

OXFORDSHIRE CLINICAL COMMISSIONING GROUP BOARD

Date of Meeting: 30 January 2020	Paper No: 20/11
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Title of Paper: Emergency Preparedness Resilience and Response (EPRR) Annual Report and Improvement Plan

Paper is for: (please delete tick as appropriate)	Discussion ✓	Decision	Information ✓
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Conflicts of Interest (please delete tick as appropriate)	
No conflict identified	✓
Conflict noted: conflicted party can participate in discussion and decision	
Conflict noted, conflicted party can participate in discussion but not decision	
Conflict noted, conflicted party can remain but not participate in discussion	
Conflicted party is excluded from discussion	

Purpose and Executive Summary:
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 November 2018 – October 2019.

To share the outcome of the annual self-assessment process against the NHS England Core Standards for EPRR. As part of the assurance process all organisations must ensure that their Boards are sighted on the level of compliance achieved.

Engagement: clinical, stakeholder and public/patient:
Engaged with Oxford Health NHS Foundation Trust and Oxford University Hospitals Trust around completion of their self-assessment.

Financial Implications of Paper: None

Action Required:
The Board is asked to:

- note the contents of the Annual Report
- Note the outcome of the self-assessment and actions in hand

OCCG Priorities Supported (please delete tick as appropriate)	
✓	Operational Delivery
	Transforming Health and Care
	Devolution and Integration
	Empowering Patients
✓	Engaging Communities
✓	System Leadership

Equality Analysis Outcome:
Not applicable.

Link to Risk:
796 – Major Incident Response.

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Date of Paper: 17 January 2020

Emergency Preparedness Response and Resilience (EPRR) Report

1 November 2018 – 31 October 2019

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. The necessary EPRR arrangements were implemented in 2013 and are reviewed annually 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 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 a risk assessment and publish a Community Risk Register. OCCG is a participating member of the Thames Valley Local Resilience Forum that undertakes this activity.

3 Emergency Preparedness

Incident Response Operational Manual

The Incident Response Operational Manual 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 Incident Response Operational Manual was reviewed in September 2019 and signed off by the Executive Team.

Business Continuity Policy and Framework

This Framework outlines how OCCG will continue to discharge its core functions in the event of disruption to business operations. Each directorate has an overall Business Continuity Plan with individual plans for each service supporting the overall directorate plan as appropriate. The Policy and Framework was last reviewed in September 2019 incorporating the move to more agile working practices and learning from live events.

4 Live Events

IT Failure

Two live incidents took place in January and February 2019 as a result of IT failures. Contact was made with members of staff in line with the business continuity plans requesting that alternative arrangements were made as directed. The IT failures were resolved in a timely manner so did not necessitate full implementation of the business continuity plans.

5 Training and Exercising

OCCG participated in the following training events and exercises:

Director on Call Training

Attended by all Directors who participate on the rota

Regular training sessions are arranged with the Directors on Call. The purpose of these sessions is to share learning as well as work through scenarios. A joint Director of Call rota was implemented across Oxfordshire and Buckinghamshire on 8 October so many of the sessions towards the end of this reporting period were focused on preparing the Directors on call for this change and ensuring on-call documentation was aligned as far as possible.

Exercise Talk Talk – November 2018 and August 2019

Participated in by two Directors on Call

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 arrangements. Exercises are scheduled regularly and take the form of an unannounced call either in or out of hours.

Exercise Struthio – November 2018

Attended by Emergency Planning Officer

Testing and evaluation of the Control of Major Accident Hazard (COMAH) regulations. The exercise focused on a chemical incident and tested the activation and cascade to all involved including warning and informing and evacuation.

Exercise Struthio Reception Centre – June 2019

Participation from one Director on Call and Emergency Planning Officer
This followed on from the scenario above and tested the reception centre plans and processes.

EU Exit

OCCG were fully prepared and participated in regional and national events which included briefings, exercises, multiple teleconferences and daily situation reporting. Extensive plans were developed ready to be stood up in the event of an EU Exit without a deal. Learning from this is being used by the wider NHS to inform ongoing planning and preparation for emergency response.

Further regional training events were scheduled but these were postponed to enable emergency planning staff to focus on planning activities to prepare for EU Exit.

6 NHS England EPRR Assurance Process

All organisations who 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. The topic for this year's deep dive was severe weather and long term adaptation plans. As part of the assurance process all organisations must ensure their Boards are sighted on the level of compliance achieved.

OCCG undertook the self-assessment process assessing its policies and plans against the 43 core standards and the 20 standards which formed the subject of the deep dive. OCCG self-assessed as being fully compliant against 40 of the core standards resulting in an overall rating of 'substantially' compliant.

Following the Confirm and Challenge meeting with NHS England the following areas were highlighted where additional work needs to be undertaken:

- Appointment of a Lay Member or suitable alternative to support the Accountable Emergency Officer
 - Action to address: OCCG have asked NHSE to provide information on the role to be undertaken by a Lay member/suitable alternative in support of the Accountable Emergency Officer; when this has been received the Board will be updated
- Testing of the identified Incident Co-ordination Centre at Jubilee House
- Identify access to loggists who are available 24/7 across the local health economy
- Completion of the review of the Business Continuity Policy and Framework
 - Completed November 2019

As part of the assurance process OCCG is responsible for undertaking the local assurance process with NHS funded providers. The self-assessment process was carried out by Oxford Heath NHS Foundation Trust (OH) and Oxford University Hospital NHS Foundation Trust (OUH). OH are fully compliant with all but six of the standards and OUH are fully compliant with all but five of the standards. Overall both organisations are 'substantially compliant with plans in place to ensure full compliance.

The Board is asked to:

- Note the contents of this Annual Report
- Note the outcome of the self-assessment and actions in hand.