

**PURPOSE OF REPORT**

This report provides an overview of resilience matters pertinent to the Council. The report covers the period from 1 April 2022 to 31 March 2023.

**PERFORMANCE HEADLINES**



**Incident Response**  
**79**

Incidents responded to.

Including evacuations, severe weather events, utility failures, death of the Queen, demonstrations, 'police incidents' etc.



**Hazard Warnings**  
**153**

New hazards entered on the database.

Residents and properties that pose a potential risk to Council Officers working in the district.



**Exercises Delivered**  
**21**

Exercises planned, delivered and attended.

Themes such as emergency planning, business continuity, terrorism, lockdown, evacuation, health, etc.

**Training Delivered**  
**16**

Training sessions delivered.

Themes including lockdown, Resilience Direct, school offsite visits, role specific training, etc.



**Advice to Schools**  
**500+**

Responded to over 500 calls/emails from schools relating to emergency planning, response and recovery

Schools and other settings provided with emergency planning advice and support **(in and out of hours).**



**Educational Visits**  
**342**

Educational visits approved.

Schools continue to run safe off-site educational visits, delivering high quality outcomes for pupils.

## KIRKLEES LOCAL CONTEXT

CORE  
DUTY  
01

### RISK ASSESSMENT

- Reviewed the Kirklees risk assessments in line with the National Security Risk Assessment.
- Reviewed template risk assessments to assist schools planning educational offsite visits.
- Consulted on the risk assessments for both schools delivering offsite educational visits and event organisers delivering community events in the Kirklees District.
- Undertook dynamic risk assessments at single and multi-agency levels in the response to emergencies.

CORE  
DUTY  
02

### CO-OPERATION

- Worked with Council Services and multi-agency partners, 24/7, in the response to and recovery from emergencies and planned events impacting health, communities, education, the environment, council service delivery, etc.
- Continued to support Locala in accordance with the long standing EPPR service contract (on both emergency planning and business continuity).
- Arranged and facilitated the Pre-Winter Assurance Meeting (Council and local partners).
- Worked with Council services and wider partnership across Kirklees to roll out the Martyn's Law pilot linked to Publicly Accessible Locations. This work programme is now fully established and will continue to be progressed.
- Worked with WYRF reviewing multi-agency plans, delivering exercises, responding to emergencies, etc.

CORE  
DUTY  
03

## INFORMATION SHARING

- Active use of ResilienceDirect to share information during incident response and in the planning stage. Also used actively to share information linked to the new workstreams around Martyns Law.
- Coordination and facilitation of regular Kirklees Emergency Planning Group meetings to share risk and planning information with key Council Teams and partners.
- Reviewed and circulated plans and policies relating to emergency planning, business continuity and school offsite visits.
- Co-ordinate the business continuity resilience reporting process, which provides a mechanism for the strategic level of the organisation to maintain an oversight of and assist with the management of service delivery issues and pressures across the organisation.
- Chair, and are active members of several Kirklees Council and multi-agency meetings, including the Kirklees Severe Weather Board, Safety Advisory Group and WYRF meetings.
- Coordination of Martyns Law workstreams and circulation of national and regional updates to member organisations, and local businesses.
- Regularly share best practice and learning from incidents and exercise with appropriate Council Teams and partner organisations.

CORE  
DUTY  
04

## EMERGENCY PLANNING

- Provided a 24/7 emergency response function, responding to a range of incidents, including severe weather events, fires, power outages, fuel issues, etc. Where appropriate, emergency plans were activated, and command and control structures put in place.
- Responded to Operation London Bridge (Death of the Queen).
- Facilitated planning and staff for planned events, including Remembrance Sunday.
- EPRR assurance submitted with substantial compliance.
- Maintained the Kirklees Major Incident Plan and its' associated chapters.
- Ran and attended several exercises to test Council, and partners plans and procedures (themes included terrorism, death of the Queen (Operation London Bridge), EPRR, evacuation and rest centres, national power outage, ResilienceDirect, COMAH, business continuity, severe weather, lockdown, etc.).
- Delivered several training sessions to Council Officers and partners (themes included ResilienceDirect, evacuation, emergency planning, business continuity, lockdown, educational visits, role specific training etc.).
- Team members are qualified drone pilots and continue to maintain flight logs to retain this response capability.
- Debriefed incidents that required an enhanced response (including, Operation London Bridge, suspected Avian influenza, high profile 'Police incidents', etc.).
- Assisted partner agencies around risk management and mitigation at key sites around Kirklees (e.g., John Smith Stadium).

CORE  
DUTY  
05

## BUSINESS CONTINUITY MANAGEMENT

- Continued to tactically advise and support the Corporate Business Continuity Team and facilitate its processes (such as the monthly resilience reporting process that collates information around service delivery and pressures across the organisation).
- Continued to advise and assist Council Teams and partner organisations to develop, review, maintain, and exercise their Business Continuity Plans and arrangements.
- Reviewed the Corporate Business Continuity Framework.
- Continue to progress the roll out a revised business continuity programme across the organisation. The revised programme includes learning from the Covid-19 pandemic and features shorter plan templates and an electronic database that will improve the response to incidents that activate the Corporate Business Continuity Framework.
- Provided business continuity advice and assistance to services and partners on a range of business disruptions, including utility loss, IT disruptions, staffing issues, and resourcing issues.

CORE  
DUTY  
06

## COMMUNICATING WITH THE PUBLIC

- Worked with the Council and partners communication teams to ensure timely and appropriate messages were cascaded during emergencies and business disruptions.
- Maintained Kirklees Emergency Alert. This service provides a text message to warn and inform businesses of emergencies that are happening in their area.
- Delivered resilience and emergency planning lessons to educational establishments (mainly schools) to promote the importance of emergency procedures to deal with threats/incidents.
- Reviewed the emergency planning pages on the public facing Kirklees website, and on the intranet.
- Reviewed the suite of community resilience literature (on themes including evacuation, flooding, winter driving and business continuity, etc.).

CORE  
DUTY  
07

## ADVICE TO BUSINESSES

- Continued to promote Kirklees Emergency Alert across the district.
- Martyns Law workstreams established a quarterly newsletter to local businesses to keep them up to date with Martyns Law progress locally and nationally.

CORE  
DUTY  
08

## OTHER

- Advised and assisted schools planning educational visits, trained visit leaders and Educational Visit Coordinators (EVC's), and authorised higher risk visits.
- Supported multi-agency exercises as required.
- Supported other Council Teams to debrief planned events such as the Green Day concert at the John Smith Stadium.
- Developed a Remembrance Plan jointly with the Civic Office.
- Created a draft Council Security Culture Plan that brings together the different workstreams associated with security both within the Council and Kirklees place.
- Created a toolkit and continuing to plan for the response to a national power outage or rolling power outages.

FL

## FORWARD LOOK

- Maintain an oversight of Kirklees Council resilience and response capabilities during the current 'cost of living crisis' and amend plans and arrangements accordingly.
- Roll out the revised business continuity programme across the organisation.
- Chair the Kirklees Safety Advisory Group (SAG).
- Deliver an emergency planning and lockdown workshop for school senior leadership teams.
- Continue to strengthen the link between emergency planning, business continuity and cyber.
- Continue to roll out Martyns Law and focus on local relationships to help bridge gaps and needs for local businesses impacted by the Law once ratified.
- Continue to support Locala, under contract, with their emergency preparedness role.
- Continue to review risk assessments and emergency plans.
- Create and test a plan for the response to a National Power Outage.
- Continue to develop the use of ResilienceDirect to support information sharing and joint working.
- Continue to deliver training and exercising with Council staff and partner organisations.
- Develop and test lockdown procedures for Kirklees Council buildings.
- Complete the 2023 Emergency Preparedness, Resilience and Response (EPRR) assurance under the NHS England framework.
- Live Exercise of Batley Sports and Tennis Centre Evacuation Centre site.
- Work with the Communications Team to improve community resilience (particularly during the 30 days 30 ways campaign, and at specific times of year such as summer and winter).
- Continue to maintain the EVOLVE system for offsite educational visits, support schools and train their staff.
- Maintain an overview of upcoming Civil Contingencies Act amendments and ensure Council arrangements and procedures are compliant.
- Review the Plan for Operation London Bridge once new guidance is released.
- Annual IIA assurance of plans and arrangements in place.

WY  
NC

## WEST YORKSHIRE/NATIONAL CONTEXT

- Continue as active members of the West Yorkshire Resilience Forum (the Team Chair, and Deputy chair 3 sub-groups).
- Complete national EPRR assurance.
- Continue to develop plans and arrangements for the response to a National Power Outage.
- Maintain an oversight of the resilience and response capabilities of partner organisations during the current 'cost of living crisis' and amend plans and arrangements accordingly.