

# NHS Rotherham Clinical Commissioning Governing Body

Operational Executive – 4<sup>th</sup> November 2013

Strategic Clinical Executive – N/A

GP Members Committee (GPMC) – N/A

Clinical Commissioning Group Governing Body 4<sup>th</sup> December 2013

## ***Emergency Responsiveness & Business continuity***

Lead Executive:	Chris Edwards
Lead Officer:	Sarah Whittle
Lead GP:	

### **Purpose:**

Rotherham CCG has been working closely with other South Yorkshire and Bassetlaw CCGs ensuring we have a consistent approach to both Emergency Responsiveness plan and Business continuity plan. All the Governing Bodies are receiving these plans for approval in December.

### **Background:**

The CCG along with its partners has a duty to protect and promote the health of the community, including in times of emergency. We are committed to complying with legislation and guidance in relation to emergency preparedness and business continuity management. Detailed in the '*NHS Commissioning Board Emergency Preparedness Framework 2013*'

### **Analysis of key issues and of risks**

#### **Emergency responsiveness**

The aims of this procedural document are to ensure NHS Rotherham CCG acts in accordance with the Civil Contingency Act 2004, the Health & Social Care Act 2012 and any relevant national policy and guidance as issued by the Department of Health.

The CCG is a Category 2 Responder and is seen as a '*co-operating body*'. The CCG is less likely to be involved in the heart of the planning, but will be heavily involved in incidents that affect the local sector through cooperation in response and the sharing of information. Although, as a Category 2 Responder, the CCG has a lesser set of duties, it is vital that the CCG shares relevant information with other responders (both Category 1 and 2) if emergency preparedness, resilience and response arrangements are to succeed.

#### **Business Continuity**

This policy is intended to provide a framework for the CCG to follow in the event of an incident such as fire, flood, bomb or terrorist attack, power and/or communication failure or any other emergency that may impact upon the daily operations of the CCG. It describes the proposed policy for implementing and maintaining a suitable business continuity process within the CCG, including the roles and responsibilities of the officers with the responsibility for implementing it.

Even though the CCG is only a category 2 responder these plans are a vast improvement on previous plans used by commissioners in the past.

### **Patient, Public and Stakeholder Involvement:**

See below

### **Equality Impact:**

As part of its development, this procedural document and its impact on staff, patients and the

public has been reviewed in line with NHS Rotherham CCG's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

**Financial Implications:**

N/A

**Human Resource Implications:**

Once in place, the Assistant Chief Officer will identify appropriate levels of training and awareness sessions for all CCG staff to ensure business continuity becomes part of CCG culture and daily business routines, improving the organisations resilience to the effects of emergencies.

The Assistant Chief Officer will also receive training to ensure they can perform their role effectively and participate in testing.

**Procurement:**

N/A

**Approval history:**

Operational Executive 4<sup>th</sup> November 2013

Very positive feedback from NHS England - November 2013

**Recommendations:**

OE is asked to approve both the Emergency Responsiveness & Business continuity plans.