

21<sup>st</sup> June 2016



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To: Accountable Emergency Officers

Dear Colleague,

### **NHS England EPRR Assurance Process – 2016**

Following on from the national letter outlining the process for this year's EPRR assurance<sup>1</sup> this letter formally outlines the next steps expected and clarification of local deadlines:

**Deadline: 31<sup>st</sup> July 2016, 5pm:** NHS Trusts and CCGs to submit:

- The results of the organisation's self-assessment against the NHS England Core Standards for EPRR (please note the latest version of the template is available on <https://www.england.nhs.uk/ourwork/epr/gf/>)
- A resulting action/work plan stemming from the self-assessment.
- A copy of your organisation's paper to the relevant Board or Governing Body reporting your progress against EPRR Core Standards
- A declaration of the level of compliance achieved (this can either be a separate letter or it can be contained within your Board/Governing Body report).
- (For acute trusts only): A copy of the last CBRN report.
- Your last live exercise report, together with a short update on implementation of recommendations.
- Your last business continuity desktop exercise report, together with a short update on implementation of recommendations.

These should be submitted by 5pm on 29<sup>th</sup> July 2016 to [england.wmidlands-epr@nhs.net](mailto:england.wmidlands-epr@nhs.net) (and for NHS Trusts, these should also be copied to the Accountable Emergency Officer of your Lead CCG). NHS 111 and West Midlands Ambulance Service are only required to make submissions to the above mentioned inbox, as well as Sandwell and West Birmingham CCG as their Lead CCG, and not multiple LHRPs across the conurbation.

### **26<sup>th</sup> August 2016: Completion of CCG Review**

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<sup>1</sup> Gateway Reference 05356

During August, CCGs will lead the local evaluation of Trust submissions and provide an evaluation to LHRPs by 5pm 26<sup>th</sup> August (via [england.wmidlands-epr@nhs.net](mailto:england.wmidlands-epr@nhs.net)).

During August, we will also invite CCGs to attend a peer review assessment of CCG submissions.

### **21<sup>st</sup> September 2016: Organisations to Present to LHRPs:**

At the September meeting, the LHRP will review Core Standards submissions and evaluations and undertake a focussed discussion on business continuity preparedness. To help facilitate discussions, Accountable Emergency Officers of each NHS organisation will need to present at the LHRP September meeting covering the following key areas:

- Overview of business continuity plans/planning in your organisation including external dependencies and how long your organisation could sustain business continuity before requiring mutual aid.
- A short description of how many times your business continuity plan(s) have been activated and under what circumstances.
- Learning that can be shared with LHRP members.
- Issues facing the organisation in maintaining business continuity resilience.

**September 2016:** Depending on the findings of the LHRPs, organisations may be required to submit further evidence for evaluation during September. Final points of clarification/evidence to be received by LHRPs by 5pm, 30<sup>th</sup> September. During September, LHRP co-chairs will also develop their statements of assurance.

**14<sup>th</sup> October:** Deadline for LHRP co-chair statements of assurance and submission of evidence to regional arms of NHS England (please note that this is earlier than last year).

Please direct queries in the first instance to Peter Jefferson, EPRR Locality Lead for Birmingham, Solihull and the Black Country [peter.jefferson@nhs.net](mailto:peter.jefferson@nhs.net)

Yours sincerely



Alastair McIntyre

Locality Director, Birmingham, Solihull and the Black Country  
NHS England (West Midlands)  
Birmingham, Solihull and the  
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cc. NHS England (West Midlands) EPRR team  
NHS Trust & CCG Emergency Planners