

PURPOSE OF REPORT

This report provides an overview of resilience matters pertinent to the Council. The report covers the period from 1 April 2023 to 31 March 2024.

PERFORMANCE HEADLINES



Incident Response

44

Incidents responded to.

Including evacuations, severe weather events, utility failures, demonstrations, 'police incidents' etc.



Hazard Warnings

187

New hazards entered on the database.

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



Exercises

20

Exercises planned, delivered and attended.

Themes such as severe weather, business continuity, cyber, lockdown, evacuation, health, etc.

Training Delivered

32

Training sessions delivered.

Themes including lockdown, evacuation, ResilienceDirect, school offsite visits, role specific training, etc.



Advice to Schools

500+

Responded to over 500 calls/emails from schools relating to emergency planning, emergency response and offsite educational visits

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



Educational Visits

298

Adventurous and/or residential 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 and delivery of educational off-site visits.
- Consulted on the risk assessments for both schools delivering off-site educational visits and event organisers delivering community events in the Kirklees District.
- Undertook planned and dynamic risk assessments at single and multi-agency levels in the response to emergencies and events.
- Supported the work of the Corporate Risk Management Team by ensuring that, where possible, the Emergency Planning work programme mitigated corporate risks.
- Redesigned the risk assessment process for planned events going through the Kirklees Safety Advisory Group.
- Led the review of several West Yorkshire Resilience Forum risk assessments in line with the National Security Risk Assessment.

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 Emergency Preparedness, Resilience and Response service contract.
- Arranged and facilitated the Kirklees District Pre-Winter Assurance Meeting (Council and local partners).
- Continued to work with council services and local partners to roll out Martyn's Law.
- Worked with the West Yorkshire Resilience Forum to review multi-agency plans, deliver exercises, respond to emergencies, etc.
- Delivered multi-agency exercises with Kirklees District emergency response partners from sectors, including emergency services and health and social care, to test plans, network, and understand the roles, responsibilities, capabilities, and interdependencies of each other.

CORE
DUTY
03

INFORMATION SHARING

- Chair, and are active members of, several Kirklees Council and multi-agency meetings, including the Kirklees Severe Weather Board, Safety Advisory Group and West Yorkshire Resilience Forum meetings.
- Actively use ResilienceDirect and other electronic platforms to share information with council teams and partners in emergency planning, response, and recovery, and for workstreams inc. the Safety Advisory Group and Martyn's Law.
- Co-ordination and facilitation of regular Kirklees Emergency Planning Group meetings to share risk and planning information with appropriate 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 strategic level organisational oversight, and which assists with the management of service delivery issues and pressures across the organisation.
- Co-ordination of the Martyn's Law workstreams and circulation of national and regional updates to member organisations and local businesses.
- Lead debriefs and regularly share best practice and learning from incidents and exercises 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, evacuations, utility disruptions, community safety issues, etc. Where appropriate, emergency plans were activated, and command and control structures were established.
- Facilitated the multi-agency planning for Council events and, where appropriate, wrote tactical plans and provided staff to work in event delivery roles (inc. Remembrance Sunday).
- Emergency Preparedness, Resilience and Response 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 arrangements (themes included terrorism, death of the King (Operation London Bridge), Emergency Preparedness, Resilience and Response, evacuation and rest centres, national power outage, ResilienceDirect, Control of Major Accident Hazard sites, business continuity, severe weather, lockdown, etc.).
- Delivered several training sessions to council officers and partners (themes included ResilienceDirect, evacuation, emergency planning, business continuity, lockdown, logging, 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 and monitored the completion of actions against deadlines.
- Assisted partner agencies around risk management and mitigation at key sites around Kirklees (inc. John Smith Stadium, St Andrews Road).

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 on 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 supporting arrangements.
- Reviewed the Corporate Business Continuity Framework.
- Continued to progress the roll out of a revised business continuity programme across the organisation. The revised programme includes learning from the Covid-19 pandemic and features more user-friendly plan templates.
- Provided business continuity advice and assistance to services and partners following 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 partner communication teams to ensure timely and appropriate messages were cascaded during emergencies and business disruptions.
- Worked with partners to understand the triggers and processes for utilising the national emergency alert service (targeted text messaging in an emergency).
- Delivered resilience and emergency planning lessons to educational establishments to promote the importance of emergency procedures to respond to a range of threats and 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).
- Took part in the national 30 days 30 ways initiative to improve community resilience.
- Continued to create and share a regular Martyn's Law newsletter and other relevant communications with community groups.

CORE
DUTY
07

ADVICE TO BUSINESSES

- Continued to promote community resilience literature to businesses (inc. the 10 Minute Business Continuity Plan).
- Continued to create and share a regular Martyn's Law newsletter and other relevant communication with businesses.

CORE
DUTY
08

OTHER

- Advised and assisted schools in their planning of educational visits, trained Visit Leaders and Educational Visit Co-ordinators, and authorised residential visits, and/or visits with adventurous activities.
- Supported multi-agency exercises as required.
- Supported other council teams to debrief planned events such as the Huddersfield Carnival and Mela.
- Continued to build and maintain the Council Security Culture Plan that brings together the different workstreams associated with security within the Council and Kirklees district.
- Continued to chair Kirklees Safety Advisory Group.
- Maintained a toolkit, and continued to plan, for the response to a national power outage or rolling power outages.
- Represented Kirklees at national level meetings relating to our roll out of Martyn's Law. We are being held as one of the areas of national best practice and have been invited to several national events to share our methodologies and processes.

FL

FORWARD LOOK

- Maintain an oversight of Kirklees Council's resilience and response capabilities during current budgetary pressures, amending plans and arrangements accordingly.
- Continue to roll out the revised business continuity programme across the organisation.
- Continue to Chair the Kirklees Safety Advisory Group and develop its processes.
- Roll out and test Corporate Invacuation, Lockdown and Run Hide Tell procedures across the organisation.
- Continue to strengthen the link between emergency planning, business continuity and cyber.
- Continue to roll out Martyn's 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 a long-standing contract, with their emergency preparedness.
- Explore the support requested by Local Care Direct under a new contract, to support the organisation with their Emergency Preparedness, Resilience and Response.
- Continue to review risk assessments and emergency plans.
- Continue to maintain and test the toolkit 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 multi-agency partners.
- Complete the 2024 NHS Emergency Preparedness, Resilience and Response assurance process.
- Live Exercise of Spen Valley Leisure Centre as an evacuation centre site.
- Work with the Communications Team to improve and disseminate 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 off-site educational visits, support schools and train their staff.
- Maintain an overview of upcoming Civil Contingencies Act amendments, and possible new legislation, ensuring that Council arrangements and procedures remain compliant.
- Review and exercise the Plan for Operation London Bridge once new guidance is released (an interim review and exercise has taken place this year).
- Review Annual Integrated Impact Assessment to give assurance that plans and arrangements in place are in line with equality and diversity requirements.

WY
NC

WEST YORKSHIRE/NATIONAL CONTEXT

- Continue as active members of the West Yorkshire Resilience Forum (the team Chair two sub-groups).
- Complete national Emergency Preparedness, Resilience and Response 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.
- Continue to Deputy Chair the National Fuel Resilience Group.
- Continue to support the National ResilienceDirect Development Group and its working groups.