

# HSI22/055

## GOVERNING BODY

<b>Title of paper</b>	Hampshire and Isle of Wight Integrated Care System (ICS) Establishment Programme – Safe Transfer Workstream		
<b>Agenda item</b>	8	<b>Date of meeting</b>	22 June 2022
<b>Director lead</b>	Fiona Howarth, Chief of Staff		
<b>Author</b>	Liane Langdon, Programme Director		

<b>Purpose</b>	For decision	<input checked="" type="checkbox"/>
	To ratify	<input type="checkbox"/>
	To discuss	<input type="checkbox"/>
	To note	<input checked="" type="checkbox"/>

<b>Link to strategic objective</b>	Supports delivery of all ICS strategic and operational objectives
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<b>Executive Summary</b>
<p>In response to the Government White Paper ‘Integration and Innovation-working together to improve health and social care for all’, the Hampshire and Isle of Wight Integrated Care System and its constituent partners were asked to submit a System Development Plan (SDP) setting out the steps to achieve thriving health and care systems that provide world class place-based health and care for their populations, to support the delivery of statutory Integrated Care Systems (ICS), which will replace CCGs.</p> <p>The ICS Establishment Programme includes a specific workstream, Safe Transfer, with responsibility for the safe transfer of people, contracts and assets from Hampshire, Southampton and Isle of Wight and Portsmouth CCGs to the new organisation. This workstream includes the specific responsibilities of the CCG within the ICS Development programme.</p> <p>This paper outlines the discharge of the CCG responsibilities within the workstream along with the delivery, governance and assurance approaches undertaken to ensure effective, timely and aligned discharge of these responsibilities. The paper furthermore confirms that all CCG responsibilities have been discharged in a timely and complete manner and all NHS England assessments have successfully concluded such that the required signed documents to enact the establishment of the Hampshire and Isle of Wight Integrated Care Board on 1 July 2022.</p> <p><b>Potential conflicts of interest</b></p> <p>The ICS establishment programme and the discharge of the CCG responsibilities includes transition components which require the dissolution of the CCG and therefore initiates the cessation of the roles of the members of the governing body.</p>

<b>Recommendations</b>	<p><b>The CCG Governing Body is asked to:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the successful discharge of the specific responsibilities of the CCG in the Safe Transfer workstream</b></li> <li>• <b>Commend the adoption of the first ICB constitution and governance handbook to the Hampshire and Isle of Wight ICB</b></li> <li>• <b>Note the collective endeavour of the CCG team and partners across the Integrated Care System in the conduct of the due diligence process to enable transfer of people and assets along with the design of new governance arrangements to give a solid foundation for the new organisation.</b></li> </ul>
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<b>Please provide details on the impact of following aspects</b>	
Equality and quality impact assessment	An equality impact assessment was made for our staff as part of the Safe Transfer workstream for the TUPE transfer which has also contributed to the overarching ICS Establishment equality impact assessment
Patient and stakeholder engagement	Patient and stakeholder engagement has been undertaken for the overarching ICS Establishment programme which informed the work of the Safe Transfer workstream. Specific stakeholder engagement for the TUPE transfer was undertaken with CCG staff.
Financial impact, legal implications and risk	Additional resource was required to service both the management of the Safe Transfer workstream and the delivery of technical components by third parties such as digital migration. The programme remained within the budgeted spend for 21/22 and the additional resource required to service the additional 3 month period associated with delays to the royal assent of the legislation are forecast to underspend against the identified requirement.
Data protection impact assessment	DPIA undertaken for the integration of IT for Isle of Wight CCG team members with the rest of the CCG to form a unified environment for the Hampshire and Isle of Wight Integrated Care Board

<b>Governance and Reporting- which other meeting has this paper been discussed</b>		
Committee Name	Date discussed	Outcome
Audit and Risk Committee	The detailed papers on which this paper is based were discussed by the Audit and Risk Committee on 16 July 2022	The governance handbook was commended to the governing body, readiness to go-live reviewed and confirmed, transfer order schedules lodged for local record, proposed programme closure agreed.

## ICS Establishment: Safe Transfer Workstream

### 1. Summary

- 1.1 In response to the Government White Paper 'Integration and Innovation-working together to improve health and social care for all', the Hampshire and Isle of Wight Integrated Care System and its constituent partners submitted a System Development Plan (SDP) setting out the steps to achieve thriving health and care systems that provide world class place-based health and care for their populations, to support the delivery of statutory Integrated Care Systems (ICS), which will replace CCGs. This plan has been iterated as our ICS has developed over the last 12 months with the most recent version expressing our plans for 1 July 2022 and further development over the next two years.

The ICS Establishment Programme includes a specific workstream, Safe Transfer, which holds responsibility for the safe transfer of people, contracts and assets from both the Hampshire and Isle of Wight CCGs to the new organisation. This workstream includes the specific responsibilities of the CCG within the ICS Establishment programme as set out in the legislation and associated papers and guidance.

This paper outlines the discharge of CCG responsibilities within the workstream along with the delivery, governance and assurance approaches undertaken to ensure effective, timely and aligned discharge of these responsibilities.

- 1.2 This paper outlines the CCG responsibilities within the workstream along with the delivery, governance and assurance approaches which ensured effective, timely and aligned discharge of these responsibilities.

### 2. Context

- 2.1 The ICS established a programme to deliver the changes described in legislation and our System Development Plan as our mechanism for delivery, ensuring that we will safely transition staff and services in line with legislation, support the ICS Operating Model, and function as a **single ICS NHS Body (Integrated Care Board), responsible for the delivery and commissioning of health and care services, with an Integrated Care Partnership Board providing strategic oversight** by 1 July 2022.

Each workstream has a named ICS executive lead responsible for delivery, with an associated workstream resource team in place.

Following on from the conclusion of the Safe Transfer and ICS Establishment phases of the programme, the workstreams will remain in situ and develop further to support the longer term development and opportunity to build on the foundations that we have in place for 1 July 2022 through the ICS Development Programme.

The Safe Transfer workstream is led for the ICS by the Chief of Staff. This workstream includes responsibility for the specific responsibilities which sit with the CCG.

This workstream is fundamental to the safe transfer of staff and assets, continuity of supply and creating the operational foundations for the new statutory body.

The specific responsibilities of the CCG are:

- Safe transfer of staff, contract and assets to the successor organisation
- Due diligence in the preparation of the technical transfer requirements
- Safe closure of organisation identity elements such as the organisation code (ODS) and preparation of plans for the legacy (post ICS go-live) deliverables to complete closure
- Migration of digital assets such as email accounts
- Creation of legacy documentation and legacy management approaches
- Ensuring the associated CCG Board and Audit Committee actions are prepared and enacted

The Safe Transfer workstream milestones included key deliverables for which the CCG holds responsibility which have been overseen and assessed by NHS England and have informed their Go-Live Readiness Assessment and inclusion of CCG assets in the national transfer order to be enacted with the establishment of the ICB by the NHS England Board at the end of June.

### **3. Safe Transfer Programme – conclusion of work**

- Since the establishment of the joint Safe Transfer Programme and associated Programme Board, jointly chaired by Margaret Scott (Hampshire, Southampton and Isle of Wight CCG Chair) and Dr Elizabeth Fellows (Portsmouth CCG Chair), the programme has discharged all the CCG responsibilities described in the legislation and associated guidance and responded to all assurance requirements such that all required checkpoints have now been concluded:
  - Internal audit have given a positive report of the governance and robustness of the programme
  - All Readiness to Operate checkpoints undertaken by NHS England have received positive feedback
  - Every item on the Due Diligence Assessments are now rated green
  - All Transfer Order schedules have been prepared and assessed by NHS England, and subsequently adopted for inclusion in the imminent national Transfer Order
  - All first day governance documents (constitution, governance handbook, standing orders, standing financial instructions, scheme of reservation and delegation and functions and decisions map) have been developed and shared with colleagues across the ICS and approved by NHS England for adoption by the ICB on 1 July 2022
  - All first day policies have been prepared and endorsed by both CCGs for adoption by the ICB on 1 July 2022
  - The CCG Audit and Risk Committee has reviewed and endorsed the governance approach which demonstrates the readiness of the CCG for the establishment of the ICB, lodged the transfer order schedules for transfer to the ICB and commends the governance handbook to the governing body for recommendation to the ICB for adoption on 1 July 2022
  - The Readiness to Operate assessment submitted on 10 June was complete with the exception of three items which are all in draft awaiting confirmation of final adjustments to model templates by NHS England and has received NHS England approval for establishment of the ICB on 1 July 2022

- The assessment above confirms that:
  - Safe transfer of staff, contract and assets to the successor organisation will be enacted by national transfer order
  - Due diligence in the preparation of the technical transfer requirements has been completed
  - Safe closure of organisation identity elements such as the organisation code (ODS) and preparation of plans for the legacy (post ICS go-live) deliverables to complete closure are complete to the current possible position and plans are in place for the actions required after 1 July 2022 in accordance with the national timetable defined by NHS Digital
  - Migration of digital assets such as email accounts are ready to be enacted and plans are in place for the actions required after 1 July 2022 in accordance with the national timetable defined by NHS Digital
  - Creation of legacy documentation and legacy management approaches are complete and in place
  - Ensuring the associated CCG Board and Audit Committee actions are prepared and enacted – complete and captured in programme closure documentation

#### **4. Concluding actions**

The Programme Management Office has presented the draft programme closure report and lessons learned report to the Audit and Risk Committee and will deliver the final documents to the first Audit and Risk Committee of the ICB.

The Safe Transfer Programme Board will meet for the final time on 23 July to review the draft programme closure and lessons learned reports, confirm any changes required as a result of final model documents issued by NHS England and close the programme.

The Safe Transfer programme team are meeting with the ICS Development Programme team to ensure that post 1 July 2022 actions are incorporated in to the programme and enacted in accordance with the associated action plans.

The Safe Transfer Programme team would like to record their thanks to the teams of both CCGs, the CSU and Portsmouth City Council along with the ICS governance community for their collective endeavours in delivery of this complex programme and to the members of the Safe Transfer Programme Board for their critical thinking, constructive challenge and insight in oversight of the programme.

#### **5. The CCG Governing Body is asked to:**

- Note the successful discharge of the specific responsibilities of the CCG in the Safe Transfer workstream
- Commend the adoption of the first ICB constitution and governance handbook to the Hampshire and Isle of Wight ICB
- Note the collective endeavour of the CCG team and partners across the Integrated Care System in the conduct of the due diligence process to enable transfer of people and assets along with the design of new governance arrangements to give a solid foundation for the new organisation.