

CCG BOARD
PART I
MEETING ON 23rd December 2015

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| Title of Report: | Essex CCGs Business Continuity Management System and Policy Thurrock CCG Business Continuity Plan |
| Board Sponsor: | Mandy Ansell, (Acting) Interim Accountable Officer |
| Prepared by : | Jackie King, EPRR Lead, Mid Essex CCG Nicola Meeks, Head of Corporate Governance |
| Committees previous consulted: | Integrated Governance Group, December 2015 |
| Executive Summary: | <p>Business Continuity Management (BCM) is a statutory requirement for all Essex Clinical Commissioning Groups (CCG's) to undertake. The Civil Contingencies Act 2004 and the NHS England Emergency Planning Framework 2013 requires the CCG to have a Business Continuity Management System and Policy to ensure that, in the event of a significant service interruption, critical day-to-day functions can be maintained whilst timely recovery and restoration of key services, systems and processes is also achieved.</p> <p>It is the policy of the Essex Clinical Commissioning Groups to take all reasonable steps to ensure that in the event of a service interruption, the organisation will be able to maintain essential services and restore normal services as soon as reasonably practicable. The Business Continuity Management System (BCMS) and Policy aims to introduce the concept of BCM to the CCG.</p> <p>The Essex CCGs Business Continuity Management System and Policy sets out the general principles and framework for the creation and revision of a Business Continuity Management System and Business Continuity Plans relevant to the business activities of the CCG.</p> <p>The Essex CCG's Business Continuity Management System and Policy provides a structure through which:</p> <ul style="list-style-type: none"> • A comprehensive BCMS is established and maintained; • Business Impact Analysis and Risk Assessment will be applied to key services and their supporting prioritised activities, processes and resources; • Key services, together with their supporting prioritised activities, process and resources will be identified • Plans will be developed to ensure restoration of key services to a minimum acceptable standard following disruption; • Invocation of business continuity plans can be managed • Accountable Officers, Chief Operating Officers, Emergency Accountable Officers, and CCG Executive Boards/Governing Body |

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| | <p>can be assured that the BCMS remains up to date and relevant.</p> <p>In the event of a business continuity disruptive incident the Thurrock CCG Business Continuity Plan (BCP) outlines the response and recovery arrangements to facilitate the resumption and restoration of activities and to mitigate the impacts of a business disruption on operations and reputation, ensuring that the overarching Essex Wide Management System is maintained. It should be noted that the BCP is a dynamic document that will be updated on a regular basis as required.</p> <p>An update on the BCMS for the Essex CCGs has also been provided, keeping the Board apprised of the key actions that the Emergency Planning Resilience and Response team have been taking on our behalf. The update also includes an action plan to highlight the key actions going forward.</p> | |
| Financial / Resource Implications: | None | |
| Fit with CCG strategy/objectives: | Well Led Organisation: Establish and operate appropriate integrated governance arrangements to enable not only compliance with legislation and regulation, but to facilitate all appropriate partnership arrangements to deliver the CCG vision of an integrated health and care system operating close to home. | |
| Risks identified / Outcome / Link to BAF: | Compliance with Legislation. | BAF Ref: GV06 |
| Actions Required: | Once approved, finalise, communicate to staff and publish on CCG Intranet. Continually update the Thurrock CCG BCP as required. | When By: January 2016 |
| Recommendation to the Committee: | <p>The CCG Board are asked to:</p> <ul style="list-style-type: none"> ▪ Approve the Essex CCGs Business Continuity Management System and Policy, ▪ Approve the Thurrock CCG Business Continuity Plan, ▪ Note the update on the BCMS for the Essex CCGs | |

* Delete as appropriate