

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services

REPORT NUMBER: **K44**

TO: **OVERVIEW AND SCRUTINY
(COMMUNITY SERVICES)
COMMITTEE**

DATE OF MEETING: 29 June 2010

BABERGH DISTRICT COUNCIL EMERGENCY PREPAREDNESS FORUM

1. PURPOSE OF REPORT

- 1.1 This report provides the Committee with an update on the work of the Babergh District Emergency Preparedness Forum and the work carried out to underpin the associated Emergency Planning and Response Work Plan for 2009/10. The report also proposes a revised approach to the reporting arrangements for Emergency Planning and Business Continuity issues.

2. RECOMMENDATIONS

- 2.1 That the proposed revision to monitoring arrangements for the newly created Emergency Preparedness Forum Work Plan, as detailed in paragraph 6.6 of the report, be approved.
- 2.2 That the report be noted.

The Committee is able to resolve these matters.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no additional financial implications associated with this report that are not met within existing budgets.

4. RISK MANAGEMENT

- 4.1 The report relates to Significant Business Risk No.7 – Financial, Performance and Risk Management. Key risks are set out below:

Risk Description	Likelihood	Seriousness or Impact	Mitigation Measures
Failure to meet the duties of the Civil Contingencies Act 2004, by not having Effective and appropriate Emergency Planning arrangements in place	Low	Marginal	An Emergency Planning process is in place to manage the BDC response to an emergency.

5. **EQUALITY AND DIVERSITY IMPACT**

- 5.1 There are no specific Equality and Diversity implications as this report provides monitoring information in relation to the function.

6. **KEY INFORMATION**

Context

- 6.1 The Civil Contingencies Act 2004 (CCA) places a statutory duty on Babergh District Council to: -
- Make risk assessments
 - Make business continuity arrangements
 - Conduct Emergency Planning
 - Inform, warn and advise the public
 - Co-operate in resilience activities
 - Share information.
- 6.2 To meet this obligation, in 2005, Babergh entered into a partnership with the other Suffolk district and borough councils (except Ipswich) and Suffolk County Council to form a Joint Emergency Planning Unit (JEPU). Ipswich Borough Council joined the partnership in April 2010.
- 6.3 For Emergency Planning purposes the JEPU partnership divides the county into four areas (West, Central, East and Ipswich). Each area has a dedicated District Emergency Planning Officer (DEPO), together with a linked Emergency Planning Officer. The DEPO is based in the respective District Council offices - Babergh's DEPO changed in June 2010, with Steve Pinion taking over from Graham Saward. The Babergh (Central) DEPO is shared with Mid Suffolk District Council.

Reporting arrangements

- 6.4 Previously the Emergency Planning and Business Continuity functions were coordinated and managed by two separate officer forums which reported separately into the Overview and Scrutiny Committees (Stewardship and Community Services respectively).
- 6.5 These officer functions have now been merged with Civil Contingencies duties now discharged by an Emergency Preparedness Forum (EPF) which incorporates the former Business Continuity Forum (BCF). The EPF provides a platform within the district, in accordance with the Civil Contingencies Act 2004.
- 6.6 To simplify reporting arrangements it is proposed that the Overview and Scrutiny (Community Services) Committee receives a six monthly update report from the Emergency Preparedness Forum which incorporates both Business Continuity and Emergency Planning elements.

Emergency Planning and Business Continuity Work Plan

- 6.7 Babergh's Emergency Planning and Business Continuity arrangements are objectively assessed against the Cabinet Office "Expectations and Indicators of Good Practice Set" in the form of a Capability and Performance assessment. The current Capability and Performance assessment is attached at Appendix 1. Babergh currently ranks as the second highest performing district in the county using this model and has met all of the fundamental criteria.
- 6.8 In April each year the EPF prepares a work plan, which is then endorsed by Management Team. The EPF work plan is informed by the Capability and Performance assessment and by the analysis of relevant operational incidents and exercises over the year. The 2010/11 EPF work plan is attached for review at Appendix 2.

Review of the 2009/10 Emergency Planning and Response Work Plan

- 6.9 A range of EPF work plan activities have been undertaken during 2009/2010, with the aim of ensuring that robust arrangements and plans are in place. Examples of the work undertaken includes the revision of the Emergency Response Plan, the development of the District Community Risk Assessment and the delivery of emergency planning awareness elements in staff induction training sessions.
- 6.10 The Emergency Control Centre (ECC) has also been equipped to the required operational standard and an alternate ECC identified. A review of Rest Centres has been undertaken and staff have been trained in Rest Centre Operation.
- 6.11 Additional telephone land-lines have been installed in the ECC, and emergency response requirements have been embedded in Business Continuity plans.
- 6.12 Training undertaken this year has included a live out of hours response exercise, a live evacuation scenario exercise which necessitated the setting up of the ECC and a Rest Centre, and a loss of staff table-top exercise (linked to Business Continuity planning processes).
- 6.13 Training provided for Babergh staff during the year has included emergency preparedness awareness sessions, guidance relating to Local Authority management of emergency situations, working with the media, ECC operation and specific training for the Tactical Management Team in approaches to business continuity.
- 6.14 Other emergency planning activities conducted during the period include participation in:
- Flooding seminar (Ariel)
 - Care home business continuity event
 - Flood Fair event
 - Vulnerable groups in an emergency working group
 - Military aircraft crash seminar
 - District Flood Risk Assessment
 - Suffolk Voluntary Organisations Group seminar.

6.15 The swine flu pandemic and adverse weather encountered over a number of weeks during the winter required extensive planning, and dissemination of information to staff and elected members.

7. **APPENDICES**

- 1 Babergh District Council Emergency Preparedness Capability and Performance assessment
- 2 Babergh District Council Emergency Preparedness Forum work plan

8. **BACKGROUND PAPERS REFERRED TO**

None.

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BDC EMERGENCY PLANNING & BUSINESS CONTINUITY WORK PLAN - Overview plan 2010/2011

Ref	Issue	Key Tasks / Objectives	Priority	Completion Date 09/10	Measure / Progress	Lead Officer	Remarks/Resources
	(a)	(b)	(c)	(d)	(e)		(f)
A	Risk Assessment	(3) Review Risks Annually	L	Q3		DEPO	<i>Review District Risk Assessment dated October 2009</i>
B	Emergency Response Plan	(6) Review needs of vulnerable people	M	Q2		Jon Seed	<i>Identify people who are vulnerable in a crisis in consultation with other partners</i>
		(9) Review plan annually	L	Q2		DEPO	<i>Review ERP issued June 2009, incorporating changes in risk, lessons identified from exercises & incidents, reflect change in structures</i>
		(11) Exercise plan annually	M	Q4		DEPO	<i>TTX Protracted October 2010, EX Watermark 10 March 2011</i>
		(13) Develop training plan	M	Q1		DEPO	<i>Training needs and dates of courses for all with responsibilities in an emergency to be issued</i>
C	Business Continuity Arrangements	(1) Review questionnaires regarding acceptable level of service	M	Q1		DR	<i>Service managers responses being reviewed</i>
		(6) Develop plans for critical suppliers	M	Q2		DR	<i>Develop existing plans further</i>

Ref	Issue	Key Tasks / Objectives	Priority	Completion Date 09/10	Measure / Progress	Lead Officer	Remarks/Resources
	(a)	(b)	(c)	(d)	(e)		(f)
D	Communicate with the Public	(9) Review process	L	Q4		JS/DEPO	Review BC plans issued March 2010, incorporating changes in risk, organisational and structure changes, changes in supplier and contractual arrangements & lessons identified from incidents & exercises
		(10) Exercising	M	Q3		DEPO	Loss of IT exercise Paperchase November 2010
		(11) Training	M	Q1		DEPO	Training needs & dates of courses for all staff to be issued
		(12) Develop stakeholder awareness	M	Q2		EPF	Ensure BCM strategy is understood by internal and external stakeholders
		(6) Identify information for FOI release	M	Q2		PS	Identify available information in FOI publication scheme
		(7-9) Review public warning process	M	Q2		PS	Review warning & informing arrangements for specific and/or generic emergencies
		(11-13) Raise public awareness of risk	M	Q2		PS/DEPO	Expand community resilience initiative to advise on specific actions public within the district can take before, during & after an incident

Ref	Issue	Key Tasks / Objectives	Priority	Completion Date 09/10	Measure / Progress	Lead Officer	Remarks/Resources	
	(a)	(b)	(c)	(d)	(e)		(f)	
		(15) Exercise plan annually	M	Q3		DEPO	Conduct exercise to ensure warning & informing arrangements are effective	
		(16) Develop training plan	M	Q2		DEPO	Develop training plan for staff who may be involved in warning & informing arrangements	
E	Business continuity promotion	(2) Provide BCM advice to local voluntary groups	M	Q3		DEPO	Promote BCM concept with voluntary groups to enable them to continue their activities during an emergency - link with SVOG	
		(4) Working with voluntary organisation staff	M	Q3		DEPO	Collaborative planning between JEPUs, economic development and voluntary sector	
		(6) Develop BCI referral scheme	M	Q3		DEPO	Develop criteria for advising on selection of service provider	
F	Information Sharing					DEPO	Requirement fully satisfied by membership of JEPUs	
G	Co-operation					DEPO	Requirement fully satisfied by membership of JEPUs	
	Capability assessment	People in Civil Contingency Roles	H	Q2		DEPO	CEO/Directors	
						DEPO	Control Centre Manager	
		Course nominations for all will be addressed in B13 above					DEPO	Control Centre Staff
							DEPO	Leader/Scrutiny Chair