

Local health resilience partnerships model co-chair roles and responsibilities

Date	2 August 2012
Audience	SHA cluster chief executives, NHS CBA regional directors and PCT cluster chief executives
Copy	Local Government Association, SHA regional directors of public health, Public Health England, emergency planning leads, Strategic Health Authorities
Description	<p>This document should be read in conjunction with the covering letter published 2 August 2012.</p> <p>This model co-chair roles and responsibilities document is recommended as a best practice guide to assist the establishment of LHRPs. The roles and responsibilities should be adapted as applicable to the local health community, whilst recognising the value in consistency of approach for all stakeholders.</p>
Cross reference and links	<p>www.commissioningboard.nhs.uk/2012/07/26/lhr-resilience</p> <p>Department of Health Gateway www.dh.gov.uk/health/2012/07/resilience-partnerships</p>
Action required:	Chief Executives and Regional Directors are asked that the content of the letter and attachments are considered in the implementation of the new health EPRR arrangements and establishment of LHRPs within their local area in the Autumn.
Timing:	To be used in the deployment of the new health EPRR arrangements within their local area by April 2013
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Co-chair responsibilities:

- Co-Chairing the local health resilience partnership (LHRP)
- Ensuring coordinated planning for emergencies impacting on the health of the population or operational continuity of patient services
- Effective engagement across local health organisations
- Contributing specific aspects to the meeting in line with organisational/system representation

Key relationships

- Fellow co-chair
- Local resilience forum chairs
- Director of public health colleagues
- Public Health England
- Health emergency preparedness resilience response leads
- Local authority chief executives and emergency planning teams
- Regional communities and local government representatives
- Other senior emergency planning representatives from local agencies

Key roles

- **Strategic leadership of the LHRP**
 - To lead the LHRP, providing support and guidance to members as required
 - To demonstrate health leadership to the LRF and to provide a strategic link between the LHRP and LRF (and partners)
 - To provide a first point of resolution between LHRP member organisations
 - To actively promote and support multi-agency working on all matters of EPRR
 - To lead the introduction within the LHRP of best practice and learnings from both exercises and actual incidents
 - To agree and be accountable for the annual strategic plan of the LHRP and a report against this plan
- **To effectively co-chair meetings of the LHRP**
 - Confirm agenda items ensuring items of business reflect the priorities as detailed in the community risk register and risks specific to the health organisations
 - Ensure timely and appropriate production and circulation of meeting papers
 - Ensure meetings are structured and managed accordingly to ensure effective delivery of business
 - Sign off minutes and agreed actions
 - Use governance mechanisms to highlight deficiencies in attendance by member organisations
 - Provide a consolidated view of health emergency planning and response arrangements to the LRF

- **Oversight of health plans**

Co-chairs have a responsibility to ensure:

- Health organisations contribute effectively to the testing and exercising of plans
- Oversight of the production of a health plan co-ordinating a multi health agency response across the LRF footprint.
- That the correct governance arrangements are used to highlight deficiencies in member organisations plans

Department of public health co-chair specific roles

- **Provide public health expertise and co-ordinating public health input**

- Ensuring that public health issues are identified and addressed during planning
- Ensuring that a rota for Public Health attendance at SCG, (or other such bodies) is in place and effective
- Ensure that the public health aspects of EPRR are appropriately integrated in to the business of the LHRP working with their PHE centre director and director of public health colleagues in the LRF area and supported by a formal memorandum of understanding between local authorities
- Ensuring that mutual aid arrangements exist for Public Health with neighbouring LHRPs.

NHS co-chair specific roles

- Provider local leadership on EPRR matters to all providers of NHS funded care.
- Act as the point of contact at a strategic level for health organisations in achieve EPRR, supporting as necessary providers embedding EPRR within the corporate structure
- Maintain engagement with clinical commissioning groups (CCGs) to ensure resilience is commissioned effectively and reflects local risks.
- Provide NHS representation at their local resilience forum.

Equal opportunities

All duties must be carried out in a manner that recognises and promotes the absolute commitment and duty of local authorities and health organisations to achieve diversity and equal opportunities.

Flexibility, development and time commitment

This document is designed to identify the principal responsibilities of the post only, and is subject to review in the light of the changing needs of the LHRP and of EPRR. The co-chairs are required to be flexible in developing the role to respond to new and changing demands.

The co-chairs are expected to take a proactive approach to their own development to ensure that competences, skills and knowledge consistently match the developing requirements of the post.