

**Moray Civil Contingencies Improvement Action Plan**

**APPENDIX 1**

Last Updated: 01/03/2023

To support the national standards

ID	Description	Linked to	Self Assess Level (see criteria on next page)	Requirement	RAG Status	Action Required	Evidence	Owner	Expected Completion Date	Completion Date	Progress update	Proposed revised completion date
2	Governance	Standard 2	2	Work plan in place to include training, review of plans, sector based exercising and participation in NHSG programme of exercising	A	Rolling programme of work to be reviewed and updated following COVID. SBAR sent to Chief Officer October 2022 and added to Risk Register	Annual work plan agreed and in place.	Interim Support Manager	31/10/2020 31/3/2021		1/3/23 Teams channel for Senior Managers on Call with emergency plans/details. All managers sent emergency response training. All online material circulated. Presentation to all managers regards power outages with supporting resources. Offer to exercise BC plans sent to all managers.	31/03/2023
3	Business Continuity	Standard 7,8	2	a) HSCM to have up-to-date, effective Business Continuity (BC) / contingency plans for all prioritised services and functions.  b) HSCM to have an overarching BC Plan with agreed list of critical functions/services.	A	Critical functions list agreed during COVID response.  Overarching plan to be completed	A) Services have up to date plans in place  b) Critical functions approved and overarching BC plan in place and agreed by Systems Leadership Group (SLG)	a) Service Managers  b) Corporate Manager	11-Nov-22	07-Nov-22	a) 1/3/23 ongoing review of BC plans and some tabletop talk through of plans. Additional resources provided to teams for Power Outages. Workshops provided for Primary Care Contractors to support BC planning for power resilience.  b) no longer required , agreed to follow NHS Grampian Business Continuity Management as per discussion with NHSG CCA (7/11/22)	30/03/23  30/09/23
4	Specific needs of Children in MI & BC planning	Standard 10	2	The specific needs of children and young people to be addressed in all relevant Major Incident and Business Continuity plans, and ensure that its responses / interventions are sensitive to their needs	A	Sectors to develop model for engagement of Children's social work services in Resilience Groups	Engagement of Children's social work services in resilience planning	Systems Leadership Group	31-Dec-22	31-Mar-23	1/3/23 Childrens and Families will formally integrate in April 2023. During the shadow period C+F have been included in all resilience planning including Care for People. The Strategic document is now being presented to both Moray Council and HSCM for approval. Discussions have taken place with Childrens services regards their PARD data.	31/03/2024
7	Pandemic Influenza	Standard 16	2	NHS Board shall develop and review its Pandemic Influenza Plan jointly with local partnerships and RRP, and seek their endorsement. A joint multi-agency plan shall be developed, if one does not already exist.	A	Review of documents and updating where necessary. Completion and sign off	MID/Pandemic Flu response plan detailing integrated health system response to MID/Pan Flu, and setting out links to RP response	HSCM Civil Contingencies Group	31-Mar-23		To be taken forward with NHSG and LRP Health liaison group. Date to be advised. 7/11/22 currently waiting for pandemic enquiry response, other policies/documents likely to follow to inform the new proposed documents - discussed with NHSG CCU Lead.	annual
8	Pandemic Influenza	Standard 17	2	Link with NHSG Board in exercising Pandemic Flu plan every 3 years	A	Grampian wide health and social care system pandemic table top exercise.	Exercise documentation and records of attendees. Post exercise report with lessons learned.	HSCM Civil Contingencies Group	30-Sep-22	31-Mar-23	Linked to number 7 above. 7/11/22 Pandemic response supersedes all exercise plans and will be reviewed by NHSG and all partnership agencies. Local lessons learned have been identified and	30/09/2023
10	Information Security and ICT Resilience	Standard 31	3	BIA/Recovery plans reviewed for IT and Communications	G	Review and update list of critical ICT requirements following changes to working practices as a result of COVID and advise NHSG EHealth and Moray Council accordingly.	BIAs updated and held centrally. Critical functions list agreed. NHS eHealth and Moray Council informed of requirements.	HSCM Civil Contingencies Group	31-Jan-23		1/3/23 NHSG and MC monitor IT security systems and potential risks. NHSG introducing 2 factor security. NHSG to audit supplier systems also to reduce risk.	ongoing

11	Supply Chain Resilience	Standard 39	2	BIA/Recovery plans reviewed for suppliers	A	Define list of critical suppliers and ensure risk assessment mitigation measures are in place. NHSG Board to be informed.	BIAs updated and held centrally. Critical functions list agreed. Risk assessment completed with actions to mitigate detailed.	NHSG and Moray Council	31-Dec-22		1/3/23 NHSG eHealth to start incorporating BC as part of supplier commissioning. Fuel planning considered as part of power outage work.	ongoing
12	(Surge) Winter Plan	Standard 18	4	Sectors shall have robust Winter Plans and implement a range of actions to enhance resilience during winter period.	G	Review and update plan - short term working group to be established.	Winter plan in place and action plan in place. Part of Grampian's year-round planning cycle and participation in joint planning, table top exercises and debrief exercises.	Systems Leadership Group	31-Mar-23	30-Nov-22	1/3/23 Additional support provided for power outages. Following each storm event plans are revisited.	31-Mar-23
13	Major Incident /Resilience Plans	Standard 9	2	NHS Board shall have Major Incident or resilience plans that reflect its emergency preparedness. Sectors to sign off plan. Through HSCP, GP / Primary Care made aware of their role in the Major Incident Plan and expectations of them.	A	Take final NHS Board plan to SLG and HSCM CC Group for discussion and sign off.	Grampian plan signed off and partnership working with primary care in place.	Systems Leadership Group	31-Mar-23		1/3/23 NHS G plan currently being updated.	30/09/2023
14	Training	Standard 12	1	Training gaps identified: - who needs to be trained and in what course / session	A	A locally delivered Civil Contingencies programme of training courses for HSCM managers and staff to be identified and implemented	NHSG Civil Contingencies Unit (CCU) training programme in place and dates communicated to SLG	Interim Support Manager	31-Mar-23		1/3/23 Loggist and Chair training provided by NHSG CCU. Support provided by HSCM Corporate team around BC.	ongoing
15	Care for People	Standard 38	1	Establishment of the care for people plan and supporting framework for implementation, including clarification of roles and responsibilities for partner agencies	G	Using revised C for P plan from Aberdeen City as basis update for Moray, communicate widely across partnership. Resurrect regular Care for People meetings	Strategic Care for People document submitted for approval. Draft delivery plan in place. PARD /mechanism for identification of vulnerable people at risk in place. Care for people and PARD meetings taking place regularly and plans exercised	Corporate Manager/Head of Service / CSWO/	31-Mar-23		1/3/23 Strategic document submitted to HSCM SMT for approval. Plan to do exercise for delivery plan.	30-Jun-23
16	Category 1 Responder / Organisational Resilience	Standard 5, 13	2	Civil Contingencies- Report to Discharge duties of Cat 1 Responder to CO Actively participate in Local and Regional Resilience Partnerships. Programme in place to assess, mitigate or manage resilience risks.	A	IJBs included within the Civil Contingencies Act 2004 as Category 1 responders, effective 18 March 2021. Report to IJB 24/11/22 to highlight the risk to the IJB not delivering its full responsibility without subject matter expert.	Managers are participating in the appropriate forums and working closely with colleagues in the LRP, Moray Council and NHS Grampian to ensure that necessary communication channels and protocols are in place for response action and that plans are in place, and exercised collaboratively. Where any gaps in preparedness are identified they will be incorporated into the action plan.	Moray Integrated Joint Board	ongoing		1/3/23 Report to MIJB (24/11) highlighting risk to IJB not employing Civil Contingencies subject matter expert to discharge Cat 1 duties. Also on Strategic Risk Register as High Risk.	31/10/2023