in the table below.

Role	Post holder	Name	Date in post
Integrated Care Partnership			
Founder member	Chair	Javed Khan	1 July 2022
Emergency Preparedness, Resilience and Response (EPRR)			
Accountable Emergency Officer (AEO)	Chief Delivery Officer	Matthew Tait	1 July 2022
Information Governance			
Caldicott Guardian	Chief Nursing Officer	Debbie Simmons (interim)	1 July 2022
Senior Information Risk Owner (SIRO)	Director of Governance	Catherine Mountford	1 July 2022
NED oversight roles			
Conflicts of Interest Guardian	Chair of Audit and risk Committee	Saqhib Ali	1 July 2022
Freedom to Speak Up Guardian	Chair of People Committee	Sim Scavazza	1 July 2022
Named executive leads required by Health and Care Act 2022			
Safeguarding	Chief Nursing Officer	Debbie Simmons (interim)	1 July 2022
SEND	Chief Nursing Officer	Debbie Simmons (interim)	1 July 2022
Children and young people's services	Chief Nursing Officer	Debbie Simmons (interim)	1 July 2022

Recommendations

11. The Board is asked to

- a.** Note the roles required to have named leads at Board/senior executive level
- b.** Approve the allocation of these roles as proposed in paragraph 9.