

## QUALITY AND SAFETY COMMITTEE







Date of committee meeting: 10 August 2016

Agenda Item No: Item 5.1

<p><b>TITLE OF REPORT</b></p>	<p>Emergency Preparedness, Resilience and Response (EPRR)</p>
<p><b>PURPOSE OF REPORT:</b></p>	<p>The purpose of this Report is to give a quarterly update concerning the CCG's EPRR work streams to ensure the CCG is fulfilling its statutory responsibilities.</p>
<p><b>KEY POINTS:</b></p>	<p>Finalised Core Standards Assurance with summary of outstanding work</p> <p>Walsall CCG have the remaining areas of work within the next year to transfer from <b>Substantial</b> to <b>Fully Compliant</b>:</p> <ul style="list-style-type: none"> <li>• Influenza Pandemic Plan finalised</li> <li>• Fuel Disruption Planning arrangement reviewed with NHS England</li> <li>• Debrief Policy finalised and signed off</li> <li>• National Occupational Standards developed at the Local Health Resilience Forum for Walsall CCG to utilise as part of its training standards.</li> <li>• Walsall CCG Corporate Business Continuity Plan finalised and signed-off</li> </ul> <p>Current Risk of Health Planning Officer post ending on 30<sup>th</sup> September 2016 with outlined 3 month work plan.</p> <p>A joint 3 month work plan has been developed between Walsall Council and Walsall CCG to ensure key areas of work has been completed prior to 30<sup>th</sup> September. This will maintain local resilience capabilities with a defined handover process to ensure knowledge management post 30<sup>th</sup> September. This will support the WCCG in the short term whilst interim or long term</p>

	arrangements are put into place.
<b>RECOMMENDATION TO THE COMMITTEE:</b>	To be assured that the completion of the work plan will ensure the CCG is compliant with the core standards
<b>COMMITTEE ACTION REQUIRED:</b>	Assurance
<b>REPORT WRITTEN BY:</b>	Adam Biggs (Health Emergency Planner)
<b>REPORT PRESENTED BY:</b>	Adam Biggs (Health Emergency Planner)
<b>REPORT SIGNED OFF BY:</b>	Sara Saville Head of Corporate Governance
<b>CONSENT AGENDA</b>	not appropriate
<b>PREVIOUS COMMITTEES</b>	N/A

There is a requirement for all members to read the papers prior to the meeting. The presenter must not go through the paper in detail and only indicate if there are any amendments or additional information which was not available at the time of writing the report.

<b>The CCG Corporate Objectives.</b>	
Please indicate which Corporate Objectives this report supports	
Involve patients and public in decision making	
Ensure value for money	
Commission high quality services	
Promote good health and sound treatment of ill health	
Ensure strong leadership and good governance	
Work in partnership	

**Positive general duties - Equality Act 2010**

The CCG is committed to fulfilling its duty under the Equality Act 2010 and to ensure its commissioned services are non-discriminatory. This report is intended to support delivery of our duty to have a continuing positive impact on equality and diversity  
The CCG will work with providers, communities of interest and service users to ensure that any issues relating to equality of service within this report have been identified and

addressed	
Please indicate if there have been any equality of service issues identified in this report	No

All papers are subject to the Freedom of Information Act. All papers marked as 'in confidence, not for publication or dissemination' are sent securely to named individuals and they cannot be distributed further without the written permission of the Chair. Exemption 41, Information provided in confidence, applies.



# Quality and Safety Committee Meeting Report

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## Report on Emergency Preparedness, Resilience and Response activity

10<sup>th</sup> August 2016

### 1.0 Introduction

The purpose of this paper is to provide Q&S Committee with an update on activity in emergency preparedness, resilience and response (EPRR).

### 1.1 Incidents

- None of note since April 2016

### 1.2 Core Standards Assurance

NHS England carry out an annual self assessment process called the Core Standards. This assurance lists a number of questions for each NHS organisation to answer and provide evidence against.

The process set out the following timelines:

- 29<sup>th</sup> July 2016: Completion and return of Core Standards to NHS England signed by the Accountable Emergency Officer
- 26<sup>th</sup> August 2016: Completion of CCG Review on Provider Core Standard returns
- 21<sup>st</sup> September 2016: Organisations to Present to LHRPs covering organisations core standards assessment

NHS England requires the Accountable Emergency Officer (AEO) to sign off the self-assessment prior to its submission on 29 July. The Director of Commissioning, Sarah Laing as the CCG AEO has signed off the Walsall CCG submission.

Walsall CCG has self assessed its level of EPRR preparedness as Substantial as defined in the table below.

<b>Compliance Level</b>	<b>Evaluation and Testing Conclusion</b>
<b>Full</b>	Arrangements are in place that appropriately addresses all the core standards that the organisation is expected to achieve. The Board has agreed with this position statement.
<b>Substantial</b>	Arrangements are in place however they do not appropriately address one to five of the core standards that the organisation is expected to achieve. A work plan is in place that the Board has agreed.
<b>Partial</b>	Arrangements are in place, however they do not appropriately address six to ten of the core standards that the organisation is expected to achieve. A work plan is in place that the Board has agreed.
<b>Non-compliant*</b>	Arrangements in place do not appropriately address 11 or more core standards that the organisation is expected to achieve. A work plan has been agreed by the Board and will be monitored on a quarterly basis in order to demonstrate future compliance.

To move to fully compliant the remaining areas of work will need to be completed prior to next Core Standards assurances in July 2017.

1. Influenza Pandemic Plan finalised
2. Debrief Policy finalised and signed off
3. Walsall CCG Corporate Business Continuity Plan finalised and signed-off
4. Fuel Disruption Planning arrangement reviewed with NHS England
5. National Occupational Standards developed at the Local Health Resilience Forum for Walsall CCG to utilise as part of its training standards

Items 4 and 5 will not be completed before the ERPP officer leaves as these areas are not within their control tied into regional meetings and discussions through LHRF. Ongoing updates will be maintained through the current Walsall and Wolverhampton MOU with Wolverhampton CCG Emergency Planner to forward relevant information.

Full details of Walsall CCG Core Standard returns can be found in Appendix A.

### **1.3 Current Risks**

The Health Emergency Planner post holder will be leaving 30 September 2016. The current post was a shared resource between Public Health and Walsall CCG on a 0.4WTE contracted through Walsall Council. There are a number of options which are currently being explored with a view to have provision in place to enable a handover with the current post holder.

A further 3 month work plan has been developed to ensure all appropriate work has been completed with a handover process in place.  
This is outlined within Appendix B.

## APPENDIX A – Core Standards Assurance Returns 2016

This year NHS England requested the following:

- **The results of the organisation’s self-assessment against the NHS England Core Standards for EPRR**

✓ Completed and attached outlining Walsall CCG assurances



Walsall CCG  
core-standards-eprp :

- **A resulting action/work plan stemming from the self-assessment.**

✓ Attached is Walsall CCG 2016-2017 work plan that has been revised following assessment previously presented at last Q&S meeting



Walsall CCG\_EPRR  
Work Plan 2016-2017

- **A copy of your organisation’s paper to the relevant Board or Governing Body reporting your progress against EPRR Core Standards**

✓ Report attached and presented at the last Q&S in May 2016, with next report due in August 2016 meeting.



EPRR Assurance  
Process Ltr BSBC 21 J

- **A declaration of the level of compliance achieved (this can either be a separate letter or it can be contained within your Board/Governing Body report).**

✓ Attached and completed outlining Walsall CCG level of compliance at **Substantial**



Walsall CCG Core  
Standards Submissior

- **Your last live exercise report, together with a short update on implementation of recommendations.**

- ✓ The report covers the Table Top exercise carried out in November 2016 that exercised Walsall CCG on-call directors capabilities alongside media response and training.



Exercise Loki - post  
exercise report.pdf

- **Your last business continuity desktop exercise report, together with a short update on implementation of recommendations.**

- ✓ The report covers Walsall CCG business continuity exercise in November 2014, this was then re-assessed at the regional exercise 'Dark Star' in 2015 with Business Continuity now going under review following the restructure of Walsall CCG. A planned exercise will be taking place at the end of August following all revised plans.



WCCG BCP Exercise  
- Post Ex Report.pdf



## APPENDIX B - Health Emergency Planner 3 Month Handover process

### Summary

This paper outlines the work to be developed and completed for both the Public Health and CCG prior to my handover of all areas covering Health Emergency Planning including possible options post my departure.

No.	Work Area – Public Health	Completion Date	RAG
1	<b>Exercise Chadwick Post Exercise Report sign-off</b>  Report outlining the background to exercise Chadwick that tested local capabilities against a number of health protection outbreak or incidents with further actions captured.	July 2016	Completed
2	<b>Exercise Chadwick action plan developed</b>  Action outlined for the health protection forum to sign off and allocate.	July 2016	Completed
3	<b>Business Continuity Plans revised</b>  Public Health BCP revised	August 2016	Completed
4	<b>Public Health OOH pack reviewed &amp; Resilience Direct set-up</b>  Public Health OOH pack developed and put into Resilience Direct website with DPH, PH Consultants and Nurse Consultant Health Protection trained on its use.	August 2016	Started
5	<b>Project Management support process covered through PAT</b>	September 2016	Started

6	<p align="center"><b>Pandemic Exercise</b></p> <p align="center">Exercise to test local capabilities in responding to an influenza pandemic.</p>	September 2016	Started
7	<p align="center"><b>Review of STP work to potentially incorporate Health Protection mutual aid (Barbara Watt and Tony Gallagher to be tied into discussions)</b></p> <p align="center">Action following exercise Chadwick concerning resources required during a health protection incident. STP is to be reviewed as a potential avenue in supporting a mutual aid approach across the Black Country.</p>	September 2016	Not Started
8	<p align="center"><b>Health Protection Forum risk register and work plan revised</b></p>	September 2016	Not Started
9	<p align="center"><b>Loggist's Trained</b></p>	September 2016	Not Started
10	<p align="center"><b>Health Protection outlined work plan</b></p>	September 2016	Not Started
11	<p align="center"><b>PHE BTEC level 3 course</b></p>	September 2016	Not Started
12	<p align="center"><b>UKPHR Commentary and Registration</b></p>	September 2016	Started
13	<p align="center"><b>Handover Process</b></p>	September 2016	Started

<b>No.</b>	<b>Work Area – WCCG</b>	<b>Completion Date</b>	<b>RAG</b>
1	<b>Urgent Care Centre closure plan signed off</b>	July 2016	Completed
2	<b>LHRF On-Call discussion paper outlined</b>	June 2016	Completed
3	<b>CCG On-call pack reviewed</b>	June 2016	Completed
4	<b>CCG Core Standards sign-off</b>	July 2016	Completed
5	<b>Business Continuity Plans revised</b>	August 2016	Started
6	<b>Business Continuity Exercise</b>	August 2016	Not Started
7	<b>Relocation Plan</b>	August 2016	Started
8	<b>Debrief Policy</b>	August 2016	Started
9	<b>Loggist's Trained</b>	September 2016	Not Started
10	<b>Core Standard Assurance Process on providers</b>	August 2016	Not Started
11	<b>Core Standards presentation to LHRP</b>	September 2016	Not Started
12	<b>Handover Process</b>	September 2016	Started

<b>Work to be carried forward</b>	<b>Organisation (CCG / Public Health)</b>
Support and development of GP business continuity plans	CCG
Communication on-call support	CCG