

## **TRUST BOARD**

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Title:	<b>EPRR CORE STANDARDS ASSURANCE 2020-21</b>
Action:	<b>FOR NOTING</b>
Meeting:	<b>16<sup>th</sup> September 2020</b>

### **Purpose:**

- The Emergency Preparedness Resilience and Response (EPRR) Core Standards 2020/2021 is an annual self-assessment which provides an assurance that Cambridgeshire Community Services NHS Trust (the Trust) is working to meet its EPRR statutory duties and obligations.
- The assessment for 2020/2021 has just been released by NHSE who have advised that this year's assessment will not be as in depth as previous years because of the NHS' continued response to Covid19. The Trust, however, pro-actively had already reviewed the current position by applying the full 2019/20 standards assessment as its auditing baseline. The subsequent guidance confirmed this approach for 2020/21.

This paper reflects the Trust's current resilience and planning in response to Covid19 which has delivered the following:

- Enhanced collaborative working with our health partners and the wider resilience system in the localities of Cambridgeshire & Peterborough, Bedfordshire & Luton and Norfolk to respond to the Coronavirus pandemic. This also includes engaging with the recent outbreak planning led by Public Health England (PHE) and working closely via the Health and Social Care cell in Luton.
- Definitive steer on the Trust's delivery of essential services
- Systematic command and control processes. The Incident Management Team has been the core of the Trust's Covid19 response. It deals with guidance and directives from NHSE/I including situation reporting, the continued monitoring of PPE, staff testing requirements etc.
- Responding dynamically to new risks, for example; the Trust has closely monitored its vulnerable staff, including its BAME cohort by drafting specific risk assessments
- Accessing alternative methods of care delivery such as video consultations, telephone triage etc.
- Upskilling and redeploying staff both internally and externally to help our health partners respond to the pandemic
- Completing a Trust wide debrief and learning from lessons.
- The EPRR self-assessment is also a gap analysis which informs a pro-active and constructive approach to a continuous cycle of improvement in corporate resilience for the Trust

- This paper and its respective excel spreadsheet has been ratified by the EPRR Operational Committee on 24.08.2020 and noted by the Quality, Improvement and Safety Committee on 3<sup>rd</sup> September 2020.

**Recommendation:**

The Board is asked to note:

- The completion of EPRR Core Standards self-assessment.
- CCS NHS Trust Work Plan & Schedule for EPRR Core Standards 2020 -2021- attached at Appendix A

	Name	Title
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Executive sponsor:	Rachel Hawkins	Director of Governance

### Trust Objectives

Objective	How the report supports achievement of the Trust objectives:
Provide outstanding care	The EPRR standards gives good assurance to service users that the Trust has plans in situ which aims to provide care to staff and patients in the event of an emergency and recovery to a new normality.
Collaborate with others	The EPRR Standards are dependent upon working with partnership agencies i.e. Local Health Resilience Partnerships & Forums and relevant sub- groups, whose shared goal is to ensure safe and improved care for service users.
Be an excellent employer	EPRR standards recognise the requirement of providing care to staff pre, throughout and post emergency/incident
Be a sustainable organisation	N/A

### 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)

### Legal and Regulatory requirements:

- The Civil Contingencies Act 2004 (“CCA”)
- Health & Social Care Act 2012 (England)
- Control of Major Accident Hazards Regulations 1999
- Radiation (Emergency preparedness & Public Information) Regulations 2001
- Health & safety at Work 1974
- Management of Health & Safety at Work Regulations 1999
- The Counter Terrorism and Security Act 2015
- Health Protection Legislation (England) Guidance 2010
- Data Protection Act 1998
- HMG Security Policy Framework
- Emergency Preparedness – Statutory Guidance to the CCA
- Emergency Response and Recovery – non statutory guidance CCA
- NHS England Emergency Preparedness Framework 2.0 Nov 2015
- NHS England Core Standards for Emergency Preparedness, Resilience and Response
- NHS England Business Continuity Management Framework (Service Resilience)
- Care Quality (Registration) Regulations 2009
- Caldicott Principles
- Government Security Classifications 2014.

**Previous Papers:**

<b>Title:</b>	<b>Date Presented:</b>
EPRR Core Standards Assurance 2019-2020	September 2019

**Diversity and Inclusion implications:**

Objective	How the report supports achievement of objectives:							
To re-launch the Trust Staff Diversity Network and, where staff indicate a desire, to establish protected characteristics specific sub networks. The Networks to be a forum for staff to share experiences, review the Trust Diversity and Inclusion Policy and practices and to give feedback and suggestions on how the Trust can support its diverse workforce and seek to eliminate any bias.	n/a							
To introduce reverse mentoring into all our in house management and leadership development programmes, to promote diverse leadership through lived experiences.	n/a							
We will measure the impact of our virtual clinical platforms, ensuring that they are fully accessible to the diverse communities we serve.	n/a							
We will ensure that the recruitment of our volunteers are from the diverse communities they serve.	n/a							
Are any of the following protected characteristics impacted by items covered in the paper								
Age <input type="checkbox"/>	Disability <input type="checkbox"/>	Gender Reassignment <input type="checkbox"/>	Marriage and Civil Partnership <input type="checkbox"/>	Pregnancy and Maternity <input type="checkbox"/>	Race <input type="checkbox"/>	Religion and Belief <input type="checkbox"/>	Sex <input type="checkbox"/>	Sexual Orientation <input type="checkbox"/>

## 1. Summary

The Trust is assessed on its emergency planning and preparedness annually via the Emergency Preparedness Resilience & Response Core Standards (EPRR).

In light of the global pandemic of Covid19, the Trust has shown its resilience and areas of outstanding work.

The Trust has rated itself as **substantially compliant** for 2020-2021 (against the 2019/20 standards) with the integral gap analysis identifying areas for improvement.

## 2. NHS EPRR Core Standards

The NHS EPRR Core Standards were first introduced in 2013 and clearly set out the minimum standards expected of NHS organisations and providers of NHS funded care with respect to emergency preparedness, resilience and response (EPRR)

This national annual review aims to co-ordinate a cohesive multi-agency response to domestic emergencies. It also facilitates a framework for self-assessment, peer review and assurance processes. In addition, it incorporates lessons learnt from testing, national legislation and guidance changes and updates to the NHS England governance programme.

The Trust is required to undertake an annual assurance process on these standards and ensure the Trust Board are sighted on the level of compliance achieved. This includes the results of the self-assessment and any work plan to address areas of improvement.

## 3. EPRR Core Standards 2020/2021

The Trust reports its annual cycle of self-assessment to both Bedfordshire & Luton and Cambridgeshire & Peterborough Local Health Resilience Partnerships

The Core Standards has 54 assessment standards which are divided into ten domains. Each domain has a list of questions. The Trust is compliant with 53 standards, at this given time.

**The Trust has assessed itself as substantially compliant for 2020/2021, with a work plan to address the work areas identified below. Please see Appendix A for a detailed explanation.**

Domain	Compliance level	Workplan
Governance	Fully compliant	Business as usual
Duty to assess risk	Fully compliant	Business as usual
Duty to maintain plans	Fully compliant	Business as usual
Command & Control	Fully compliant	Business as usual
Training and Exercising	Fully compliant	Business as usual
Response	Fully compliant	Business as usual
Warning and informing	Fully compliant	Business as usual
Cooperation	Fully compliant	Business as usual
Business Continuity	Partially compliant - 8 out of 9 standards are fully compliant	See Appendix A below for the action plan & detail
HAZMAT/CBRN	Fully compliant	Business as usual

#### 4. 2019/2020 Work plan update

The Trust was substantially compliant against the EPRR Core Standards 2019/2020 and the work plan during the year has addressed the following areas;

EPRR exercising and testing programme	The annual exercising and training programme was completed in January 2020 with a business continuity exercise delivered at Service Senior Management Team meetings. The Trust has also delivered Covid19 business continuity exercise for Trust Services and the Wider Executive Team – completed in March 2020
Business Continuity plans	This standard has been carried forward as the business continuity plans were being amended and had to be put on hold due to the EPRR Team resources being deployed to the Covid19 response. In addition, the operational business continuity plans are also being amended with the lessons learnt from the Trust's Covid19 response and are due to be completed by September end 2020. It is anticipated that this work will be completed by the end of September.
Business Continuity: Contractors and commissioned services	This area of work was reviewed during the preparatory stage of the UK's announcement to exit from the European Union. All major suppliers and contractors of the Trust have given an assurance about their business continuity planning, therefore this action is complete.

#### 5. Trust EPRR 2020/21

The Trust is committed to continually improving its EPRR strategies however it is testing whether its EPRR portfolio is sufficiently resourced to cope with the EPRR activity due in the coming year. This includes the potential likelihood of the resurgence of a no deal EU Exit, the ongoing restrictions and risks of Covid19 including other new and emerging infectious diseases, the continued threat of terrorism, industrial action the increase of severe weather remain key risks to the UK. It is essential that the Trust has adequate resources to respond to incidents as well as striving to continually improve and enhance its capacity and capability to effectively deal with these events. The EPRR lead will be engaging with the community trusts network to support this.

The key EPRR priorities for the Trust in 2020/21 are detailed below:

- Continue with adhering to guidance, engagement with the wider resilience system to mitigate the risks from Covid19 for Trust staff and its patients.
- The Trust is appointing an additional temporary member of staff to support the Covid19 Incident Control Centre (ICC) for a period of 6 months, which will assist with the Covid19 response during the winter period. The EPRR Lead would like to formally acknowledge the

interdepartmental support received from Trust colleagues, in the support services, in delivering the ICC function since the COVID-19 pandemic began in March.

- Review Trust planning in light of lessons learnt from Covid19
- Prepare for the cold weather season in addition to recovery planning from Covid19
- Prepare for the next steps of the EU Exit
- Ensure that the Trust fulfils its duties under the Civil Contingencies Act 2004 and accompanying legislative and non-legislative guidance.
- Endeavour to resume all suspended work in the EPRR portfolio due to Covid19 which include;
  - the EPRR Operational Committee to monitor EPRR risks and hazards to ensure that the Civil Contingencies Act 2004, accompanying statutory requirements and EPRR Core Standards are fulfilled by the Trust.
  - the Accountable Emergency Officer and EPRR Lead will maintain membership of local and regional EPRR groups to enhance coordination and efficiency. The EPRR Team and key staff will continue to participate in regular internal and multi-agency table top, live exercises and workshops to further improve corporate resilience.
  - lessons learned from internal incidents and emergencies will be continue to be used to strengthen the Trust's emergency planning processes, in conjunction with health and social care partners within both Bedfordshire & Luton, Cambridgeshire & Peterborough and Norfolk Resilience fora.
  - the EPRR operational team will seek to continually improve its EPRR training resource and explore new training opportunities to enhance delivery of training across tactical, operational and strategic levels.

Jo Downey  
EPRR & Prevent Lead  
18 August 2020

## Appendix A

### CCS NHS Trust Work Plan & Schedule for EPRR Core Standards 2020 -2021

Ref	Domain	Action to be taken	Lead	Timescale	Comments
51	<b>Business Continuity plans</b>	To enhance operational business continuity plan with supplier/provider details and BC Audit recommendations from 2019	EPRR Team	Sept 2020	The Trust's Business Continuity Plans are currently in the process of being reviewed and will be added to with lessons learnt from the Covid19 pandemic response. . This work was suspended in light of Covid19 but is to be completed by 30 September 2020.