

**Name of meeting:** Corporate Governance and Audit Committee

**Date:** September 2017

**Title of report:** Annual Corporate Emergency Planning and Business Continuity Report

**Purpose of report**

The purpose of this report is to provide an update on emergency planning and business continuity issues and developments for the financial year 2016/17. The report will assist with corporate understanding, and may create an additional incentive for senior managers to ensure that plans are kept up to date.

This report is for information only.

<b>Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</b>	<b>Not applicable</b>
<b>Key Decision - Is it in the <a href="#">Council's Forward Plan (key decisions and private reports?)</a></b>	<b>Not applicable</b>
<b>The Decision - Is it eligible for call in by Scrutiny?</b>	<b>Not applicable</b>
<b>Date signed off by Strategic Director &amp; name</b>	<b>Richard Parry – 21/08/2017</b>
<b>Is it also signed off by the Service Director - Finance, IT and Transactional Services?</b>	-
<b>Is it also signed off by the Service Director - Legal Governance and Commissioning?</b>	-
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Cllr Viv Kendrick</b>

**Electoral wards affected:** None

**Ward councillors consulted:** None

**Public or private:** Public

## 1. Summary

**Authors:** Sean Westerby and Martin Jordan (Kirklees Emergency Planning Team)

**Report Recipients:** Chair and members of the Corporate Governance and Audit Committee

**Additional Information:** This is the second Corporate Report on Emergency Planning and Business Continuity submitted to the Corporate Governance and Audit Committee.

### Introduction and background

Several pieces of legislation drive emergency planning and business continuity, most notably the Civil Contingencies Act (CCA) (2004). The CCA places 7 core duties on Local Authorities (as a Category 1 Responder) including the duty to assess the risk of emergencies occurring; the duty to put in place emergency plans and the duty to put in place business continuity management arrangements. In addition to the legislative requirement, ensuring that the Council holds valid Emergency and Business Continuity Plans and arrangements makes good business sense.

### Key points

The financial year 2016/17 was once again, a productive and challenging year for the Emergency Planning Team. This report will summarise the three most significant headline developments and issues within each discipline.

#### Emergency Planning – headline developments

- The Team continued to embrace the concept of New Council in all aspects of their work. The Team recognised that over future years, time and work pressures are likely to lead to Officers having less time to attend formal and structured training. Therefore, to ensure that Officers remain competent in their resilience roles, the Team has developed a comprehensive e-learning package, available on MiPod. The package enables Officers to work through a suite of modules at a time convenient to them. Currently 58 Officers named in the Council's Major Incident Plan have part or fully completed the e-learning package (this equates to 66%).
- The Team continued to be very active within the local resilience community, chairing three of the seven sub groups within the West Yorkshire Resilience Forum. The Team embraced and embedded the new Joint Emergency Services Interoperability Principles (JESIP – national best practice for multi-agency emergency management) into their plans and arrangements. The Team also began to use and embed the Resilience Direct System into Emergency Planning and response procedures (Resilience Direct is a secure web portal for emergency responders to share plans and jointly manage incidents). The Team continued to demonstrate excellent compliance towards Emergency Preparedness, Resilience and Response (EPRR), scoring 98% compliance in the 2016/17 EPRR assurance process.
- The Team trained and exercised over 700 Kirklees Officers in several aspects of emergency planning in 2016/17. Training included role specific training (e.g. – logging and strategic leadership training), subject specific training (e.g. – Project Griffin and lockdown training) and holistic emergency planning training.

#### Emergency Planning – headline issues/concerns

- National Threat Level – The National Threat Level for a terrorist attack is currently at 'Severe'. This means that an attack is highly likely. An attack in Kirklees would have a significant lasting impact on the district.
- New Council – As teams change in size, remit, budget and capabilities through the transition to New Council, it is important that the Emergency Planning Team remain fully briefed on any changes to ensure plans and arrangements remain valid and emergency planning, response and recovery are not impacted.

- Changes within External Partner Organisations – Similar to the Council, many partner responding organisations are undergoing changes that are affecting their size, remit, budget and capabilities. These changes may impact on multiagency working both in peacetime and during emergencies.

### **Emergency Planning – incidents/exercises**

- In the year 2016/17 the Team was involved in the planning, response and/or recovery to/from over 45 significant emergencies and planned events in Kirklees. These emergencies and events included the murder of Jo Cox MP and the associated events that followed; flooding at various locations across the district; the response and recovery from the Lockwood waste site fire; and various utility disruptions affecting Kirklees residents and vulnerable establishments. All learning from incidents has been included in relevant emergency plans and arrangements to improve future responses. The integration of lessons identified into emergency plans and arrangements is a well-established process within the Emergency Planning Team.
- The Team led six large Emergency Planning exercises in the year 2016/17. These exercises were based around a number of issues, including flooding, evacuation and outbreaks of disease.

### **Business Continuity – headline developments**

- The Council's Corporate Business Continuity Framework and the Service Level Business Continuity Plan template were amended to reflect changes to legislation, guidance, best practise and learning from business disruptions and exercises. This has further increased the resilience of the Council to business disruptions.
- As the Council continued its transition into New Council, the Emergency Planning Team assisted several Services to significantly amend, and in many cases, re-write their Business Continuity Plans to ensure they remain fit for purpose.
- In June 2016, the annual Service business continuity assurance process (a process to assess each Service's compliance towards the Council's standard for business continuity – aligning to the main principles of ISO 22301) revealed an average compliance score of 87%. This was an improvement of 3% from the previous year's score.

### **Business Continuity – headline issues/concerns**

- Business Continuity Facilitation – The Emergency Planning Team believe that without regular prompts, advice and assistance (from Emergency Planning), Service Business Continuity Plans and arrangements will quickly become out of date and business continuity training and exercises would, not in the main be undertaken.
- Lack of Time to Undertake Business Continuity – Many Services are reporting that they lack the time needed to complete a full business continuity planning process. The Emergency Planning Team recognises this and dynamically tailors the full planning process to suit the time allocation given by each Service to ensure plans and arrangements are still comprehensive and robust.
- New Council – During the transition to New Council, many Services are changing in their responsibilities, processes, structure and staffing. It is important that the Emergency Planning Team is kept up to date with planned and scheduled changes to ensure that they can work with Teams to ensure Business Continuity Plans and arrangements remain current and valid. It is also important that new and existing contactors and third parties hold valid Business Continuity Plans and arrangements (particularly for contracts where the legislative duty for delivering the activity will fall back to the Council).

## **Business Continuity – incidents/exercises**

Business disruptions reported by Services in 2016/17 included utility failures and other similar premises issues, issues with contracted Services and suppliers and significant IT loss.

The Emergency Planning Team continues to work with Services to ensure Business Continuity Plans are exercised in accordance with the requirements set out in the Business Continuity Policy. In the year 2016/17, the Emergency Planning Team delivered 12 Business Continuity Exercises to Services\*. The Team also delivered a small Business Continuity exercise to the Councils strategic Officers as part of planned Emergency Planning training.

\*Several Services activated their Business Continuity Plans during the December 2016 IT outage, and therefore weren't required to test their plan through an exercise.

### **2. Information required to take a decision**

Not Applicable

### **3. Implications for the Council**

Robust, flexible and tested emergency planning and business continuity arrangements are vital to protect the health, safety and well-being of Kirklees residents, community cohesion, the finance and the reputation of the Council.

### **4. Consultees and their opinions**

This report has been consulted and approved by the Service Director for Policy, Intelligence and Public Health (Rachel Spencer-Henshall) and the Strategic Director for Adults and Health (Richard Parry).

### **5. Next steps**

The Emergency Planning Team will continue to develop emergency planning and business continuity both in Kirklees and in West Yorkshire. The Team will remain current with changes to legislation, guidance and best practise and will continue to debrief and identify lessons following significant emergencies, exercises, events and business disruptions.

### **6. Officer recommendations and reasons**

That the report be noted.

### **7. Cabinet portfolio holder's recommendations**

Not applicable

### **8. Contact officer**

For further information on this report please contact Sean Westerby (Emergency Planning and Business Continuity Manager) or Martin Jordan (Senior Emergency Planning Officer) via the Council switchboard (01484 221000) or via [sean.westerby@kirklees.gov.uk](mailto:sean.westerby@kirklees.gov.uk) or [martin.jordan@kirklees.gov.uk](mailto:martin.jordan@kirklees.gov.uk)

### **9. Background Papers and History of Decisions**

The Emergency Planning Team has previously submitted one report to the Corporate Governance and Audit Committee. This report can be provided on request by Sean Westerby or Martin Jordan.

### **10. Service Director responsible**

Rachel Spencer-Henshall