

OFFICIAL

Public Health Wales Emergency Planning and Business Continuity Group

Terms of Reference



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Document Summary

Purpose and Summary of Document:	This document outlines the purpose and roles and responsibilities of the Public Health Wales Emergency Planning and Business Continuity Group
Authors	<div>Name Redacted</div> Emergency Planning Officer <div>Name Redacted</div> Emergency Planning and Business Continuity Manager
Other contributors	Andrew Jones, Deputy Director of Health Protection Services and Director of Integrated Health Protection.
Sponsoring Executive	Dr Quentin Sandifer, Executive Director of Public Health Services & Medical Director (Executive Lead for Emergency Planning and Response)
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Updates and amendments

Date of revision	Updated by	Details	Date approved	Approved by

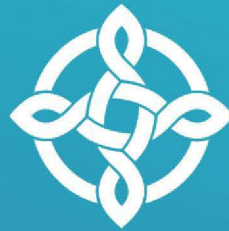


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Strategic Vision for Civil Contingencies

Our vision for civil contingencies is:

"To ensure that Public Health Wales is capable of giving expert evidence-based advice and support to protect the health of our communities should they be involved in an emergency or call upon our services during an emergency."

This vision will be achieved through the following five strategies, by:



1. Purpose

To provide a forum for Emergency Planning and Business Continuity work to ensure the organisation meets its duties under the Civil Contingencies Act [2004].

The group will take full account of the National Risk Assessment, and Local Resilience Forum (LRF) risk assessments.

2. Roles and Responsibilities

In discharging these duties the group has the following roles and responsibilities:

1. To co-ordinate Emergency Planning and Business Continuity arrangements across the organisation and with multiagency partners and structures such as Local Resilience Forums and the Wales Resilience Forum
2. To advise on and agree an annual Workplan based on identified risks and prioritised work themes
3. To oversee and agree the development of plans, procedures and related response documents
4. To develop and agree strategy and policy for the organisation in respect of Emergency Planning and Business Continuity
5. To advise on and agree appropriate training and exercising for all staff
6. To oversee and agree debrief reports and assess the extent to which lessons identified are being learnt
7. To oversee and assess the implications of Emergency Planning and Business Continuity reports and guidance that are internal, regional or national
8. To advise on and report to the Executive Team on the work programme including resource consequences arising from the Emergency Planning and Business Continuity agenda
9. To provide a forum to exchange information and promote good practice in Emergency Planning and Business Continuity

3. Chair

The Executive Member of the Board, the Director of Public Health Services, is designated to take responsibility for Emergency Planning and Business Continuity on behalf of the organisation. The Chair will report any issues of note to the Executive Team.



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The vice Chair is the Deputy Director of Public Health Services and Director of Integrated Health Protection

4. Membership

Executive Director of Public Health Services	Deputy Director of Public Health Services and Director of Integrated Health Protection
Emergency Planning and Business Continuity Manager	Emergency Planning Officer
Staff who attend or Chair multi-agency emergency planning or Business Continuity group	Emergency Planning and Business Continuity Leads from across Public Health Wales Directorates.

The group may co-opt additional members to provide specialist skills, knowledge and expertise as and when required.

5. Quorum

At least 5 members of the group are to be in attendance to be quorate including the Chair or Vice Chair.

6. Meeting frequency

The Group will meet approximately three times a year, but may be convened at short notice if needed to plan for an anticipated emergency.

7. Secretariat

The Secretariat function will be led and managed by the Emergency Planning and Business Continuity Manager.



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