

## CCG REPORT COVER SHEET

<b>Meeting Title:</b>	Governing Body in Public		<b>Date: 8 September 2020</b>	
<b>Report Title:</b>	EPRR Progress Report incorporating the EPRR Core Standards Self-Assessment		<b>Agenda Item: 5.4</b>	
<b>Chief Officer:</b>	Sharon Fox, Director of Governance and Accountable Emergency Officer			
<b>Clinical Lead:</b>	N/A			
<b>Report Author:</b>	Sharon Fox, Director of Governance and Accountable Emergency Officer Rachel Wood, Corporate Services & Resilience Manager			
<b>Document Status:</b>	Final			
<b>Report Summary:</b>	The purpose of this report is to provide an overview of the CCG's Emergency Planning Resilience and Response activities (EPRR) over the last six months. This is in line with the Terms of Reference for the Group which oversees the delivery of the CCG's compliance with the Civil Contingencies Act 2004 and the NHSE EPRR Framework (rev 2015); to advise on the EPRR Core Standards process for 2020/21; and to present the revised CCG EPRR Framework to the Governing Body for formal ratification			
<b>Report Purpose:</b>	<b>For Assurance</b>	<b>X</b>	<b>For Decision</b>	<b>For Approval</b>
				<b>X</b>
				<b>For Recommendation</b>
<b>Recommendation:</b>	To note the summary of EPRR activities conducted by the CCG over the last six months. To approve the EPRR Framework Version 5 set out at Annex A. To note the requirements for the EPRR Core Standards process for 2020/21 and endorse the proposed approach set out in Section 9.2.			
<b>Link to Corporate Objective:</b>	<b>Objective 1 – Ensure clear patient voice in everything we do</b>			
	<b>Objective 2 – Deliver improvements that make best use of the public pound and save system 'cost'</b>			
	<b>Objective 3 – Use data and information to prove everything</b>			
	<b>Objective 4 – Deliver the prioritised performance standards</b>			
	<b>Objective 5 – Deliver the 6 transformation programmes</b>			
	<b>Objective 6 – Deliver the CCG Financial Plan</b>			
<b>CAF (Strategic Risk) Reference</b>	<b>Description of Risk</b>			<b>Current Risk Score</b>
CAF01	Impact on the delivery of health services as a result of the Covid-19 Pandemic and further risk of a second wave of Covid-19 Pandemic occurring in the CCG area post relaxation of national lockdown measures.			<b>25(R)</b>
CAF08	Risk to maintaining robust CCG Governance Arrangements			<b>8(A)</b>
CAF17	Failure to plan for a no deal EU Exit			<b>12 (A)</b>
<b>NHSE CCG IAF Links</b>	<b>IAF 1 Domain 1 - Better Health</b>			
	<b>IAF 2 Domain 2 - Better Care</b>			
	<b>IAF 3 Domain 3 - Sustainability:</b>		X	
	<b>IAF 4 Domain 4 - Leadership</b>		X	
<b>Resource implications:</b>	N/a			
<b>Chief Officer/ SRO Sign Off:</b>	Accountable Emergency Officer			
<b>Chief Finance Officer Sign Off: (if required)</b>	N/A			
<b>Legal implications including equality and diversity assessment:</b>	Civil Contingencies Act 2004 Health and Social Care Act 2012 NHSE EPRR Framework 2015 (revised)			
<b>Conflicts of Interest</b>	In line with the CCG's Conflicts of Interest Policy – For info			
<b>Report history:</b>	EPRR Sub-Group 14 August 2020 Chief Officer Team 17 August 2020 IPAC 28 August 2020			
<b>Next steps:</b>	Summary Report to the Governing Body on 8 September 2020			

**MEETING: GOVERNING BODY IN PUBLIC**

**AGENDA ITEM: 5.4**

**DATE: 8 SEPTEMBER 2020**

**TITLE: EPRR ASSURANCE OVERVIEW REPORT**

**FROM: SHARON FOX, DIRECTOR OF GOVERNANCE / ACCOUNTABLE  
EMERGENCY OFFICER**

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## **1 PURPOSE**

1.1 The purpose of this report is:

- to provide an overview of the CCG's Emergency Planning Resilience and Response (EPRR) activities. This is in line with the Terms of Reference for the EPRR Sub Group which oversees the delivery of the CCG's compliance with the Civil Contingencies Act 2004 and the NHSE EPRR Framework (rev 2015);
- formally ratify the revised EPRR Framework Version 5; and
- to advise on the EPRR Core Standards process for 2020-21.

## **2. KEY POINTS**

### **2.1 Roles and Responsibilities**

Roles and Responsibilities within the CCG are set out below:

Accountable Emergency Officer – Director of Governance  
Senior Responsible Owner – EU Exit – Director of Governance  
GB Member - Lay Member for Assurance

### **2.2 Governance and Planning**

#### **2.2.1 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.

#### **2.2.2 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 at each meeting. The CCG is also a member of number of LRF Working Groups which are attended by the Corporate Services and Resilience Manager.

### **3. CORE PLANNING DOCUMENTS**

- 3.1 The CCG's revised EPRR Framework V5 was approved by IPAC on 25 August 2020 and is presented to the Governing Body for formal ratification. A number of amendments have been made to the Framework to reflect learning from Covid-19. This Framework is attached at Annex A.
- 3.2 The CCG's Incident Response Plan (Official Sensitive) V8 was approved by the IPAC on 25 August 2020 and is presented to the Governing Body in private for formal ratification on 8 September 2020. A number of amendments have been made to the Plan to reflect learning from Covid-19. We have also updated the Framework to reflect any changes also made to the NHSE/I East Incident Response Plan. A more detailed Incident Records Management and Retention Strategy has also been developed by the CCG's Internal Business Restoration Group and has been incorporated in the Plan as an Annex.
- 3.3 The CCG's Business Continuity Plan (Official Sensitive) V7 was approved by IPAC on 25 August 2020 and is presented to the Governing Body in private for formal ratification on 8 September 2020. The overarching Plan has now been reviewed to reflect the learning from Covid-19. The role of the Business Continuity Champions has proven invaluable during the Covid-19 National Emergency. Their role in ensuring that Teams and Directorates have individual Business Continuity Plans has been able to support the redeployment of staff to support our response to the pandemic.
- 3.4 A number of other linking documents are being updated to reflect our learning from Covid-19. The revised documents will be presented to the next EPRR Sub-Group for sign off.
- 3.5 The CCG's EPRR Annual Workplan for 2020-21 has been approved by IPAC and will contribute to delivery of the EPRR Annual Core Standards.
- 3.6 The CCG has contributed to the development / review of several LRF and LHRP Plans over the last year. Details are reported to the EPRR Sub-Group and IPAC.

### **4 TRAINING AND EXERCISE**

- 4.1 In 2019-20 and the first quarter of 2020-21, the CCG has continued to ensure that training and exercising for EPRR events is given the appropriate priority. Details are provided within the EPRR Framework Training and Exercise Schedule.
- 4.2 Due to the Pandemic, we have been unable to conduct Integrated Strategic Management Training which we provide to all Strategic Commanders across the system for the last six months, and also support other systems. We are currently reviewing how we could operate this training on a virtual basis. In the meantime, it is pleasing to note that the CCG supported the training and development of 146 Strategic Commanders since the training was first introduced in 2017.

## **5 INCIDENT MANAGEMENT**

- 5.1 From February 2020, the NHS was operating in a Level 4 National Emergency due to the Covid-19 Pandemic. As a result of this the CCG's Incident Response Plan, Business Continuity Plan and associated linking plans were fully implemented. An Initial Lessons Learned Exercise was completed by the CCG in May 2020 and we continue to participate in events to ensure that learning from the incident supports our future preparedness. The CCG has recently facilitated an LHRP-wide event and the CPLRF is also collating lessons learned. We will bring these lessons together into an overarching document over the coming months.
- 5.2 During 2019-20, there was significant planning for a no deal EU-Exit. The CCG led the LHRP EU Exit Preparedness Group during this time. As we now progress towards the 31 December 2020 deadline to leave the EU, further planning and preparedness is required. We await direction from NHSE/I on next steps and I will keep members informed of progress.
- 5.3 As well as Covid-19, the CCG has also been involved in several incidents as a result of our role in co-ordinating the local health service on behalf of NHSE/I. This involvement has ranged from severe weather to planning for protests and major events. It is important to highlight and acknowledge sustainable incident management requires the involvement of staff from across the CCG. Our response to both the Covid-19 National Emergency and to other incidents has demonstrated this over the last few months. The CCG's EPRR Team (fulfilled by members of the Governance Directorate) is fully supported by Tactical and Strategic Directors on Call, the Communications Team and a significant number of staff across the Directorates.

## **6 COMMUNICATIONS**

- 6.1 The Communications Team has been working very closely with both system partners (via the Comms Cell, which includes invites to all health system partners and the local authorities), and Warn and Inform (the communications sub group of the LRF) to share important updates and message with both the local community and local healthcare system.
- 6.2 We have built the strong relationships across the Warn and Inform partnership and continue to openly share information to ensure all partners are well briefed on any important emerging issues.

## **7. CYBER SECURITY**

- 7.1 The CCG's Internal Auditors conducted an Internal Audit Review of Cyber Security arrangements last year which received "Reasonable Assurance". The IG&IMT Steering Group continue to monitor our plans for Cyber Security. Due to Covid19 response we postponed our planned Cyber Business Continuity Exercise in February 2020. This was to be facilitated by the Cyber Protect Co-ordinator from the Regional Cyber Crime Unit.

## 8 EPRR RISKS

- 8.1 Currently, on the CAF, references to emergency planning sit within CAF08 – Failure to ensure robust Governance Arrangements.
- 8.2 Due to the National Emergency, there are several risks on the CAF in relation to Covid-19. From an emergency planning perspective, the most relevant to emergency planning is CAF01.
- 8.3 With the heightened planning required for leaving the EU on 31 December 2020, IPAC has agreed the EPRR Sub-Group's recommendation to escalate the risk "Failure to prepare for a no deal EU Exit" from the Governance Directorate's Risk Register to the CAF. This is now listed as CAFxx.
- 8.4 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 completed actions and current position.

## 9. EPRR CORE STANDARDS 2020

- 9.1 Since the IPAC meeting on 25 August 2020, all NHS organisations have been notified of the confirmed approach to EPRR Core Standards for 2020-21 which will focus on three areas:

### **1) progress made by organisations that were reported as partially or non-compliant in the 2019/20 process**

The CCG achieved Full Compliance during 2019-2020. We have however, conducted a self-assessment process to ensure that we have maintained this rating against the Core Standards and reported this to IPAC. Working with NHSE East EPRR Team, the CCG has continued to monitor the progress of Royal Papworth Hospitals Recovery Plan following a Partial Compliance Rating in the EPRR Core Standards 2019. The Trust has now improved to Substantial Assurance.

### **2) the process of capturing and embedding the learning from the first wave of the COVID-19 pandemic**

As set out in Section 5.1 above, the CCG is full engaged in a number of processes to support this requirement.

### **3) inclusion of progress and learning in winter planning preparations**

Progress and learning in relation to winter planning preparations has been fed into the Cambridgeshire and Peterborough Winter Plan for 2020/21.

9.2 We are required to provide a statement of assurance to NHSE/I Regional EPRR team by 31 October 2020 on the three areas above. We are awaiting templates from NHSE/I to support this. We will complete the process following the next LHRP meeting and present the statement to IPAC for approval, prior to submission. The Governing Body is asked to endorse this approach.

## **10. RECOMMENDATIONS**

10.1 To note the summary of EPRR activities conducted by the CCG over the last six months.

10.2 To approve the EPRR Framework Version 5 set out at Annex A

10.3 To note the requirements for the EPRR Core Standards process for 2020/21 and endorse the proposed approach set out in Section 9.2.

**Authors:** *Sharon Fox*  
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*1 September 2020*

## **Annexes**

Annex A EPRR Framework Version 5