

Governance Update

Governing Body meeting

Item 19f

4 July 2019

Author(s)	Sue Laing, Corporate Services Risk and Governance Manager
Sponsor Director	Jackie Mills, Director of Finance / Brian Hughes, Director of Commissioning and Performance
Purpose of Paper	
<p>This report updates the Governing Body on three issues of governance, namely: Update regarding the Responsible Officer – Fire, Health and Safety and the named Security Management Director.</p> <p>The report also provides an update with regard to Emergency Preparedness, Resilience and Response (EPRR).</p>	
Key Issues	
<ul style="list-style-type: none"> To provide an update with regard to the named Responsible Officer (Fire and Health and Safety) To provide an update regarding the named Security Management Director To provide an update with regard to the named Responsible Officer for Emergency Preparedness, Resilience and Response (EPRR) 	
Is your report for Approval / Consideration / Noting	
Noting	
Recommendations / Action Required by Governing Body	
<p>The Governing Body is asked to:</p> <ul style="list-style-type: none"> Note the changes to the Responsible Person – Fire Note the changes with regard to the Security Management Director Note the update with regard to Emergency Preparedness, Resilience and Response (EPRR) 	
Governing Body Assurance Framework	
<p><i>Which of the CCG's objectives does this paper support?</i> Strategic Objective 5. Organisational development to ensure the CCG can achieve its aims and objectives and meet national requirements.</p> <p>Description of Assurances for Governing Body 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage providing</p>	

assurance that the organisation is mindful of its responsibilities with regard to good governance and legal responsibilities.

Are there any Resource Implications (including Financial, Staffing etc)?

No specific resource implications

Have you carried out an Equality Impact Assessment and is it attached?

No, there are no specific issues associated with this policy.

Have you involved patients, carers and the public in the preparation of the report?

Not applicable

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1. Introduction

This report updates the Governing Body on three issues of governance, namely: Update regarding the Responsible Officer – Fire, Health and Safety and the named Security Management Director. An update with regard to Emergency Preparedness, Resilience and Response (EPRR) is also incorporated within the report.

2. Responsible Person – Fire / Health and Safety

Jackie Mills, Director of Finance will take on the responsibilities of Responsible Person (Fire and Health and Safety) with effect 1 June 2019. Training in relation to the responsibilities associated with this role has been provided.

3. Security Management Director

The Security Management Director takes overall responsibility for all aspects of operational security matters within the CCG. This function will be undertaken by Jackie Mills, Director of Finance with effect 1 June 2019.

4. Emergency Preparedness, Resilience and Response

This report provides a summary of the work undertaken by NHS Sheffield CCG with regard to Emergency Preparedness, Resilience and Response (EPRR) in order to meet the requirements of the Civil Contingencies Act (2004) and the NHS England Emergency Preparedness, Resilience and Response Framework 2015.

4.1 EPRR Core Standards – Self Assessment

NHS England (NHSE) has an annual statutory requirement to formally assure its own, and the NHS in England's, EPRR readiness. To do this, NHS England asks commissioners and providers of NHS funded care to complete an EPRR annual assurance process. This process incorporates four stages:

1. EPRR Self-assessment.
2. Local Health Resilience Partnership (LHRP) confirm and challenge
3. NHS England regional EPRR team confirm and challenge
4. NHS England national EPRR team confirm and challenge

Based on this process, NHS England will submit a national EPRR assurance report to the NHS England Board. The report is then shared with the Department of Health and Social Care (DHSC) and the Secretary of State for Health and Social Care.

The CCG reviewed the EPRR Core Standards self-assessment which was submitted to NHSE prior to the deadline of 31st October 2018 and reported that it was **substantially** compliant with all standards.

4.2 South Yorkshire Local Resilience Forum - Exercise Crystal Blaze – 4th October 2018

Exercise Crystal Blaze was held on 4th October 2018 at South Yorkshire Fire & Rescue Training and Development Centre, Sheffield and was arranged by South Yorkshire Local Resilience Forum. NHS Sheffield CCG was invited to participate in the exercise. The aim of the exercise was to test the interoperability of emergency responders and responding partners at the operational and tactical levels in response to a major incident involving displacement of a large number of community residents.

The exercise simulated multi-agency on site Operational JESIP (Joint Emergency Services Interoperability Principles) meetings and multi-agency Tactical Co-ordinating Group meetings. The exercise focussed on the operational co-ordination/response.

4.3 EU Exit

During the build up to the UK leaving the EU the CCG worked seamlessly alongside its system partners both locally within Sheffield and within the wider health economy through attendance at core local (South Yorkshire LHRP) meetings, national meetings with Professor Keith Willets and attendance at daily and weekly teleconference calls.

The CCG was fully supportive and compliant with the assurance requests from DHSC and NHSE regarding a No Deal EU Exit. All levels of assurance and SITREPS were completed on time and the guidance issued by Professor Keith Willets –EU Exit Strategic Commander/Medical Director for Acute Care & Emergency Preparedness was followed. Assurance based on the national Operational guidance document was sought from the providers and noted in both the Sheffield Local Health Resilience Forum and within the Gold Command meetings. The CCG also hosted and chaired the citywide system Executive Gold Command meetings to ensure that Sheffield could where possible work systematically around risk identification, share mitigation and where possible offer mutual aid if a No Deal EU Exit was likely. Following this a hot de-brief was held with our Sheffield System partners using the NHSE template to capture any lessons learnt and feedback any issues to NHSE highlighted during the build up to the EU exit deadline in March.

4.4 Mutual Aid Agreement

The Joint Mutual Aid Agreement between South Yorkshire and Bassetlaw CCGs has been agreed thus ensuring aid is available across the ICS as and when needed and when appropriate

4.5 Sheffield Outbreak Management.

A virtual amount of money has been agreed to ensure that should an outbreak (of any cause) occur within Sheffield, the CCG will contribute an agreed sum to assist in the delivery of any identified treatment options along with other system partners i.e. NHS England and Sheffield Local Authority. This was part of a NHS England Yorkshire and Humber request and where all CCGs have now agreed to participate.

4.6 Emergency Preparedness Resilience and Response Policy

The Policy was reviewed in March 2019 and approved by Governance Sub-committee in April 2019. A copy of the policy can be found on the [CCG's policy page](#) of the intranet.

4.7 Business Continuity Policy and Plan

As identified by the Department of Health and Social Care in their "*EU Exit Operational Readiness Guidance 2018*" the CCG's Business Continuity Plan has been updated to incorporate the requirements within the aforementioned Guidance. It is anticipated that this will provide a first level assurance until further information is released and national decisions have been agreed. A copy of the policy is available on the [CCG's policy page](#).

4.8 Operation Willow – Cascade Exercise

A cascade exercise was undertaken on the 13th February 2019 to ascertain the level of response from members of staff should an event arise which prevented staff accessing 722 Prince of Wales Road. Lessons learnt from the exercise were discussed by the business continuity group and discussed at Governance Sub-committee with actions identified in order to share the learning. The exercise was well received by staff, with 65.8% of all staff taking part in the exercise responding before the start of the following work day.

5. Recommendations

The Governing Body is asked to note:

- The named Responsible Officer – Fire and Health and Safety
- The named Security Management Director
- The actions undertaken with regard to EPRR

Paper prepared by: Sue Laing, Corporate Services Risk and Governance Manager
On behalf of: Jackie Mills, Director of Finance / Brian Hughes, Director of Commissioning and Performance

June 2019