

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

**Date: September 2018**

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

**Purpose of report**

The purpose of this report is to provide an annual update on Emergency Planning and Business Continuity for the financial year 2017/18. 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.

<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>No 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 <a href="#">Strategic Director</a> &amp; name</b>	<b>Rachel Spencer-Henshall</b> <b>19/08/2018</b>
<b>Is it also signed off by the Service Director for Finance IT and Transactional Services?</b>	<b>Yes</b> <b>28/08/2018</b>
<b>Is it also signed off by the Service Director for Legal Governance and Commissioning Support?</b>	<b>Yes</b> <b>30/08/2018</b>
<b>Cabinet member <a href="#">portfolio</a></b>	<b>Musarrat Khan</b>

**Electoral wards affected: All**

**Ward councillors consulted: No**

**Public or private: Public**

## 1. **Summary**

This year's Emergency Planning and Business Continuity report has taken a different format to the reports of previous years. Rather than structuring the report around three headline issues and three headline developments we have developed a simpler, but more comprehensive format to highlight the work that the Emergency Planning Team completed in the financial year 2017/18 to meet the legislative requirements placed on the Council under the Civil Contingencies Act (2004). This is set out in section 2 of the report. The report gives assurance that the Council is compliant with legislative requirements and that we have robust processes in place to protect both the district and the organisation in the event of an emergency or a business disruption. We continue to work with and maintain effective working relationships, both locally and regionally, with partner responding agencies to ensure that we are able to effectively jointly plan and respond to emergencies.

## 2. Information required to take a decision

CORE DUTIES	2017/18 UPDATE	FORWARD LOOK/FUTURE ACTIONS
Risk Assessment	<ul style="list-style-type: none"> <li>Local risk assessments are current and will next be reviewed in September 2018. Risk assessments are reviewed every two years, or when information is released from the Government, or when learning is identified from exercises and incidents (whichever comes first). We also provide input into the West Yorkshire Community Risk Register.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the delivery of training and exercises is proportionate to risk. Several exercise have taken place recently, including a large exercise to test the Kirklees Council response to a significant terrorist attack.</li> <li>Continue to champion Protect work streams in particularly the assessment of crowded places and the mitigation that can reduce the risks, such as Hostile Vehicle Mitigation (HVM), etc.</li> </ul>
Co-operation	<ul style="list-style-type: none"> <li>Worked with partners within the West Yorkshire Resilience Forum (WYRF) and wider to develop and maintain regional plans. The Team chair three of the seven sub groups of the WYRF.</li> <li>Developed, facilitated and attended various training and exercises with WYRF partners.</li> <li>Regularly worked with partner agencies when planning for and responding to emergencies.</li> <li>Regularly worked with Kirklees Council Teams when planning for and responding to emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to work with the WYRF and partner organisations to improve the resilience of West Yorkshire.</li> <li>Continue to work with Kirklees Council Teams to improve the resilience of both the Council and the district.</li> <li>Send representation to the newly formed West Yorkshire Resilience Forum Business Continuity Sub Group.</li> </ul>
Information Sharing	<ul style="list-style-type: none"> <li>The team have tried and tested arrangements for communicating internally within the Council and wider with partner emergency responders. Arrangements have been updated to reflect learning from incidents and exercises.</li> <li>Integrated national best practise into plans and arrangements. This includes the Joint Emergency Services Interoperability Principles (JESIP – national best practise for multi-agency emergency management) and Resilience Direct (a secure web portal for emergency responders to share plans and jointly manage emergencies).</li> <li>Took steps to become GDPR compliant.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to amend plans and arrangements to ensure that the team are GDPR compliant.</li> <li>Continue to deliver training to appropriate Kirklees Officers on JESIP and Resilience Direct.</li> </ul>
Emergency Planning	<ul style="list-style-type: none"> <li>Trained and provided exercises for over 1800 individuals in several aspects of Emergency Planning in 2017/18. Training</li> </ul>	<ul style="list-style-type: none"> <li>Continue to train and provide exercises for Kirklees Council Officers to ensure that they remain competent to undertake their</li> </ul>

	<p>included role specific training (e.g. – logging and evacuation centre training), subject specific training (e.g. – lockdown training and Project Griffin) and holistic Emergency Planning training.</p> <ul style="list-style-type: none"> <li>Continued to review and validate the Council’s Emergency Plans, community resilience literature and guides (including the Councillor Guide).</li> <li>Assisted in the development, roll out and testing of the Council’s Flood Policy and Operation Plan.</li> <li>Continued to encourage Kirklees Officers to complete the Emergency Planning e-learning training on MiPod.</li> <li>Delivered Emergency Planning and Lockdown training to a total of 121 schools during this reporting period.</li> <li>Delivered or were involved in 17 Emergency Planning exercises. These exercises were based around a number of issues, including lockdown, terrorism and Control of Major Accident Hazards (COMAH) incidents. These exercises tested a number of separate Emergency Plans and emergency arrangements.</li> <li>Responded to over 70 incidents in 2017/18. These emergencies and events included fires, school lockdowns, demonstrations, flooding, severe winter weather (including the closure of the M62), Police incidents (including the uplift of the national threat level to Critical) and various utility disruptions affecting Kirklees residents and vulnerable establishments. All learning from emergencies and events was logged on the Teams electronic lessons database and has been included in relevant emergency plans and arrangements to improve future responses.</li> <li>Completed the annual Emergency Planning, Preparedness and Response (EPRR) assurance process and are now 100% compliant to EPRR standards (in 2016/17 the team were 98% compliant).</li> </ul>	<p>role in an emergency.</p> <ul style="list-style-type: none"> <li>Ensure that plans and arrangements are updated to reflect Council changes.</li> <li>Ensure that plans and arrangements are updated to reflect changes within partner organisations.</li> <li>Ensure that lessons identified in the Kerslake Report into the Manchester Arena bombings are embedded into Kirklees Emergency Planning processes and procedures.</li> </ul>
<p>Business Continuity Management</p>	<ul style="list-style-type: none"> <li>The Team (when requested) worked with teams across the Council to assist them to review or rewrite their Business Continuity Plans and develop new arrangements.</li> <li>Assisted several teams to exercise their business plans and</li> </ul>	<ul style="list-style-type: none"> <li>To write and disseminate four Business Continuity exercises based on four separate scenarios for teams to self-deliver in team or management meetings.</li> <li>Continue to support and assist teams to develop and maintain</li> </ul>

	<p>arrangements.</p> <ul style="list-style-type: none"> <li>Assisted several teams to respond to business disruptions. These included utility issues, IT disruptions, equipment failures and issues with suppliers.</li> <li>Updated the Council's Corporate Business Continuity Framework and the Service Level Business Continuity Plan template to reflect changes to legislation, guidance, best practise and learning from business disruptions and exercises.</li> <li>Worked with Asset Management to write a Business Continuity plan based on the loss of a major Council building. The plan was used as part of an exercise in March 2018.</li> </ul>	<p>valid Business Continuity plans and arrangements.</p> <ul style="list-style-type: none"> <li>Ensure that all Kirklees Officers involved in commissioning within the Council are mindful of the importance of gaining assurance that commissioned services, contractors and suppliers have adequate Business Continuity plans and arrangements in place.</li> <li>Ensure Managers are regularly reminded that it is their responsibility to hold valid Business Continuity plans and arrangements and the Emergency Planning Team are available to assist on request.</li> <li>Complete the annual Business Continuity assurance process with all Council Teams in May 2019. For information, the 2018 annual assurance process was not undertaken due to the impacts of the Council restructure on team level business continuity plans and arrangements.</li> </ul>
Communicating with the Public	<ul style="list-style-type: none"> <li>Delivered community resilience lessons to 6 schools in 2017/18 (Years 5 and 6 pupils).</li> <li>Attended various shows and events (e.g. Emergency Services Show, etc.) to promote community resilience.</li> <li>Worked with the Communications Team to disseminate appropriate messages throughout the year (for example winter messages and emergency messages).</li> </ul>	<ul style="list-style-type: none"> <li>Over recent years the Emergency Planning Team have developed a suite of community resilience literature (including the household emergency plan, the 10 minute Business Continuity plan and the winter driving checklist). Further work will be undertaken in the near future to develop more community resilience literature on issues including staying safe in the sun and Business Continuity.</li> <li>Continue to work with Counter Terrorism Policing to raise awareness of what to do in the event of a terrorist type attack.</li> </ul>
Advice to Businesses	<ul style="list-style-type: none"> <li>Began to develop an Emergency SMS alert system for town centre businesses. The system will be called Kirklees Emergency Alert and will enable the Emergency Planning Team to send an SMS message to town centre businesses to warn them of an emergency and inform them of the action that they</li> </ul>	<ul style="list-style-type: none"> <li>Complete the work required to develop Kirklees Emergency Alert and pilot the system.</li> <li>Continue to offer support and advice on Emergency Planning and Business Continuity to businesses.</li> </ul>

should take (eg; evacuate, lock down etc.). Kirklees Emergency Alert will be piloted with businesses based in Huddersfield and Dewsbury town centres from October 2018 for one year, before being rolled out to other areas within the district.

- Provided Emergency Planning and Business Continuity advice and support to several businesses including care providers and education academies. This included telephone support, peer reviewing plans and delivering a best practise event.
- Continued to promote the Kirklees '10 Minute Business Continuity Plan' and the more detailed 'Business Continuity Plan' to private sector businesses.

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

- Risk Assessment.
- Cooperation.
- Information Sharing.
- Emergency Planning.
- Business Continuity Management.
- Communicating with the Public.
- Advice to Businesses.

**4. Consultees and their opinions**

Not applicable

**5. Next steps**

Continue to deliver the core duties placed on the Council by Civil Contingencies Act, in partnership with local responder agencies.

**6. Officer recommendations and reasons**

Members of the Corporate Governance and Audit Committee should note the findings of the report and continue to support and champion the work of the Emergency Planning Team.

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

Cllr Khan liked the "assurance style" of the report, as it clearly showed the work that is being done to both comply with statutory requirements and keep people safe in Kirklees district.

**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**

This report is the third annual report that the Emergency Planning Team has produced for the Corporate Governance and Audit Committee. Previous reports can be made available on request by Sean Westerby or Martin Jordan (via the contact details above).

**10. Service Director responsible**

Rachel Spencer-Henshall