



Item No. 17

Meeting Date Wednesday 14th December 2022

**Glasgow City
Integration Joint Board
Finance, Audit and Scrutiny Committee**

Report By: Sharon Wearing, Chief Officer, Finance and Resources

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Business Continuity and Category 1 Annual Assurance Statement 2022

Purpose of Report:

The purpose of this report is to provide assurance to the Glasgow City IJB Finance, Audit and Scrutiny Committee about the business continuity arrangements for the HSCP and the arrangements in place in respect of the IJB's duties as a Category 1 responder.

Background/Engagement:

An internal audit was carried out by Glasgow City Council in 2019 and recommended that a process be put in place to provide assurance to the IJB about business continuity arrangements in the HSCP.
In January 2021 the Scottish Parliament passed an amendment to the Civil Contingencies (Scotland) Act 2004 to give Category 1 responder status to Integration Authorities.

Governance Route:

The matters contained within this paper have been previously considered by the following group(s) as part of its development.

- HSCP Senior Management Team ☐
Council Corporate Management Team ☐
Health Board Corporate Management Team ☐
Council Committee ☐
Update requested by IJB ☐
Other ☐
Not Applicable ☒

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Recommendations:	The IJB Finance, Audit and Scrutiny Committee is asked to: a) note the content of this report.
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Relevance to Integration Joint Board Strategic Plan:
Failure by the Partnership to respond to or recover from a significant disruption to the continuity of services could impact on the IJB's ability to achieve its Strategic Priorities

Implications for Health and Social Care Partnership:

Reference to National Health & Wellbeing Outcome:	Having robust business continuity plans in place for services aligns with Outcome 9 (Resources are used effectively and efficiently in the provision of health and care services).
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Personnel:	N/A
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Carers:	N/A
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Provider Organisations:	N/A
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Equalities:	N/A
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Fairer Scotland Compliance:	N/A
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Financial:	N/A
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Legal:	Category 1 responders are required by the Civil Contingencies (Scotland) Act 2004 to maintain business continuity plans.
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Economic Impact:	N/A
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Sustainability:	N/A
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Sustainable Procurement and Article 19:	N/A
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Risk Implications:	The risk of disruption to services is already noted in the service level and IJB risk registers
Implications for Glasgow City Council:	N/A
Implications for NHS Greater Glasgow & Clyde:	N/A

1. Purpose

- 1.1. The purpose of this report is to provide an assurance to the Glasgow City IJB Finance, Audit and Scrutiny Committee about the business continuity arrangements for the HSCP and the arrangements in place in respect of the IJB's duties as a Category 1 responder.

2. Background

- 2.1. An internal audit was carried out by Glasgow City Council in 2019 and recommended that a process be put in place to provide assurance to the IJB about business continuity arrangements in the HSCP. At its meeting on [24 April 2019](#) the IJB Finance, Audit and Scrutiny Committee agreed with the recommendation and approved the proposed format of this report.
- 2.2. In January 2021 the Scottish Parliament passed an amendment to the Civil Contingencies (Scotland) Act 2004 to place Category 1 responder status on Integration Joint Boards. Category 1 responders have several duties, including maintaining business continuity plans for critical functions. The amendment to the Act came into effect on 18 March 2021.
- 2.3. At its meeting on [5 May 2021](#) the IJB considered a report detailing the duties of Category 1 responders and instructed the Chief Officer to carry out those duties on its behalf and to provide an annual assurance statement that appropriate arrangements are in place for these duties to be discharged.

3. Resilience Manager

- 3.1. In May 2022 the HSCP appointed a Resilience Manager, whose role includes ensuring that the Glasgow City IJB and HSCP complies with its duties under the Civil Contingencies Act, and that there are effective Business Continuity Planning arrangements in place for all services delegated to the Glasgow City HSCP.

4. Business Continuity Management Frameworks

- 4.1. Glasgow City Council has a Business Continuity Management Policy and Framework which applies to all Council services, including those delivered by the Partnership.

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- 4.2. NHS Scotland has a Business Continuity Framework and Strategic Guidance which applies to all NHS services in Scotland, including those delivered by the Partnership.
- 4.3. Glasgow City HSCP co-ordinates its business continuity activity via a Business Continuity Forum, which meets quarterly and is chaired by the Head of Business Development supported by the Resilience Manager. Representatives from all HSCP services attend this forum.

5. Business Impact Assessments and Business Continuity Plans

- 5.1. Business Impact Assessments and Business Continuity Plans are required to be in place for HSCP services, particularly those with the most critical functions (e.g., statutory duties). These are required to be reviewed and updated at least annually.
- 5.2. All HSCP services have reviewed and updated their business impact assessments and business continuity plans in 2022. This activity was co-ordinated through the HSCP BC Forum

6. Testing & Exercising

- 6.1. Both frameworks require regular testing of business continuity plans. Testing can take the form of walk-throughs, desktop exercises or live exercises.
- 6.2. A desktop business continuity exercise was carried out in August 2022, with a range of services participating in this including Homelessness, Out of Hours Social Work, Older People Day Care, Alcohol & Drugs Recovery Services, CAMHs and Sexual Health Services.
- 6.3. A desktop business continuity exercise was carried out in November 2022 for all HSCP services located at the Borron Street site, including Home Care, Community Alarms and Out of Hours District Nursing.

7. Debriefs following significant incidents

- 7.1. Both frameworks require services to carry out full debriefs following significant disruptive incidents and any lessons learned incorporated into business continuity plans.
- 7.2. A debrief was carried out in April 2022 following an evacuation of a Health Centre following a police incident.
- 7.3. A debrief was carried out in May 2022 to review contingency arrangements for potential industrial action (which subsequently did not take place).

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8. ICT Disaster Recovery

- 8.1. The Partnership's position in terms of ICT Disaster Recovery remains unchanged since the previous reports to this Committee on [4 September 2019](#), [9 December 2020](#) and [8 December 2021](#).

9. Category 1 duties

- 9.1. As detailed in the report to the IJB on [5 May 2021](#), there are several duties that the Civil Contingencies (Scotland) Act 2004 requires of Category 1 responders. As noted above the IJB instructed the Chief Officer to carry out these duties on its behalf.
- 9.2. These duties are carried out through the HSCP's business continuity arrangements and through membership of local and regional resilience partnership structures. The Glasgow City Chief Officer is represented on the Glasgow & East Dunbartonshire Local Resilience Partnership (GED LRP) by the HSCP Resilience Manager and the GGC Chief Officers are represented on the West of Scotland Regional Resilience Partnership.
- 9.3. During 2022 the HSCP has participated in GED LRP reviews of Multi-agency Incident Response Guides (MAIRGs) for identified areas of risk across Glasgow City.
- 9.4. During 2022 the HSCP participated in the planning and delivery of multi-agency civil contingencies exercises to test emergency plans for:
- Clyde Tunnel
 - Universities
 - SEC
 - Football stadiums
- 9.5. An HSCP Civil Contingencies Group is chaired by the Assistant Chief Officer (Public Protection) supported by the Resilience Manager and meets quarterly. This group co-ordinates civil emergency planning in the Partnership and ensures ongoing compliance with the requirements of Category 1 responder status.

10. Recommendations

- 10.1. The IJB Finance, Audit and Scrutiny Committee is asked to:
- a) note the content of the report.

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