

CCG Board

Date of meeting		28 November 2019	
Agenda Item	8	Paper No	WHCCG19/115

Emergency Planning Resilience and Response (EPRR) Annual Report 2019

Key issues	<p>This is the Emergency Planning Resilience and Response (EPRR) Annual Report to the Board which details how EPRR corporate responsibilities are met and provide assurance to the Board that it complies with relevant legislation and guidance (as summarised by the NHS England's core standards for EPRR).</p> <p>This report contains the 2019/20 EPRR Core Standards Assurance process for each of the CCG's above.</p> <p>As part of this process the Accountable Emergency Officer must ensure that the Board receive as appropriate, reports, no less frequently than annually, regarding EPRR, including reports on exercises undertaken by the organisation, significant incidents, and adequate resources are made available to enable the organisation to meet the requirements of these core standards.</p> <p>During 2018/19 a new EPRR team was developed by the Hampshire and Isle of Wight Partnership of CCG's to also cover Portsmouth and West Hampshire CCG's. The team consists of:</p> <ul style="list-style-type: none"> • Associate Director of Emergency Preparedness Resilience and Response, Tracy Davies • Head of Emergency Preparedness Resilience and Response, Phil Hartwell • Emergency Planning Resilience and Response Support Manager, Beverley Clarke • Emergency Planning Resilience and Response Support Officer, Sophie Hopkins <p>Key areas for note in the report are sections 8 (Exercises), 10 (Incidents) and 12 (CCG self-assessment)</p> <p>West Hampshire CCG has achieved Substantial Assurance this year.</p>
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Actions requested / Recommendation	The West Hampshire Clinical Commissioning Group Board is asked to receive the Emergency Preparedness, Resilience and Response (EPRR) Annual Assurance Report 2019, and consider any associated risks and actions.
Principal risk(s) relating to this paper	None
Other committees / groups where evidence supporting this paper has been considered.	Not applicable
Financial and resource implications / impact	There are no direct financial / resource implications / impacts relating to this report.
Legal implications / impact	The Civil Contingencies Act 2004 requires category 2 responders (CCGs) to cooperate with and support other Category 1 and 2 responders. The assurance process confirms the CCG is substantially compliant with this.
Public involvement – activity taken or planned	Not applicable
Equality and Diversity – implications / impact	There are no direct equality and diversity implications / impacts relating to this report.
Report Author	Tracy Davies, Associate Director of Emergency Planning Resilience and Response
Sponsoring Director	Jenny Erwin, Director of Commissioning, Mid Hampshire
Date of paper	24 October 2019

Emergency Preparedness Resilience and Response (EPRR) Report to Governing Body 2019

1. Introduction

West Hampshire CCG is required under the Civil Contingencies Act 2004 to deliver their responsibilities as category 2 responders. They have a joint on call rota with North Hampshire and Southampton CCG's.

In addition in July 2019 NHS England agreed to appoint one Accountable Officer for the West Hampshire, Southampton, North Eastern Hampshire, North, South Eastern Hampshire & Fareham & Gosport CCG's and Isle of Wight CCG's.

There is additionally a new EPRR team covering all the Hampshire and Isle of Wight CCG's (apart from Southampton CCG which has its own arrangements).which includes:

- Associate Director of Emergency Preparedness Resilience and Response, Tracy Davies
- Head of Emergency Preparedness Resilience and Response, Phil Hartwell
- Emergency Planning Resilience and Response Support Manager, Beverley Clarke
- Emergency Planning Resilience and Response Support Officer, Sophie Hopkins

2. Accountable Emergency Officers/Non-Executive Directors

Each CCG is required to appoint a board level officer/director as accountable emergency officer (AEO):

Jenny Erwin, Director of Commissioning is AEO for West Hampshire CCG taking over from Beverley Goddard in January 2019.

Additionally they require a Non-Executive Director (NED). This can be a Lay Member who is an independent member of the Board who can support the AEO but also hold them to account. The independence/impartiality of this person is essential. This is Alison Rogers for West Hampshire CCG.

3. Core EPRR

This year CCGs are required to self-assess against the NHS core standards for EPRR including a 'deep dive' into 'Severe Weather' and this report forms part of the formal reporting process.

The CCG has four key documents which detail their organisational response to emergency preparedness and resilience and response:

- CCG Incident Response plan
- Manual of Operations, detailing the running of an incident
- Business continuity plans (site specific, Omega and Fareham Borough Council)
- Severe Weather Plan

4. Governance

EPRR documents and reports are approved by the Executive Team.

In West Hampshire CCG EPRR is discussed on a regular basis at the Executive Team meetings.

5. On call

The joint two tier on-call is comprised of senior managers from both North Hampshire Southampton and West Hampshire CCG's. The number of calls received is on average 7 a month with the main reason for calls being:

- Pressure in the local health system
- Influenza Outbreak information from Public Health England

The CCGs on call pack is issued to all on call managers and details the system escalation process, contacts list, major incident action cards, site risk action cards and the health protection process. There is a training package in place for on-call managers to ensure they are supported to undertake their role.

A review will take place in 2019/20 to consider a wider HIOW CCG on call rota to support the future plans of the CCG's.

6. Local Health Resilience Partnership (LHRP)

The LHRP is a strategic emergency planning meeting of all the NHS organisations from across Hampshire and Isle of Wight. It is co-chaired by the Director of Strategy and Transformation NHS England/NHS Improvement (South East) and the Hampshire director of Public Health.

The CCG has attended meetings during the year. The CCGs Associate Director of EPRR has been an active member of the sub group (Business Management Group – BMG) which supports the LHRP and the team attended all meetings.

The LHRP has produced a Three Year Strategy and has carried out an annual review of progress. This strategic approach is a risk based process. The LHRP plans its preparedness, resilience and response to those identified risks culminating in a robust and collaborative annual training and exercising work programme, complete with milestones deadlines and identified work stream leads to ultimately improve and enhance EPRR interoperability across the local health community.

7. Training

Each on call manager and director has completed a Training Needs Analysis in 2019. This outlines the specific training required for all CCG staff with a role in a major incident response. The on call training is delivered or facilitated by the CCG's Associate Director of EPRR. On call training on System Escalation, Legislation and Incident Response took place throughout 2019. Regular training sessions will be scheduled throughout 2020 and all on call staff have attended at least one session in the year.

In addition, in order to support the understanding of CCG responders in a major incident the Local Resilience Forum (LRF) provide Tactical EPRR Training which includes running multi-agency Tactical Coordinating Group (TCG) exercises in response to a scenario involving a significant incident in Hampshire. The entire Executive group attended this training in 2019.

There are currently 8 staff trained as loggists. All will be receiving refresher training over the coming year and further loggists will be identified teams and provided with training.

8. Exercises

The three yearly statutory exercises for testing the local arrangements for the five Control of Major Accident Hazards (COMAH) sites at Fawley took place in September 2019 and the CCG took part attending the Tactical Coordinating Group at Hampshire Fire HQ in Eastleigh as well as opening the Incident Coordination Centre at Omega House.

Additionally a Pandemic Flu exercise will be taking place in Winchester in December 2019 and West Hampshire CCG will support this.

9. Communications exercise

West Hampshire CCG are in the process of adopting a text messaging services which will alert staff of incidents and issues affecting them and their place of work. There was communication to staff in February 2019 during a period of severe weather.

10. Incidents

There was a severe weather incident in early 2019 which involved transport issues around the M3 impacting Basingstoke and specifically the hospital site and West Hampshire staff supported the response to this.

In August 2019 the Local Resilience Forum stood up emergency arrangements after a report of water supply issues to a large area in Andover. Again the Chief Operating Officer from West Hampshire and the Associate Director of EPRR supported.

At the beginning of 2019 the CCG supported the health and multi-agency planning in readiness for the UK leaving the EU in April 2019. This date was postponed by the government and the CCG is now continuing to work with both health services and wider multi agency partners.

The CCGs have responded to the local health system pressures and played an active part in the gold command arrangements as well as working with the wider system.

11. EPRR Core Standards

In September 2019 NHS organisations carried out a self-assessment of their state of readiness against the NHS England published EPRR core standards.

12. CCG self-assessment

The AEO and Associate Director of EPRR have completed the self-assessment of 43 core standards and identified that the organisation are compliant with 39 of them.

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	8	1	0
Command and control	2	2	0	0
Training and exercising	3	3	0	0
Response	5	5	0	0
Warning and informing	3	2	1	0
Cooperation	4	4	0	0
Business Continuity	9	7	2	0
CBRN	0	0	0	0
Total	43	39	4	0

Deep Dive	Total standards applicable	Fully compliant	Partially compliant	Non compliant
Severe Weather response	14	15	0	0
Long Term adaptation planning	5	4	1	0
Total	19	19	1	0

The following 4 core standards were rated as amber and form part of the action plan for the coming year:

- Pandemic Flu Plans which will be reviewed over the next few months before a Hampshire wide exercise in December;
- Warning and Informing - whilst a staff cascade is in place West Hampshire CCG has agreed to adopt a text messaging service called Text Anywhere to provide a robust method of communicating to staff in an incident;
- Business Continuity Audits which will take place through visits to each team;
- Business Continuity continuous improvement with wider discussion about improvement at Senior Leadership Meetings.

Additionally the following standard on Deep Dive – Severe Weather and Long Term Adaptation Planning (assessing suitability of buildings against changes in climate) was also rated amber:

DD16 Risk Assess – Currently there is no risks specific to climate change on the corporate risk register. There are however EPRR risks within the risk register which address the possible impacts of climate change, for example loss of premises.

13. NHS Providers self-assessment

NHSE has overseen the process and agreed with CCGs which providers will be reviewed by which commissioners:

- Portsmouth Hospitals NHS Trust is being reviewed by SE Hampshire CCG
- Solent NHS Trust is being reviewed by the SE Hampshire CCG
- **Southern Health NHS FT by West Hampshire CCG**
- 999 South Central Ambulance Service by West Berkshire CCG
- 111 South Central Ambulance Service by SE Hampshire CCG
- PTS South Central Ambulance Service by SE Hampshire CCG

The Associate Director of EPRR and Accountable Emergency Officers reviewed with providers their self-assessment submission and resulting action plans. Trusts have signed a statement of compliance and provided a report to their respective Boards as part of this process. The level of compliance of all Trusts in Hampshire and Isle of Wight has now been confirmed at the last Local Health Resilience Partnership and is detailed in the table below:

Organisation	Acute providers	Specialist providers	Ambulance services	Patient Transport Providers	NHS 111	Community services providers	Mental health providers	CCGs	Full / Substantial / Partial / Non		Change ↔ ↑ ↓
									2018/ 2019	2019/ 2020	
West Hampshire CCG								X	Substantial	Substantial	↔
IOW NHS Trust	X								Non-Compliant	Partial	↑
IOW Ambulance Trust			X						N/A		
Portsmouth Hospitals Trust	X								Substantial	Partial	↓
Solent NHS Trust						X	X		Substantial	Full	↑
SCAS			X	X	X				Substantial	Substantial	↔
Hampshire Hospitals	X								Substantial	Substantial	↔
Southern Health						X	X		Partial	Substantial	↑
University Hospital Southampton	X								Substantial	Substantial	↔

14. Summary

The Accountable Emergency Officer and Associate Director of EPRR and Head of EPRR met with Director of Transformation and Strategy NHS England and NHS Improvement (South East) as part of the assurance process on 1st October. They agreed a position of **Substantially** compliant for West Hampshire CCG.

Tracy Davies
Associate Director of EPRR
October 2019