



**Oxfordshire Clinical Commissioning Group
Board Meeting**

Date of Meeting: 26 November 2015	Paper No: 15/110
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Title of Presentation: Emergency Preparedness Resilience and Response (EPRR) Annual Report and Improvement Plan

Is this paper for (delete as appropriate)	Discussion	✓	Decision		Information	✓
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Purpose and Executive Summary (if paper longer than 3 pages):

To share with the Board the Emergency Planning Report which describes the emergency planning and response activities of Oxfordshire Clinical Commissioning Group covering the period from November 2014 to October 2015.

To share the Improvement Plan which was developed following the annual self-assessment process against the NHS England Core Standard for EPRR. As part of the assurance process all organisations must ensure that their Boards or equivalent are sighted on the level of compliance achieved.

Financial Implications of Paper:

None.

Action Required:

The Board is asked to note the Annual Report and Improvement Plan.

NHS Outcomes Framework Domains Supported (please delete tick as appropriate)	
<input type="checkbox"/>	Preventing People from Dying Prematurely
<input type="checkbox"/>	Enhancing Quality of Life for People with Long Term Conditions
<input type="checkbox"/>	Helping People to Recover from Episodes of Ill Health or Following Injury
<input type="checkbox"/>	Ensuring that People have a Positive Experience of Care
<input type="checkbox"/>	Treating and Caring for People in a Safe Environment and Protecting them from Avoidable harm

Equality Analysis completed (please delete tick and attach as appropriate)	Yes		Not applicable ✓
Outcome of Equality Analysis			

Author: Rachel Jeacock, Governance Manager and EPRR Lead	Clinical Lead:
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Emergency Preparedness Response and Resilience (EPRR) Report 1 November 2014 - 31 October 2015

1 Introduction

This report describes the emergency planning and response activities of Oxfordshire Clinical Commissioning Group (OCCG) in order to meet the requirements of the Civil Contingencies Act 2004 and NHS Emergency Planning Guidance 2005 and covers the period November 2014 to October 2015. OCCG was established in April 2013 and within its first year as a statutory body ensured that all necessary EPRR arrangements were in place. These arrangements are reviewed periodically to ensure they remain fit for purpose.

2 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 co-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 organisation
- 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. OCCG is a participating member of the Thames Valley Local Resilience Forum (TVLRF) that undertakes this activity.

3 Emergency Preparedness

Major Incident Plan

The Major Incident Plan is reviewed periodically to ensure that it continues to accurately reflect the role of OCCG in a major incident and how this role fits in with other NHS organisations and the emergency services. The Major Incident Plan underwent a review at the end of October with the Executive Team signing off the reviewed plan.

Business Continuity Policy and Framework

The Business Continuity Policy and Framework outlines how OCCG will continue to discharge its core functions in the event of disruption to business operations. The Policy and Framework is reviewed periodically with the latest update approved by the Executive Team in September 2015. Each directorate has an overall Business Continuity Plan with individual plans for each service supporting the overall directorate plan as appropriate.

4 Live Events

Oxford Health Flooding

The offices of Oxford Health NHS Foundation Trust (OHFT) on the business park were flooded in May 2015. A reciprocal arrangement is in place between OHFT and OCCG to offer desk space for identified employees to enable them to continue working during periods of disruption. OCCG were able to support 10 OHFT staff working at Jubilee House for three days to allow for the continuation of business critical activities.

5 Training and Exercises

OCCG participated in the following training events and exercises:

Exercise Yambuku, November 2014

Attended by: Emergency Planning Officer

The aim of this exercise was to test the Thames Valley response to an Ebola outbreak in the region. The exercise was based on a number of scenarios and tested the multi-agency strategic, tactical and operational planning response.

Health Emergency Planning Award, April 2014

Undertaken by: Emergency Planning Officer

This qualification is designed to provide the knowledge and understanding necessary for individuals to participate in the development, evaluation and operation of emergency plans to enable their employers to comply with legislation.

Strategic Leadership in a Crisis, February 2015

Attended by: Emergency Accountable Officer

This course is designed specifically to meet the needs of the NHS, the content focuses on preparing NHS strategic commanders for their role in leading the NHS response to disruptive challenges. It will help strategic commanders meet the competencies for a strategic response in an emergency.

Media Aspects, March 2015

Attended by: Director on Call

The aim of this training was to share the principles for good media handling during a major incident including the duty to warn, inform and advise and the use of social media.

Health Influenza Pandemic Workshop, June 2015

Attended by: Director on Call and Emergency Planning Officer

The aim of the workshop was to test local plans following an influenza pandemic outbreak. The scenario included a number of cases at a local prison and provided the opportunity to walk through the response from each agency.

Would You Know What to do if Your Offices Burnt Down, October 2015

Attended by: Emergency Planning Officer

South Oxford District Council hosted an event to share learning following the fire at their offices in January 2015. The session included workshops on business continuity management, communications, IT disaster recovery and strategic response.

Exercise Talk Talk – participated in 2 exercises

Undertaken by: Director on Call

Exercise Talk Talk is a Thames Valley wide major incident communications cascade exercise. Numerous exercises were undertaken when the new landscape was developed to ensure robust arrangements were in place. These exercises have now been reduced to 6 monthly.

Director On-Call Training

All Directors who participate on the on-call rota receive training prior to being included on the rota to ensure they are aware of their roles and responsibilities. Model competencies have been developed from the NHS England 'Model Competencies for Members of NHS England Emergency on-call Rotas' and these are shared with all on-call Directors who are then asked to undertake a self-assessment exercise to identify any areas for development. And what do we do about identified areas for development?

6 NHS England EPRR Assurance Process

All organisations who receive NHS funding are asked to carry out a self-assessment against the NHS England 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. The topic for this year's deep dive was pandemic influenza to reflect its position at the top of the civil National Risk Register. As part of the assurance process all organisations must ensure that their Boards or equivalent are sighted on the level of compliance achieved.

OCCG undertook the self-assessment exercise during August 2015 by assessing OCCGs policies and plans against the 37 core standards and the four pandemic influenza core standards. OCCG was compliant with 36 of the

core standards and all of the pandemic influenza core standards. The attached Improvement Plan has been developed to ensure full compliance by the end of the year. The Improvement Plan was shared with NHS England South (South Central) who agreed that OCCG is substantially compliant against the core standards.

As part of the process OCCG was responsible for undertaking the local assurance process with NHS funded providers and private providers of our choice. The self-assessment process was carried out by Oxford Health NHS Foundation Trust, Oxford University Hospitals NHS Foundation Trust and Principal Medical Limited. All providers are either fully compliant with all the standards or have robust plans in place to ensure compliance by the end of the financial year.

Rachel Jeacock
Governance Manager and Emergency Planning Officer

EPRR Improvement Plan: Oxfordshire Clinical Commissioning Group

Version: 1.0 July 2015

Oxfordshire Clinical Commissioning Group has been required to assess itself against the NHS core standards for Emergency Preparedness, Resilience and Response (EPRR) as part of the annual EPRR assurance process for 2015/2016. This improvement plan is the result of this self-assessment exercise and sets out the required actions that will ensure full compliance with the core standards.

This is a live document and it will be updated as actions are completed.

Core standard	Current self-assessed level of compliance (RAG rating)	Remaining actions required to be fully compliant	Planned date for actions to be completed	Lead name	Further comments
<p>11 Duty to Maintain Plans – emergency plans and business continuity Plans</p> <p>Arrangements include how to continue your organisations prioritised activities (critical activities) in the event of an emergency or business continuity incident insofar as is practical</p>	Amber	Business Continuity Plans to be updated following completion of restructure and recruitment to vacant positions	December 2015	Rachel Jeacock	