

EPRR Improvement Plan: East Berkshire CCG

Version: V3

East Berkshire CCG has been required to assess itself against the NHS core standards for Emergency Preparedness, Resilience and Response (EPRR) as part of the annual EPRR assurance process for 2018/2019. This improvement plan is the result of this self-assessment exercise and sets out the required actions that will ensure full compliance with the core standards.

This is a live document and it will be updated as actions are completed.

Core standard	Current self-assessed level of compliance (RAG rating)	Remaining actions required to be fully compliant	Planned date for actions to be completed	Lead name	Further comments
1		<p>A non-executive board member had not been appointed and although this was discussed at last years assurance meeting the CCG felt they were supporting in not having this member in place so therefore this has not been actioned. Following the action now required in this years assurance and advice from NHS E regarding this role further discussion will take place with our executive team regarding this role and how it could be delivered by the CCG or across the STP.</p> <p>Executive Team is considering the proposal and will have a decision at the beginning of November</p>	November 2018	Anshu Varma Head of Corporate Affairs and DPO	
2		The East Berkshire CCG EPRR Policy Statement will be presented to the 5F Group when the 5 Executives meet. This meeting will take place on October 2018. Once it is approved there it will be presented at the Governing Body meeting on November 2018	November 2018	Rachel Wakefield AD for Urgent and Emergence Care	

28		On Call managers have been issued with an on call portfolio to complete when they have undertaken EPRR training and exercising. Following review of this documentation during the EPRR assurance process it has been established that this is not being adopted by all on call managers. We will therefore as part of our annual refresher training will be establishing a mid-year review and also ensuring that EPRR is part of their annual objectives.	From October 2018 to April 2019	Rachel Wakefield AD for Urgent and Emergency Care	
53		East Berkshire CCG will be including EPRR as part of the internal audits progress for 2019/20.	April 2019	Anshu Varma Head of Corporate Affairs and DPO	
Improvements from 2017/18					
3		Following the outcomes of the governance deep dive there are a number of actions required to achieve full compliance in this section. These are detailed below DD3 Paper to the executive team to identify Non- executive lead for EPRR. DD4 Set up an internal EPRR oversight/delivery group that oversees and drives the internal work of the EPRR function. Agree the Terms of Reference and the group to meet on a quarterly basis Membership of the EPRR oversight delivery DD5 group to include the following: Emergency Officer, Non-executive Director, Accountable Officer and Head of Corporate services	Dec 2017	Rachel Wakefield/Anshu Varma	Complete 31/10/17
5		BCP to be updated by CSU in respect of IT and communications and utilities failure	Dec 2017	Anshu Varma	Complete 31/10/17
20		BCP to be updated by CSU in respect of IT and communications and utilities failure	Dec 2017	Anshu Varma	Complete 31/10/17
38		BCP to be updated by CSU in respect of IT	Dec 2017	Anshu Varma	Complete 31/10/17

		and communications and utilities failure			
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