

# Midlothian Integration Joint Board



**Thursday 9<sup>th</sup> December 2021**

## **Assurance arrangements – Civil Contingencies Act 2004**

**Item number: 5.10**

### **Executive summary**

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To provide Midlothian Integration Joint Board with assurance and an operational understanding of the arrangements in place to ensure compliance with their responsibilities as Category 1 Responders in terms of the Civil Contingencies Act 2004/

#### **Board members are asked to:**

Review this paper and be assured that the current assurance arrangements as detailed in this paper ensure that the Integration Joint Board meets the requirements set out in the Civil Contingencies Act 2004 and be informed on the operational aspects of the arrangements.

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## Assurance arrangements – Civil Contingencies Act 2004

### 1 Purpose

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- 1.1 The purpose of this report is to provide Midlothian Integration Joint Board with oversight of the assurance processes currently managed by Midlothian Health and Social Care Partnership which ensures that Midlothian Joint Integration Board meets its requirements as a Category 1 Responder, along with NHS Lothian and Midlothian Council.

### 2 Recommendations

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- 2.1 As a result of this report what are Members being asked to:- note the contents and be informed on the current processes. Feedback and discussion is welcomed.

### 3 Background and main report

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- 3.1 The paper *Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004* was tabled and discussed at the Board meeting held on 17<sup>th</sup> June 2021, during this meeting the board agreed to the recommendation that the Chief Officer, as the Accountable Officer, should continue to manage the necessary arrangements relating to this Act on behalf of the Integrated Joint Board.

This paper follows on to provide detail and assurance to Midlothian Integration Joint Board that the arrangements in place meet the Category 1 Responder responsibilities.

- 3.2 Civil Contingencies Act 2004

The Civil Contingencies Act 2004 (CCA) is supplemented by the Contingency Planning (Scotland) Regulations 2005 and “Preparing Scotland” Guidance. Taken together the law and guidance provides a consistent and resilient approach to emergency planning, response and recovery which responders have used to develop good practice.

- 3.3 The Act placed new duties and responsibilities on organisations. It defines an emergency as:

- An event or situation which threatens serious damage to human welfare;
- An event or situation which threatens serious damage to the environment;
- War, or terrorism, which threatens serious damage to the security of the UK.

3.4 A brief overview of the specific duties of a Category 1 Responder are outlined below:

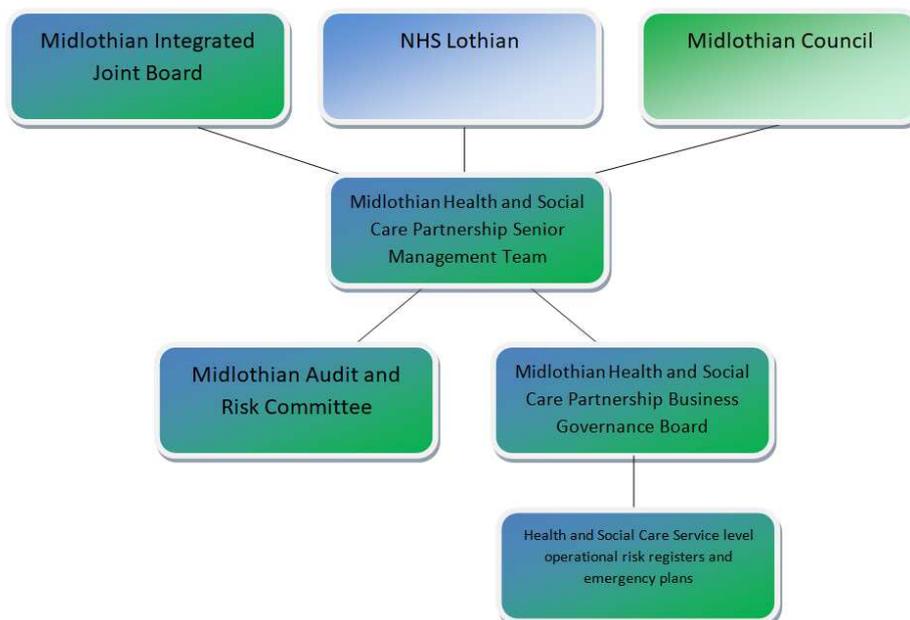
- Assessing the risk of emergencies occurring and use this to inform contingency planning in the form of a Community Risk Register
- Put in place emergency plans.
- Create business continuity plans to ensure that they can continue to exercise critical functions in the event of an emergency
- Make information 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 and cooperate with other local responders to enhance coordination and efficiency

### 3.5 Governance Arrangements

Within Midlothian Health and Social Care Partnership, working alongside NHS Lothian and Midlothian Council, there are well established arrangements in place to meet the requirements set out in the Act and to provide annual assurance to both NHS Lothian and Midlothian Council.

#### 3.5.1 Assessing the risk of emergencies occurring and use this to inform contingency planning in the form of a Community Risk Register:

- Midlothian Health and Social Care Partnership maintains and monitors risk registers across all Health and Social Care services and reports risk through NHS Lothian, Midlothian Council and the Integration Joint Board Audit and Risk Board.
- Midlothian Integration Joint Board Audit and Risk register is managed collectively within the partnership and routinely updated and presented at the Audit and Risk Board Meeting.
- The table below provides information on the flow of risk management within Midlothian Integration Joint Board:



### **3.5.2 Put in place emergency plans.**

- Midlothian Health and Social Care Partnership
  - In line with Scottish Government 'Preparing for Emergencies' guidance, all services within Midlothian Health and Social Care Partnership maintain and regularly review resilience plans to ensure that services can maintain delivery in times of emergencies.
  
  - In line with our responsibilities as a Category 1 responder, Midlothian Health and Social Care Partnership works with our partners NHS Lothian and Midlothian Council to maintain an annual assurance cycle of emergency and business continuity plans this includes:
    - ❖ **January:**  
6 monthly progress reporting on specific resilience work-streams as agreed by Resilience Committee.
    - ❖ **April:**  
Maintenance of risk assessments  
Review of communication and call out arrangements
    - ❖ **July**  
6 monthly progress reporting on specific resilience work-streams as agreed by Resilience Committee.
    - ❖ **October**  
Maintenance of tactical and service operational plans  
Training and exercising  
Prep Stat and pandemic review and oversight

By maintaining a routine cycle of assurance reporting, we are able to give assurance to Midlothian Integration Joint Board that we meet this requirement as set out in the Act.

### **3.5.3 Create business continuity plans to ensure that they can continue to exercise critical functions in the event of an emergency**

- As detailed above, Midlothian Health and Social Care Partnership has operational Business Continuity plans which feed into an overarching Strategic Business Continuity plan which is shaped by service specific business impact and risk assessments.
- During times of emergency response, the Partnership establishes the Incident Management Team which is comprised of Senior Managers from across the partnership.
- A virtual control room has been established to further reinforce our ability to quickly respond to any incident.

### **3.5.4 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**

- The Midlothian Health and Social Care Partnership social media channels will carry relevant information as soon as it becomes available in order to inform the public and our staff in a timely manner of important developments and updates. The Partnership also contributes to public information released by our partner organisations and other Category 1 responders where appropriate.

### **3.5.5 Share information with other local responders to enhance co-ordination and cooperate with other local responders to enhance coordination and efficiency**

- Midlothian Health and Social Care, NHS Lothian and Midlothian Council have representation on the East of Scotland Regional Resilience Partnership who bring together the organisations involved in dealing with emergencies to plan for and respond to all kinds of emergencies. These multi-agency groups have plans in place to respond to all kinds of events and are regularly tested in joint exercises and during real emergencies. Through these established channels Midlothian Health and Social Care Partnership can share information with other responders to enhance co-ordination.

**3.5.6** The information in this report is to provide the board with assurance that all requirements as set out in the responsibilities of Category 1 Responder are being met by the Chief Officer, in her role as Accountable Officer for the Integrated Joint Board.

## **4 Policy Implications**

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4.1 No issues to raise

## **5 Directions**

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5.1 There are no directions arising from this report.

## **6 Equalities Implications**

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6.1 No issues to raise

## **7 Resource Implications**

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7.1 There are no resource implications set out in this report.

## **8 Risk**

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8.1 The inclusion of the Midlothian Integrated Joint Board as Category 1 responders under the Civil Contingencies Act 2004 means that the board has identified duties they are required to undertake. There is a risk that these duties are not met.

Midlothian Health and Social Care Partnership will continue to monitor compliance with meeting the requirement of the Act and therefore mitigate the areas of risk and will provide a annual report to the board to provide routine assurance.

## **9 Involving people**

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9.1 No issues to raise.

## 10 Background Papers

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- 10.1 *Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004* was tabled and discussed at the Board meeting held on 17<sup>th</sup> June 2021
- 10.2 Scottish Government 'Preparing for Emergencies':  
<https://www2.gov.scot/Resource/0043/00434687.pdf>

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<b>DATE</b>	27 <sup>th</sup> November 2021

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**Appendices:**