CCG Emergency Planning Team Work Programme 2019-2020

Activity Completed	
Activity in progress and on target	
Activity in progress but behind schedule	
Activity scheduled but not yet started	
Continuous task	

Workstream			2019/2020												Comments
Ref	Activity	Lead	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
1 Governance and command and control (CCG EPRR strategy section 5)															
1.1	Establish Rota for period April 2020 - April 2021	JK/ MH													
1.2	Establish rota for Xmas & New Year 2019	JK/ MH													
1.3	Review and maintain on call Rotas, ensuring latest version updated to Resilience Direct	JK/ MH													
1.4	EPT to support the development and maintenance of on call packs.	JK/ MH													
1.5	Manage CCGs MTPAS subscriptions undertaking annual review	JK													
1.6	Support providers with MTPAS subscriptions undertaking a annual review	JK													
1.7	Review and Maintain On Call Director Policy and CCG quick start guides	JK													
1.8	Review and Maintain EP Contacts Directory	MH													
1.9	Review CCG EPRR strategy	JK													
2 Partnership working (CCG EPRR Strategy section 7)															
2.1	LRFs Meetings, working on Tuesdays	JK/MH													
2.2	LHRP Strategic Meetings	JK													TBC
2.3	Ensure AEOs are informed of key documents and changes in EPRR.	JK													
2.4	Co chair LHRP Operational Meetings and deliver against LHRP action plan	JK													TBC
2.5	Meet at least monthly with the Midlands and East (East) NHS England EPRR team to discuss priorities and to attend East Network meeting quarterly	JK													TBC
2.6	To work in each CCG at least once every 6 weeks for a day and meet EAOs	JK/MH													
2.7	Work with Mazars on lockdown and security plans	JK/MH													Southend outstanding due to move
3 Resilient Communications (CCG EPRR Strategy section 8)															
3.1	Ensure Severe Weather alerting as required via communications teams (heatwave, flooding, snow and cold)weather) and provide expert advice to CCGs as required.	JK/ MH													
3.2	RD:Support and maintain RD for all 7 CCGs, train new staff	JK/ MH													
3.3	Review and promote implementation of the recommendations within the National Resilient Telecommunications Guidance	JK													
3.4	Implementation of page one connect in all CCGs	JK/ MH													
4 Risk Management (CCG EPRR Strategy section 10)															
4.1	Work with the LRF to review the community Risk Register and attend the RIG on a quarterly basis.	JK													
4.2	Review LHRP risk register with NHS England annually and if new risks emerge	JK													
4.3	Communicate to the CCGs the risks affecting the CCG and their systems as appropriate	JK													
4.4	Advise CCGs to add these to their own Risk Register as required, the EPT to supply updates on any risk added to the CCGs RR and any new ones identified	JK													
4.5	BC risks to be identified in the BIA process and added to the CCGs RR by the CCG and to the BCP by the emergency planning team as appropriate	MH													See BCP schedule tab 2 for timeline
4.6	EPT to develop new plans in response to new risks identified.	JK													
4.7	EPT to utilise expert advice from the CCG risk governance leads as required.	MH/JK													
5. Major Incident Response and Plan Development (CCG EPRR Strategy section 11)															
5.1	Network planning: Engage and work collaboratively with providers	JK/MH													
5.2	Review and maintain ICC plan and submit for CCG sign off x 7	JK/MH													annual review complete
5.3	ICC's: formally review CCGs ICCs 6 monthly	JK/MH													
5.4	Review and maintain CCG IRP and submit for CCG sign off x7	JK													annual review complete

5.5	Ensure completion of remaining CCG quick start guides and maintain as required for surge and major incident	JK/MH														
5.6	Support review of LHRP plans when required	JK														
5.7	EPT to provide expert advice on MOUs or plans requiring signature by the EAO from NHS England and PHE etc.	JK/MH														
5.8	Test NE Essex Mass casualty plan and develop the Mid and South Essex STP and West Essex CCG Mass casualty Plans	JK			NE test											
5.9	Determine Essex wide P3 centre locations	JK														
6	**Assurance , Audit and Review (CCG EPRR Strategy section 12)**															
6.1	Undertake Assurance process with NHS England for all 7 CCGs	JK														
6.2	Undertake Provider Assurance process with NHS England	JK														
6.3	Support the production of the LHRP return with NHS England Midlands and East (East)	JK														
6.4	Maintain CCG related action plans and ensure actions are complete	JK														
6.5	Monitor provider action plans	JK														
6.6	Support NHS England with the deep dive process	JK														
6.7	Produce quarterly update reports to be submitted to CCG governance groups/boards as required	JK														
6.8	Produce EPRR section of CCG annual reports	JK														
7 Training(CCG EPRR Strategy section 13 and 14)																
7.1	Train staff in line with the LHRP training needs analysis and national occupational standards and JESIP principles	JK/MH														
7.2	Review the content and process for ensuring mandatory training is completed by all staff in all CCGs	MH														
7.3	Mark mandatory training as required	MH														
7.4	Gold Level Training - deliver as per agreed schedule	JK														
7.5	Provide a Portfolio to commanders when they attend the strategic training and encourage future completion of this document	JK														
7.6	Deliver on call training to new managers and directors on call	JK														
7.7	Deliver Loggist training															
7.8	Deliver Loggist refresher training															
7.9	Deliver on call refresher training	JK/MH														
7.1.0	Deliver CCG familiarisation training across all CCGs in rotation	JK/MH														
7.1.1	Maintain CCG training records for EPRR	MH														
7.1.2	Assist communication leads to coordinate and deliver media training	MH														
7.1.3	Provide loggist training to multiagency partners	JK/MH														
8 Exercises (CCG EPRR Strategy section 13 and 14)																
8.1	Support and prepare CCG and provider on call personal to participate in Exercise starlight (NHS England exercise) 6 monthly.	JK/MH														
8.2	Undertake CCG Annual Table Top Exercise (Major Incident)	JK/MH														
	Mid Essex	JK/MH														
	NE Essex	JK/MH														September Exercise alder live port exercise
	Southend and CP&R	JK/MH														
	Thurrock and Basildon and Brentwood	JK/MH														
	West Essex	JK/MH														
8.3	Undertake live lockdown exercises with Mazars	JK/MH														
	Southend and CP&R	JK/MH														
	Thurrock	JK/MH														
8.4	EPT and CCGs to participate in LRF exericises as required	JK/MH														
8.5	Deliver a annual STP exercise	JK/MH														
8.6	Support resilience leads annually with winter exercises	JK/MH														
8..7	EPT to monitor any lessons identified from exercises and ensure actions completed	JK/MH														

8.8	Review and Maintain Exercise Schedule	JK/MH													
9. Buisness continuity see tab 2															
9.1	EPT to review contractors BCP as required to provide assurance and expert advice as required	MH													
9.2	Support GP BC planning in all CCGs if requested to do so	MH													
9.3	Support IT leads with cyber plan development and implementation of national recommendations	MH													
10 Surge and Escalation (incl. Winter)															
10.1	Support the production and delivery of winter plan exercises across all systems if required	JK/MH													
10.2	Be part of the Winter room rota and support EPRR issues if required	JK/MH													
11 Mortuary review															
11.1	Support any Essex mortuary system calls as required as per the Essex mortuary plan	JK													
12 . Supporting Incidents															
12.1	Emergency Planning team to support the CCGs in responding to incidents	JK/MH													
12.2	Lead on incident debriefs and produce reports.	JK/MH													
12.3	Produce and monitor action plans as appropriate.	JK/MH													
12.4	Update plans in response to lessons identified and resubmit via governance processes	JK/MH													
12.5	Attend any multi agency or system debriefs	JK/MH													
12.6	Consider and detail MI mutual aid in IRP and any new plans , when NHS England mutual aid agreement is finalised	JK/MH													awaiting final mutual aid document from NHS England