

CCG REPORT COVER SHEET

Meeting Title:	Governing Body in Public	Date: 3 September 2019						
Report Title:	EPRR Assurance Report	Agenda Item: 6.1						
Chief Officer:	Louise Mitchell, Chief Operating Officer and Accountable Emergency Officer							
Clinical Lead:	N/A							
Report Author:	Sharon Fox, Deputy Accountable Emergency Officer Rachel Wood, Corporate Services Business Support Manager							
Document Status:	Final							
Report Summary:	<p>The purpose of this report is</p> <ul style="list-style-type: none"> to provide assurance to the Governing Body on the CCG's Emergency Planning Resilience and Response arrangements and activities (EPRR) in line with the Civil Contingencies Act 2004 and the NHSE EPRR Framework (rev 2015). to present the outcomes of the EPRR Core Standards annual self-assessment process for approval and recommendation to the Governing Body for formal ratification following approval by the Integrated Performance and Assurance Committee. 							
Report Purpose:	For Assurance	X	For Decision		For Approval	X	For Recommendation	
Recommendation:	<p>The Governing Body is asked to note the EPRR Assurance Report. The Governing Body is asked to formally ratify the outcomes of the EPRR Core Standards Self-Assessment process set out at Annex A, acknowledging that this is subject to system-wide Peer Review prior to submission to the Local Health Resilience Partnership.</p>							
Link to Corporate Objective:	Objective 1 – Ensure clear patient voice in everything we do							
	Objective 2 – Deliver improvements that make best use of the public pound and save system 'cost'							
	Objective 3 – Use data and information to prove everything							X
	Objective 4 – Deliver the prioritised performance standards							
	Objective 5 – Deliver the 6 transformation programmes							
	Objective 6 – Deliver the CCG Financial Plan							
CAF (Strategic Risk) Reference	Description of Risk						Current Risk Score	
CAF01	Risk to maintaining robust governance arrangements						16 Red	
CAF13	Failure to adequately prepare for EU Exit						12 Amber	
NHSE CCG IAF Links	IAF 1 Domain 1 - Better Health							
	IAF 2 Domain 2 - Better Care							
	IAF 3 Domain 3 - Sustainability:			X				
	IAF 4 Domain 4 - Leadership			X				
Resource implications:	N/a							
Chief Officer/ SRO Sign Off:	Accountable Emergency Officer							
Chief Finance Officer Sign Off: (if required)	N/A							
Legal implications including equality and diversity assessment:	Civil Contingencies Act 2004 Health and Social Care Act 2012 NHSE EPRR Framework 2015 (revised)							
Conflicts of Interest	N/A							
Report history:	EPRR Sub-Group 30 July 2019, IPAC							
Next steps:	Presentation of EPRR Core Standards Self-Assessment to NHSE for Peer Review Continued monitoring of EPRR compliance							

MEETING: GOVERNING BODY IN PUBLIC

AGENDA ITEM: 6.1 SECTION: OPERATIONS

DATE: 3 SEPTEMBER 2019

TITLE: EPRR ASSURANCE OVERVIEW REPORT

FROM: LOUISE MITCHELL, ACCOUNTABLE EMERGENCY OFFICER

1 PURPOSE

1.1 The purpose of this report is:

to provide assurance to the Governing Body on the CCG's Emergency Planning Resilience and Response (EPRR) arrangements and activities in line with the Civil Contingencies Act 2004 and the NHSE EPRR Framework (rev 2015).

to present the outcomes of the EPRR Core Standards annual self-assessment process for approval and recommendation to the Governing Body for formal ratification following approval by the Integrated Performance and Assurance Committee.

2. GOVERNANCE

2.1.1 Roles and Responsibilities

Roles and Responsibilities within the CCG are set out below:

Accountable Emergency Officer – Chief Operating Officer – Louise Mitchell
Deputy Accountable Emergency Officer – CCG Secretary & Associate Director of Corporate Affairs – Sharon Fox
Senior Responsible Owner – EU Exit - CCG Secretary & Associate Director of Lay Member for Assurance – Brian Ashton

2.1.2 Governance and Reporting Arrangements

The EPRR Sub-Group oversees delivery of the EPRR Agenda and Annual Work Plan and reports to the Integrated Performance and Assurance Committee (IPAC) on a quarterly basis.

The CCG's EU Task and Finish Group reports to the Chief Officer Team, and then to IPAC.

2.1.3 Partnership Working

The CCG fully participates in the Cambridgeshire and Peterborough Local Health Resilience Partnership (LHRP) and Cambridgeshire and Peterborough Local Resilience Forum (LRF), with attendance from the Accountable Emergency Officer

or Deputy Accountable Emergency Officer at each meeting. The CCG is also a member of number of LRF Working Groups which are attended by the Corporate Services Support Manager.

3. CORE PLANNING DOCUMENTS

- 3.1 The CCG's Incident Response Plan (Official Sensitive) V7 was formally ratified by the Governing Body on 5 March 2019.
- 3.2 The CCG's EPRR Framework V4 was formally ratified by the Governing Body on 14 May 2019.
- 3.3 The CCG's Business Continuity Plan (Official Sensitive) V6 was formally ratified by the Governing Body in private on 14 May 2019.
- 3.4 The CCG's Outbreak Plan (Official Sensitive) V1 has now been finalised and approved by IPAC. This is presented to the Governing Body in private for formal ratification.
- 3.5 The CCG's Pandemic Flu Plan (Official Sensitive) V2 has been revised and updated to reflect organisational responsibilities and associated linking plans. This is presented to the Governing Body in private for formal ratification.
- 3.6 The CCG has contributed to the development / review of a number of LRF and LHRP Plans over the last year. These are reported to the EPRR Sub-Group and IPAC.

4 TRAINING AND EXERCISES

- 4.1 The CCG has continued to actively train and exercise plans in line with our EPRR Training and Exercise plan which is appended to the CCG's EPRR framework. This is monitored by the EPRR sub-group and assurance provided to IPAC.
- 4.2 Outcomes for review are incorporate into Plans as required.

5. CYBER SECURITY

- 5.1 The CCG's Internal Auditors conducted an Internal Audit Review of Cyber Security arrangements. This received "Reasonable Assurance". A Management Action Plan has been agreed to take forward the recommendations from the Audit.

6. EPRR RISKS

- 6.1 Currently on the CAF, references to emergency planning sit within CAF01 – Failure to ensure robust Governance Arrangements.
- 6.2 With the heightened planning required for the potential no-deal exit on 31 October 2019 the failure to prepare for a no deal EU Exit risk has been re-escalated to the CAF from the Corporate Services & Corporate Governance Register. This is referenced as CAF13.

- 6.3 Currently, on the Corporate Services and Governance Risk Register, the following risk is listed:

CSG7 – Failure to comply with the Civil Contingencies Act 2004. This is scored at 3 (Green) to reflect our compliance with the EPRR Core Standards self-assessment and current position.

7. EU EXIT PREPAREDNESS

- 7.1 The Governing Body has approved the appointment of Sharon Fox as Senior Responsible Owner for EU Exit. The Operational Lead for EU Exit is Rachel Wood. These roles have been reported to the NHS England and NHS Improvement EU Exit Team.
- 7.2 Significant focus remains on preparing for an EU Exit. The CCG has re-established internal Task & Finish Group meetings and the CPLHRP EU Exit Preparedness Health and Social Care group have been meeting from August 2019. The CCG will also participate in any Strategic Co-ordination Groups (SCG) and Tactical Co-ordination Groups (TCG) in line with the CPLRF Command and Control Plan.

8. EPRR CORE STANDARDS

8.1 Annual Self-Assessment Process

- 8.1.1 The CCG has completed its annual self-assessment process against the EPRR Core Standards and can, subject to Peer Review and Local Health Resilience Partnership approval, declare Full Compliance against the Core Standards. IPAC has approved the Self-Assessment Template which is set out at Annex A.
- 8.1.2 In relation to the Deep Dive into Adverse Weather, the CCG has identified some areas of partial or non-compliance. This links to organisational risk assessment on climate change issues and adaptation of buildings. Actions have been suggested to address these areas. The Deep Dive does not contribute to the overall Core Standards rating; however, it is important to ensure that these actions are addressed and this will be monitored by the EPRR Sub-Group reporting to IPAC.
- 8.1.3 Discussions have taken place at the LHRP workshops regarding the System-wide process for 2019. Following positive feedback on last year's process, a CCG-led Core Standard Peer Review is planned for Wednesday 4 September 2019.

9. RECOMMENDATIONS

- 9.1 The Governing Body is asked to note the EPRR Assurance Report.
- 9.2 The Governing Body is asked to formally ratify the outcomes of the EPRR Core Standards Self-Assessment process set out at Annex A, acknowledging that this is subject to system-wide Peer Review prior to submission to the Cambridgeshire and Peterborough Local Health Resilience Partnership.

Authors: *Sharon Fox*
Associate Director - Corporate Affairs
28 August 2019

Rachel Wood
Corporate Services Support Manager

Annex A EPRR Core Standards Self-Assessment Template

Cambridgeshire and Peterborough CCG Outcomes of the EPRR Core Standards Self-Assessment 2019

Core Standards	Total standards applicable	Fully compliant	Partially compliant	Non compliant
Governance	6	6	0	0
Duty to risk assess	2	2	0	0
Duty to maintain plans	9	9	0	0
Command and control	2	2	0	0
Training and exercising	3	3	0	0
Response	5	5	0	0
Warning and informing	3	3	0	0
Cooperation	4	4	0	0
Business Continuity	9	9	0	0
CBRN	0	0	0	0
Total	43	43	0	0

Deep Dive	Total standards applicable	Fully compliant	Partially compliant	Non compliant
Severe Weather response	14	13	2	0
Long Term adaptation planning	5	2	0	3



Instructions:

- Step 1: Select the type of organisation from the drop-down at the top of this page
- Step 2: Complete the Self-Assessment RAG in the 'EPRR Core Standards' tab
- Step 3: Complete the Self-Assessment RAG in the 'Deep dive' tab
- Step 4: Ambulance providers only: Complete the Self-Assessment in the 'Interoperable capabilities' tab
- Step 5: Click the 'Produce Action Plan' button below

Produce Action Plan (Populate Action Plan tab)

A copy of the full self-assessment template was presented and approved by the Integrated Performance and Assurance Committee on 27 August 2019.