



 <p>GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 15 July 2024 Agenda item: 5.3</p>
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Emergency Preparedness Resilience and Response (EPRR) Annual Emergency Planning Report for 2023-24	
Executive lead:	Professor Fu-Meng KHAW, National Director of Health Protection and Screening Services, Executive Medical Director
Author:	Tom Fowler; Deputy National Director of Health Protection and Screening Services Huw Williams, Head of Emergency Preparedness, Resilience & Response

Approval/Scrutiny route:	Public Health Wales Board Quality Safety & Improvement Committee Public Health Wales Business Executive Team Health Protection & Screening Services Directorate Management Team Public Health Wales Emergency Planning and Business Continuity Group
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Purpose
<p>The purpose of this paper is to:</p> <ol style="list-style-type: none"> a. Provide assurance to the Quality, Safety and Improvement Committee on the activities undertaken by the organisation to discharge its duties under the Civil Contingencies Act [2004]. b. Inform the Quality, Safety and Improvement Committee of the NEW Health Emergency Planning Annual Report to the NHS Executive, provide assurance in relation to the organisation’s level of emergency preparedness, and obtain approval for its submission. c. Inform the Quality, Safety and Improvement Committee to note that the Public Health Wales Emergency Response Plan has undergone a rapid internal review and been updated with feedback following Exercise CYHYRAETH in Q4 2023/24.

Recommendation:				
APPROVE	CONSIDER	RECOMMEND	ADOPT	ASSURANCE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • RECEIVE ASSURANCE in relation to the organisation’s compliance with the requirements of the Civil Contingencies Act [2004] and the NHS Wales Emergency Planning Core Guidance [2015]. • RECEIVE ASSURANCE that the Public Health Wales Emergency Response Plan (V3, now 3.1) has been reviewed and updated following feedback from Exercise CYHYRAETH in Q4 2023/24. • APPROVE the NEW Health Emergency Planning Annual Report submission to the NHS Executive. 				
<p>Link to Public Health Wales <u>Strategic Plan</u></p> <p>Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.</p> <p>This report contributes to the following:</p>				
Strategic Priority/Well-being Objective	5 - Protecting the public from infection and environmental threats to health			

Summary impact analysis	
Equality and Health Impact Assessment	An Equality or Health Impact Assessment has not been undertaken.
Risk and Assurance	The National Security Risk Assessment is published by the Cabinet Office and informs all emergency planning and business continuity work.
Health and Social Care (Quality and Engagement) (Wales) Act	<p>This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes, and in particular, Theme 02.</p> <p>Specifically, the EPRR work plan ensures compliance with the requirements of the Civil Contingencies Act 2004 and supporting guidance</p>
Financial implications	There are no financial implications.
People implications	There are no people implications



1. Purpose / Situation

The purpose of this paper is to inform the Business Executive Team of the NEW Health Emergency Planning Annual Report to the NHS Executive, provide assurance in relation to the organisation's level of emergency preparedness, and obtain approval for its submission.

Historically, Welsh Government have issued a template report between Christmas and New Year and requested submission by the end of January. This year, Welsh Government made the system aware that there would be a change to process, postponed issuing the 2023 version and noted the potential for a request to be made after April 2024.

In order to continue providing internal assurance; the Emergency Preparedness, Resilience & Response (EPRR) team completed a 'return', based on the 2022 template, which was approved by QSIC in February 2024.

Refer to appendix A.

Following the establishment of the Emergency Planning function within the NHS Executive on 1st April 2024, the Emergency Planning Annual Report and process for NHS Wales is now part of the NHS Executive responsibilities.

The NHS Executive have requested submission of the NEW Health Emergency Planning Report by 31st July 2024.

2. Background

As a Category 1 responder under the Civil Contingencies Act [2004], Public Health Wales is required to undertake the following civil protection duties:

1. Assess the risk of emergencies occurring and use this to inform contingency planning.
2. Put in place emergency plans.
3. Put in place business continuity management arrangements.
4. 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.
5. Share information with other local responders to enhance co-ordination.
6. Cooperate with other local responders to enhance co-ordination and efficiency.

The Health Emergency Planning Annual Report seeks to assure Welsh Government via the NHS Executive that NHS Wales is fulfilling the above civil protection duties as well as requirements set out in the NHS Wales Emergency Planning Core Guidance [2015].

As noted in the Health Emergency Planning Annual Report, version three of the Public Health Wales Emergency Response Plan was approved in a private session of the Public Health Wales Board on 25th May 2023.



It describes the organisation's roles and responsibilities in response to an emergency or major incident, as well as providing a framework for its activation and deactivation arrangements, command and control structures, and recovery arrangements.

The Public Health Wales Emergency Response Plan (V3) has been further reviewed and updated following feedback from Exercise CYHYRAETH in Q4 2023/24.

In summary, feedback highlighted the following four thematic areas for improvement which have all been incorporated into V3.1:

1. **Risk Assessment:** It was noted that the dynamic risk assessment detailed in the emergency response plan could be further developed to consider additional factors to support the decision-making process.
2. **Strategic Representation:** It was identified that PHW Communications had not been included as a core member of the Strategic Response Group and acknowledged that this would be key to developing the communications strategy.
3. **Notification Processes:** Teams requested further clarity on the process of initial notification from partner agencies, and the roles of key internal responders in activation.
4. **Resource availability:** All groups noted concern regarding resource availability during response, particularly out of hours, with reference to clearly articulating who will make the decision to mobilise the organisation.

Refer to appendix B.

Three further themes were identified as part of the process:

1. **Awareness of arrangements:** It was noted that whilst there was currently a good general awareness for the new emergency response arrangements, it is important that staff knowledge and understanding is refreshed on a regular basis with all that will take on a key role.
2. **Training & Exercising:** The importance of training and exercising was clearly recognised by participants with 55% requesting the opportunity to train and exercise more regularly across all hazards.
3. **Business Continuity:** Responses to the scenario identified the importance of promoting business continuity across the organisation and ensuring that plans are written and maintained to support a business disruption.

All three themes have also been addressed by the Emergency Preparedness Resilience & Response Team.

3. Assessment

The Health Emergency Planning Annual Report is used for year-on-year comparisons of preparedness to respond to an emergency and manage recovery against the requirements set out in the NHS Wales Emergency Planning Core Guidance [2015].



All NHS Health Boards and Trusts in Wales, are required to submit the Health Emergency Planning Annual Report to the NHS Executive.

The NEW Health Emergency Planning Annual Report is largely similar to the previous template (albeit reorganised). Previously, reports have been based on a calendar year (2023), but the new template requires a return covering the financial year 2023/24.

Therefore, the detail submitted for internal assurance in February 2024 remains largely unchanged, and further evidence has been added where appropriate to complete the submission up until the end of the financial year.

The document also includes some new questions which seek further detail regarding organisational alignment/preparedness to key risks which appear on the National Security Risk Register and that Welsh Government are currently taking a more proactive look at (e.g., power outages, mass casualty incidents, cyber risk, communicable disease and pandemics).

These questions provide even greater reassurance in relation to the organisation's compliance with the requirements of the Civil Contingencies Act [2004] and the NHS Wales Emergency Planning Core Guidance [2015].

Refer to questions 11, 18, 20, 21, 23, 24, 25, 26, 27 & 28 in appendix C.

4. Well-Being Of Future Generations (Wales) Act 2015

The PHW Emergency Response Plan has been developed in line with the principles of the Well-being of Future Generations (Wales) Act 2015 and the five ways of working.

Under schedule 1 of the CCA, PHW is a Category 1 Responder. The Act places several civil protection duties on the organisation in respect of risk assessment, emergency plans, business continuity, warning and informing, sharing of information and cooperation with local responders.

Furthermore, the plan adopts an all-hazards approach, helping to ensure that the organisational response is adaptable to a wide range of scenarios. It details all phases of response and version three incorporates clear processes to support rebuilding, restoring and rehabilitating our communities.

5. Recommendations

The Committee is asked to:

- **RECEIVE ASSURANCE** in relation to the organisation's compliance with the requirements of the Civil Contingencies Act [2004] and the NHS Wales Emergency Planning Core Guidance [2015].
- **RECEIVE ASSURANCE** that the Public Health Wales Emergency Response Plan (V3, now 3.1) has been reviewed and updated following feedback from Exercise CYHYRAETH in Q4 2023/24.
- **APPROVE** the NEW Health Emergency Planning Annual Report submission to the NHS Executive.



Appendix A

The Public Health Wales 2023 Annual EPRR Report (VERSION 02)

NB. approved by QSIC in February 2024

<https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/committee-meetings/quality-safety-and-improvement-committee/202324/21-february-2024/papers-21-february-2024/3-6-qsic-2024-02-21-emergency-planning-annual-report-2023-appendix-a/>

Appendix B

The Public Health Wales Emergency Response Plan (V3.1)

(Available on request)

Appendix C

The Public Health Wales 2023-24 Annual EPRR Report (DRAFT 03)