Trust Board

Title:	**CCS NHS Trust Critical & Major Incident Plan v.13.0**
	CCS NHS Trust Business Continuity Policy & Plan v10.0
Action:	**To note and endorse**
Meeting:	**24th November 2021**

Purpose:

Cambridgeshire Community Services NHS Trust (the Trust) must ensure it can respond adequately to emergencies and incidents with the primary objective of minimising harm to its patients, staff and visitors.

As we've observed during the Covid pandemic, one of the key elements of effective organisational resilience is a definitive command and control structure. This allows both effective planning and the ability for the Trust to dynamically respond to an ever-evolving incident whilst keeping aligned with its primary objectives. In addition, good organisational resilience is underpinned by robust Business Continuity planning at both strategic and Service level.

Both the Plans attached, and outlined in the sections below, address how the Trust will:

- Ensure the personal safety of all patients, staff & visitors during an emergency or incident
- Implement an incident response until the Trust has concluded its Recovery phase
- Ensure the safety of assets including Trust financial systems, premises etc.
- Maintain effective communication to minimise loss of public confidence and adverse publicity
- Facilitate an efficient return to normal service provision or a new normality

Key changes to the Critical & Major Incident Plan

The Critical and Major Incident Plan v.13.0 is to be used to manage both critical and major incidents that affect the Trust. The Plan has been edited and amended to reflect the lessons learnt from the Covid pandemic.
Please see the relevant attached Annexes which are Trust documents and that have also been reviewed:
- Annex C- Estates Guidance
- Annex J - Communications Plan
- Annex I - Incident Co-ordination Centre
- Annex U- Workforce Plan

Key Changes to the Business Continuity Policy & Plan

The Business Continuity Policy & Plan 10.0 has been reviewed for this year.

Changes within these documents have been agreed by the EPRR Operational Committee on the 1st of November 2021.

Recommendation:

The Board is requested to note and endorse the Trust Critical & Major Incident Plan 2021 v.13.0 and the revised Business Continuity Policy & Plan 2021 v10.0

	Name	Title
Author:	Jo Downey	EPRR & PREVENT Lead
Executive sponsor:	Rachel Hawkins	Director of Governance

Trust Objectives

Objective	How the report supports achievement of the Trust objectives:
Provide outstanding care	To maintain safe effective services for patients and staff throughout a critical and/or major incident
Collaborate with other organisations	The Critical & Major Incident Plan and the Business Continuity Policy & Plan are based on multi agency collaboration via the local Resilience fora whose purpose is to continue care and services during a major incident.
Be an excellent employer	To enable staff to undertake their roles effectively and to ensure staff and patient safety.
Be a sustainable organisation	To provide a framework for safe care throughout a major incident and to minimise impacts on financial systems, Trust premises etc.

Trust risk register

Risk 2470: There is a risk that the localised Business Continuity Plans for new services to the Trust are not current or in situ which may result in a failure of the service provision.
Risk 2844: There is a risk that due to adverse weather conditions there may be an impact on the Trust's ability to deliver services leading to a negative impact on patients.
Trust Covid19 risks on the risk register (43 risks in total at the current time)
Risk 3426: There is a risk that a winter surge and its pressures may affect Trust services leading to sub optimal care delivery.

Legal and Regulatory requirements:

Civil Contingencies Act 2004
The Health and Social Care Act 2012
NHS England Emergency Preparedness Resilience and Response Framework 2015
NHS England Core Standards for Emergency Preparedness, Resilience and Response.

Previous Papers:

Title:	Date Presented:
CCS NHS Trust Critical & Major Incident Plan v.12.0	June 2020
CCS NHS Trust Business Continuity Plan v.9.0	June 2020

Equality and Diversity implications:

Objective	How the report supports achievement of objectives:
Achieve an improvement in the percentage of service users who report that they are able to access the Trust services that they require	n/a
To introduce people participation in our diversity and inclusion initiatives to capture the experience of hard to reach/seldom heard/varied community groups.	n/a
To introduce wider diversity on recruitment selection panels.	n/a
To deliver customised training and development for staff to further improve awareness of diversity and inclusion.	n/a

Are any of the following protected characteristics impacted by items covered in the paper								
Age	Disability	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
☐	☐	☐	☐	☐	☐	☐	☐	☐