



 <p>GIG CYMRU NHS WALES   Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p><b>Name of Meeting</b> Quality, Safety and Improvement Committee <b>Date of Meeting</b> 2/06/2025 <b>Agenda item:</b> 3.2</p>
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<b>Emergency Response Plan Update &amp; Emergency Preparedness Resilience and Response (EPRR) Annual Emergency Planning Report for 2024-25</b>	
<b>Executive lead:</b>	Professor Fu-Meng KHAW, National Director of Health Protection and Screening Services, Executive Medical Director
<b>Author:</b>	Tom Fowler; Deputy National Director of Health Protection and Screening Services Huw Williams, Head of Emergency Preparedness, Resilience & Response

<b>Approval/Scrutiny route:</b>	Business Executive Team 21.05.25 Quality Safety & Improvement Committee Public Health Wales Business Executive Team Health Protection & Screening Services Directorate Management Team Public Health Wales Emergency Preparedness, Resilience & Response Group
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<b>Purpose</b>
<p>The purpose of this paper is to:</p> <ol style="list-style-type: none"> <li>a. Provide assurance to Quality, Safety and Improvement Committee (QSIC) on the activities undertaken by the organisation to discharge its duties under the Civil Contingencies Act [2004].</li> <li>b. Inform QSIC of the 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.</li> <li>c. Inform QSIC that the Public Health Wales Emergency Response Plan has undergone a rapid internal annual review and been updated with minor amendments.</li> <li>d. Inform QSIC that the Public Health Wales Business Continuity Strategy (V2), Impact Analysis and Plan templates have been reviewed and updated; with</li> </ol>

further confirmation that all Directorates/ Divisions have reviewed their business continuity arrangements to specifically consider digital resilience.

<b>Recommendation:</b>				
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> <p><b>RECEIVE ASSURANCE</b> 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].</p> <p><b>RECEIVE ASSURANCE</b> that the Public Health Wales Emergency Response Plan (V3.1, now 3.2) has undergone a rapid internal annual review and been updated with minor amendments (available in Private Session papers).</p> <p><b>RECEIVE ASSURANCE</b> that the Public Health Wales Business Continuity Strategy (V2), Impact Analysis and Plan Templates have been reviewed and updated; with further confirmation that all Directorates/Divisions have reviewed their business continuity arrangements to specifically consider digital resilience.</p> <p><b>APPROVE</b> the Health Emergency Planning Annual Report submission to the NHS Executive.</p>				
<p><b>Link to Public Health Wales <u>Strategic Plan</u></b></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>				
<b>Strategic Priority/Well-being Objective</b>	5 - Protecting the public from infection and environmental threats to health			

<b>Summary impact analysis</b>	
<b>Equality and Health Impact Assessment</b>	An Equality or Health Impact Assessment has not been undertaken.
<b>Risk and Assurance</b>	The National Security Risk Assessment is published by the Cabinet Office and informs all emergency planning and business continuity work.
<b>Health and Social Care (Quality and Engagement) (Wales) Act</b>	<p>This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> 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>
<b>Financial implications</b>	There are no financial implications.



<b>People implications</b>	There are no people implications
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## 1. Purpose / Situation

The purpose of this paper is to inform QSIC of the 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.

Whilst all NHS organisations await formal issue of the report template, it should be noted that year on year there is minimal change to the format/questions.

Therefore, in order to continue providing internal assurance, the Emergency Preparedness, Resilience & Response (EPRR) team have completed the 'return', based on the 2023/2024 template.

Refer to Appendix A

## 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 3.0 of the document was approved in a private session of the Public Health Wales Board on 25<sup>th</sup> May 2023; with version 3.1 of the Public Health Wales Emergency Response Plan ratified by the EPRR Group, approved by the PHW Business Executive Team, QSIC and noted at Public Health Wales Board in July 2024.

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 (V3.1) has undergone a rapid internal annual review and been updated with minor amendments which included cross-referencing recommendation and transferrable lessons identified from a range of sources.

In summary;

### **General Updates**

- **Formatting amendments:** minor changes applied throughout the document.

### **Terminology Update:**

- The Emergency Planning and Business Continuity Group is now referred to as the Emergency Preparedness Resilience and Response (EPRR) throughout the document.

### **Page-Specific Updates**

- **Page 37:** Updated the reference to the Incident Coordination Centre, now located at CQ2.
- **Page 46:** Added reference to ongoing work by the Public Health Wales (PHW) EPRR team addressing health inequalities in emergencies.
- **Pages 57-69:** Updated references to National Occupational Standards (NOS) for relevant roles, reflecting the latest Civil Contingencies NOS update.

Refer to Appendix B

Furthermore, the Public Health Wales Business Continuity Strategy (V2), Impact Analysis and Plan Templates were also reviewed, updated and approved by the EPRR Group on the 16<sup>th</sup> July 2024.

All Directorates/Divisions undertook a review of their impact analyses and business continuity plans in December 2024 – specifically considering digital resilience and the applications required for the maintenance of the organisation’s critical services. This activity was reported via the EPRR Group and on to the Executive Lead for Research, Data & Digital Services.

## **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.



## 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

QSIC 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 (V3.1, now 3.2) has undergone a rapid internal annual review and been updated with minor amendments (available in Private Session papers).
- **RECEIVE ASSURANCE** that the Public Health Wales Business Continuity Strategy (V2), Impact Analysis and Plan Templates have been reviewed and updated; with further confirmation that all Directorates/Divisions have reviewed their business continuity arrangements to specifically consider digital resilience.
- **APPROVE** the Health Emergency Planning Annual Report submission to the NHS Executive.