

Title:	Winter Planning Assurance 2022/ 23		
Report to:	CCS Trust Public Board		
Meeting:	23 rd November 2022	Agenda item:	13
Purpose of the report:	For Noting: <input checked="" type="checkbox"/>	For Decision: <input type="checkbox"/>	For Assurance: <input checked="" type="checkbox"/>

Executive Summary:

The purpose of this report is to assure the CCS Board of Directors on the Trust's preparedness for the winter period 2022/23.

Recommendation:

The Board of Directors is asked to **note** the content of the report, including risks identified.

	Name	Title		
Report author:	Alexandra Perry	EPRR Lead		
Executive sponsor:	Rachel Hawkins	Director of Governance and Service Redesign. Accountable Emergency Officer.		
Assurance level:	Substantial <input type="checkbox"/>	Reasonable <input checked="" type="checkbox"/>	Partial <input type="checkbox"/>	No Assurance <input type="checkbox"/>

How the report supports achievement of the Trust objectives

Trust Objective	
Provide outstanding care	Winter planning is essential to ensure the continued care of patients despite unplanned disruption.
Collaborate with others	Cooperation is a foundational principal of EPRR and the basis from which any plan is developed.
Be an excellent employer	Winter planning is essential to ensure that staff remain safe despite unplanned disruption and pressure.
Be a sustainable organisation	Winter planning is essential to ensure the continued delivery and sustainability of our organisations throughout periods of unplanned disruption.
Equality and Diversity Objective	
To fully implement the actions identified following our review of the No More Tick Boxes review of potential bias in Recruitment practices	Whilst none of these principals directly apply to winter planning, Equality and Diversity, and Health Inequalities is considered throughout all elements of planning and response.
The Trust Board will role model behaviours that support the Trust ambition to be an anti-racist organisation including actively implementing the Trust's and their personal anti racism	

pledges, to instil a sense of belonging for all our staff.	
To commence collection of demographic data for people who give feedback.	
To work with the data team and clinical services to target the collection of demographic data.	

Links to BAF risks / Trust risk register

As in previous a new risk will be added to reflect the winter planning pressures.

Legal and Regulatory requirements:

The content of this report is directly applicable to requirements listed in:

- [Civil Contingencies Act 2004](#)
- [Emergency Preparedness Regulations 2005](#),
- [Emergency Response and Recovery, 5th Edition, 2013](#), and
- associated [Cabinet Office guidance](#)
- [Expectations and indicators of good practice set for category 1 and 2 responders](#)
- Section 46 of the [NHS Act 2006](#), as amended by the Health & Social Care Act 2012
- [Health & Safety at Work Act 1974](#)
- [Health and Care Act 2022](#)
- [Equality and health inequalities legal duties](#)
- The [National Risk Register](#)
- [NHS England Business Continuity Management Framework \(Service Resilience\)](#)
- [ISO 22301:2019 Security and resilience – Business continuity management systems](#)
- [NHS Constitution](#)
- [NHS Standard Contract\(s\)](#)
- [NHS EPRR Framework, 2022](#)
- [NHS Core Standards for Emergency Preparedness, Resilience and Response](#)
- Other EPRR guidance available on the [NHS England website](#)

Previous Papers (last meeting only):

This is the first report to the Board of Directors in 2022/23.

This report has been reworked form an update which was delivered to the EPRR Operations Group Meeting on 2nd November 2022 and further discussed with the Executive and Service Directors. The final version of the Winter Plan will be received at the Quality, Improvement & Safety Committee, 7th December 2022.

1. Executive Summary

- 1.1. CCS is a Category 1 Responder and as such has an obligation, set out in statute to ensure that its planning arrangements remain robust, current and relevant to current and emerging risks. This includes the planning for the winter period to ensure the continuation of core service delivery, as well as support to other responders who may request Mutual Aid.

2. The Winter Planning Cycle

- 2.1. Each year CCS conducts a winter planning cycle; this year the cycle was commenced in July 2022, and the final plan will be presented to the Quality Improvement and Safety Committee on 7th December 2022.
- 2.2. Incorporated within this programme of work is the below:

MILESTONE	OWNER	STATUS
Exercising of Business Continuity Plans by service, via the Winter Exercise (Exercise Brumal)	All services	COMPLETE
Completion of a Winter Assurance Return	All services	COMPLETE
Compilation of the overarching CCS Winter Plan	Resilience Team	COMPLETE
Compilation of a Trust wide lesson learned report for sharing across CCS	Resilience Team	ONGOING
Update of all Business Continuity Plans with findings obtained via the exercise.	All services	ONGOING

3. Exercise Brumal

- 3.1. The Winter Exercise (Exercise Brumal) pack can be provided to members of the Board upon request. The scenario was drafted to reflect new and emerging risks, including infectious disease, evacuation, capacity and flow and cyber. The planning arrangements at team and service level were tested, their processes of alerting and understanding of interdependencies were of focus.
- 3.2. All services have conducted the winter exercise and returned feedback to the Resilience team. Upon request, seven exercises were directly supported by a member of the Resilience Team.

4. Winter Assurance Return

- 4.1. The Winter Assurance Proforma was revised to consolidate repetitions found on previous returns, and to make relevant to prevalent risks. Services were supported to complete these returns using information gathered during exercise, but also through live activation of their Business Continuity Plans, where applicable.
- 4.2. 35 returns have been drafted by clinical and support teams across the organisation.
- 4.3. Four support teams are no longer undertaking the process due to relevance and proportionality; it has been agreed that they will be included in the return as teams who are able to:

- provide specialist support and advice to operational and other services during an incident response, and
- instate contingencies within their team in order to ensure the continued delivery of core services.

4.4. All returns made demonstrate robust planning for this winter. They clearly and concisely account for professional interdependencies, new and emerging risks as well as established challenges.

5. Next steps and future planning

5.1. More detail on the plan will be presented to the Quality Improvement and Safety Committee on 7th December.

5.2. Despite service plans being robust in nature, it has been identified this year that the process of Winter Planning should undergo review to ensure a timely delivery of the overarching plan as well as proportionality and suitability of its content. This will be reviewed by the Resilience team in 2023, and a process developed that satisfies requirements of compliance and service need.