

**EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST**

REPORT TO: **BOARD OF DIRECTORS**

DATE: **26 SEPTEMBER 2014**

SUBJECT: **'LETTER OF DECLARATION' AND SELF-ASSESSMENT  
AGAINST NHS CORE STANDARD FOR EMERGENCY  
PREPAREDNESS, RESILIENCE AND RESPONSE (EPRR)**

REPORT FROM: **INTERIM DIRECTOR OF OPERATIONS**

PURPOSE: **Approval**

**CONTEXT / REVIEW HISTORY / STAKEHOLDER ENGAGEMENT**

As an acute provider there is a requirement that the Trust is able to plan for and respond to a wide range of emergencies and business continuity incidents. These requirements are set out by the Civil Contingencies Act, 2004 NHS England's Emergency Preparedness, Resilience and Response (EPRR) Framework 2013.

NHS England requires that all providers benchmark their processes against the NHS Core Standard for Emergency Preparedness, Resilience and Response (EPRR). This standard demonstrates whether acute providers have an effective emergency planning and business continuity framework and programme in place.

The Trust is required to submit a 'Letter of Declaration' to NHS England on the 26<sup>th</sup> September 2014. The criteria for assessment differ to last year's criteria. Although a straight comparison cannot be made, an analysis shows a significant improvement in the Trust's position compared to last year's assessment.

**SUMMARY:**

A robust and stringent process has been followed to complete the Self-Assessment exercise to ensure that the results provide a true reflection of the Trust's overall position against the NHS Core Standard for Emergency Preparedness, Resilience and Response.

The Trust is required to benchmark against the following compliance levels:

- Fully Compliant
- Substantially Compliant
- Partially Compliant
- Non-Compliant

The table below provides an overview of the Trust's position against the Core Standard which is described through a series of 47 criteria outlined at Appendix 1:

Compliance Level	Total Number of criteria	Overall % score
Fully Compliant	30	64%
Substantially Compliant	11	23%
Partially Compliant	6	13%
Non-Compliant	0	0%

On the basis of the Self-Assessment the 'Letter of Declaration' states that the Trust is Substantially Compliant which is an acceptable position with 87% of all criteria being either Fully or Substantially met.

There are 6 areas that are Partially Compliant as outlined at Appendix 1:

- Number 6, Risk Assessment - The Trust's emergency planning and business continuity risk register should be reviewed and incorporate all relevant national risks. This will be fully compliant by 31<sup>st</sup> October 2014.
- Numbers 34, 35, 36 and 38, CBRN / HAZMAT Plan – To be fully compliant the Trust's CBRN Plan must be consulted with key stakeholders, tested, published and further implemented. This will be completed by 19<sup>th</sup> December 2014.

The Emergency Planning and Business Continuity Programme has undergone a complete transformation over the past 4 years and has drastically improved the Trust's capabilities to plan for and respond to a Major Incident or failure in business continuity.

To provide further reassurance the Emergency Planning and Business Continuity Team will continue to engage with Divisions and corporate teams to ensure the work programme is delivered to standard and timescale.

It is worth noting that the Trust's performance has improved over the past 12 months – a Self-Assessment gap analysis conducted in August 2013 showed the Trust was partially compliant against 8 of the criteria and non-compliant against 12 criteria.

Therefore, it is clearly visible that the current programme is maturing year-on-year and if the current development of the programme is maintained the Trust will be Fully Compliant against the EPRR Core Standard within the next 6 months.

**RECOMMENDATION:**

That the Board approves the 'Letter of Declaration' (Appendix 2) supported by the Self-Assessment which states that the Trust's overall level of compliance against the EPRR Core Standard is **Substantially Compliant**. This means that the Trust has an effective emergency planning and business continuity framework and programme in place.

**NEXT STEPS:**

The Board is asked to approve the 'Letter of Declaration' supported by a detailed Self-Assessment outlined at the attached Appendices.

**IMPACT ON TRUST'S STRATEGIC OBJECTIVES:**

To provide a framework for the Trust to plan for operational resilience to deliver services to patients throughout the year.

**LINKS TO BOARD ASSURANCE FRAMEWORK:**

N/A

**IDENTIFIED RISKS AND RISK MANAGEMENT ACTIONS:**

The Trust would fail to meet NHS England's deadline for this assurance process with the potential risk of being identified as non-compliant against the NHS Core Standard for Emergency Preparedness, Resilience and Response (EPRR).

**FINANCIAL AND RESOURCE IMPLICATIONS:**

None.

**LEGAL IMPLICATIONS / IMPACT ON THE PUBLIC SECTOR EQUALITY DUTY:**

If deemed non-compliant the Trust would contravene the Civil Contingencies Act ie breaking the law.

**PROFESSIONAL ADVICE TAKEN ON ANY NOVEL OR CONTENTIOUS ISSUES**

None.

**ACTION REQUIRED:**

**(a) To approve** the 'Letter of Declaration' (Appendix 2) supported by the Self-Assessment (Appendix 1) which state that the Trust's overall level of compliance against the NHS Core Standard for EPRR is **Substantially Compliant**.

This needs to take place prior to submitting the 'Letter of Declaration' to NHS England on Friday 26<sup>th</sup> September 2014.

**CONSEQUENCES OF NOT TAKING ACTION:**

The Trust would fail to meet NHS England's deadline for this assurance process with the potential risk of being identified as non-compliant against the NHS Core Standard for Emergency Preparedness, Resilience and Response.

If deemed non-compliant the Trust would contravene the Civil Contingencies Act ie breaking the law.