

West Lothian Integration Joint Board

Date: 8/12/2015

Agenda Item: **10**

Business Continuity

Report by Director

A PURPOSE OF REPORT

The purpose of this report is to inform the Board of the business continuity and emergency planning arrangements established within the health and council services and to outline the current key activities to ensure robust resilience plans are in place

B RECOMMENDATION

The Board is asked to

1. Note the progress made in developing planned responses to disruptive incidents, which will ensure key services are maintained for critical patients and customers, and the organisation's reputation is protected.
2. Support the activities of the Health and Care Resilience Team to facilitate business continuity exercises to ensure integrated response strategies are developed and preparedness is robust.

C TERMS OF REPORT

Business continuity planning is the process of preparing staff and services to respond to disruptions to normal operations. Although always part of good practice, business continuity became a formal requirement following introduction of the Civil Contingencies Act 2004. Part 1 of the Act requires public bodies to put in place business continuity arrangements.

Business Continuity Plans have been reviewed for all essential health and social policy services. The plans outline the strategies to deal with a range of challenges that might affect services and functions at any time e.g. staff shortages, denial of access or damage to premises, failure in technology, loss of utility services and failure of key suppliers.

A Health and Social Care Resilience Team has been established with membership from NHS and West Lothian Council. The Terms of Reference outline the team's responsibilities as detailed below:

1. To establish and maintain a structured framework for resilience management incorporating emergency planning and business continuity arrangements taking account of the National Resilience Framework Standards and the requirements of the National Care for People Group.
2. To ensure resilience plans are reviewed in accordance with change control procedures
3. To discuss progress and identify work streams relevant to the health and social care partnership
4. To identify training and development needs and establish a programme of exercises to test plans
5. To develop and implement action plans following incident review and table top exercises
6. To discuss implications of service redesign and developments on business continuity
7. To share expertise and good practice
8. To respond to actions required from West Lothian Council and NHS Lothian
9. To ensure contractual arrangements with external providers meet the Business Continuity requirements of the Health & Social Care Partnership

In addition to conducting local exercises at department level to test plans we have participated in the following exercises

- *Silver Swan*: This was a national exercise to test preparedness for a pandemic. Taking account of the learning from this we will plan a West Lothian exercise in 2016 to test local preparedness and plans
- *Safe Haven*: This exercise focussed on the requirements and procedures for setting up emergency rest centres. We identified in our last West Lothian exercise that this was an area for further development. Attendance at the exercise has helped to clarify our local requirements and we will be planning to review and test our arrangements in 2016.
- *Whitehaven*: This multiagency exercise focussed on firearm incident and hostage situation in St John's Hospital and explored the co-dependencies across all services on site and Police Scotland response.

Following on from the Terrorist Attack in Paris last week, Police Scotland have produced a guidance/advice note which has been circulated to all relevant locations across the Division. Although there is no specific threat to Scotland at the current time the threat from International Terrorism to the United Kingdom remains at SEVERE - an attack is highly likely; this has been since August 2014.

The guidance has been circulated to all departments and provides links to relevant information to help us assess our premises and review and consider our building response plans. We will review this with Emergency Planning Officers (WLC and NHS) to determine local actions.

D CONSULTATION

None Required

E REFERENCES/BACKGROUND

Police Scotland Guidance: Crowded Places sites within Scotland (2015)

Preparing Scotland: Scottish Guidance on Resilience (2012)

Civil Contingencies Act 2004

F APPENDICES

None

G SUMMARY OF IMPLICATIONS

Equality/Health	The report has been assessed as having little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, equality impact assessment has not been conducted.
National Health and Wellbeing Outcomes	People who use health and social care services are safe from harm Resources are used effectively in provision of health and social care services, without waste
Strategic Plan Outcomes	People most at risk are protected and supported to achieve improved life chances.
Single Outcome Agreement	We live in resilient, cohesive and safe communities
Impact on other Lothian IJBs	Mutual Aid
Resource/finance	Within existing resources
Policy/Legal	Compliance with Civil Contingencies Act 2004
Risk	None

H CONTACT

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