

Report title: Corporate Emergency Planning and Business Continuity Report

Meeting	Corporate Governance and Audit Committee
Date	26 July 2024
Cabinet Member (if applicable)	No cabinet member in place at the time of submitting this report.
Key Decision Eligible for Call In	No N/A
Purpose of Report The report demonstrates the breadth and reach of the Corporate Emergency Planning Team, with contributions to place, regional and national programmes.	
Recommendations <ul style="list-style-type: none"> It is recommended that the Corporate Governance and Audit Committee receive, note and discuss any areas of interest or concern. Reasons for Recommendations <ul style="list-style-type: none"> To ensure that the Corporate Governance and Audit Committee are appropriately reassured of the outcomes of the Emergency Planning Team over the past 12 months. 	
Resource Implication: Outline the resource implications associated with implementing the recommendations set out in the report. <ul style="list-style-type: none"> None 	
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer-Henshall 16 July 2024
Is it also signed off by the Service Director for Finance? N/A	N/A
Is it also signed off by the Service Director for Legal Governance and Commissioning? N/A	N/A

Electoral wards affected: All (with regards to Corporate Emergency Planning Team outputs)

Ward councillors consulted: N/A - The work the Corporate Emergency Planning Team undertake is in preparedness for an emergency which could impact any district in Kirklees. This work is in line with the Civil Contingencies Act (2004) and in consultation with key professional partners from other responding organisations.

Public or private: Public.

Has GDPR been considered? No personal data is presented within the report.

1. Executive Summary

- The report presented for the attention of the Corporate Governance and Audit Committee gives an overview of the Corporate Emergency Planning Teams outcomes over the past 12 months (1 April 2023 to 31 March 2024). It identifies that the Team are compliant with the core duties of the Civil Contingencies Act (2004) and the core competencies relating to Emergency Preparedness, Resilience and Response under the Health and Social Care Act (2013).
- The report outlines the number of incidents the team have responded to, how many hazard warning entries have been added to the system, how many exercises the team have delivered/attended, how much training they have delivered, and the advice they offered to schools (including educational visit signoffs).
- The report further breaks down specific outcomes using the core duties it holds under the Civil Contingencies Act (2004) including: Risk Assessment, Co-operation, Information Sharing, Emergency Planning, Business Continuity Management, Communicating with the Public, and Advice to Businesses.
- The report also gives a forward look of priorities over the next 12 months (1 April 2024 to 31 March 2025).

2. Information required to take a decision

For the Corporate Governance and Audit Committee to note and discuss any areas of interest or concern.

3. Implications for the Council

3.1 Council Plan

The report attached shows that the work of the Corporate Emergency Planning Team supports the Council Plan, and the Council's subsequent delivery of cross-council priorities as follows:

- Address our financial position in a fair and balanced way:
 - Deliver budget savings agreed in the 24/25 Annual Budget as fairly and inclusively as possible. The Corporate Emergency Planning Team carry out Integrated Impact Assessments along with consultations with internal and external partners to ensure we are not using or doubling up on response resources/activities unduly.
 - Proactive planning and management of communications with partners and staff around the budget and service delivery capabilities. This will help to improve staff and partner understanding of the budget challenges being faced, to help everyone impacted work together collaboratively.
 - The team monitor Grant Finder and other tools to apply for funding from external sources (often alongside partners for joint initiatives).
- Strive to transform council services to become more efficient, effective, and modern:
 - The most is made of technology to become even more modern, efficient, and effective. As such, the Corporate Emergency Planning Team offer the following (including, but not limited to) online options for training and meeting events, utilisation of the "free of charge" incident response system provided by the Cabinet Office (ResilienceDirect), virtual options for incident response control rooms, and virtual options for alerting to possible threat incidents which might impact Council facilities.
 - The development and use of data, to constantly benchmark services and look for best practice across local government to inform planning and decision making. The Corporate Emergency Planning Team are part of the West Yorkshire Local Resilience Forum, along with other multi-agency groups and

professional bodies, to ensure best practice is adopted within the teams' planning and decision-making activities.

- Continue to deliver a greener, healthier Kirklees and address the challenges of climate change:
 - The Corporate Emergency Planning Team consider, within their plans, the health and wellbeing of Kirklees staff and residents during an incident response/recovery, liaising with partners as appropriate to support this.
 - The Corporate Emergency Planning Team have a specific severe weather plan in place under the overarching Major Incident Plan which considers challenges of climate change.
 - The Corporate Emergency Planning Team utilise technological options to avoid any unnecessary journeys.
- Continue to invest and regenerate our towns and villages to support our diverse places and communities to flourish:
 - Work related to the regeneration of our towns and villages, including work towards our Blueprint ambitions. The Corporate Emergency Planning Team work closely with local Counter Terrorism structures to support preparedness and protection within new (as well as existing) designs, as well as within businesses/local events/schools/ faith organisations who may be at greater risk.

3.2 Financial Implications

By ensuring plans are in place, the response can be instigated timelier and in a more focused way to reduce the financial losses to the Council and limit the spend required for a response/recovery.

3.3 Legal Implications

The role of the Corporate Emergency Planning Team helps to reduce the risk of litigation to the Council and schools because of an incident impacting on Kirklees.

3.4 Other (e.g. Risk, Integrated Impact Assessment or Human Resources)

- **Risk**

The work carried out relating to emergency planning and business continuity is considered within the corporate risk register.

- **Integrated Impact Assessment (IIA)**

IAs have been completed for the emergency response plans and other supporting workstream policies maintained by the Corporate Emergency Planning Team. These have been approved and published on the Council's IIA system. They include:

- [4x4 Response Plan](#)
- [Animal Health Response Plan](#)
- [Business Continuity Framework](#)
- [Business Continuity Service Level Plans](#)
- [Emergency Control Centre Activation Guide](#)
- [Emergency Planning Communications Policy](#)
- [Evacuation and Shelter Plan](#)
- [Fuel Disruption Plan](#)
- [London Bridge Plan](#)
- [Major Incident Plan](#)
- [Mass Fatalities and Excess Deaths Plan](#)
- [Strategic On Call Response Policy](#)
- [Outbreak Plan](#)
- [Community Recovery Plan](#)
- [Severe Weather Plan](#)

- [Threat Policy](#)
- [Invacuation, Evacuation and Run Hide Tell Guidance for Publicly and Non-Publicly Accessible Kirklees Councils Buildings.](#)

4 Consultation

N/A

5 Engagement

N/A

6 Options

6.1 Options Considered

For the Corporate Governance and Audit Committee to note and discuss any areas of interest or concern.

6.2 Reasons for recommended Option

The option and recommendation are relating to an annual report only. Therefore, there are no decisions required.

7 Next steps and timelines

N/A - due to this report being discussed within the meeting. An updated annual report will be presented in 12 months.

8 Contact officer

Laura Drew, Senior Emergency Planning Officer (07817 144 009,
laura.drew@kirklees.gov.uk)

9 Background Papers and History of Decisions

Previous annual reports presented to the Corporate Governance and Audit Committee have been received, noted and discussed.

10 Appendices

Annual Corporate Emergency Planning and Business Continuity Report.

11 Service Director responsible

Rachel Spencer-Henshall, Deputy Chief Executive and Executive Director for Public Health and Corporate Resources.