



Integration Joint Board

Report Title	Civil Contingencies
Lead Officer	Judith Proctor
Report Author (Job Title, Organisation)	Lorraine McKenna, Business Manager
Date of Report	03/10/2016
Date of Meeting	15/11/2016

1: Purpose of the Report

To report progress on the Civil Contingencies response capability of the Health & Social Care Partnership to an emergency situation.

To present a three year Civil Contingencies plan which outlines the pathway to an integrated Health & Social Care response to an emergency situation.

To inform the IJB of the requirements of the Scottish Government with relation to their recently released Standards for Organisational Resilience.

2: Summary of Key Information

A paper was presented to the June IJB meeting outlining the existing arrangements for Civil Contingencies within the Health & Social Care Partnership. Contained in that report were the recommendations of the joint short life working group. Of the ten recommendations, progress or plans have been made to achieve them all.

A workshop to progress having a single duty senior manager on call for Health & Social Care is planned for 28/10/2016. (Recommendation No.1) The workshop will explore which posts should be included on the rota, what changes to the existing resources are required to ensure responses to social care issues are handled appropriately and what training is required. (Recommendations 4 & 6) The single duty senior manager on call system will lead to a joint emergency/major incident response team for the Partnership. (Recommendation No. 2)



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The Chief Officer has confirmed that her role in an emergency situation will be to link with the senior manager on call for the Partnership and subsequently the Chair of the Command & Control team. She will also advise, as appropriate, the executive manager on call for NHS Grampian and the Emergency Response team at Aberdeen City Council that an incident has occurred and will provide updates via the Command & Control team. (Recommendation No. 5)

A training needs analysis forms part of the three year Civil Contingencies Plan presented to the IJB as an appendix to this report. (Recommendation No. 7)

In June, separate business continuity plans were available for Health & Social Care with the recommendation from the Short Life Working Group that this continue for the foreseeable future. The overarching business continuity plan for Health has been updated along with the business impact analyses for each of the critical services in Health the Partnership is responsible for i.e. in-patient services at Woodend Hospital, community services, general practice and Social Care. It should be noted that Independent GP Practices are responsible for producing their own business continuity plans and the Partnership cannot enforce this, which could present a risk. As recommended by the short life working group, Social Care has a separate business continuity plan. (recommendation No. 8)

The overarching business continuity plan for Health was tested during Exercise Skyfall on 14/09/16 and a number of actions resulted. The business continuity plan has been updated and the action plan is being worked through. Social Care colleagues were in attendance at the exercise as the scenario used for the exercise impacted on both health and social care services.

One of the actions agreed at Exercise Skyfall was to conduct an options appraisal to ascertain the best location for a single Health & Social Care control room. This will be completed by the end of this year. (Recommendation No. 3)

The Business Manager continues to attend the NHS Grampian Civil Contingencies Group and a sector report is submitted monthly. Reports such as this one to the IJB also form part of the governance arrangements suggested by the short life working group. (Recommendation No. 9)

The short life working group recommended that a joint resilience group for the Partnership should be formed from the existing Health Civil Contingencies group.



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To date, the terms of reference, agenda and membership of this group have been amended to reflect the inclusion and attendance of social work representatives. (Recommendation No. 10)

In addition, the Scottish Government has issued a set of Standards for Organisational Resilience of which there are 41. Health Boards are required to submit a self-assessment against the standards and while some of the standards are specifically for the acute sector, the Partnership has also been requested to complete the self-assessment. This has been done and passed on to NHS Grampian who will submit a return to the Government in the form of a summary statement based on the sector assessments.

3: Equalities, Financial, Workforce and Other Implications

There would appear to be no direct impact on the IJB's equalities duties as such but the ongoing health and wellbeing of the protected groups underpins our wish to have comprehensive effective plans in place

Activation of the business continuity plan will have financial implications if services have to be relocated and if staff work additional hours. If the Options Appraisal indicates that a new location for the control room should be found, funding will be required to identify and equip the new centre. If the control room at Summerfield House is to remain, video conferencing facilities will need to be installed.

The wellbeing of staff needs to be considered during an emergency situation, especially a situation that lasts more than 12 hours.

4: Management of Risk

Identified risk(s):

There is a risk of catastrophic environmental issues, failure of external support systems, pandemic episodes and/or other emergency situations resulting in the inability to deliver services and/or keep staff and citizens safe from harm.

Link to risk number on strategic or operational risk register:

The risk is linked to the Environmental Factors section on the Partnership's



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Operational Risk Register.

How might the content of this report impact or mitigate the known risks:

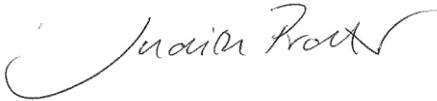
The content of this report forms the controls and assurances sections on the risk register, which mitigate the risk.

5: Recommendations

It is recommended that the Integration Joint Board:

1. Note the improved response capabilities of the Health & Social Care Partnership to emergency situations
2. Continue to support the ongoing development of an integrated system for responding to emergency situations
3. Endorse the three year Civil Contingencies plan as presented

6: Signatures

	Judith Proctor (Chief Officer)
	Alex Stephen (Chief Finance Officer)