

Nottingham North and East Clinical Commissioning Group

Meeting Title	NHS Nottingham North and East CCG Governing Body		Date: 20 March 2018									
Paper Title	i) Business Continuity Plan ii) Business Continuity Activation and Review Report		Agenda Item: NNE/GB/18/042									
Lead Director Report Author	Hazel Buchanan, Head of Governance Caroline Stevens, Governance Officer											
Purpose (tick one only)	Approval	<input checked="" type="checkbox"/>	Acknowledge/ Note	<input type="checkbox"/>	Review	<input type="checkbox"/>	For Information	<input type="checkbox"/>				
Executive Summary	<p>This Business Continuity Plan is to be used to assist in the continuity and recovery of the CCG in the event of an unplanned disruption. A disruption could be any event, which threatens personnel, buildings or operational capacity and requires special measures to be taken to restore normal service.</p> <p>The Business Continuity Plan was activated on 12 May 2017, following a disruption and this has informed the review. The plan has been updated to reflect learning from the disruption and developed across Nottingham North and East CCG, Nottingham West CCG and Rushcliffe CCG. The shared plan is presented to the Governing Body for approval.</p>											
If paper is for approval, have the following impact assessments been completed?												
Quality Impact Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Equality Impact Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Privacy Impact Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
Conflicts of Interest - Recommended action to be agreed by the Chair at the beginning of the item.												
<input checked="" type="checkbox"/> No conflict identified <input type="checkbox"/> Conflict noted, conflicted party can participate in discussion but not decision <input type="checkbox"/> Conflict noted, conflicted party can remain but not participate <input type="checkbox"/> Conflicted party is excluded from discussion												
Implications: (please tick where relevant)												
Integration			<input type="checkbox"/>	Patient Choice			<input type="checkbox"/>					
Reducing inequality			<input type="checkbox"/>	Patient & Public Involvement			<input type="checkbox"/>					
Constitution			<input type="checkbox"/>	Quality of Services			<input type="checkbox"/>					
Governance			<input type="checkbox"/>	QIPP			<input type="checkbox"/>					
Innovation			<input type="checkbox"/>	Research			<input type="checkbox"/>					
Learning and Development			<input type="checkbox"/>	Sustainability			<input type="checkbox"/>					
										Finance checked by:		(initials)
Appendices			Business Continuity Plan Activation and Review South Nottinghamshire CCGs Business Continuity Plan									

Report History	
Patient and Public Involvement	
Recommendation	<p>The Governing Body is asked to:</p> <ul style="list-style-type: none">• NOTE the findings of the Business Continuity Plan activation review• APPROVE the updated Business Continuity Plan