


MEETING DATE:	10 April 2014	 North Lincolnshire Clinical Commissioning Group REPORT TO THE CLINICAL COMMISSIONING GROUP GOVERNING BODY
AGENDA ITEM NUMBER:	Item 7.6	
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BUSINESS CONTINUITY & EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE

PURPOSE/ACTION REQUIRED:	Decisions for Approval
CONSULTATION AND/OR INVOLVEMENT PROCESS:	
FREEDOM OF INFORMATION:	<i>Is this document releasable under FOI at this time? If not why not? (decision making guide being developed)</i> Public

1. PURPOSE OF THE REPORT:

Under the Health and Social Care Act 2012, the CCG is required to develop sufficient plans to ensure that the organisation and all commissioned services are well prepared to respond effectively to major incidents/emergencies, so that they can mitigate the risk to public and patients and maintain a functioning health service. NHS NL CCG is a designated Category 2 responder and their main role will be in support of Category 1 responders, under the direction of Public Health England (PHE) and NHS England (Area Team), depending on the nature of the major incident/emergency.

Whilst business continuity and major incident planning are usually separate processes within an organisation, a major incident may occur at the same time as a business continuity issue, or be triggered by it. These two policies provide an overview of key functions, roles and responsibilities of the new Emergency Preparedness, Resilience and Response (EPRR) system and North Lincolnshire CCG's arrangements for EPRR response and Business Continuity; the two policies should be read in conjunction and provide assurance that NHS North Lincolnshire CCG have robust processes in place to meet its statutory duties as a Category 2 Responder.

2. STRATEGIC OBJECTIVES SUPPORTED BY THIS REPORT:

Continue to improve the quality of services	x
Reduce unwarranted variations in services	x
Deliver the best outcomes for every patient	x
Improve patient experience	x
Reduce the inequalities gap in North Lincolnshire	x

3. IMPACT ON RISK ASSURANCE FRAMEWORK:

Yes		No	
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4. IMPACT ON THE ENVIRONMENT – SUSTAINABILITY:

Yes	x	No	
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The EPRR Policy and Business Continuity Plan for NHS North Lincolnshire Clinical Commissioning Group supports the sustainability of the organisation through having robust plans and policies in place to respond to any incident that may threaten the delivery of key critical services.

5. LEGAL IMPLICATIONS:

Yes	x	No	
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The EPRR Policy and Business Continuity Plan meet the statutory requirements as set out in the Health and Social Care Act 2012 and the Civil Contingencies Act 2004 for NHS North Lincolnshire CCG to fulfil its duties as a Category 2 Responder.

6. RESOURCE IMPLICATIONS:

Yes		No	x
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7. EQUALITY IMPACT ASSESSMENT:

Yes	x	No	
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8. PROPOSED PUBLIC & PATIENT INVOLVEMENT AND COMMUNICATIONS:

Yes		No	x
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9. RECOMMENDATIONS:

The CCG is asked to: -

- To approve the NHS North Lincolnshire's Clinical Commissioning Group 'Emergency Preparedness, Resilience and Response Policy' and NHS North Lincolnshire Clinical Commissioning Group 'Business Continuity Plan'.

EMERGENCY PREPAREDNESS, RESILIENCE AND RESPONSE (EPRR) REPORT

TO: NHS NL CCG GOVERNING BODY

DATE: 10 April 2014

Introduction

The purpose of this report is to update the Governing Body on the current position of the CCG on Emergency Preparedness, Resilience and Response (EPRR) as a statutory duty under the Civil Contingencies Act (2004), the Health and Social Care Act 2012 and the NHS Commissioning Board EPRR Framework 2013.

On-call Arrangements

The Area Team on-call system will replace the previously shared CCG on-call arrangements from 1st April 2014. Should the CCG need to be contacted out of hours by the Area Team, then the point of contact will be the Chief Officer/Accountable Officer. In the event of holiday/sickness, the Area Team will be provided with an alternative Director level contact number.

In the event of an emergency that requires escalation across the organisation, then the contact details of all staff and CCG member practices are included in the Business Continuity Plan, and roles and responsibilities are defined in the EPRR policy.

As a Category 2 Responder, the role of NHS North Lincolnshire CCG (NHS NL CCG) is supporting the role of Category 1.

Emergency Preparedness, Resilience and Response (EPRR) Policy

As a Category 2 Responder, NHS North Lincolnshire CCG (NHS NL CCG) has developed a new 'Emergency Preparedness, Resilience and Response' Policy (EPRR), which outlines how NHS NL CCG will meet the statutory duties set out in legislation and associated statutory guidelines, as well as any other issues identified by way of risk assessments as identified in the national/local risk register.

As a commissioning organisation, NHS NL CCG will seek assurance from all providers that they have adequate emergency, resilience and response plans in place to respond effectively in the event of an emergency/major incident.

Business Continuity Plan

The CCG has updated their Business Continuity Plan to cover the changes made in the re-organisation of the NHS, and the new role as a Category 2 Responder (Civil Contingencies Act 2004). A copy of the plan is stored in the administration office at Health Place, and a copy is held with the Emergency Planning Officer. Contact details of all staff and CCG Governing Body members are held on file to allow all staff to be contacted in the event of any emergency; teleconference facilities have also been established to allow communication across the team in the event of any disruption to services.

Pandemic Plan

NHS NL CCG will review the new national guidance on Pandemic planning for CCGs during 2014, and develop a new policy if appropriate, to compliment the Business Continuity Plan.

As a commissioning organisation we will seek assurance that all providers have adequate plans in place to respond to any disruption to service delivery (including infectious disease outbreaks).

Training

NHS NL CCG will receive training on EPRR at team meetings twice a year. The training will cover roles and responsibilities and key contacts, in the event of a major incident/emergency.

Table Top Exercises

A table top exercise, for all NHS NL CCG staff, to test the EPRR Policy and Business Continuity Plan will take place every six months during 2014-15.

Local Health Resilience Partnerships (LHRP)

NHS NL CCG Senior Officer attends the quarterly LHRP, as required by the NHS Commissioning Board EPRR Framework.

Further Information

As a commissioning organisation, the CCG does not lead the response to health emergencies, but has a supporting role, as directed by the NHS Commissioning Board/Area Team/Public Health England.