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To: Acute Trust Accountable Emergency Officers
Community Provider Trust Accountable Emergency Officers
Mental Health Trust Accountable Emergency Officers

CC: H. Atkinson, Surrey LHRP Co-Chair
CCG Accountable Officers
Provider Emergency Preparedness Managers

12 November 2013

Dear Colleagues.

RE: Emergency Preparedness, Resilience and Response provider assurance process

We discussed at our Local Health Resilience Partnership (LHRP) meeting on the 5th September the need to seek Emergency Preparedness, Resilience and Response (EPRR) assurance for our system. We agreed to initiate the process of self-assessment against the national EPRR Core Standards, which would be in advance of and to compliment any national process.

I have now received guidance of the national process and our initial actions do indeed support this process, although the timescales for our actions do not quite match. I am therefore writing to you today to set these out. We will be visiting this as an agenda item on the LHRP meeting of the 5th December. I apologise for the short timescales for this initial part of the process.

This letter sets out the expectations for the EPRR Organisational Assurance Process that will be followed to ensure that providers of NHS funded care are working towards meeting the requirements for EPRR, particularly as set out in the NHS England Core Standards Matrix, the NHS England planning framework, Everyone Counts: Planning for Patients 2013/14, and the 2013/14 NHS standard contract (Service Condition 30, page 25).

NHS Trusts which are designated as Category 1 Responders under the Civil Contingencies Act (2004) are required to undertake a **self-assessment** against the national EPRR core standards during November 2013 culminating in statement of compliance and any improvement plan being taken to the next relevant Trust Board meeting.

The attached excel spreadsheet is designed to support the self-assessment by suggesting evidence which would demonstrate compliance against the core standards, the RAG rating is designed to enable organisations to prioritise the improvement plan for areas of non-compliance.

Statements of compliance and any improvement plan should be sent to your relevant coordinating CCG and myself as the Co-Chair of the LHRP by **1st December 2013** at england.opsanddeliverysysx@nhs.net. The statement should include:

- Areas of preparedness that your organisation has identified as being strong
- Areas of preparedness that your organisation has identified as being less strong
- An improvement plan for addressing less strong areas of preparedness
- The date of the next Trust Board meeting where the statement and improvement plan will be discussed.

During the period December/January the LHRP will establish a panel to review the statement of compliance and improvement plan. The panel will meet with the Accountable Emergency Officer and Trust Emergency Preparedness Manager. The review will also consider sample evidence which may be requested in advance of the meeting.

Formal feedback will be provided to Trusts within four weeks of the review and will include a general overview of the review process and any suggested opportunities for improvements which would enhance the robustness of the Trust's and NHS England's EPRR arrangements.

Statements of compliance and improvement plans will form part of the assurance to the NHS England Board and the Department of Health that robust and resilient EPRR arrangements are established and are maintained within NHS Organisations.

I know that you have much of the preparedness review work underway already, however if you have queries please contact Andy Wapling or myself.

Best wishes



Pennie Ford
Director Operations and Delivery