
Report To: Inverclyde Integration Joint Board **Date:** 26 June 2023

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Inverclyde Health & Social Care Partnership **Report No:** IJB/28/2023/CG

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Subject: INTEGRATION JOINT BOARD CATEGORY 1 RESPONDER UPDATE

1.0 PURPOSE AND SUMMARY

1.1 For Decision For Information/Noting

1.2 The purpose of the report is to provide the Integration Joint Board (IJB) with information about the inclusion of IJB's as Category 1 Responders in terms of the Civil Contingencies Act 2004, an outline of the requirements that this involves and the planning that the HSCP undertakes to deliver this duty on behalf of the IJB.

1.3 It is the intention to provide yearly updates to assure the Integration Joint Board that Business Continuity Planning is undertaken and the duty to provide a category 1 response can be discharged.

2.0 RECOMMENDATIONS

2.1 The Integration Joint Board is asked to:

- a) Note the inclusion of IJB's as Category 1 Responders in terms of the Civil Contingencies Act 2004 (the 2004 Act); the requirements and the arrangements in place and planned to ensure that the IJB meets its requirements under the Act;
- b) Instruct the Chief Officer, as its Accountable Officer, to carry out on its behalf, all necessary arrangements to discharge the duties on the IJB under the 2004 Act; and
- c) Instruct the Chief Officer to bring a report, annually, providing assurance on the resilience arrangements in place to discharge the duties on the IJB under the 2004 Act.

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Inverclyde Health and Social Care Partnership

3.0 BACKGROUND AND CONTEXT

- 3.1 On 15 January 2021, the Cabinet Secretary for Health and Sport wrote to confirm that following consultation, the Scottish Government had concluded that there was no clear equality, operational or strategic planning barriers to progressing and legislating for the inclusion of IJBs within the Civil Contingencies Act 2004 as Category 1 responders. The amendment to the legislation was laid before the Scottish Parliament on 18 January 2021 and came into effect on 18 March 2021.
- 3.2 By including IJBs as Category 1 responders, this ensures that where there is a risk of an emergency which will impact functions delegated to the IJB there will be formal coordinated and appropriate arrangements in place for emergency planning, information sharing and cooperation with other responders and joined up information sharing and advice for the public.
- 3.3 It is recommended that the IJB instructs the Chief Officer, as the Accountable Officer, to carry out on its behalf, all necessary arrangements to discharge the duties on the IJB under the Civil Contingencies Act 2004 (the 2004 Act) and instruct the Chief Officer to provide an update on the discharge of these duties via a paper to the IJB each year.
- 3.4 The Act places 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.

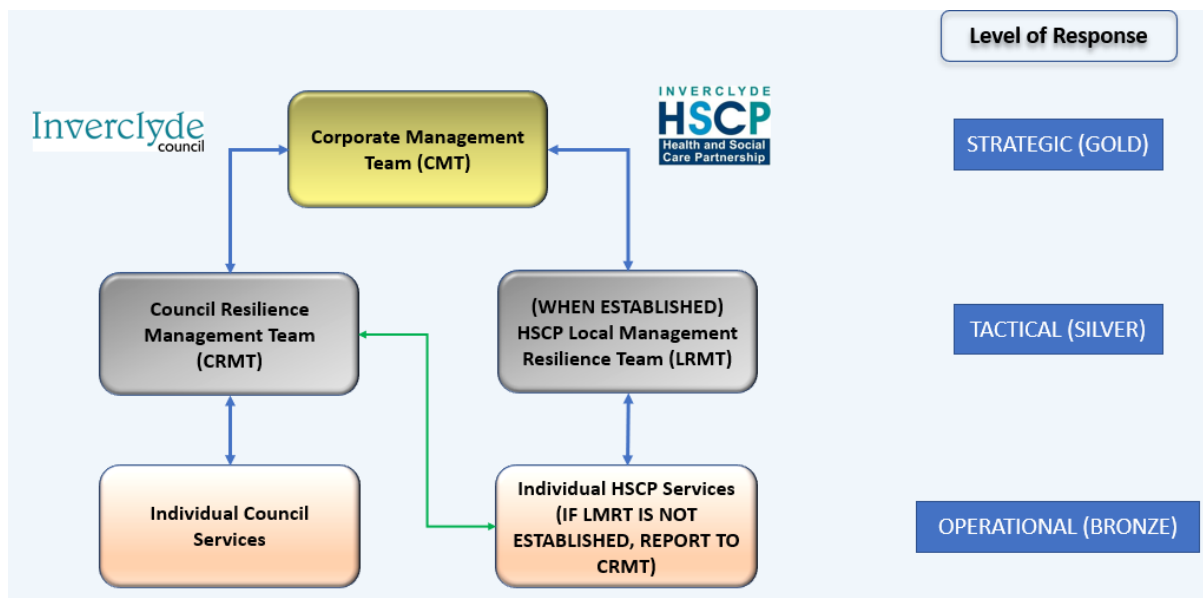
Category 1 responders are those organisations at the core of an emergency response to which IJB's were added:

- IJB's
 - Local authorities
 - Police (including British Transport Police)
 - Fire and Rescue Services
 - The Scottish Ambulance Service
 - NHS Boards
 - Scottish Environmental Protection Agency (SEPA)
 - Maritime and Coastguard Agency
- 3.5 Within the HSCP, Finance, Planning and Resources takes the lead on Business Continuity Planning and Category 1 responder duties. There are a range of risks for which planning takes place, however the most likely events in current focus include:
- Severe Weather
 - Pandemic Influenza
 - National Power Outage
 - Cyber Attacks

There is a significant amount of learning for example from the response to the Covid pandemic and the *Beast from the East*, which has contributed to our Business Continuity Planning. Service Managers are responsible for individual Business Continuity Plans and these are updated yearly, the last update being completed in March 2023.

- 3.6 The HSCP has been part of the Council Resilience Management Team (CRMT) for a number of years and is supported by the Joint Local Authority Civil Contingencies Service and the Local Civil Contingencies Officer with Business Continuity Planning. The Service Manager for Business Support is the CRMT representative and also attends the NHSGG&C HSCP Resilience Group.

The diagram below shows the local level of response should an incident occur. The CRMT meets quarterly throughout the year but can be stepped up at any time. The LRMT was last stood up to manage and coordinate the HSCP response to Covid and continued to meet from 2020 until it was stood down in 2022. The NHSGG&C HSCP Resilience Group is a planning and information sharing group which meets quarterly and recently undertook a session to explore Power Resilience Planning. The HSCP Chief Officer would also report directly to the NHSGG&C Tactical Group on local incident responses as required.



The HSCP being embedded as part of the CRMT allows a range of support from across council services to be quickly deployed should it be needed in any incident.

- 3.7 The Local Civil Contingencies Officer compiles and updates an Incident Management Contact Directory which includes Heads of Service and Service Managers across the HSCP and wider council services. A Council & HSCP Call Cascade Exercise was undertaken on the evening of 11th April 2023 with 78% of contacts either answering or returning the call within 1 hour and 93% of these stating they could attend a briefing at the Municipal Buildings later that evening. This level of response provides significant reassurance of response in an incident situation.
- 3.8 Changes in key personnel with relevant training and/or experience in incident response along with an incident which involved a fire at Bagatelle Court Sheltered Housing in 2022 prompted discussion on senior officers' awareness of incident response procedures. Following this a series of training sessions has been planned over May/June 2023. These have been offered to over 70 staff including the SMT, service managers and team leads. Two sessions have so far been undertaken and delivered to 30 staff with a further session to take place on 13th June. This took the form of an overview of Category 1 responder responsibilities and Business Continuity Planning and the exploration of 3 scenarios.

4.0 PROPOSALS

- 4.1 The HSCP will develop an action plan to further develop and broaden awareness of Business Continuity Planning and Category 1 responder duties based on the experience of the Covid pandemic, learning from the response to the Bagatelle Court fire and from feedback on the three local training sessions. The Local Civil Contingencies Officer and Service Manager for Business Support will take responsibility for this and any additional training or local support identified will be put in place.

5.0 IMPLICATIONS

5.1 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed:

SUBJECT	YES	NO	N/A
Financial		X	
Legal/Risk		X	
Human Resources		X	
Strategic Plan Priorities		X	
Equalities		X	
Clinical or Care Governance		X	
National Wellbeing Outcomes		X	
Children & Young People's Rights & Wellbeing		X	
Environmental & Sustainability		X	
Data Protection		X	

5.2 Finance

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.3 Legal/Risk

The amendment to the Civil Contingencies Act 2004 included IJBs as Category 1 responders which placed duties on IJBs which are detailed in this report.

5.4 Human Resources

None.

5.5 Strategic Plan Priorities

Planning and delivery of Business Continuity and incident responses are focussed on public protection.

5.6 Equalities

(a) Equalities

This report has been considered under the Corporate Equalities Impact Assessment (EqIA) process with the following outcome:

	YES – Assessed as relevant and an EqIA is required.
X	NO – This report does not introduce a new policy, function or strategy or recommend a substantive change to an existing policy, function or strategy. Therefore, assessed as not relevant and no EqIA is required. Provide any other relevant reasons why an EqIA is not necessary/screening statement.

(b) Equality Outcomes

How does this report address our Equality Outcomes?

Equalities Outcome	Implications
People, including individuals from the above protected characteristic groups, can access HSCP services.	Business Continuity & Public Protection
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	Business Continuity & Public Protection
People with protected characteristics feel safe within their communities.	Business Continuity & Public Protection
People with protected characteristics feel included in the planning and developing of services.	Business Continuity & Public Protection
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	Business Continuity & Public Protection
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	Business Continuity & Public Protection
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	Business Continuity & Public Protection

5.7 Clinical or Care Governance

Business continuity plans provide the basis for ensuring governance during XXXX

5.8 National Wellbeing Outcomes

How does this report support delivery of the National Wellbeing Outcomes?

National Wellbeing Outcome	Implications
People are able to look after and improve their own health and wellbeing and live in good health for longer.	Business Continuity & Public Protection
People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community	Business Continuity & Public Protection
People who use health and social care services have positive experiences of those services, and have their dignity respected.	Business Continuity & Public Protection
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	Business Continuity & Public Protection
Health and social care services contribute to reducing health inequalities.	Business Continuity & Public Protection
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	Business Continuity & Public Protection
People using health and social care services are safe from harm.	Business Continuity & Public Protection
People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.	Business Continuity & Public Protection
Resources are used effectively in the provision of health and social care services.	Business Continuity & Public Protection

5.9 Children and Young People

Has a Children’s Rights and Wellbeing Impact Assessment been carried out?

	YES – Assessed as relevant and a CRWIA is required.
X	NO – Assessed as not relevant as this report does not involve a new policy, function or strategy or recommends a substantive change to an existing policy, function or strategy which will have an impact on children’s rights.

5.10 Environmental/Sustainability

Summarise any environmental / climate change impacts which relate to this report.

Has a Strategic Environmental Assessment been carried out?

	YES – assessed as relevant and a Strategic Environmental Assessment is required.
X	NO – This report does not propose or seek approval for a plan, policy, programme, strategy or document which is like to have significant environmental effects, if implemented.

5.11 Data Protection

Has a Data Protection Impact Assessment been carried out?

	YES – This report involves data processing which may result in a high risk to the rights and freedoms of individuals.
X	NO – Assessed as not relevant as this report does not involve data processing which may result in a high risk to the rights and freedoms of individuals.

6.0 DIRECTIONS

6.1 Direction Required to Council, Health Board or Both	Direction to:	
	1. No Direction Required	X
	2. Inverclyde Council	
	3. NHS Greater Glasgow & Clyde (GG&C)	
	4. Inverclyde Council and NHS GG&C	

7.0 CONSULTATION

7.1 This report has been prepared following and IJB Audit, feedback from staff training sessions and liaison with Civil Contingencies Officer.

8.0 BACKGROUND PAPERS

8.1

- Slides from local training delivery May/June 2023

