# Appendix 1: Indicative ICB board agenda and annual board cycles (based on one meeting every other month)

Note: ICB executive roles are illustrative and portfolio responsibility will vary by ICB

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| **Item** | **Frequency** | **Purpose** | **Lead** |
| **Opening items** |
| Welcome and apologies | All meetings | Note | Chair |
| Quoracy | Note |
| Disclosure of interests | Update |
| Approval of previous meeting minutes | Approve |
| Action log | Approve |
| Chair’s report/update | Discuss |
| Chief Executive Officer’s report/update | Discuss | Chief Executive Officer |
| **System delivery and strategy** |
| **Partners** | All meetings | Discuss | Chair |
| * Integrated Care Partnership
 | Every 4 months |
| * Place based partnerships
 | Every 4 months |
| * Providers and provider collaboratives
 | Every 4 months |
| * NHS England (region and national)
 | Every 6 months  |
| * Showcase (by exception)
 | Every 6 months |
| **Delivery**  | All meetings | DiscussApprove | Chief Delivery Officer |
| * Status update
 | All meetings |
| * Specialised commissioning
 | Every 4 months  |
| * Delegated functions
 | Every 4 months  |
| **Strategy**  | All meetings | Discuss | Chief Strategy Officer |
| * Priorities and operational planning
 | All meetings |
| * System strategy
 | Every 4 months  |
| * How is the system adding value?
 | Every 4 months  |
| **Transformation** | All meetings | DiscussApprove | Chief Transformation Officer |
| * Major transformation projects
 | Every 4 months |
| * Data, analytics and technology (for example, EHR, IG, FDP)
* Research and innovation
 | Every 6 months Every 6 months |
| * Horizon scanning
 | Every 6 months |
| **System assurance and board committee reporting** |
| **Audit and risk** (statutory) | All board meetings | ReviewDiscussApprove | Chair of Audit Committee (NEM) |
| * High level summary
 | All meetings |
| * Highlight by exception
 | As required |
| **Workforce and renumeration** (statutory) | All board meetings | ReviewDiscussApprove | Chair of Remco (NEM)/ Chief People Officer as appropriate |
| * High level summary
 | All meetings |
| * Highlight by exception
 | As required |
| **Example committees*** Quality
* Performance
* Finance and investment
* Primary care
* Population health
* Mental health, learning disabilities and autism
* Patient/carer/public experience
 | Depends on which ICB committees exist | ReviewDiscussApprove | Dependent on committee |
| **ICB internal governance and assurance** |
| **Governance** | All meetings | ReviewDiscuss | Governance Lead |
| * Board Assurance Framework
 | All meetings |
| * System risks
 | All meetings |
| **People, culture and workforce**  | All meetings | Discuss | Chief People Officer |
| * Workforce analytics (for example, vacancies, turnover)
 | Every 6 months  |
| * People and culture (for example, staff sickness stats, FTSU)
 | Every 6 months  |
| **Closing items** |
| **Any other business** | All meetings | Discuss | Chair |
| **Questions from the public** | All meetings | Discuss | Chair |
| **Reflection and meeting effectiveness** | All meetings | Discuss | Chair |