

Agenda Item 14

Meeting: Buckinghamshire, Oxfordshire and Berkshire West CCGs Governing Bodies Meeting in common (in public)

Date of Meeting	13 January 2022
Title of Paper	2021/22 Emergency Preparedness, Response and Resilience (EPRR) Annual Report
Lead Director	Catherine Mountford, Accountable Emergency Officer Buckinghamshire, Oxfordshire & Berkshire West CCGs
Author(s)	Adam Williams, Senior Intelligence Performance & EPRR Lead
Paper Type	For noting & ratifying
Action Required	The Governing Body are asked to note the contents of the report and the CCGs' Statement of Compliance for 2021.

Executive Summary

This report provides the CCG Governing Bodies the EPRR Annual Report. The report describes the emergency planning response activities of the CCGs covering the period November 2020 – October 2021.

The report details the outcome of the annual self-assessment process against the NHS England core standards for EPRR for the CCGs. In addition, the CCG's role in reviewing BOB partner organisations' (Acute, Mental Health, Community and Ambulance Trusts) progress on their work regarding the EPRR Core Standards is outlined.

Included (as Appendix A, B & C) are the three CCG's separate 2021/22 Statements of Compliance; this is a short document stating the CCGs' progress against the 29 NHS England Core Standards for Emergency Preparedness, Resilience and Response arrangements.

The Governing Body is asked to **note** the main report and the Statements of Compliance (Appendix A, B & C)

Buckinghamshire, Oxfordshire & Berkshire West CCGs'
Emergency Preparedness, Resilience and Response Annual Report 2021

1. Introduction

This document details the three CCGs' response to the NHS England and NHS Improvement 2021/22 EPRR Assurance Process in order to meet the requirements of the Civil Contingencies Act 2004 and NHS Emergency Planning Guidance 2005.

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 risk assessments and publish a Community Risk Register. The three BOB CCGs are participating members of the Thames Valley Local Resilience forum that undertakes this activity.

3. Accountable Emergency Officer

A requirement of all CCGs is to appoint a Governing Body level director as the organisation's Accountable Emergency Officer (AEO). Catherine Mountford is in post as the AEO for all three BOB CCGs.

4. 2021/22 Assurance Process

All NHS 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 CCGs are responsible for undertaking the local assurance process with NHS funded providers. As part of the assurance process all organisations must ensure their Boards are sighted on the level of compliance achieved.

A letter from NHS England and NHS Improvement dated 22 July informed all NHS Trusts of the assurance process for 2021/22. The letter stated that due to the events of 2020 the tri-annual refresh of the EPRR Core Standards did not take place and therefore a short refresh of the Core Standards had taken place instead.

Updates from 2021/22 Assurance Process

As of 6 December, all of the organisations within the BOB CCGs' assurance remit (listed below) were either **fully** (100%) or **substantially** (89-98%) compliant:

Buckinghamshire CCG - **fully compliant**
 Buckinghamshire Healthcare NHS Trust - **fully compliant**

Oxfordshire CCG - **substantially compliant**
 Oxford University Hospital NHS Foundation Trust - **substantially compliant**
 Oxford Health NHS Foundation Trust - **fully compliant**

Berkshire West CCG - **fully compliant**
 Berkshire Healthcare NHS Foundation Trust - **substantially compliant**
 Royal Berkshire NHS Foundation Trust (RBHFT) - **substantially compliant**
 South Central Ambulance Service - **substantially compliant**

Regular meetings with providers take place and updates/actions on the outstanding core standards have been discussed and are currently noted as follows:

Outstanding Core Standard	Organisation	Plan / Update / Comments
#1 - Senior Leadership	Oxfordshire CCG	A non-executive board member not yet identified. The issue likely to be negated with move to ICB.
#21 - Lockdown	Berkshire Healthcare FT	Policy due for review. Discussions underway with NHSPS due to ongoing transfer. Forming a Task & Finish Group.
	Royal Berkshire FT	Lockdown Plan currently under review.
#32 - Management of Business Continuity Incidents	Oxfordshire CCG	The Business Continuity Plan is currently being updated.
#50 - Business Continuity	SCAS	Action plan in place. Agreement in place with NHS Digital to be fully compliant by December 2021.
	OUH FT	Action plan in place to be able to show compliant with the Data Protection and Security Toolkit.
#53 - Business Continuity Audit	Oxfordshire CCG	Business Continuity audit not yet scheduled. Learning from last years Berkshire West CCG BC Audit to be shared.
#68 - CBRN Staff Training Decontamination	Berkshire Healthcare FT	Current training to be reviewed and CBRN trainer to be identified.
#H8 - Six Operational HART Staff on Duty	SCAS	Rota review in progress. Changes will be dependant on availability of National Training courses.

5. Development of joint approach in 2020/21

Covid Response

Since February 2020, the three CCGs have been working in response to the Covid19 pandemic. A BOB wide Incident Control Centre (ICC) was set up virtually and remains in place. From autumn 2020 the ICC was supported by redeployment of CCG staff and provided overall coordination on behalf of the three CCGs from that point. At the peak of the second wave up to 100 staff from the CCGs were redeployed for at least some of their time to support the Covid response and the vaccination programme. Learning from these arrangements is being used to support the development of the System Operating Centre.

The three CCGs worked closely together in a single team to respond to the Managed Quarantine Service (MQS) programme as well as the Afghan Relocations and Assistance programme.

Partnership Working

The three CCGs (along with local partners) across BOB have worked closely together throughout the year both in response to Covid but also on aligning some of their business-as-usual pieces of work. The following areas of good practice have been identified.

- Relationships at place and ICS level; for example, trusts standardising across place the way their ICCs are run
- Joint Strategic Leadership in a Crisis Training moved online
- Strong quarterly assurance meeting process providing structured 'safe space' for conversations.
- Positive joint response with a Chemical, Biological and Radiological, Nuclear and Explosives plan exercised in September 2021.
- Risk work at Local Health Resilience Partnership and Southeast Region level.
- A Business Continuity survey was undertaken by one provider to gather information about the various disruptions faced by different services, actions taken, and any learning identified. This enabled identification of service Business Continuity Plans which had (or had not) been suitably reviewed and validated during this past year, allowing the EPRR team to provide support. The survey also offered BCP exercise assistance thereby developing a BC exercise schedule.

Challenges & Areas of Concern

The following challenges and areas of concern have been discussed, noted and escalated to NHSE/I through the EPRR process.

- Information flow from central (e.g., copy in EPRR Leads direct rather than via ICC/AEO etc.)
- National Guidance 'gaps' slow in being received.
- Opportunities for greater cross LRF/LHRP working – e.g., RMU.

6. Looking Forward

As in previous years the outstanding EPRR Core Standards will be monitored via their action plans at the assurance meetings with providers.

Over the first quarter of 2022 the BOB approach to EPRR will become even more aligned. The Integrated Care Board will be a category one responder and we will need to determine what EPRR arrangements we will need to put in place and consider the options for moving to a single BOB wide on-call arrangement. We now participate in a network of EPRR leads with the other five southeast ICSs and will build on their learning and experience in this area.

Adam Williams
Senior Intelligence Performance & EPRR Lead
December 2021

Appendix A

Buckinghamshire 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 2021/22, Buckinghamshire CCG has been required to assess itself against these core standards. The outcome of this self-assessment shows that against **29** of the core standards which are applicable to the organisation, Buckinghamshire CCG is fully compliant with **29** of these core standards

The overall rating is: **Full**

Catherine Mountford
Buckinghamshire CCG
December 2021

Appendix B

Oxfordshire 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 **2021/22**, Oxfordshire CCG has been required to assess itself against these core standards. The outcome of this self-assessment shows that against **29** of the core standards which are applicable to the organisation, Oxfordshire CCG is fully compliant with **26** of these core standards and has a plan in place for the remaining **3**.

The overall rating is: **Substantial**

Catherine Mountford
Oxfordshire CCG
December 2021

Appendix C

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 **2021/22**, Berkshire West CCG has been required to assess itself against these core standards. The outcome of this self-assessment shows that against **29** of the core standards which are applicable to the organisation, Berkshire West CCG is fully compliant with **29** of these core standards

The overall rating is: **Full**

Catherine Mountford
Berkshire West CCG
December 2021