

NORTH LINCOLNSHIRE COUNCIL

CABINET

EMERGENCY PLANNING & BUSINESS CONTINUITY POLICY AND STRATEGY

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 The object of the report is to seek approval for the emergency planning and business continuity policy and supporting strategy.
- 1.2 Currently, there is no formal framework to ensure the council's meets its duty under Part 1 of the Civil Contingencies Act (CCA) 2004, supporting Regulations (The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005) and non-statutory guidance.
- 1.3 This report proposes that the Cabinet adopts the policy and strategy for managing the council's duties under the CCA to provide suitable governance for the discharge of the CCA duties.

2 BACKGROUND INFORMATION

- 2.1 The council is defined as a Category 1 responder under the CCA. This places seven duties on the council. The duties are shown as Appendix 1. At the moment, there is no agreed policy or strategy to ensure the duties are effectively discharged. Copies of the policy and strategy have been deposited in the political group offices and are available on request.
- 2.2 The council operates a Tactical Emergency Planning Working Group (TEPWG) comprising representatives from all service areas to oversee the emergency planning and business continuity activities.
- 2.3 The TEPWG works from an agreed terms of reference (shown as Appendix 2). However, the terms of reference do not provide clear guidance on how the responsibilities placed on the council by the CCA and supporting Regulations will be managed.

3. OPTIONS FOR CONSIDERATION

- 3.1 The council, using the TEPWG, has overseen the council's emergency planning and later business continuity arrangements since approximately 1997 without the need for a formal policy or strategy.

The first option is to continue to use the TEPWG to discharge the CCA duties and supporting Regulations on an ad-hoc basis.

3.2 Option 2 is to adopt the Emergency Planning and Business Continuity Policy and an Emergency Planning & Business Continuity Strategy.

4. ANALYSIS OF OPTIONS

4.1 Option 1 does not provide the council with good governance of the many statutory requirements placed upon it by the CCA and Regulations.

4.2 Option 2, provides a formal, structured framework for managing its responsibilities under the CCA and ensures emergency planning and business continuity is embedded across all council departments.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.2 There are no financial, staffing, property or IT implications. All work is from within existing budgets

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

6.1 The CCA places seven duties on the council. Failure to comply with the duties places the council at risk.

7. OUTCOMES OF CONSULTATION

7.1 The TEPWG and Corporate Management Team have commented on the policy and strategy and their suggestions incorporated.

8. RECOMMENDATIONS

8.1 That the council adopts the policy and strategy.

SERVICE DIRECTOR HIGHWAYS AND PLANNING

Church Square House

P O Box 42

Scunthorpe

DN156XQ

Author: Graham Wilkinson (Humber Emergency Planning Service)

Date: 29 July 2010

Background Papers used in the preparation of this report:

Part 1 of the Civil Contingencies Act (CCA) 2004, the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and non-statutory guidance (Emergency Preparedness, 2005).

Appendix 1

Category 1 Responder – Duties under the Civil Contingencies Act and Regulations

- 1 To risk assess – this duty is primarily discharged by publication of the Humber LRF¹ Community Risk register
- 2 To have business continuity management – this duty is discharged by the production of Service Area Emergency and Business Continuity Plans for each service area.
- 3 Have emergency plans – this duty is discharged by the production of the council's suite of emergency plans and multi-agency plans.
- 4 Maintain awareness arrangements to warn, inform and advise the public – this duty is primarily discharged by the attendance at the Humber LRF Communications Sub-group and the commitment to the protocol produced by the sub-group.
- 5 Provision of business continuity advice to the commercial and voluntary sector – this duty is primary discharged by linking into established networks formed with businesses by the Strategic Regeneration, Housing and Development Service.
- 6 Co-operation with partners – primarily discharged via the Humber LRF and the involvement in multi-agency planning.
- 7 Information sharing with partners – primarily discharged via dialogue and involvement in multi-agency planning with Category 1 and 2 responders (Category 2 responders include the utilities, transport providers etc).

¹ Humber Local Resilience Forum – high level multi-agency group comprising all Category 1 responders - chaired by Simon Driver

North Lincolnshire Council

Tactical Emergency Planning Working Group

Terms of Reference

Purpose and scope

The purpose of the Tactical Emergency Planning Working Group is to ensure North Lincolnshire Council meets the requirements of:

- The Civil Contingencies Act (2004) and the CCA (Contingency Planning) Regulations (2005)
- Control of Major Accident (Amendment) Regulation (2005)
- Pipeline Safety Regulations (1996)
- Radiation (Emergency Preparedness & Public Information) Regulations 2001 (REPPIR)

Objectives

- To ensure that appropriate emergency plans, procedures, training and exercises are prepared within North Lincolnshire Council for foreseeable local and wider area hazards.
- To develop business continuity within the council and to promote business continuity in local businesses and voluntary organisations
- To contribute to the work of the Humber Local Resilience Forum, including multi agency emergency plans, protocols, procedures and the Community Risk Register.
- To establish, direct and monitor the activities and progress of working groups within North Lincolnshire Council tasked with developing specific elements of emergency preparedness.
- To consider and act upon the implications of new legislation, guidance and national initiatives on the council's emergency management and business continuity arrangements.

Membership

The Chair of the Tactical Emergency Planning Working Group is appointed by the Chief Executive.

The membership of the Tactical Emergency Planning Working Group is made up of nominated senior managers from all service areas plus representative(s) from:

- public relations
- CCTV Control Centre
- Health & Safety
- Humber Emergency Planning Service [Manager and Officer(s)]

If the nominated representatives cannot attend, they will endeavour to provide a deputy.

Service Areas may provide more than one member if it is considered that they can not be effectively represented by one person.

Additional personnel may be invited or co-opted as necessary.

Humber Emergency Planning Service will provide the secretariat.

Frequency of meetings

At least four times a year.

Responsibilities of members of the Tactical Emergency Planning Working Group

The responsibilities of the members of the Tactical Emergency Planning Working Group are to:

- Act as the Business Continuity Champion for their service area
- Represent the interests of their service area on the Group
- Update their Senior Management team on the work and decisions of the Group
- If nominated, represent North Lincolnshire Council on relevant Humber Local Resilience Forum Sub-groups and provide reports to the Tactical Emergency Planning Working Group.

Reporting Arrangements

The Chair of the Tactical Emergency Planning Working Group will update the following people / groups on the work of the Group:

- Executive Management Team
- Corporate Management Team
- Local Resilience Forum Representative
- Portfolio Holder

Outputs

The work of the Tactical Emergency Planning Working Group will incorporate the following outputs.

- Generic and specific emergency plans, procedures and action notes
- Training and exercises
- Reports as required

Internal Risk Management Relationships

Strategic Risk Management Group
Strategic Risk Register
Operational Risk Register