

## Report of Berkshire West CCG Governing Body: 12 March 2019

Title	Emergency Preparedness, Resilience and Response (EPRR) Update & Statement of Compliance
Sponsoring Director	Rebecca Clegg, Chief Finance Officer & AEO
Author(s)	Adam Williams, Emergency Planning & Urgent Care Operational Manager
Purpose	NHS England publishes NHS core standards for Emergency Preparedness, Resilience and Response arrangements. It is a requirement for the CCG is to assess itself against these core standards. This short paper is the statutory update for CCGs to note and ratify.
Previously considered by	Monthly at the CCG Emergency Planning Internal Committee (EPIC) meetings. Mid-Year Assurance Meeting with NHS England in October 2018 (earlier version). February 2019 Berkshire West CCC Clinical Commissioning Committee (Statement of Compliance - Appendix A -Only)
Risk and Assurance	Provides assurance that the CCG has undertaken its self-assurance responsibilities in relation to EPRR and the NHS England Core Standards. Currently No EPRR Risks identified on the Corporate Risk Register although a process is in place to add and monitor them if any are added.
Financial and resource implications	There are no financial and resource implications arising from this paper.
Legal implications/regulatory requirements	There are no legal implications arising from this paper.
Consultation, public engagement & partnership working implications/impact	CCG progress against the Core Standards is monitored and worked in collaboration with NHS England. The CCG EPRR function works closely with BHFT, SCAS and RBH EPRR Leads for assurance of their self-assessments against the Core Standards. The CCG (for the first time in 2018/19) has worked with General Practice seeking assurance of their business continuity plans.
Public Sector Equality Duty	Not applicable.

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## Executive Summary

- The attached paper contains a summary of the Emergency Preparedness, Resilience and Response (EPRR) work in 2018/19 & the official 'Statement of Compliance'.
- The statement of compliance (Appendix A) is a short mandatory document detailing the CCG's self-assurance against the 43 NHS England Core Standards for Emergency Preparedness, Resilience and Response arrangements.
- Berkshire West CCG is fully compliant with all core standards.
- The Royal Berkshire Hospital is fully compliant with all core standards.
- South Central Ambulance Service are substantially compliant with the core standards with plans for the remaining two to be completed within 12 months in place.
- Berkshire Healthcare Foundation Trust are substantially compliant with core standards with plans for the remaining four to be completed within 12 months in place.
- The paper also contains a summary of the Primary Care Business Continuity Plan review undertaken in 2018/19.

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## Recommendation

That the Governing Body:

- **Note** the report covering detail of the CCG's EPRR work over the last 12 months including the CCGs role in assurance of partner organisation's (SCAS, BHFT and RBH) Core Standard self-assessments as well as assurance of GP Practice Business Continuity Plans.
  - **Note & Ratify** the Statement of Compliance (Appendix A) detailing that the CCG is fully compliant with all 43 NHS England Core Standards for Emergency Preparedness, Resilience and Response arrangements.
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## **Emergency Preparedness Response and Resilience (EPRR) Update & Statement of Compliance**

### **Introduction**

This report describes the emergency planning and response activities of Berkshire West CCGs in order to meet the requirements of the Civil Contingencies Act 2004 and NHS Emergency Planning Guidance 2005.

### **Background**

The Civil Contingencies Act 2004 outlines a single framework for civil protection in the UK. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at a local level.

The Act divides local responders into two categories, imposing a different set of duties on each category. Category 1 responders are those organisations at the core of the response to most emergencies and are subject to the full set of civil protection duties. Category 2 responders have a lesser set of duties and are required to operate and share relevant information with other Category 1 and 2 responders.

All Clinical Commissioning Groups are Category 2 responders and as such are subject to the following civil protection duties:

- Maintain robust business continuity plans for their own organisations
- Ensure relevant EPRR elements, including business continuity planning, are in contracts with provider organisations
- Provide support and assistance to NHS England

The Civil Contingencies Act 2004 places a legal duty on responders to undertake risk assessments and publish a Community Risk Register. The Berkshire West CCGs are a participating member of the Thames Valley Local Resilience forum that undertakes this activity.

### **CCG Emergency Preparedness**

#### Major Incident Plan

The Major Incident Plan is a live document and is periodically reviewed to ensure that it continues to accurately reflect the role of the CCGs in a major incident and how this role fits in with other NHS organisations and the emergency services.

#### Business Continuity Policy and Framework

The Business Continuity Policy and Framework outlines how the CCGs will continue to discharge its core functions in the event of disruption to business operations.

#### Events, Training and Exercises

CCG Directors on call periodically take part in test information cascades and exercises.

#### Joint Working

The CCGs works closely with local Trusts (Berkshire Healthcare Foundation Trust and Royal Berkshire Foundation Trust) with Directors on Call being involved in their exercises where appropriate.

### Strategic Leadership in a Crisis Training

The course focuses on preparing NHS strategic staff for their role in leading the NHS response to disruptive challenges. It aims to help strategic commanders meet the competencies for strategic response in an emergency. The training forms part of the core training responsibilities for Directors on call across the NHS.

All CCG Directors on Call have received this training from NHS England within the last three years as required.

Going forward in 2019/20 the Emergency Planning Leads from the CCG, RBH and BHFT will provide this training in-house as a system together. This will allow more bespoke sessions with local test scenarios and exercises.

### Exercise Talk Talk

Two exercises took place in 2018/19. Exercise Talk Talk is a Thames Valley wide major incident communications cascade exercise providing an opportunity for commissioners and providers of NHS-funded care to test elements of their incident response arrangement. Exercises take place every six months and take the form of an unannounced call either in or out of hours.

## **NHS England EPRR Assurance Process**

All organisations that receive NHS funding are asked to carry out a self-assessment against the NHS Core Standards for EPRR. The aim of the process is to clearly set out the minimum EPRR standards expected of NHS organisations and providers of NHS funded care.

Berkshire West CCG were assured by NHS England in October 2018. At the meeting the mid-year CCG self-assessment of the 2018/19 core standards were reviewed. At that point the self-assessment showed 7 outstanding core standards and the plans for them to be achieved by the end of the year were discussed.

As part of the assurance process the CCG are responsible for undertaking the local assurance with local NHS funded providers. This is achieved via their self-assessments and quarterly assurance meetings that take place with Royal Berkshire Foundation Trust, Berkshire Healthcare Foundation Trust and South Central Ambulance Service.

NHS England agreed with the ratings that the CCG had assured for the providers.

### March 2019 Update

- The CCG are currently fully compliant with the EPRR core standards (See statement of Compliance Appendix A).
- **RBFT** – Fully compliant with all core standards.
- **SCAS** – Substantially compliant with core standards with plans for the remaining two to be completed within 12 months in place.
- **BHFT** – Substantially compliant with core standards with plans for the remaining four to be completed within 12 months in place.

The above positions have all been received and noted by NHS England.

## **Primary Care Business Continuity Plans**

For the first time GP Services were included as part of the CCG's 2018/19 Emergency Preparedness, Resilience and Response (EPRR) Assurance Process by NHS England.

The CCG approached this as an opportunity to understand, and for practices to review, levels of preparedness of GP services and be assured that up to date and robust business continuity plans, setting out maintenance of critical activities when faced with disruption within their practices (including preparedness for winter and adverse weather events) are in place.

It was recognised that all practices as part of contractual terms and CQC requirements have business continuity plans in place.

A suggested 'best practice' template for a GP Practice Business Continuity Plan supplied by NHS England was shared with all Practices in October 2018 along with notice that the review would take place in February 2019. The 14 Practices that were selected for review (using criteria suggested by NHS England) were notified in January 2019.

Preliminary findings of the visits are very positive with the majority using the suggested template. All meetings were constructive, with open honest dialogue and learning on both sides was achieved. A report on the outcomes of the GP Practice visits will be shared with all practices once complete and outcomes/themes will be followed up by the Primary Care Programme Board as required.

## **EU Exit / Brexit**

NHS England have been leading workshops and meetings in preparation for a possible EU Exit. These arrangements have been kept separate from Emergency Planning processes. As required the CCG nominated a Senior Responsible Officer (SRO) for EU Exit (Rebecca Clegg).

**Adam Williams**  
**Emergency Planning & Urgent Care Operational Manager**

## Appendix A

### **Berkshire West CCG EPRR Statement of Compliance**

The NHS needs to plan for, and respond to, a wide range of incidents and emergencies that could affect health or patient care. These could be anything from extreme weather conditions to an outbreak of an infectious disease or a major transport accident. The Civil Contingencies Act (2004) requires NHS organisations, and providers of NHS-funded care, to show that they can deal with such incidents while maintaining services.

NHS England has published NHS core standards for Emergency Preparedness, Resilience and Response arrangements. These are the minimum standards which NHS organisations and providers of NHS funded care must meet. The Accountable Emergency Officer in each organisation is responsible for making sure these standards are met.

As part of the national EPRR assurance process for **2018/19**, Berkshire West CCG has been required to assess itself against these core standards. The outcome of this self-assessment shows that against **43** of the core standards which are applicable to the organisation, Berkshire West CCG is fully compliant with **43** of these core standards

The overall rating is: **Full**

Rebecca Clegg  
Berkshire West CCG  
19<sup>th</sup> February 2019