

AGENDA ITEM NO: 14.0.

| | | | |
|---|---|-----------------------------|--------------------------|
| Meeting Title/Date: | Governing Body - 19 March 2019 | | |
| Report Title: | Emergency Preparedness Resilience and Response (EPRR) Progress Report Update and Policy | | |
| Paper Prepared By: | Niall Pemberton | Date of Paper: | March 2019 |
| Executive Sponsor: | Hilary Fordham | Responsible Manager: | Hilary Fordham |
| Committees where Paper Previously Presented: | Annual Assurance Statement - Emergency Planning, Resilience and Response - November 2018 | | |
| Background Paper(s): | | | |
| Summary of Report: | To update the Governing Body regarding progress with improving the CCGs response to Emergency Planning and Resilience Response. | | |
| Recommendation(s): | <p>The Governing Body is recommended to:-</p> <ul style="list-style-type: none"> • Note the work programme to improve the CCGs response to emergency planning and response. • Note the progress made to date. • Approve the EPRR policy. | | |
| | | | Please Select Y/N |
| Identified Risks: (Record related Assurance Framework or Risk Register reference number) | | | |
| Impact Assessment: (Including Health, Equality, Diversity and Human Rights) | An impact assessment has been undertaken on the EPRR policy | | |
| Strategic Objective(s) Supported by this Paper: | | | Please Select (X) |
| Better Health - improve population health and wellbeing and reduce health inequalities | | | |
| Better Care - improve individual outcomes, quality and experience of care | | | |
| Delivered Sustainably - create an environment for motivated, happy staff and achieve our control total | | | |
| Please Contact: | Hilary Fordham | | |

EMERGENCY PREPAREDNESS RESILIENCE AND RESPONSE (EPRR) Progress Report

Purpose of the report

The purpose of the report is to update the Governing Body on the progress made to improve the CCGs response to emergency planning and resilience response (EPRR) following the non-compliance statement in November 2018 and to seek approval from the Governing Body to the EPRR Policy.

The Governing Body is recommended to:

- Note the work programme to improve the CCGs response to emergency planning and response.
- Note the progress made to date.
- Approve the EPRR policy.

Background

In November 2018 the CCG undertook the national assessment regarding EPRR standards and was deemed to be non-compliant due to the following:

- The need to update its policies and procedures.
- Ensure relevant training had taken place for on-call managers.
- The need to update the business continuity plans.

Policies and procedures are essential measures of internal control which ensure compliance with statutory, corporate, legal and clinical governance standards, including insurance and indemnity. To ensure a robust and clear governance framework within which core functions can be delivered, the CCG has policies and procedures in place to govern and guide staff, patients and visitors and assure compliance with the numerous statutory duties, functions and responsibilities of the organisation.

The environment in which the CCG operates is one of constant change, and the organisation must therefore be in a strong position to respond to both external and internal challenges by ensuring that policies and procedures remain relevant, efficient, safe, and fit for purpose. This is achieved through regular review and update of CCG policies.

The Accountable Emergency Officer (CCG Chief Executive) has the statutory responsibility for the EPRR arrangements of NHS Morecambe Bay CCG as a category 2 responder under the Civil Contingencies Act 2004, the Health and Social Care Act 2012, NHS England's emergency planning framework and other central government guidance, and is assisted in achieving that by the EPRR lead for the CCG.

NHS England has an annual statutory requirement to formally assure its own, and the NHS in England's, EPRR readiness. In order to achieve this, it requires commissioners and providers of NHS funded care to submit a self-assessment against the core standards relevant to their organisation type. The overall assurance rating should be signed off by the Governing Body, presented at a public meeting and published in the CCG's annual report. The self-assessment is followed by confirm and challenge in three stages by the Local Health Resilience Partnership (LHRP), and NHSE regional and national EPRR teams, it was this assessment which was reported as non-compliant to the Governing Body.

Progress update on improving the EPRR processes within the CCG

Since the non-compliance statement in November the CCG has undertaken a number of steps to ensure that it improves its procedures and processes:

- The CCG has commissioned the Midlands and Lancashire Commissioning Support Unit (MLCSU) to provide EPRR expertise and support. This has enabled the CCG to access support and advice more quickly than recruiting to a specific post within the CCG and will enable it to tailor support as changes occur over the next few months.
- The CCG, supported by MLCSU, have reviewed the 2018/19 EPRR core standards and identified evidence against each standard to assess the level of compliance. This included a deep dive into command and control.
- The MLCSU has agreed a work plan which is expected to return a rating of Full Compliance for the 2019-20 Self-Assessment return. This is attached at Appendix A and shows the key milestones to delivery.
- An emergency Preparedness and Resilience and Response Policy has been developed and ratification by the Governing Body. This sets out the overall responsibilities of the CCG and its officers and how it will work as part of the wider system in respect of EPRR. This is set out at Appendix B.
- A Major Incident Plan and Incident Co-ordination Centre Protocol have been drafted and are in the process of being engaged on with staff who undertake on-call and so will need utilise these in the case of an incident; they need to be understandable and usable documents.
- On-call Training is planned for 20 March and Major Incident Training for May.
- The CCG Business Continuity plans are being refreshed and this and the Crisis Management Team response will be tested in July through a table top exercise facilitated by MLCSU.

Impact on Services to the Population

The implementation of these pieces of work recommendations will ensure that the CCG can continue to commission services for the people of Morecambe Bay in the event of a disruption to its business output and ensure that the CCG can respond appropriately in the event of a major incident.

The provision of these emergency arrangements will contribute to the CCG's vision *"To see a network of communities across Morecambe Bay enjoying great physical, mental and emotional wellbeing, supported by a health and care system that is recognised as being as good as it gets."*

The EPRR policy has been subject to an equality impact assessment, which ensures that there is no detriment to any group with protected characteristics. This includes black and minority ethnic groups, younger or older people, disabled people, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, and sexual orientation.

Resource Implications

Financial

The continued cost of implementing these policies is reflected in the CCG's organisational structure and commissioning support contracts funded from the running cost allowance. A specific financial code has been identified in the event that the CCG needs to respond to an emergency/incident which may require intervention and/or support for an extended period of time.

Human Resources

There will be an on-going requirement for the CCG to maintain appropriately trained and qualified on call officers and support staff in order to comply with statutory requirements.

Technology

There will be an on-going requirement to maintain basic communication and support equipment in order to carry out this function. This equipment includes telephones, computers, and mobile phones. An assessment of equipment for use in an emergency locally will be part of the planned review and replacement of CCG Information Technology equipment.

Physical Assets

In the event of an emergency incident the CCG staff will set up an incident response room in the Heritage Room at Moor Lane Mills.

Risk Assessment

There are no significant risks attached to the implementation of the proposed updates to policies. In the event that the EPRR policy, Major Incident Plan and ICC Protocol are not approved by the Governing Body, the Chief Executive/Accountable Emergency Officer and the CCG will not be able to effectively demonstrate the necessary development and improvement to claim full compliance with the NHSE EPRR core standards for 2019/20. In addition, should a major incident or business continuity event occur, it could impact on the functioning of the CCG and business continuity management arrangements.

Recommendation

The Governing Body is recommended to:

- Note the work programme to improve the CCGs response to emergency planning and response.
- Note the progress made to date.
- Approve the EPRR policy.

Niall Pemberton
Resilience Support Officer, MLCSU

Hilary Fordham
Chief Operating Officer