



REPORT TO: HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 24 JUNE 2026

REPORT ON: CATEGORY 1 RESPONDER – ANNUAL REPORT 2025/26

REPORT BY: CHIEF OFFICER

REPORT NO: DIJB30-2026

1.0 PURPOSE OF REPORT

To present to the IJB an annual report of activity related to its status as a Category One Responder under the Civil Contingencies Act 2004.

2.0 RECOMMENDATIONS

It is recommended that the Integration Joint Board (IJB):

- 2.1 Note the contents of this report.
- 2.2 Instruct the Chief Officer to bring forward a further annual report, for the period 2026/27, in twelve-months in addition to any relevant reporting on Category 1 Responder activity made during the year.

3.0 FINANCIAL IMPLICATIONS

- 3.1 None.

4.0 MAIN TEXT

4.1 Background

- 4.1.1 The Civil Contingencies Act 2004 (the Act) provides the legal basis for emergency preparedness and response across the UK, supplemented by the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005 that provide further detail to support the application of the Act in Scotland. The regulations contain details regarding the roles and duties of responders.

The Act pre-dates the creation of Integration Joint Boards. Following a consultation exercise in late 2020 (Article XII of the minute of the Dundee Integration Joint Board held on 27 October 2020 refers) the Scottish Government has now amended the Civil Contingencies Act 2004 to add Integration Joint Boards to the list of Category 1 responders (Part 2, Schedule 1). This amendment came into effect of 17 March 2021.

- 4.1.2 The Act (section 2) sets out the following list of duties for Category 1 responders:

- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place emergency plans.
- Put in place business continuity management arrangements.

- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency.
- Share information with other local responders to enhance co-ordination.
- Co-operate with other local responders to enhance co-ordination and efficiency.

The duties listed apply to the functions that have been delegated to the IJB under the Public Bodies (Joint Working) (Scotland) Act 2014, as well as to any other powers and duties placed on the IJB by other legislative instruments.

- 4.1.3 In October 2022, the IJB approved a Category 1 Responder Action Plan, which included the requirement to provide an annual assurance report to the IJB detailing arrangements for fulfilling Category 1 Responder duties and activity throughout the year (article XVII of the minute if the meeting of the Dundee Integration Joint Board held on 26 October 2022 refers).
- 4.1.4 Given the nature of the duties placed on Category 1 Responders, the majority of activity to fulfil these duties is carried out by Dundee City Council and NHS Tayside working both individually and in co-operation via the Dundee Health and Social Care Partnership. Many of the functions that are critical to fulfilling duties, such as Resilience Planning, Communications, and Workforce Learning and Development are not delegated to the IJB and therefore resources have not been deployed to the Health and Social Care Partnership to support this activity. This annual report therefore reflects the activity undertaken within Dundee City Council, NHS Tayside and jointly through the Health and Social Care Partnership over the last year that contributes to the IJB's fulfilment of their duties as a Category 1 Responder. NHS Tayside Resilience Planning Governance Group and DCC Senior Officer Resilience Group information is included in this report.

4.2 Assessing Risk, Information Sharing and Co-operation

- 4.2.1 During 2025/26 the following arrangements and activities have supported the fulfilment of duties relating to the assessment of risk, information sharing and co-operation:
- Officers from the Health and Social Care Partnership have continued to work with Resilience Officers in NHS Tayside and Dundee City Council and the Tayside Local Resilience Partnership to progress implementation of the IJB's Category 1 Responder duties.
 - The Chief Officer and Head of Service, Health and Community Care have continued to play an active role as members of the Tayside Local Resilience Partnership and associated sub-groups. The current Chair of the Group is the Dundee City Council Chief Executive.
 - The Tayside Local Resilience Partnership Working Group continues to progress the broader resilience agenda. This group is co-chaired through NHS Tayside and Dundee City Council and includes Dundee Health and Social Care Partnership representation. The working group reports to the Tayside Local Resilience Partnership and updates against their workplan on a regular basis.
 - The Head of Health and Community Care for Angus is Chair of the Tayside Local Resilience Partnership Caring for People Group with the Dundee Head of Health and Community Care as co-chair.
 - The Chair of the LRP participated in the North of Scotland Resilience Planning Group and contributed to their workplan 2024-26 which focuses on the regional implications for transport, public and animal health, failure of utilities and severe weather.

- The Head of Health and Community Care continues as a member of NHS Tayside Senior Officer Resilience Group (NHST SORG). The purpose of this group is to ensure that NHS Tayside has robust arrangements in place to provide an integrated response in the event of a major incident, internal emergency or business continuity issue, in order to protect the health of and ensure continued provision of healthcare to the population in Tayside. The group has an annual workplan covering work carried out by divisions, including the Health and Social Care Partnerships.
- Dundee City Council Senior Officer Resilience Group (DCC SORG) also includes Health and Social Care Partnership representation, working in partnership with the Service Manager and Resilience Officer within Neighbourhood Services.
- Dundee Health and Social Care Partnership has embedded resilience within our Governance and Health & Safety meetings. Short life working groups will be arranged as appropriate for specific areas of planning.
- Dundee Health and Social Care Partnership Clinical, Care and Professional Governance Group reporting arrangements include matters of operational resilience within primary governance reporting and onwards to corporate governance forums. The Partnership also continued to participate the Tayside Care Home Collaborative Board and maintains the related local Dundee Forum and weekly huddle. Action is taken to address any concerns raised using both the supportive visits and specialist inputs, working alongside the Care Inspectorate and utilising the Adult Support and Protection Act to instigate large scale enquiries where appropriate.
- Training and exercising continues to be progressed by partners on both a multi and single agency basis. Some examples of particular relevance to the IJB are:
 - DCC tabletop exercise relating to potential IT outage held in May 2026.
 - North Region Resilience Planning workshops are held on a range of issues but have not run any in 2025/26.
 - Tayside workstream considering the impact of National Power Outage is ongoing both at an LRP and Caring for People level.
 - Debrief sessions and learning events following significant incidents.
 - Tayside Local Resilience Partnership has extended funding of a Resilience Training Officer who has delivered a program of training for senior managers and staff involved in the delivery of support centres and volunteers.
- Through NHS Tayside and Dundee City Council key information has been made available to the Health and Social Care Partnership workforce regarding resilience matters, for example:
 - NHS Tayside Business Continuity Plans are available on Staffnet. Dundee City Council Business Continuity Plans are also held centrally online for management purposes as well as locally for operational purposes.
 - NHS Tayside Business Continuity and Major Incident e-learning modules have been in place since July 2021.
 - NHS Tayside continue to publish a Resilience Planning newsletter via Staffnet on a quarterly basis.

4.2.2 Future plans in these areas of work during 2026/27 include:

- Work to undertake a comprehensive, integrated readiness assessment for the Health and Social Care Partnership covering both emergency planning and business continuity risks will continue to be a priority area of work for the Partnership in 2026/27.
- Development of local awareness training and rest centre walkarounds for managers who may be required to support during an incident.

4.3 Emergency Plans and Business Continuity Arrangements

4.3.1 During 2025/26 the following arrangements and activities have supported the fulfillment of duties relating emergency plans and business continuity arrangements:

- Care Home Evacuation Guidance updated to reflect learning from the South Grange evacuation.
- Tayside Joint Support Centre Plan updated with clear guidance for initiating, setting up and managing a Support Centre.
- The Social Care Contracts Team continues to oversee contractual arrangements that include a requirement on all providers to develop and maintain processes and procedures for business continuity, including undertaking regular risk assessments to identify any threats or risks to service provision.
- Work has continued to progress to ensure emergency plans and business continuity plans are up to date and comprehensive:
 - For services carrying out functions delegated by NHS Tayside a structured approach is in place. Reminders of review dates are issued automatically through electronic systems, with monthly manual monitoring by the Risk and Resilience Planning Team with progress against Key Performance Indicators reported to the NHS Tayside.
 - Dundee City Council SORG Senior Officer Resilience Group have a central store for BCPs and Emergency Plans and systems in place to monitor them, but an electronic system is now being considered so that reminders can be issued automatically.
 - Each service has an individual service level Business Continuity Plan held locally. Currently there are 15 wider service area BCPs held centrally for DHSCP services, and 12 remain up to date with 3 in progress. 8 are recorded as having been tested in the last 12 months although all services BCPs were tested by both storm Floris and the Digital outages noted. Three services have carried out tabletop exercises over and above the live testing.
- NHS Tayside has continued to carry out regular tests of the NHS Tayside Alert system throughout the year.
- In 2025/26 Dundee City Council continued to operate the volunteer direct list, where staff volunteering to support an emergency or planned resilience response can be called to action through an app. Health and Social Care Partnership staff (Dundee City Council employees) are included and have been placed on 1 hour standby for emergency incidents throughout the year.
- Dundee HSCP have supported the development of an Angus PARD Persons at Risk Database that can be used in civil emergencies to quickly identify at risk persons in a fixed geographical area.

4.3.2 Future plans in these areas of work for 2025/6 include:

- Further workshops on National Power Outage will be planned.
- Development of a resilience forum to support managers.
- Continued work with partners across Tayside to roll out learning and development activities to support implementation of the new Support Centre Policy. This will include training to be undertaken across the different roles / grades within the Partnership staffing structure.

- Development of a Dundee PARD using the GIS mapping system and Mosaic case recording system.

4.4 Public Communications

4.4.1 During 2022/23 the following arrangements and activities have supported the fulfillment of duties relating to public communications:

- The Partnership has continued to work alongside the Tayside Local Resilience Partnership and the Communications Teams within Dundee City Council and NHS Tayside to inform and support public communications with regards to civil protection matters.

4.4.2 Given the advanced status of public communications approaches within both NHS Tayside and Dundee City Council there are no plans for further focused work in this area during 2023/24. Officers from the Partnership will continue to monitor this area through their membership of wider NHS Tayside and Dundee City Council Groups, the Tayside Local Resilience Partnership and operational response groups associated with specific incidents.

4.5 Category 1 Response Examples

4.5.1 During 2023/24 officers from the Health and Social Care Partnership have been involved in a variety of operational responses to resilience and business continuity incidents. Some examples are provided below:

- Storm Amy October 2023. Managers were placed on standby to step up Business Continuity Plans but all services reported very limited impact. Preparatory work initiated in case a Support Centre was required but stood down as not required.
- Evacuation of tenement flats associated with a fire in May 2024 – Managers were placed on standby to step up the support centre to support potential evacuees, but all tenants found alternative arrangements
- Other incidents not directly involving DHSCP as a cat 1 responder but managed under local business continuity plans:
 - September 2023 Incident Management Team set up due to closure of a service following threats to staff. Service reopened without further incident.
 - Hogmanay 2023 snow and ice. Managers were placed on standby to step up Business Continuity Plans but most services reported very limited impact. Minimal impact for staff at Cornhill in Perth but BCP worked well with no impact for patients
 - January 2024 Doctors strikes. NHS Incident Management Team stood up to ensure BCPs were in place to minimise disruption and risk to patients. Stood down as strikes did not proceed.
 - April 2024 Storm Dave. Minimal impact reported.
 - May 2024 DCC IT disruption. Some minor temporary changes required ways of working using Teams instead of emails. No impact for supported people, minimal disruption for staff / providers.
- Other incidents with the potential to involve DHSCP
 - August 2024 bomb threat – school
 - March 2025 train fire Dundee Station.

5.0 POLICY IMPLICATIONS

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 RISK ASSESSMENT

This report has been assessed to identify impacts on strategic risk management. No impact has been identified, either in relation to the strategic risks currently contained within the IJB's strategic risk register or the identification of any additional, emerging risks.

7.0 CONSULTATIONS

- 7.1 The Chief Finance Officer, Heads of Service, Health and Community Care, corporate resilience leads in NHS Tayside and Dundee City Council and the Clerk have been consulted in the preparation of this report.

8.0 DIRECTIONS

- 8.1 The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in sections 26 to 28 of the Public Bodies (Joint Working)(Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Dundee City Council and NHS Tayside.

Direction Required to Dundee City Council, NHS Tayside or Both	Direction to:	
	1. No Direction Required	X
	2. Dundee City Council	
	3. NHS Tayside	
	4. Dundee City Council and NHS Tayside	

9.0 BACKGROUND PAPERS

- 9.1 None.

Dave Berry
Chief Officer

DATE: 29 May 2026

Angela Smith
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Kathryn Sharp
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