

REASON WHY?

Annually, acute NHS trust undergo a self-assessment of its compliance to the 62 EPRR core standards set by the NHSE. This guidance demonstrate best practise in EPRR polices, plans, senior leadership, resources, trainings, exercises, reporting and governance structures. The business continuity planning is Domain 9 of this guidance and consist of 10 core standards exploring Business continuity. In previous years 2023, during the trust self-assessment, compliance was agreed after confirm and challenge with NHSE as 1 out of the 10 business continuity standards. As a result, the business impact assessment (BIAs) were not consistent across the different BCPs in the trust.

PLAN

It has been identified that over 160 departmental/services BCPs/BIAs in the trust are not consistently being audited, reviewed, tested and exercised. The trust Business continuity policy required review. A business continuity management system that is complaint with the BC toolkit 2023 is required.

In January 2024, I came into post as the emergency planning and business continuity (EPBC) officer. One of my 8 key objectives was to address the business continuity gaps and establish structures that will demonstrate our compliance during subsequent assessment of the trust.

My plan was to do the following.

- Update the BCPs database
- Establish a BCP dashboard with indicators to track agreed targets (Below)

DO

On the 9th of February 2024. I sent a self-introduction email to all the BCP holders. In that communication, I shared the updated BCP template for them to use to review their own BCP and then submit for Audits, review and track the KPIs.

After a month of slow reply, I sent another communication, explaining the new structure of BCP management below.

- Stage 1- Update BCP template, Call for submission of BCPs- 09/02/2024
- Stage 2- Quarter 1 review (10 BCPs)- 19/02/2024 to 30/03/2024
- Stage 3- Quarter 2 review (25 BCPs)- 15/04/24 to 30/06/2024
- Stage 4- Quarter 3 review (15 BCPs)- 15/09/2024 to 30/09/2024
- Stage 5- Quarter 4 review (13 BCPs)- 01/10/2024 to 30/11/2024
- Stage 6- Consultation and approval of draft BCPs- 01/03/2024 to 31/07/2024.
- Stage 7- Evidence submission to NHSE for EPRR core standard compliance – 01/08/2024 to 31/08/2024
- Stage 8- Format reviewed/Approved BCPs for intranet upload – 01/10/2024 to 31/12/2024

In addition, I engaged one to one with the divisional leads or nominated BCP leads, providing their submission and reviewed BCP details.



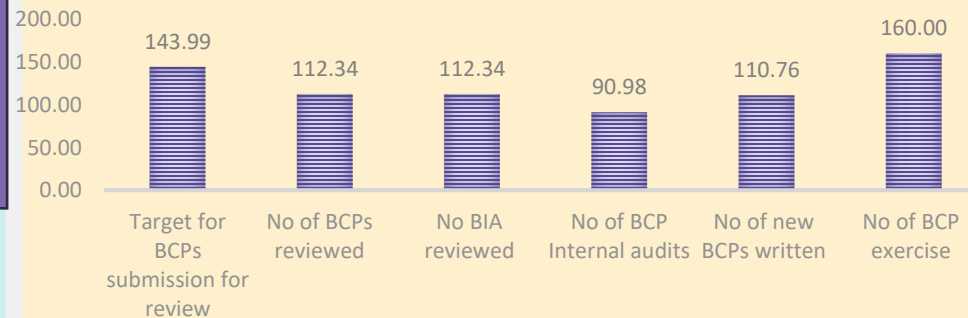
To Improve SaTH's compliance level of Business continuity arrangements from 10% to 80% by Dec 2024.

STUDY

The chart below shows over 90% achievement across all indicators. This result showed that the new process of engaging with Business continuity leads, having a BCP management timeline, and having a dashboard tracking key performance indicators works. It can also be noted that although the targets were mostly achieved, more BCPs than targeted were submitted and hence some submitted BCPs are yet to reviewed in this year.

This result collaborates with the 2024 NHSE assessment of SaTH's EPRR core standard compliance. In business continuity domain; the supporting evidence submitted put SaTH at 9 out of 10 fully complaint from 1 out 10 compliance in 2023. This has greatly contributed to the trust Overall 2024 rating of Partial Complaint (82%) in all 62-core standards assessed for EPRR.

% ACHIEVED 2024



ACT

Going forward, the following best practises and action plans

- Continue with current engagement approach with the BCP leads as it works.
- Continue sharing updating the BCP leads and divisional leads on their compliance level with annual reviews.
- Due to high submission of BCPs for review, the EPBC officer will require additional staff support to ensure all received BCPs are timely audited and reviewed.
- Next step, the emergency planning team have gotten additional resource in a degree apprenticeship staff who will focus on about 10 BCP plan reviews.
- The Emergency planning Manager will support the EPBC officer in reviewing/writing some of the new (8) tactical BCP plan. This will allow the EPBC officer have more time and capacity to write a corporate level BCP/BIA that covers SaTH's essential services in one document.

Key Performance Indicators	Target 2024
Target for BCPs submission for review	63.2
No of BCPs reviewed	63.2
No BIA reviewed	63.2
No of BCP Internal audits done	25.28
No of new BCPs written	6.32
No of BCP exercise	5
No of BCP leads Trained on BC awareness and toolkit	20
No of Tactical and Strategic commanders Trained on BC Awareness	10
No of people at BCP exercise/workshop	
Number of BCP Exercise Workshop	

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