
Report To:	Inverclyde Integration Joint Board	Date:	27 January 2025
Report By:	Kate Rocks Chief Officer Inverclyde Health & Social Care Partnership	Report No:	IJB/55/2024/CG
Contact Officer:	Craig Given Chief Finance Officer	Contact No:	01475 715212
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 an annual update on Business Continuity Planning and reassurance that our duty as a Category 1 Responder in terms of the Civil Contingencies Act 2004 can be discharged.

2.0 RECOMMENDATIONS

2.1 The Integration Joint Board (IJB) is asked to:

- a) Note the content of the annual update;
- b) Continue to instruct the Chief Officer, as it's Accountable Officer, to carry out on its behalf, all necessary arrangements to discharge the duties on the IJB under the Civil Contingencies Act 2004; and
- c) Note that the next annual update will be in November 2025.

Kate Rocks
Chief Officer
Inverclyde Health and Social Care Partnership

3.0 BACKGROUND AND CONTEXT

- 3.1 At its meeting of the 26 June 2023, the Integrated Joint Board (IJB) noted its inclusion as a Category 1 Responder in terms of the Civil Contingencies Act 2004 and instructed the Chief Officer, as its Accountable Officer, to carry out all necessary arrangements to discharge the duties required of the IJB under the Act.
- 3.2 The Civil Contingencies Act 2004 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

- 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
- 3.3 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

Service Managers are responsible for individual Business Continuity Plans, and these are updated yearly, the last update being completed in April 2024.

3.4 Council Resilience Management Team (CRMT)

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. The Service Manager - Support Services, attends the Council Resilience Management Team (CRMT) as the HSCP representative. The Council Resilience Management Team (CRMT) meets quarterly throughout the year but can be stepped up at any time. In response to emergencies, the Council Resilience Management Team (CRMT) may instruct the temporary formation of the Local Resilience Management Team (LRMT) to manage and coordinate responses to emergencies. For example, the group was last formed in 2020 in response to the Covid pandemic and was stood down in 2022.

NHSGG&C HSCP Resilience Group

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 Senior Business Support Co-ordinator, Support Services attends the group as the HSCP representative. The HSCP Chief Officer would also report directly to the NHSGG&C Tactical Group on local incident responses as required.

- 3.5 The Local Civil Contingencies Officer complies and updates an Incident Management Contact Directory which includes the Chief Officer, Heads of Service and Service Managers across the HSCP and wider Council services.

3.6 Progress Update

Since the last update to the IJB in June 2023, activity that has been undertaken includes:

- HSCP contribution to the Council Resilience Management Team (CRMT) debriefing exercise on the Inverclyde flooding incident on 7th October 2023 and follow-up incident action plan.
- Development of an Inverclyde HSCP Out of Hours Register.
- Resilience Management Development Session for Inverclyde HSCP's Senior Management Team on the 12th of January 2024.
- An update of all HSCP Business Continuity Plans in April 2024.
- HSCP Senior Management Team review of the existing Care for People Plan, which also identified the need for additional Incident Response Loggists, and training is currently being arranged.

4.0 PROPOSALS

- 4.1 It is proposed that the IJB members note the content of the annual update report and continue to instruct the Chief Officer, as it's Accountable Officer, to carry out on its behalf, all necessary arrangements to discharge the duties on the IJB under the Civil Contingencies Act 2004.

5.0 IMPLICATIONS

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

SUBJECT	YES	NO
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

Annually Recurring Costs/ (Savings)

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

5.3 Legal/Risk

The amendment to the Civil Contingencies Act 2004 included IJBs as Category 1 Responders, placing duties on IJBs, which are outlined in this report.

5.4 Human Resources

N/A

5.5 Strategic Plan Priorities

Planning and delivery of business continuity and incident responses are focused on early help and intervention and 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
We have improved our knowledge of the local population who identify as belonging to protected groups and have a better understanding of the challenges they face.	Business continuity and incident responses focus on early help and intervention
Children and Young People who are at risk due to local inequalities, are identified early and supported to achieve positive health outcomes.	Business continuity and incident responses focus on early help and intervention
Inverclyde's most vulnerable and often excluded people are supported to be active and respected members of their community.	Business continuity and incident responses focus on early help and intervention
People that are New to Scotland, through resettlement or asylum, who make Inverclyde their home, feel welcomed, are safe, and able to access the HSCP services they may need.	Business continuity and incident responses focus on early help and intervention

5.7 Clinical or Care Governance

Business continuity and incident responses focus on early help and intervention.

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 and incident responses focus on early help and intervention
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	
People who use health and social care services have positive experiences of those services, and have their dignity respected.	
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	
Health and social care services contribute to reducing health inequalities.	
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.	
People using health and social care services are safe from harm.	
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.	
Resources are used effectively in the provision of health and social care services.	

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 N/A

8.0 BACKGROUND PAPERS

8.1 N/A