



NOT PROTECTIVELY MARKED

Special Board Meeting

**June 2019
Item No 06**

THIS PAPER IS FOR NOTING

RESILIENCE COMMITTEE ANNUAL REPORT 2018-19

Lead Director Author	Pauline Howie, Chief Executive -
Action required	The Board is requested to note the Annual Report from the Resilience Committee.
Key points	The Resilience Committee ensures that appropriate governance arrangements are in place throughout the Service to oversee resilience management, including emergency preparedness and business continuity. This report is intended to provide that assurance to the Board.
Timing	The production of this annual report forms part of the assurance framework for the Board.
Benefit to Patients	The Board sets assurance around the systems and processes and standards of care provided to patients.
Equality and Diversity	This paper describes a reporting system that in itself does not require an Equality and Diversity Impact Assessment.



SCOTTISH AMBULANCE SERVICE BOARD RESILIENCE COMMITTEE ANNUAL REPORT 2018-19

PAULINE HOWIE, CHAIR RESILIENCE COMMITTEE

1 PURPOSE

The Resilience Committee ensures that appropriate governance arrangements are in place throughout the organisation to oversee resilience management, including emergency preparedness and business continuity. This report is intended to provide that assurance to the Scottish Ambulance Service Board.

2 BACKGROUND TO RESILIENCE COMMITTEE

a) Composition

The Membership of Resilience Committee during the financial year ended 31 March 2019 was:

Name	Job Title
Pauline Howie, Chair	Chief Executive
Paul Bassett	Director National Operations
Linda Douglas	Director of Human Resources & Organisational Development
Julie Carter	Interim Director of Finance & Logistics (from Jan 2018)
Pat O'Connor	Director of Care Quality & Strategic Development (until October 2018)
Claire Pearce	Director of Care Quality & Strategic Development (from November 2018)
Jim Ward	Medical Director
Lewis Campbell	Regional Director East
Milne Weir	Regional Director North
Garry Fraser	Regional Director West

b) Meetings

The Committee met on the following occasions:

- 24 April 2018
- 31 July 2018
- 25 September 2018
- 18 December 2018
- 26 February 2019

The attendance schedule is attached at Appendix 1.

In addition to the Committee members, other regular attendees have attended from time to time to present on individual topics.

- Mike Herriot, General Manager, National Risk and Resilience Department.
- Stephen Massetti, Head of Risk & Resilience, National Risk and Resilience Department on retirement of Mike Herriot.
- Members of the National Risk and Resilience Department as subject matter experts, as required.
- Other members of the Scottish Ambulance Service Senior Management Team, as required.

c) Business

The Committee has dealt with **39** items of business during the year. Details of the business items are attached in Appendix 2.

Minutes of meetings of the Committee have been timeously submitted for the information of the **Executive Team**.

The Committee wishes to highlight the undernoted items of business:

- Review of major incidents and action logs
- Review of major incident response capability
- Review of major incident response training arrangements
- Review of national risk register
- Review of audit reports
- Review of security governance

d) Work plan 2018/19

The nature of the work of the Committee is as described in its Terms of Reference.

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3. CONCLUSIONS

As Chair of the Resilience Committee, I believe that the approach, the frequency of meetings, the breadth of business considered, and the range of those attending meetings, have seen further progress in satisfying the Governance requirements of the Scottish Ambulance Service Board. The Resilience Committee has discharged its responsibilities in line with its Terms of Reference to ensure that appropriate governance arrangements are in place throughout the organisation to oversee resilience management, including emergency preparedness and business continuity.



Pauline Howie, OBE

Chair

Scottish Ambulance Service Resilience Committee

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APPENDIX 1

**THE SCOTTISH AMBULANCE SERVICE BOARD
RESILIENCE COMMITTEE ATTENDANCE RECORD – YEAR 1 APRIL 2018 TO 31 MARCH 2019**

Name	Job Title	24 Apr 18	31 Jul 18	25 Sep 18	18 Dec 18	26 Feb 19
Pauline Howie	Chief Executive	Present	Present	Present	Present	Present
Paul Bassett	Director National Operations	Present	Present	Present	Present	Present
Julie Carter	Interim Director of Finance & Logistics	Apologies	Apologies	Apologies	Apologies	Present
Pat O'Connor (until Oct 2018)	Director of Care Quality & Strategic Development	Present	Present			
Claire Pearce (from Nov 2018)	Director of Care Quality & Strategic Development				Present	Apologies
Linda Douglas	Director of HR & OD	Present	Present	Apologies	Apologies	Apologies
James Ward	Medical Director	Present	Present	Apologies	Apologies	Present
Lewis Campbell	Regional Director East	Present	Present	Apologies	Apologies	Present
Garry Fraser	Regional Director West	Present	Present	Present	Present	Present
Milne Weir	Regional Director North	Present	Present	Present	Present	Present
Delegated/other attendees						
Mike Herriot	General Manager Risk & Resilience	Apologies	Apologies	Apologies	Apologies	Apologies
Stephen Massetti	Head of Risk & Resilience			Present	Apologies	Present
Maria McFeat	Interim Asst. Director of Finance	Present	Present	Present	Present	
Daniel Rankin	Deputy Director of Care Quality & Strategic Development					Present
Kevin Reith	Deputy Director HR & OD			Present	Present	Present
Paul Gowens	Lead Consultant Paramedic			Present	Present	
Jim Dickie	Head of SORT			Present		
Neil Macdonald	Head of Specialist Operations					Present
Rebecca Board	Enhancing Capability Manager					Present
David Robertson	Deputy Regional Director, East			Present	Present	

SCHEDULE OF BUSINESS 2019/20**24 April 2018**

- a. Highlight Report
- b. Risk Register
- c. Scottish Risk Register
- d. ACT Campaign and final toolkit
- e. Citizen Aid event request
- f. NARU MOU
- g. CONTEST Strategy
- h. Security Governance Committee Terms of Reference & minutes
- i. Exercise Border Reiver report
- j. Cyber Security Update
- k. Update from Scot Resilience Partnership
- l. Risk Management Governance minutes & Workplan
- m. ESRCP Highlight Report

31 July 2018

- a. CONTEST Capping Paper
- b. NHSS Standards for Organisation Resilience – Self Assessment Improvement 2018
- c. Major incident briefing for SAMD

25 September 2018

- a. ESRCP Highlight Report
- b. NHS Board Preparedness for Nuclear Incidents
- c. Community Resilience
- d. NRRD Special Operations
- e. Security Group Minutes
- f. NRRD submission to Resilience Committee

18 December 2018

- a. Resilience Committee Highlight report
- b. ESRCP Highlight Report & presentation
- c. CBRN Strategy for Scotland
- d. NCCC Strategic Command Course timetable
- e. NARU Contract
- f. MTFA Strategy for Scotland
- g. Improving Safety through Situational Awareness
- h. Allocation of Tasks in severe weather
- i. Security Group Minutes
- j. Risk Management Group minutes
- k. 'When Tragedy Strikes' – Manchester bombing lessons
- l. Community First Responders Update
- m. Brexit Risk Register

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26 February 2019

- a. Resilience Update
 - Workforce
 - Comms with Health Boards
 - Training
 - Finance
 - CBRN
 - Patient Tracking
 - Dashboards
 - Threat brief
- b. ESRCP Business Case
- c. CONTEST Dashboard template

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