

# NHS Herts and West Essex Integrated Care Board (ICB)

## Publication Scheme

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## Executive summary

This guide explains what information NHS Herts & West Essex Information Commissioning Board (ICB) makes (or expects to make) routinely available, and where it can be accessed.

NHS Herts & West Essex ICB's Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available.

An organisation will proactively release information about itself within seven broad classes of information:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers

Services we offer

NHS Herts & West Essex ICB has published information in these areas and will continually update this publication scheme as we grow as an organisation.

At present, all the information we proactively release is available free of charge on our website. If in the future, we make information available but do not publish it on our website we will update this publication scheme to explain how you can access it. We will also explain any charges that may be necessary.

## Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### How we fit into the NHS structure locally and nationally:

The following web pages and documents explain the role and responsibilities of our organisation:

About the ICB	<a href="#">Please refer to ICB website</a>
ICB's Principles and Values	<a href="#">Please refer to ICB website</a>
Herts & West Essex ICB Constitution	<a href="#">Please refer to ICB website</a>

Further information regarding the structure of the NHS in England [please click here](#)

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## Organisational Structure:

[Link to Executive team structure within website](#)

## Corporate Governance Information:

Details of Governing Body members and other key personnel:

Governing Body:	<a href="#">Please refer to Governance Handbook</a>
Governing Body – Declarations of Interests Register	<a href="#">Please refer to ICB website</a>

## Lists of and information relating to organisations with which the ICB works in partnership:

GP Practices	<a href="#">Link to all GP Practices within ICB</a>
General Information	
<b>Acute services</b>	
West Herts Teaching Hospital NHS Trust (WHHT)	<a href="http://westhertshospitals.nhs.uk">West Hertfordshire Teaching Hospitals NHS Trust (westhertshospitals.nhs.uk)</a>
East & North Herts NHS Trust (ENHT)	<a href="http://enherts-r.nhs.uk">East and North Hertfordshire NHS Trust (enherts-r.nhs.uk)</a>
The Princess Alexandra Hospital NHS Trust (PAH)	<a href="http://pah.nhs.uk">Princess Alexandra Hospital (pah.nhs.uk)</a>
<b>Mental Health Services</b>	
Hertfordshire Partnership University NHS Foundation Trust (HPFT)	<a href="http://hpft.nhs.uk">Hertfordshire Partnership (hpft.nhs.uk)</a>
<b>Community Services</b>	
Essex Partnership University NHS Trust (EPUT)	<a href="http://eput.nhs.uk">Essex Partnership University (eput.nhs.uk)</a>
Hertfordshire Community NHS Trust (HCT)	<a href="http://hct.nhs.uk">Hertfordshire Community NHS Trust (hct.nhs.uk)</a>

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Central London Community Healthcare (CLCH)	<a href="http://clch.nhs.uk">Central London Community Healthcare NHS Trust (clch.nhs.uk)</a>
<b>Local Authority</b>	
Hertfordshire County Council (HCC)	<a href="http://hertfordshireccg.nhs.net">Hertfordshire County Council</a>
Essex County Council (ECC)	<a href="http://essexccg.nhs.net">Essex County Council</a>

### Location and Contact details for all public facing departments:

General Contact	<a href="mailto:hertsvalleysccg.hwecorporategovernance@nhs.net">hertsvalleysccg.hwecorporategovernance@nhs.net</a>
Freedom of Information	<a href="mailto:hvccg.foi@nhs.net">hvccg.foi@nhs.net</a>
Medicines Team	<a href="mailto:enhertsscg.pmot@nhs.net">enhertsscg.pmot@nhs.net</a> East & North Herts <a href="mailto:hvccg.pmot1@nhs.net">hvccg.pmot1@nhs.net</a> Herts Valley <a href="mailto:WECCG.MedicinesOptimisationteam@nhs.net">WECCG.MedicinesOptimisationteam@nhs.net</a> West Essex
Patient Liaison Team	<p>If you live in east and north Hertfordshire contact <a href="mailto:enhccg.quality@nhs.net">enhccg.quality@nhs.net</a> or call 01707 685356.</p> <p>If you live in the south and west Hertfordshire, contact <a href="mailto:hvccpatientfeedback@nhs.net">hvccpatientfeedback@nhs.net</a> or call 01442 898865.</p> <p>If you live in west Essex email <a href="mailto:weccg.comments@nhs.net">weccg.comments@nhs.net</a> or call the team on 01992 566122.</p>

## What we spend and how we spend it

This class includes financial information relating to projected and actual income and expenditure, procurement and contract.

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Some financial information in relation to the ICB can be found in reports issued to our Governing Body. Governing Body papers will be available on the [ICB website](#):

Governing Body Finance & Investment Committee - Terms of Reference Please refer to the [Governance Handbook](#)

## ICB Funding Allocation

[NHS England » Allocations](#)

A monthly-updated list of all **financial transactions over £25,000** made by NHS Herts & West Essex ICB, as part of the Government's commitment to transparency in expenditure, available here: [Please refer to ICB website](#)

Details of **senior management salary and pension allowances** will be available in Herts & West Essex ICB's Annual Report and Accounts, available here: [Please refer to ICB website](#)

## Staff pay and grading structures:

Pay grade structures for our staff, clinical and non-clinical, are as per the NHS Agenda for Change pay band structures.

<http://www.nhsemployers.org/agendaforchange>

<http://www.nhscareers.nhs.uk/working-in-the-nhs/pay-and-benefits/agenda-for-change-pay-rates/>

## Procurement and tendering procedures:

Please see our [Procurement policy](#) for Procurement and Tendering procedures, available here:

## Details of any contracts currently being tendered

Tender opportunities will be advertised via Contracts Finder – web address <https://www.gov.uk/contracts-finder> and via Attain's Bravo site – link below (then under View Current Opportunities – on right hand side of page)  
<https://attain.bravosolution.co.uk/web/login.html?ncp=1418026698935.10922-1>

## List of contracts awarded and their value

Please refer to ICB website

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## What are our priorities and how are we doing

Strategy and performance information, plans, assessments, inspections and reviews

### NHS Herts and West Essex ICB Constitution

The Constitution sets out the arrangements made by NHS Herts & West Essex Integrated Care Board to meet its responsibilities for commissioning care for the people for whom it is responsible. It describes the governing principles, rules and procedures that the Board will establish to ensure probity and accountability in the day to day running of the organisation; to ensure that decisions are taken in an open and transparent way and that the interests of patients and the public remain central to the goals of the Board.

[Please refer to ICB website](#)

### Annual Report

Herts & West Essex ICB has now been established for our first financial year, which runs from 1 July 2022 to 31 March 2023, inclusive. All NHS organisations are required by law to publish annual reports, detailing financial accounts, and to present them in public at an Annual General Meeting (AGM). The final annual report is also submitted to NHS England after internal sign-off. Our annual report and accounts for this financial year can be found in the attached below (when available). The purpose of this document is to look back at our key achievements, work areas and finances over our first year as a statutory body, as well as plans and priorities for the coming year and beyond.

[Please refer to ICB website](#)

### Annual Business Plan, Strategic Direction and Documents

Integrated Plan  
Plan on a Page  
Operational Plan

### Performance Targets (KPI's) + Performance Framework

For Herts & West Essex ICB Performance Framework please to our Board papers, available here:

[Please refer to ICB website](#)

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## Clinical Governance

The ICB's clinical governance is located on website under Library – Board papers, available here:

[Please refer to ICB website](#)

## Care Quality Commission - Annual Check Results

The independent regulator of health and adult social care in England, who make sure health and social care services provide people with safe, effective, compassionate, high-quality care and encourage care services to improve.

Details of inspections on services and providers commissioned by Herts & West Essex ICB are available on the CQC website: <http://www.cqc.org.uk/>

## Audit Reports

For our audit reports see attached link to our Board papers:

[Please refer to ICB website](#)

## Service User Survey's

Information about user surveys and consultations is contained on our website and can be linked from Get involved> Public Consultations, available here:

## Governing Body Meetings

This page provides information on our public meetings of the Governing Body, including future dates, attendance guidance and previous Board meeting papers and minutes:

[Please refer to ICB website](#)

## Equality and Diversity

Promoting equality and equity are at the heart of NHS Herts & West Essex ICB's values – ensuring that the organisation exercises fairness in all that it does and that no community or group is left behind in the improvements that will be made to health outcomes across the country.

NHS Herts & West Essex ICB will continue to work internally, and in partnership with colleagues within the Department of Health and the wider NHS, to ensure that advancing equality and diversity is central to how it conducts its business as an organisation.

Further information is available here:

Equality and Diversity Policy - [Please refer to the HR policy manual](#)

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## Safeguarding Children & Vulnerable Adults

Under the Health & Care Act 2022, NHS Herts & West Essex ICB is, from 1st of July 2022, statutorily responsible for ensuring that Herts & West Essex ICB and organisations, from which we commission services, provide a safe system that safeguards children and vulnerable adults. This includes specific responsibilities for looked after children and for supporting the Child Death Overview Process.

Further information can be found at:

Our Safeguarding Policy for Children is available here:

Our Safeguarding Policy for Vulnerable Adults is available here:

## Freedom of Information Performance

We expect to update this section quarterly with information about how we have performed when responding to Freedom of Information enquiries.

### How we make decisions

	Received	In time	Breached
Quarter 1 (April – June)			
Quarter 2 (July – September)			
Quarter 3 (October – December)			
Quarter 4 (January – March)			
Total			

## Board Meetings

This page provides information on our public meetings of the Governing Body including future dates, attendance guidance and previous Board meeting papers and minutes:

[Please refer to ICB website](#)

NHS Herts & West Essex ICB holds board meetings in public every two months. This means members of the public are welcome to attend and observe the meetings.

Members of the public wishing to attend the meetings can find copies of the agenda and other papers on our website seven days before the Board meeting.

From time to time, the Board may need to consider agenda items which are confidential and cannot be discussed in public. If this is the case, a private session will be held at the meeting, from which the public will be excluded.

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## Our policies and procedures

### Internal Policies:

This area of our website provides information and documentation in relation to our Corporate Governance, Governance and Human Resources policies:

For our policies and procedures, please go to our library, available here:

[Please refer to ICB website](#)

## Lists and registers

### Declaration of Interests

This section contains the Register of Interests, which is refreshed annually

### Freedom of Information Disclosure Log

Over the coming months we will update this section with a log of information that we have released in response to Freedom of Information requests.

### Others

List of Main Contractors/suppliers

Register of Procurement Decisions and Contracts Awarded

Register of Gifts and Hospitality

## Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered:-

General news from the ICB: [Please refer to ICB website](#)

Media Enquiries:

ICB Events:

Patient Experience Team:

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