

Report to:	NHS Hull Clinical Commissioning Group Board
Date of Meeting:	27 September 2019
Title of Report:	Emergency Preparedness, Resilience and Response 2018/19
Presented by:	Joy Dodson, Interim Director of Integrated Commissioning
Author:	Karen Ellis, Deputy Director of Commissioning

STATUS OF THE REPORT:

To approve	<input type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input checked="" type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input type="checkbox"/>	For information	<input type="checkbox"/>
To note	<input type="checkbox"/>		

PURPOSE OF REPORT:

This report seeks ratification of the Planning and Commissioning Committee’s approval of the attached self-assessment of CCG Compliance with the national Emergency Preparedness, Response and Resilience/Business Continuity Management core standards. The self-assessment identified that substantial compliance was demonstrated against the Core Standards relating to Emergency Preparedness, Resilience and Response (EPRR) 2019/20 including business continuity management (BCM) and the deep dive topic of Severe Weather and Climate Change. In addition an action plan has been put in place to address the gaps identified and is included within this report.

The report also presents the annual report for Business Continuity / Emergency Preparedness, Response Annual Report 2018/19 for the Board’s information.

RECOMMENDATIONS:

It is recommended that the CCG Board:

- (1) Considers and ratifies the self-assessed level of compliance identifying that substantial compliance was demonstrated against the core standards relating to Emergency Preparedness, Resilience and Response (EPRR) 2019/20
- (2) Notes the Business Continuity / Emergency Preparedness, Response Annual Report 2018/19

REPORT EXEMPT FROM PUBLIC DISCLOSURENo Yes

If yes, detail grounds for exemption

CCG STRATEGIC OBJECTIVE

Emergency Preparedness, Resilience and Response supports the CCG to delivery strategic objectives:

2. Integrated Delivery
3. Delivery of Statutory Duties

By ensuring the CCG is working in partnership with other agencies to ensure that a coordinated response is deliverable in cases of emergency and the CCGs internal businesses will be maintained as required.

IMPLICATIONS: *(summary of key implications, including risks, associated with the paper),*

Finance	There are no financial implications or risks associated with this report.
HR	There are no HR implications or risks directly associated with this report.
Quality	There are no direct quality implications or risks associated with this report
Safety	By working to deliver the core competencies relating to EPRR we are supporting the organisation to be a safer place to work by ensuring that systems and processes are in place to enable a coordinated response to major incidents or items that impact on the day to day working of the CCG.

ENGAGEMENT:

The self-assessment has been undertaken by agreed members of the CCG's EPRR and BCM Group and it has also been shared with representatives of partner CCGs. The self-assessment, and its outcome, was supported by the Planning and Commissioning Committee at its meeting on 6 September 2019.

The EPRR / BCM annual report was considered by the Integrated Audit and Governance Committee on 8 July 2019.

LEGAL ISSUES:

There is a national legal requirement; Civil Contingencies Act 2004 and the Health and Social Care Act 2012 for organisations to put in place systems and processes to:

- (i) Maintain their level of EPRR in line with their Civil Contingency response category. As a CCG we are a Category 2 Responder and this is reflected in the core standards against which we are assessed.

- (ii) Ensure that we have systems and processes in place to maintain our core business when normal business delivery is affected.

EQUALITY AND DIVERSITY ISSUES:

	<i>Tick relevant box</i>
An Equality Impact Analysis/Assessment is not required for this report.	√
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

THE NHS CONSTITUTION:

Under the NHS Constitution the NHS is there to help the public when they need it most, this is especially true during an incident or emergency. By meeting the core standards we are demonstrating that we are organisationally in a position to continue to help the public, however indirectly, during an incident or emergency.

EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE 2018/19

1. INTRODUCTION

This report seeks ratification of the Planning and Commissioning Committee's approval of the attached self-assessment of CCG Compliance with the national Emergency Preparedness, Response and Resilience/Business Continuity Management core standards. The self-assessment identified that substantial compliance was demonstrated against the Core Standards relating to Emergency Preparedness, Resilience and Response (EPRR) 2019/20 including business continuity management (BCM) and the deep dive topic of Severe Weather and Climate Change. In addition an action plan has been put in place to address the gaps identified which is also presented.

The report also presents the annual report for Business Continuity / Emergency Preparedness, Response Annual Report 2018/19 for the Board's information.

2. BACKGROUND

Every year the CCG has to review itself to ascertain it meets the minimum core standards relating to EPRR and BCM and to assess itself against a deep dive into a specific aspect of the core standards. For 2019/20 the deep dive is into Severe Weather and Climate Change.

Following the review the CCG will submit the required template, attached as appendix 1, and statement of compliance, appendix 2, outlining the self-assessment, available evidence and action plans where partial or no compliance has been identified.

Part of the self-assessment is to confirm that the CCG has undertaken:

- A 'live test' at least every 3 years
- A 'desktop' exercise at least annually
- A communications exercise every 6 months
- A command post exercise every 3 years

Part of the requirement on CCGs is to produce an EPRR annual report outlining activities relating to EPRR / BCM and to include the outcome of the self-assessment in the CCG's annual report, appendix 3. The outcome of the 2018/19 EPRR self-assessment was included in the CCG's Annual Report.

3. INFORMATION

3.1 *Self-Assessment*

This year's process continues to via a mandated excel spreadsheet to record the self-assessment and generate the action plan. This is attached as appendix 1. The deep dive does not impact upon the overall assessment; however previous years deep dives have become core assessments in following years. Below are the collated tables of responses:

Core Standards

Core Standards	Total standards applicable	Fully compliant	Partially compliant	Non-compliant
Governance	6	6	0	0
Duty to risk assess	2	2	0	0
Duty to maintain plans	9	9	0	0
Command and control	2	2	0	0
Training and exercising	3	2	1	0
Response	5	4	1	0
Warning and informing	3	3	0	0
Cooperation	4	4	0	0
Business Continuity	9	9	0	0
CBRN	0	0	0	0
Total	43	41	2	0

Deep Dive

Deep Dive	Total standards applicable	Fully compliant	Partially compliant	Non-compliant
Severe Weather response	14	13	1	0
Long Term adaptation planning	5	1	3	1
Total	19	14	4	1

This gives an overall assessment rating of:

Overall assessment:	Substantially compliant
----------------------------	--------------------------------

With regard to the required tests the CCG has, in the last 12 months, undertaken:

Live Testing

- Building evacuation – evacuation process only
- Overseen the local response to IT incident across Hull and parts of the wider Humber CCGs

Desktop Exercise

- Desk top exercise looking at business continuity plans with representations of each Directorate
- Director-on-call desktop exercise looking at system planning

Communications Exercise

- Staff Cascade mechanisms
- Communication process in relation to IT incident

The action plan generated is summarised below

Action1

Standard: Partially Compliant

Strategic and tactical responders must maintain a continuous personal development portfolio demonstrating training in accordance with the National Occupational Standards, and / or incident / exercise participation

CCG Position

The majority of on call Directors have undertaken some of the agreed training modules, some have completed all, and a central log is in place to support continuous portfolio development. A number of Directors require the 3 yearly Decision Making in a Crisis, or equivalent, training.

Planned Actions

Continue to encourage Directors on call to undertake the agreed training. Decision Making in a Crisis, or equivalent, training is planned in for October 2019.

Action 2

Standard: Partially Compliant

The organisation has 24 hour access to a trained loggist(s) to ensure decisions are recorded during business continuity incidents, critical incidents and major incidents. Key response staff are aware of the need for keeping their own personal records and logs to the required standards.

CCG Position

The CCG has few loggists due to staffing changes, but we do have access to loggists from partner CCGs if required. We do not have formal access to loggists over the full 24 hours and rely on volunteer loggists out of hours.

Planned Actions

Loggist training has been identified for November with 4 places allocated to the CCG, these places have been filled. This will increase the number of loggists from 2 to 6. When further courses come available further loggists will be trained. Due to the size of the organisation and the number of incidents that the CCG has called the CCG is not looking at outing in place a formal loggist rota but will continue with the current informal system and review regularly.

The attached excel spreadsheet, appendix 1, has details of the actions required following the deep dive. The risks relate to temperature control, and response, within the CCG and the resilience of the building around climate change and adverse weather impacts.

3.2 EPRR / BCM Annual Report

The EPRR / BCM annual report outlines the duties placed upon the CCG in relation to EPRR / BCM and the governance in place to support the CCG in discharging its duties including supporting plans. There is a joint EPRR / BCM Meeting across Hull CCG, East Riding of Yorkshire CCG and North Lincolnshire CCG to share systems, processes and best practice.

4. RECOMMENDATIONS

It is recommended that the CCG Board:

1. Considers and ratifies the self-assessed level of compliance identifying that substantial compliance was demonstrated against the core standards relating to Emergency Preparedness, Resilience and Response (EPRR) 2019/20
2. Notes the Business Continuity / Emergency Preparedness, Response Annual Report 2018/19