

## **Emergency Planning Steering Committee Terms of Reference**

### **1. Purpose**

- 1.1. The Civil Contingencies Act 2004 and associated statutory regulations and guidance requires GEH (as a Category 1 Responder) to produce and maintain comprehensive plans that enable us to continue providing its Critical Functions as far as reasonably practical, to a predetermined level, during an 'Emergency'.
- 1.2. We need to demonstrate that we can effectively respond to emergencies and business continuity incidents while maintaining services to patients. This work is referred to in the NHS as "Emergency Preparedness, Resilience and Response" (EPRR).
- 1.3. The Emergency Planning Steering Committee is responsible for the co-ordination of all activities in relation to EPRR. It will also monitor the emergency planning workstream against the requirements of the Civil Contingencies Act 2004 and the NHS England Emergency Preparedness Framework 2015.

### **2. Membership**

- 2.1. The Committee shall comprise:
  - a. Director of Clinical Services (Chair)
  - b. Head of Clinical Services (Vice Chair)
  - c. Emergency Planning Officer
  - d. Matron representative
  - e. Estates & Facilities representative
  - f. Medicine division representative
  - g. Surgery division representative
  - h. Core Clinical representative
  - i. Health and Safety advisor
  - j. Communication team representative
  - k. ED Clinical Lead on EPRR
  - l. Trauma Clinical Lead on EPRR
  - m. Head of Risk and Clinical Governance
- 2.3. Additional colleagues may be invited to attend for specific items on the agenda as and when required.
- 2.4. Members who are unable to attend should submit their apologies in advance of the meeting or send a nominated deputy who is authorised to make decisions for the Ward/Department/Division which they represent.

### **3. Quorum**

- 3.1. The quorum necessary for the transaction of business shall be 4 members, of which one will be the Chair or Vice-Chair, and either representation of Matron or division management.
- 3.2. Deputies will be considered as counting towards the quorum if the membership committee are unable to attend.

### **4. Chair**

- 4.1. The Emergency Planning Steering Committee will be chaired by the Director of Clinical Services.
- 4.2. Head of Clinical Services will act as the Vice-Chair of the Emergency Planning Steering Committee.

### **5. Secretariat**

- 5.1. The Director of Clinical Service Assistants will act as the Secretary to the committee.

### **6. Frequency of Meetings**

- 6.1. The Committee shall meet on a quarterly basis.
- 6.2. The Chairman of the Emergency Planning Steering Committee may call ad hoc meetings as appropriate.

### **7. Conduct of Meetings**

- 7.1. The agenda for meetings will be determined by the Emergency Planning Officer and approved by Chair of the Emergency Planning Steering Committee.
- 7.2. Where relevant, agenda items will be based on an annual schedule of business.

### **8. Minutes of Meetings**

- 8.1. The meeting Secretary will take the minutes of the meeting, including recording the names of members present and other staff in attendance. Recording may occur through Microsoft teams platform.
- 8.2. Minutes of the meeting shall be agreed by the Chair within one week of the meeting occurring, and shall be circulated promptly to all members of the committee thereafter. This will allow sufficient time for actions to be addressed prior to the next meeting and the formal distribution of papers.
- 8.3. The Secretary will maintain an action log of key actions and report completed and outstanding actions at each committee meeting.

### **9. Duties**

- 9.1. The Emergency Planning Steering Committee will ensure that:

- Robust plans are developed, in place, and regularly reviewed and updated in line with National guidelines
  - The Trust is prepared to manage an Major Incident which may threaten the normal business of the Trust
  - The Trust is able to recover to 'business as usual' following an incident
  - Trust staff are appropriately trained and exercised to undertake their role and responsibilities
- 9.2. In discharging this responsibility the committee will take into account the requirements contained within the Civil Contingencies Act 2004, the NHS Emergency Preparedness Framework 2015, and other related legislation and National guidance.
- 9.3. The Committee will consider regional and local advice, guidance and best practice from Local Resilience Forums and Local Health Resilience Partnerships.
- 9.4. The Emergency Planning Steering Committee will receive reports for assurance on the work of the Emergency Planning Officer and on the Emergency Preparedness & Business Continuity of the Trust.

## **10. Reporting Responsibilities**

- 10.1. The Emergency Planning Steering Committee will provide a summary report of the meetings main agenda and action points quarterly for the Risk Committee. This will be prepared by the Secretary and agreed by the Emergency Planning Officer & the Committee Chair.
- 10.2. The Emergency Planning Officer will prepare an annual report on behalf of the committee for the Trust Board, on incidents that have occurred, activities undertaken, training and exercise position, and work plan for the forthcoming year.

## **11. Authority**

- 11.1. The Emergency Planning Steering Committee receives delegated powers from the Chief Executive, Trust Board and Healthcare Risk group.

### **Approval**

- Outline Terms of Reference were discussed at the Emergency Planning Steering Committee meeting held on 29/06/2020

**Review date:** August 2022

**Version number:** 1.0

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