ITEM No …12………..

Dundee
Health & Social Care
Partnership

REPORT TO: **HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 21 JUNE 2023**

REPORT ON: **CATEGORY 1 RESPONDER – ANNUAL REPORT 2022/23**

REPORT BY: **CHIEF OFFICER**

REPORT NO: **DIJB37-2023**

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 2023/24, 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 produces an annual report with assurance regarding work undertaken during the year; the report for 2022/23 is attached as appendix 1 and key information drawn from this is highlighted 4.2 to 4.5 of this report. An equivalent report is not available for Dundee City Council, however relevant information has been included where available.

4.2 Assessing Risk, Information Sharing and Co-operation

4.2.1 During 2022/23 the following arrangements and activities have supported the fulfillment 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 Head of Service continues to chair the Tayside Local Resilience Partnership Caring for People Group.
- The Head of Service, Health and Community Care has continued as a member of NHS Tayside Resilience Planning Governance Group. 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 of business continuity issue in order to protect the health of and ensure continued provision of healthcare to the population in Tayisde. The group has an annual workplan covering work carried out by dvisions, including the Health and Social Care Partnerships.
- Dundee Health and Social Care Partnership has established an internal Resilience and Business Continuity Group to plan and progress relevant actions, including maintaining the IJB's Category 1 Responder Action Plan.
- The Dundee Health and Social Care Integration Scheme has been updated to reflect the status of the IJB as a Category 1 Responder.
- 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.
- Arrangements for information sharing with providers of health and social care services that had evolved over the course of the COVID-19 pandemic based on feedback from external providers have now been mainstreamed, meaning they will be available to support resilience communications (general and incident specific) moving forward.
- 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:
  - Safe Steeple 2 (March 2022) – a multi-agency counter-terrorsim tabletop exercise. A further erxercise is planned for 2023.
  - Operation Unicorn Workshop (May 2022) – to provide multi-agency participants with updated information regarding Operationa Unicron, its associated plans and an opporutnity to consider potential impact and consequences for organisations.
  - Switch Board Tabletop Exercise (April 2022) – to test contingency arrangements for Switchboard and Unified Communications in NHS Tayside in the event of a cyber-attach of their telephony infrastructure. This included consideration of the escalation process and repsonse and reocery of impacted systems.

- o Prevent – webinars have been run in partnership between NHS Tayside and Police Scotland on three occassions during the year. In addition, both NHS Tayside and Dundee City Council have continued to offer a Prevent e-learning module to thier workforces.
- 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:
  - o NHS Tayside established a Ukraine Response page within the resilience planning incident section of Staffnet where all open source information is hosted for access by the workforce.
  - o All NHS Tayside Business Continuity Plans are available on staffnet.
  - o NHS Tayside Business Continuity and Major Incident e-learning modules have been in place since July 2021.
  - o 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 2023/24 include:

- Work to undertake a comprehensive, integrated readiness assessment for the Health and Social Care Partnership covering both emergency planning and business continuity risks. This will be a priority area of work for the Partnerships' Resilience and Business Continuity Group in 2023/24.
- Further work with NHS Tayside and Dundee City Council to establish if it is possible to provide breakdowns of key information for the Dundee Health and Social Care Partnership. This might include, for example, monitoring of data related to Business Continuity Plans, workforce completion of e-learning, and workforce response to alert / volunteer systems.

4.3   Emergency Plans and Business Continuity Arrangements

4.3.1 During 2022/23 the following arrangements and activities have supported the fulfillment of duties relating emergency plans and business continuity arrangements:

- A Partnership Resilience Group has continued to meet on a fortnightly basis to both identify emerging risks and manage resilience responses. This has included the ongoing pandemic response, Operation Unicorn, and the resettlement of Ukrainian Displaced People.
- Progress has been made with partners in revising arrangements for the provision of emergency rest centres. Dundee Health and Social Care Partnership continues to take a lead role in the operation of rest centres when these are required. Training has recently been offered to members of the workforce to be involved in rest centre management and revised guidance for the management and support arrangements for rest centres are in the final stages. This latter work is carried out in partnership with Angus Council/Angus Health and Social Care Partnership to support a mutual aide approach.
- 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. Contracted providers submit their business continuity plans for assurance purposes.
- Initial work has progressed toward completing an audit of Dundee Health and Social Care Partnership managed services to confirm the current status of emergency plans and business continuity plans:

  - o For services carrying out functions delegated by NHS Tayside a structured approach is already in place. There are 174 Business Continuity Plans in NHS Tayside (all services, not just delegated functions). Reminders of review dates are issued automatically through electronic systems, with montly manual monitoring by the Risk and Resilience Planning Support Officer. In the last year additional resources have been developed to assist plan owners with the review, testing and exercising of plans. NHS Tayside has a traget of 75% of plans being in date; at the last audit in Jaunary 2023 66% of plans were found to be in date.
  - o Community-based social care services have been working to evovle their Winter Plans and plans developed for Operation Unicorn, into ongoing Business Continuity Plans.

- Within the last year, NHS Tayside has reviewed, updated and disseminated a number of key plans, including:
  - o Reviewed their Major Incident Plan and begun work to support implementation across NHS Tayside.
  - o Reviewed and update the Corporate Business Continuity Plan to support staff to respond efficiently and effectively to any incident, including the use of role specific action cards. A Critical Sevrices and Critical Support Services document has also been incorporated within the plan.
  - o Reviewed the NHS Tayide Adverse Weather Plan, with work now being progressed to update the action cards and escalation processes within the plan to align to current processes.

- During the last year NHS Tayside Public Health Directorate led the review of Tayside Local Resilience Partnership's Pandemic Flu Plan.
- NHS Tayside have continued to carry out regular tests of the NHS Tayside Alert system throughout the year. The last test for which data is available indicated a 66% response rate from staff contacted. Dundee City Council has developed a databse, Volunteer Connect, which enables them to contact members of staff who have registered their interest to be contact by phone or e-mail when help is required in response to an incident.
- Dundee City Council have recently introduce a volunteer direct list, where staff volunteering to support an emergency or planned resilience response can be called to action through an app. H&SC partnership staff a(Dundee City Council employees) are included and have supported emergecy incidents, stewarding for the passining of Queen Elizabeth's cotage and the Big Weekend. This group of staff will also support the stepping up of rest centres.

4.3.2 Future plans in these areas of work for 2023/24 include:

- A full review of training needs across the Health and Social Care Partnership workforce related to emergency rest centre management is to be progressed. This will include a reeview of expect levels of training to be undertaken across the different roles / grades within the Partnership staffing structure.
- Completing the audit of Dundee Health and Social Care Partnership managed services to confirm current status of emergency plans and business continuity plans, with a particualr focus on services delivering functions delegated by Dundee City Council. Work is also required with Angus and Perth & Kinross Health and Social Care Partnership to both provide and obtain assurance regarding the status of Business Contuity Plans for lead partner services. Following completion of the audit there will be requirement to provide support to services where work is required to bring plans up-to-date, as well as to establish a sustainable approach to monitoring the status of plans, including exercising, on an ongoing basis.

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 regarding the civil protection matters.
- Work has been undertaken to refresh the structure and content of the Dundee Health and Social Care Partnership website. The website contains a News section where information regarding resilience matters can be added as required. A separate page with COVID-19 Information also continues to be included on the website. The Partnership website is the only independent channel of communication available to the IJB, all other public facing communications are managed via Dundee City Council and NHS Tayside.

4.4.2 Given the advanced status of public communications approaches within both NHS Tayside and Dundee City Council there are n plans for further focused work in this area during 2023/24. The Partnership's Resilience and Business Continuity Group will continue to consider this area of work and respond to any emerging risks and concerns. Officers from the Partnership will also 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:

- Successful operational response as a partner to Operation Unicorn following the death of HRH Queen Elizabeth II. Following the passing of HM Queen Elizabeth II, members of the Resilience Planning Team formed part of the organisations response team to ensure services were able to keep running. They also had a presence in the Joint Agency Coordination Centre, while ensuring ocontinuation of operational services.

- Emergency rest centres have been successfully supported utilising the revised procedure in relation to a small number of incidents over the last year.

- Ukraine Response – the Health and Social Care Partnership has had a lead role in local arrangements to consider and plan for the impact of the situation in the Ukraine, particualrly the impact of the arrival of displaced people into the Dundee area who were placed in Hotels. These arrangements have given due consideration towards the mitigation of risks, impact assessments, business continuity and

contingency planning. Services provided included day to day support for those residing in hotels, health assessment and referral for health interventions, liaisn with education for schooling, support for accessing housing and welfare benefits. In additiona, H&SCP services work closely with Dundee City Council's Humanitarian Team, supporting both asylum seekers and those displace through war. The cross services team supporting people from Ukraine, were recently shortlisted for an OSCAR award within Dundee City Council.

- Partners have worked closely to gether to respond to the heightened risk of demand outstripping supply for national power generation resulting in a potential energy shortfall and the possibility of rolling rota disconnects. This has included joint assessment at a rgeional and local level of the risk of an energy shortfall and disconnects and consideration of proportionate response measures and plans. NHS Tayside has developed a Power Resilience Plan. Execrising of plans is planned for the coming year.

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

Risk 1 Description	Failure to fully comply with the Category 1 Responder duties.
Risk Category	Governance, Legal
Inherent Risk Level	Likelihood 3 x Impact 4 = Risk scoring 12 (which is a high risk level)
Mitigating Actions (including timescales and resources)	- Close co-operation is already in place across the LRP and with the corporate bodies. IJB membership of LRP and sub-groups agreed. - Dedicated Resilience Officers are in place within NHS Tayside and Dundee City Council who are available to provide expert advice and guidance to the Chief Officer and the wider Partnership when required. - Internal resilience structure within Dundee Health and Social Care Partnership in place, including Resilience and Business Continuity Group. - Arrangements in place to seek assurance from contracted providers regarding emergency plans and business continuity plans. - Category 1 Responder Action Plan developed, identifying areas for action and timescales.
Residual Risk Level	Likelihood 3 x Impact 3 = Risk scoring 9 (which is a high risk level)
Planned Risk Level	Likelihood 2 x Impact 2 = Risk scoring 4 (which is a low risk level)
Approval recommendation	It is recommended that the existing risk within the IJB's Strategic Risk Register is updated to reflect the current position, including risk mitigation and scoring.

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.

Vicky Irons   DATE: 19 May 2023
Chief Officer

Diane McCulloch
Head of Service, Health and Community Care / Chief Social Work Officer

Kathryn Sharp
Service Manager, Strategy and Performance

NHS Tayside

RESILIENCE PLANNING GOVERNANCE GROUP

ANNUAL REPORT

2022/23

Ms Margaret E Dunning
Board Secretary
NHS Tayside
March 2023

ANNUAL REPORT OF THE RESILIENCE PLANNING GOVERNANCE GROUP [RPGG]

1   PURPOSE

To provide the Strategic Risk Management Group (SRMG) with an annual report in relation to activities of the RPGG which have been undertaken during 2022/2023.

2   RPGG

2.1   Purpose of Committee

The purpose of RPGG 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 incident, in order to protect the health of and ensure continued healthcare provision to the population of Tayside and Fife.

During the financial year ended 31 March 2023 the Resilience Planning Governance Group membership comprised:

Name	Role
Lucy Archer	Soft Facilities Manager
Sharon Cassidy	Risk and Resilience Planning Advisor
Angie Dalgarno	Resilience Planning Facilitator
Keith Chalmers & Gregg Rettie on behalf of Nick Moore, Area Service Manager, Scottish Ambulance Service	Resilience, Scottish Ambulance Service
Mark Dickson	Clinical Governance and Risk Coordinator, Perth and Kinross HSCP
Jane Duncan	Director of Communications and Engagement
Margaret Dunning	Board Secretary [Chair]
Kenneth Fleming on behalf of George Doherty, Director of Workforce and David Dall, Deputy Director of Workforce	Head of Health and Safety
Garry Fraser	Associate Director, Hospital Services
Jillian Galloway on behalf of Gail Smith, Chief Officer of Angus HSCP	Head of Community Health and Care Services (North)
Andy Hay on behalf of Michael Cambridge, Associate Director of Procurement	Procurement Planning Manager
Simon Hilton	Consultant in Public Health Medicine
Michelle Jamieson	Premises and Services Manager, Primary Care Services
Julie Jefferson	Senior Regional Resilience Co-ordinator, Scottish Government
Diane McCulloch	Head of Service, Health and Community Care, Dundee HSCP
Alan O'Kane	Associate Director of Pharmacy
Charlie Quipp on behalf of Laic Khalique, Director of Digital Technology	Head of Service - Technical Infrastructure Manager
Andrew Reddick	Consultant in Emergency Medicine
Sarah Stark	Risk and Resilience Planning Advisor
Hilary Walker	Head of Risk and Resilience
Philip Wilde on behalf of Mark Anderson, Head of Hard Facilities	Property Environmental and Quality Manager
Keith Whitefield on behalf of Jillian Galloway, Head of Community Heath and Care Services (North) Angus H&SCP	Programme Manager and Data Protection Officer

Audrey Warden, Associate Director, Hospital Services retired from post 30 June 2022 and George Doherty, Director of Workforce - NHS Tayside retired from post on 6 December 2022.

Support for the Group was provided by Angie Dalgarno, Risk and Resilience Planning Facilitator and John Hart, Emergency Planning Assistant.

2.2   Meetings

The RPGG met on four occasions during the period of 01 April 2022 to 31 March 2023, as follows:

- 1 July 2022
- 28 September 2022
- 21 December 2022
- 14 March 2023

The attendance schedule is attached as Appendix 1 for information.

2.3   Business

The Workplan for the RPGG during 2022/23 is attached as Appendix 2. The Workplan was substantively reviewed at the start of 2022 to provide improved governance and support robust corporate assurance mapping for key areas of business.

The minutes from each meeting of the RPGG are submitted to the subsequent meeting of the SRMG and uploaded to Staffnet.

3   OUTCOMES AND ASSURANCES

EU Exit – Following the exit of the United Kingdom from the European Union on 31 January 2020 and the end of the transition period 31 December 2021, communication was established with EU Exit Readiness Group members on a monthly basis to identify if there were any issues that required the group to be reconvened. The EU Exit Readiness Group has not been reconvened over the reporting time period and no issues for escalation have been highlighted over the last 12 months. Monthly communication to the EU Exit Readiness Group members has now been stepped down, however if issues do arise group members have been asked to escalate to the Risk and Resilience Planning team to ensure these are escalated through the appropriate communication pathways.

Critical Services/Systems/Support Systems - The Critical Systems and Critical Support Services document is an addendum to the Corporate Business Continuity Plan and has undergone a period of restructure development to ensure that it can support and enhance the response arrangements to any anticipated or evolving corporate business continuity incident. Following a data gathering exercise which focused on the agreed critical services and support services, all data received was incorporated into the Critical Services and Critical Support Services document, with a list of the top 10 high use systems identified.

This document was approved by the SRMG and shared to the Information Governance and Cyber Assurance Committee for information. The document has also been uploaded to Staffnet and shared to all those on the Executive Director and Senior Manager On-Call Rota. This will be reviewed on an annual basis in-line with the process used for other corporate plans. A meeting is to be scheduled with colleagues from the Digital Directorate in order to progress further critical digital infrastructure resilience discussions.

CBRNe (Chemical/Biological/Radiological/Nuclear)/HAZMAT Operational Plan - The annual review for the above plan was completed early 2023 as scheduled. The Plan was updated to incorporate learning following the 2022 collapsed casualty exercise.

Power Resilience - As a responsible organisation, we regularly plan for all eventualities and work with a wide range of stakeholders to develop and prepare robust contingency plans for a wide range of scenarios; no matter how unlikely they may be; this includes disruption to energy supplies. The invasion of Ukraine heightened the risk of demand outstripping supply for national power generation resulting in a potential energy shortfall and the possibility of rolling rota disconnects. Prudent resilience planning has continued both locally and nationally and the Risk & Resilience Planning Team have continued to actively engage with a variety of stakeholders to support, facilitate and enhance organisational resilience and preparedness. As we now move into spring 2023 work continues to support national arrangements as we begin to forward look at Winter 2023/24.

Power Resilience Plan
Development of an NHS Tayside Power Resilience Plan has continued to progress with the Risk & Resilience Planning Team actively engaged with a variety of stakeholders both internally and externally to support, facilitate and enhance organisational and Local Resilience Partnership preparedness. Following completion of Exercises Mighty Oak and Lemur learning points will be incorporated into the plan which will be presented to SRMG for approval over the summer months. Thereafter this will be kept under regular review as planning progresses on a regional basis to ensure it remains contemporary.

Business Continuity Planning – There are 174 Business Continuity Plans in NHS Tayside and a review was undertaken of these plans whereby a suite of action cards and supporting documents have been created to assist plan owners with the review, testing and exercising of BCPs. This has been augmented into the review process of BCPs held by services within NHS Tayside and plan owners are regularly informed of the importance and legal requirement, to annually test their BCPs. Additional guidance and advice is available by contacting the Risk & Resilience Team, by accessing the Resilience micro site and staff are invited to attend BCP Awareness Sessions which are held monthly.

Training and Education
Training was delivered to RPGG group members and partnership colleagues in the form of a number of virtual and in person training sessions throughout the year:

Prevent Webinars run in conjunction with Police Scotland took place in May 2022, July 2022 and January 2023 via MS Teams.

Online and in-person incident awareness sessions were held on a monthly basis between April 2022 and March 2023, for those who are on the Executive Director and Senior Manager On-Call Rota. Topics for each cohort of sessions included:
- Protected Persons Contingency Plan
- CBRNe
- Adverse Weather
- Major Incident Control Room Set Up

A number of table top and live exercises have been led or supported by the Strategic Risk and Resilience Planning Team over the reporting period. These include:

2022	2023
Telephony – Cyber Attack Telephony – Switchboard Murray Royal Infirmary Evacuation Renal Ward BCP Major Incident Ward 9 Ninewells Hazardous Materials: Chemical, Biological, Radiological and Nuclear Operation Unicorn (tabletop) Fuel Disruption	Controlling Movement and Access within Healthcare Facilities (Lockdown) Protected Persons Contingency Plan Oncology BCP (ChemoCare)

Plans and Procedures
Risk & Resilience Planning

Corporate Business Continuity Plan
A comprehensive review of the Corporate Business Continuity Plan was undertaken by the Risk & Resilience Team. Minor changes were made to the actual wording of the document; however the format was changed with the incident response documentation moved to the front of the plan and the development and inclusion of action cards to support key roles in the event of an incident. Following approval by SRMG in August 2022, the document was uploaded to Staffnet and shared to all those on the Executive Director and Senior Manager On-Call Rota.

Major Incident Plan
The Risk & Resilience Planning Team undertook a significant review of the Major Incident Plan during 2022 in collaboration with key service areas to ensure that all action cards within the plan were reflective of current practices. Following approval of SRMG the plan was uploaded to Staffnet and, shared organisationally via Vital Signs on 12 December 2022.

Protected Persons Contingency Plan
In collaboration with key colleagues the Risk & Resilience Planning Team undertook a full review of the local plan and minor updates were identified and incorporated. Following the updates the plan was approved and shared to the closed distribution list. A live in person exercise was undertaken on 23 March 2023 in conjunction with Police Scotland Royalty & VIP Planning colleagues.

Adverse Weather Plan

Over the reporting time period the NHS Tayside Adverse Weather Plan annual review has been undertaken. Following consultation and feedback from key colleagues work is progressing to ensure that the action cards and escalation processes within the plan are reflective of current processes. It is anticipated that the Plan will be released following approval by SRMG in June 2023.

Soft Facilities Management

Bomb Threats and Suspicious Packages Policy

Following annual review there were minor amendments made to the Bomb Threats and Suspicious Packages Policy following consultation with the NHS Tayside Security Group. In addition a Vital Signs communications plan has been developed to share this information over the organisation and raise staff awareness.

Fleet Vehicle Fuel Disruption Plan

A comprehensive review of the Fleet Vehicle Disruption Plan was undertaken by Soft Facilities colleagues with a number of key points noted and incorporated into the plan:

- Trigger levels reflect those in the LRP plan
- Action cards are now included
- Electric vehicles section updated to ensure robustness

A table top exercise was held with key colleagues on 30 September 2022 to test the organisational and service contingency arrangements in the event of a period of fuel disruption impacting on the use of fleet vehicles. Following the session good practice was noted and actions agreed to support improvements to the plan.

Controlling Movement and Access within Healthcare Facilities

The annual review of the Controlling Movement and Access within Healthcare Facilities Plan has been completed by Soft Facilities colleagues with minor changes incorporated. A table top exercise to test the plan was undertaken on 2 March 2023 which received positive feedback from staff involved. The exercise was based on an agitated male entering the main concourse at Ninewells and brandishing a metal pole causing the concourse to be locked down. Good practice was noted during the exercise and the lessons learned were progressed to the service leads with an agreed completion by September 2023.

Public Health Plans

Public Health have reviewed the following plans with support from the Risk & Resilience Planning Team.

- Local Resilience Partnership (LRP) Scientific Tactical Advice Cell (STAC) Plan
  Work has progressed on undertaking a comprehensive review of this plan and will incorporate the revised National STAC Guidance released October 2022. It is anticipated that the plan once finalised will be a focused document which reflects current technologies and working practices across partner agencies.
- Local Resilience Partnership (LRP) Pandemic Flu Plan
  This was reviewed on behalf of the LRP by Dr Simon Hilton and Sharon Cassidy in advance of Winter 2022/23.

Incident Debrief Reports

Following periods of significant disruption, incident debrief reports are brought to the Group and any lessons learned shared organisationally.

4   RISK ASSURANCE AND REPORTING

The RPGG does not receive any Assurance Reports relating to Strategic Risks for NHS Tayside. The RPGG consider and contribute to the content of the Resilience Planning Service Level Risk which is recorded within the Organisation's electronic risk register. The risk underwent extensive review in November 2022 at which time the current risk exposure rating was reduced to 6 (Yellow/Medium), however, with some key actions still to be concluded, it was agreed the risk would not be considered for archiving until 2023/24.

5   ISSUES FOR CONSIDERATION IN NHS TAYSIDE'S GOVERNANCE STATEMENT

There are no exceptional issues that require to be reported in the governance statement.

6   CONCLUSION

I am satisfied as the Chair of the RPGG that the conduct of business, including the frequency of meetings and the breadth of the business undertaken has allowed the Group to fulfil its remit.

Given the work undertaken and progressed during the year, I can confirm as the Chair of the RPGG that adequate and effective arrangements were in place during the financial year ended 31 March 2023.

For 2023/24 the membership, terms of reference and work plan of the Resilience Planning Governance Group have been reviewed and augmented to ensure the full breadth of membership and scope of activity is in place and is compliant with the Standards for Organisational Resilience.

I wish to acknowledge the contribution and commitment of Group members and the administrative support provided by Angie Dalgarno, Risk and Resilience Planning Facilitator and John Hart, Emergency Planning Assistant.

Ms M E Dunning
Chair
RPGG

Considered and approved:

Name of Member		Role	Organisation	1 Jul 2022	28 Sep 2022	21 Dec 2022	14 Mar 2023
Anderson	Mr Mark	Head of Property	NHS Tayside	Philip Wide in attendance	Philip Wide in attendance	Philip Wide in attendance	Apologies
Archer	Ms Lucy	Soft FM Manager	NHS Tayside	Present	Present	Present	Present
Cambridge	Mr Michael	Head of Procurement	NHS Tayside	Andy Hay in attendance	Andy Hay in attendance	Andy Hay in attendance	Not present
Cassidy	Mrs Sharon	Risk & Resilience Advisor	NHS Tayside	Present	Apologies	Present	Present
Chalmers	Mr Keith	Head of Resilience	SAS	Not present	Not present	Apologies	Not present
Dalgarno	Ms Angie	Risk & Resilience Planning Facilitator	NHS Tayside	Present	Present	Present	Present
Dall	Mr David	Deputy Director of Workforce	NHS Tayside	Not In Post	Not in Post	Apologies	Ken Fleming in attendance
Dickson	Mr Mark	Clinical Governance Facilitator	Perth & Kinross H&SCP	Present	Present	Present	Present
Doherty	Mr George	Director of Workforce	NHS Tayside	Chris King in attendance	Ken Fleming in attendance	Retired David Dall invited to attend	Retired David Dall invited to attend
Duncan	Mrs Jane	Director of Communications and Engagement	NHS Tayside	Not present	Present	Not present	Not present
Dunning	Ms Margaret	Board Secretary (Chair)	NHS Tayside	Present	Present	Present	Present
Fleming	Mr Kenneth	Head of Health & Safety	NHS Tayside	Chris King in attendance	Present	Present	Present
Fraser	Mr Garry	Associate Director Hospital Services	NHS Tayside	Present	Present	Present	Present
Galloway	Mrs Jillian	Head of Community & Health Care Services	Angus H&SCP	Present	Keith Whitefield in attendance	Keith Whitefield in attendance	Apologies
Hart	Mr John	Emergency Planning Assistant	NHS Tayside	Not In Post	Not in Post	Present	Present
Hay	Mr Andy	Procurement Planning Manager	NHS Tayside	Present	Present	Present	Apologies
Hilton	Dr Simon	Public Health Consultant	NHS Tayside	Present	Present	Apologies	Present
Jamieson	Mrs Michelle	Premises and Services Manager	Primary Care	Apologies	Present	Apologies	Present
Jefferson	Ms Julie	Senior Resilience Co-Ordinator	NoS RRP	Present	Not present	Not present	Apologies
McClure	Ms Gail	Quality & Services Manager	NHS Tayside	Present	Not present	Apologies	Not present
McCulloch	Ms Diane	Head of Service	Dundee H&SCP	Present	Apologies	Present	Present
Moore	Mr Nick	Area Service Manager	SAS	Julie Daily in attendance	Greg Rettie in attendance	Not present	Not present
O'Kane	Mr Alan	Associate Director Pharmacy	NHS Tayside	Not In Post	Not in Post	Not In Post	Apologies
Quipp	Mr Charlie	Head of Service - Technical Infrastructure Manager	NHS Tayside	Present	Present	Apologies	Present

Reddick	Mr Andy	ED Consultant/MI Lead	NHS Tayside	Not present	Not present	Not present	Not present
Rettie	Mr Greg	Resilience Advisor	SAS	Not present	Not present	Apologies	Not present
Stark	Mrs Sarah	Resilience Planning Advisor	NHS Tayside	Maternity Leave	Present	Apologies	Apologies
Walker	Mrs Hilary	Head of Risk & Resilience	NHS Tayside	Present	Present	Present	Present
Wilde	Mr Philip	Property Environmental and Quality Manager	NHS Tayside	Present	Present	Present	Apologies
Whitefield	Mr Keith	Programme Manager and Data Protection Officer	Angus H&SCP	Not present	Present	Present	Apologies

Appendix 1
RPGG ATTENDANCE RECORD FOR YEAR 1 APRIL 2022 TO 31 MARCH 2023 –

Appendix 2
RPGG Work Plan 2022-2023

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
Resilience Planning Team						
Resilience Planning Quarterly Report	Resilience Planning Department	**Standing Item**	√	√	√	√
Reports and lessons identified from debriefs, exercises or incidents inclusive of ICT Disruptive incidents	Resilience Planning Department	**Standing Item**	√	√	√	√
NHS Scotland: Standards for Organisational Resilience	Resilience Planning Department	**Standing Item**	√	√	√	√
Resilience Planning Service Level Risk (Datix)	Head of Risk and Resilience	**Every 6 months**	√		√	
Guidance for Business Continuity Plan Owners (Annual Update)	Resilience Planning Department	**Annually**				Deferred to June
Local, National and Partner Updates						
Updates from: • North of Scotland Regional Resilience Partnership (RRP) and Tayside Local Resilience Partnership (LRP) • NHS Scotland Resilience Forum • Scottish Ambulance Service	Board Secretary/Head of Risk & Resilience	**Standing Item**	√	√	√	√
Written Portfolio Updates for Assurance:	**Various**	**Standing Item**				
Communications	Director of Communications & Engagement	**Every 6 months**		√		√
Digital • Please link to Critical Infrastructure Reporting below	Director of Digital	**Every 6 months**		√		√
Hospital Services	Associate Director, Hospital Services	**Every 6 months**	√		√	
Primary Care Services	Premises & Services Manager	**Every 6 months**	√		√	

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
Procurement	Associate Director of Procurement	**Every 6 months**		√		√
Property • Please link to Critical Infrastructure Reporting below	Head of Property	**Every 6 months**	√		√	
Public Health • Please refer to the Public Health Reporting section below	Consultant Public Health Medicine	Every 6 months	√		√	
Soft Facilities • Please link to Soft Facilities and Critical Infrastructure Reporting sections below	Head of Soft Facilities Management	**Every 6 months**		√		√
Workforce	Deputy Director of Workforce	**Every 6 months**		√		Deferred to June
Angus H&SCP	Head of Health & Community Care Services	**Every 6 months**	√		√	
Dundee H&SCP	Head of Service	**Every 6 months**		√		√
Perth & Kinross H&SCP	Clinical Governance Coordinator	**Every 6 months**	√		√	
Critical Infrastructure						
Report on list of Critical Assets and assurance that adequate Business Continuity/Disaster Recovery arrangements are in place for: • Property • Utilities (Gas/Electricity/Water) • Sewerage Networks • Fuel for Heat • Buildings	Head of Property	**Annually**	√			
Report on list of Critical Infrastructure Assets and assurance that adequate	Head of Soft Facilities Management	**Annually**			√	

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
Business Continuity/Disaster Recovery arrangements are in place for • Transport/Vehicles • Fuel for Transport						
Report on list of Critical Infrastructure Assets and assurance that adequate Business Continuity/Disaster Recovery arrangements are in place for • Digital Infrastructure • Communications	Director of Digital	**Annually**				√
Review and approve list of Critical Infrastructure Assets for NHS Tayside	Resilience Planning Dept	**Annually**				√
Adverse Weather Plan • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**				Deferred to June
Protected Persons Contingency Plan • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**				√
Operation Unicorn Response Plan • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**		√		
Corporate Business Continuity Plan • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**		√		

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
Major Incident Plan • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**		√	√	
Chemical, Biological, Radiological and Nuclear (CBRNe)/Hazardous Materials (HAZMAT) Plan Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**			√	
Corporate Power Resilience Plan • Annual Update	Resilience Planning Department	**Annually**				Deferred to June
Resilience Planning Framework • Annual Update	Resilience Planning Department	**Annually**	√			
Procedure for provision of medical services at emergency support centres in Tayside • Annual Update including testing & exercising and full exercises that have been undertaken	Resilience Planning Department	**Annually**	√			

Hospital Evacuation Plans (See Appendix 1)
• Annual Update including testing & exercising and full exercises that have been undertaken
  o 17 Dudhope Terrace [209947]
  o Strathmartine [071355]
	Head of Soft Facilities and site specific colleagues	**Annually**
		
		Work is ongoing with Soft Facilities colleagues to agree a programme of table top exercises designed to review and test site				

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
o Royal Victoria Hospital [071314] o Kingsway Care Centre [071446] o Stracathro [340360] o Ninewells [040854] (TTX 02/03/2023) o Carseview [040852] o St Margarets Hospital [071305] o Crieff Community Hospital [071303] o Pitlochry [071304] o Blairgowrie Cottage Hospital [036907] o Perth Royal Infirmary [051481] o WHCCC [071475] o Murray Royal [048845] (TTX 31/05/2022) o Arbroath Infirmary [194857]		specific evacuation plans				
Soft Facilities						
Controlling Movement and Access within Healthcare Facilities Guidance/Policy • Annual Update including testing	Site Manager, Ninewells/Security Officer	**Annually**			√	

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
& exercising and full exercises that have been undertaken						
Bomb Threats and Suspicious Packages Policy Annual Update including testing & exercising and full exercises that have been undertaken	Site Manager, Ninewells/Security Officer	**Annually**	√			
Transport Fuel Disruption Plan complete with GP Procedures Annual Update including testing & exercising and full exercises that have been undertaken	Soft Facilities Manager & Primary Care Services	**Annually**	√			
Public Health						
Consider the Tayside Local Resilience Partnership STAC (Scientific and Technical Advice Cell) plan/ensure relevant NHS Tayside staff attend multi agency training and exercising	Consultant in Public Health Medicine	**Every 2 years (Due 2022)**	√	√	√	√
Review of Tayside Local Resilience Partnership Pandemic Flu Response Plan	Consultant in Public Health Medicine	**Every 2 years**		√	√	√
Review and approve the NHS Tayside Health Protection Incident Plan	Consultant in Public Health Medicine	**Every 2 years (Due 2022)**	√	√	√	√
NHS Tayside Health Protection Incident Annual Update including testing & exercising and full exercises that have been undertaken	Consultant in Public Health Medicine	**Annually**				√
Governance						

Item	Responsible Officer	Reporting Arrangements	1 July 2022 Rescheduled from June 2022	28 Sept 2022	21 Dec 2022 Rescheduled from 1 Dec 2022	14 March 2023
RPGG Workplan 2022/23	Resilience Planning Team	**Standing Item**	√	√	√	√
RPGG Attendance Record 2022/23	Resilience Planning Team	**Standing Item**	√	√	√	√
Resilience Training Plan	Resilience Planning Department	**Standing Item**	√	√	√	√
Resilience Training Mid Year Report	Resilience Planning Department	**Every 6 months**			√	
RPGG Terms of Reference 2023/24	Resilience Planning Team	**Annually**				√
RPGG Annual Report 2023/24	Resilience Planning Team	**Annually**				√
Internal Audit Reports	Head of Risk and Resilience	**As required**				