



## RISK, AUDIT AND PERFORMANCE COMMITTEE

<b>Date of Meeting</b>	3 December 2024
<b>Report Title</b>	JB/ACHSCP Emergency Activation Plan
<b>Report Number</b>	HSCP24.099
<b>Lead Officer</b>	Martin Allan
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<b>Consultation Checklist Completed</b>	Yes
<b>Directions Required</b>	No
<b>Exempt</b>	No
<b>Appendices</b>	JB/ACHSCP Emergency Activation Plan
<b>Terms of Reference</b>	8. Monitor the JJB's work and performance as a Category 1 Responder under the Civil Contingencies Act 2004

### 1. Purpose of the Report

- 1.1. To present to the Risk, Audit and Performance Committee (RAPC) the Integration Joint Board's (JJB) Emergency Activation Plan, as part of the JJB's duties under the Civil Contingencies Act 2004.

### 2. Recommendations

- 2.1. It is recommended that the Risk, Audit and Performance Committee:



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- a) Note the IJB Emergency Activation Plan as detailed in the Appendix to this report; and
- b) instruct the Chief Officer to make and implement any reasonable and necessary arrangements regarding the response duties of the Senior Managers On Call (SMOC's) (and other Aberdeen City Council and NHS Grampian employees) connected to the IJB's work as a Category One Responder under the Civil Contingencies Act 2004 (including appropriate delegations where necessary), to support the attached Emergency Activation Plan (as detailed at Sections 4.8 and 4.9 to this report).

### **3. Strategic Plan Context**

- 3.1.** Ensuring a robust and effective risk management process will help Aberdeen City Health and Social Care Partnership (ACHSCP) achieve the strategic priorities as outlined in its strategic plan, as well as the IJB's duties under the Civil Contingencies Act, 2004 as it will monitor, control, and mitigate the potential risks to achieving these. The Operational Risk relating to the IJB becoming a Category 1 Responder has been aligned to the ACHSCP Strategic Plan.

### **4. Summary of Key Information**

- 4.1.** The IJB has emergency planning responsibilities to fulfil as a Category 1 responder, as defined by the Civil Contingencies Act 2004 ("The Act"). These responsibilities were confirmed in March, 2021.
- 4.2.** The IJB's responsibilities under the 2004 Act include:
- To assess the risk of emergencies occurring and using this to inform contingency planning.
  - To maintain emergency plans and business continuity plans.
  - To inform the public about civil protection matters and to maintain arrangements to warn, inform and advise the public in the event of an emergency.
  - To share information with other local responders to enhance coordination, and to co-operate with other local responders to enhance co-ordination and efficiency.
- 4.3.** This report presents the IJB/ACHSCP Emergency Activation Plan as per the Duty above ("To maintain emergency plans and business continuity plans").



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- 4.4.** ACHSCP, NHS Grampian and Aberdeen City Council have been working closely on civil contingency matters since the IJB became a Category 1 Responder, including helping to input into the attached Plan. In terms of governance, representatives from ACHSCP are members of various NHS Grampian and Council groups and boards which helps to further enhance the working arrangements. ACHSCP has its own Civil Contingencies Group which meets quarterly and has also helped to draft the attached Plan.
- 4.5.** The IJB/ACHSCP as a Category 1 Responder is also a member of the GLRP. The GLRP structures and strategic approach to responding to emergencies in the Grampian area has been reflected in the attached Plan.
- 4.6.** ACHSCP's SMOC's are on call 24/7 throughout the year and are responsible for assessing and managing risks during emergency response. All SMOC's are trained before taking up their duties and there are various Plans/guides available to the SMOC's. The development of the attached Activation Plan will help structure future training for SMOC's as well as supporting current SMOC's when faced with an emergency. The Plan combines various documents into one and has flowcharts and aide memoires to allow the SMOC's (and other responding staff) to respond quickly to the emergency.
- 4.7.** The IJB at its meeting on the 23<sup>rd</sup> of March 2021 had before it a report by the Chief Officer outlining the inclusion of the IJB as a Category 1 Responder under the Act and instructed the Chief Officer, as its Accountable Officer, to carry out on its behalf, all necessary arrangements to discharge the duties on the IJB under the 2004 Act. Within the Terms of Reference of this Committee the RAPC will monitor the IJB's work and performance as a Category 1 Responder under the Civil Contingencies Act 2004.
- 4.8.** In order for the Chief Officer to ensure that necessary powers are sub-delegated to the appropriate employees of Aberdeen City Council and NHS Grampian (through the Council and NHS Grampian routes), the Committee are being asked to instruct the Chief Officer to make and implement any reasonable and necessary arrangements regarding the response duties of the SMOC's (and others) in connection with the IJB's work as a Category One Responder under the Civil Contingencies Act 2004 (including appropriate delegations where necessary).
- 4.9.** If instruction is given then work will be done to ensure that the correct sub-delegations are in place for response staff (SMOC's and others) across the ACHSCP.



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### **5. Implications for Committee**

#### **5.1. Equalities, Fairer Scotland and Health Inequality**

While there are no direct implications arising as a result of this report, equalities implications are considered when operating a response to an incident via the current checking of D365 for vulnerable clients and in the future through the use of the Persons At Risk Database (PARC).

#### **5.2. Financial**

The Senior Managers on Call receive a standby allowance for being on call which equates in total to approximately £10,000 per annum. The standby allowances are set out in (a) The Council's Equal Pay and Modernisation terms and conditions of employment and (b) NHS Scotland's Agenda For Change Publication 2015/3. This payment is allocated from the appropriate staffing budget.

#### **5.3. Workforce**

There are no direct workforce implications arising from this report

#### **5.4. Legal**

This report outlines the duties that IJB's have under the Civil Contingencies Act 2004 and explains how the IJB has been meeting its duties.

#### **5.5. Unpaid Carers**

There are no direct implications relating to unpaid carers in this report.

#### **5.6. Information Governance**

There are no direct information governance implications arising from this report, however, it should be noted that information sharing in response mode does have information governance implications which should be addressed by statutory requirements or local arrangements

#### **5.7. Environmental Impacts**

There are no direct environmental implications arising from this report, however ACHSCP respond to adverse weather events that can have an impact on the environment..

#### **5.8. Sustainability**

There are no direct sustainability implications arising from this report.

#### **5.9. Other**



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There are no other implications arising from this report.

### **6. Management of Risk**

The Risk on the IJB fulfilling its requirements under the Civil Contingencies Act 2004 was de-escalated from the Strategic Risk Register to the operational level and is being monitored through the ACHSCP's Civil Contingencies Group.

#### **6.1. Link to risks on strategic or operational risk register:**

As detailed above the risk around the IJB fulfilling its duties under the Act are contained at the operational level and are managed by the Business, Resilience and Communications Lead and monitored by the ACHSCP's Civil Contingencies Group on a quarterly basis.