

Report title: Emergency Planning and Business Continuity Annual Report

Meeting	Corporate Governance and Audit Committee
Date	01 August 2025
Cabinet Member (if applicable)	Cllr Beverley Addy
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 Corporate 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 Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	17 July 2024 Rachel Spencer-Henshall Kevin Mulvaney Sam Lawton

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? Yes - 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 2024 to 31 March 2025). 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 (2012).
- 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 the approval of higher risk educational off-site visits).
- 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 2025 to 31 March 2026).

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. **Council Plan**

3.1 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:

- **Getting the basics right:**
 - Live within our means and make sure we look for opportunities to work with key stakeholders to ensure a joined-up approach. 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.
 - Work collaboratively with other Council teams and partner organisations to understand capabilities and share resources effectively, in both emergency planning, response, and recovery.
 - The team monitor Grant Finder and other tools to apply for funding from external sources (often alongside partners for joint initiatives).
- **Protecting the Vulnerable and achieving inclusion:**
 - Relevant emergency plan and procedures reference how vulnerable people will be supported during emergencies.
 - Locally, the Team have mapping layers for vulnerable people and premises and are working with multiagency partners to better share data on locations of vulnerable people and premises.

- The team work with vulnerable premises, such as care providers, to promote good business continuity planning to ensure that they can deliver critical services during times of disruption.
- **Thriving people and communities:**
 - The team provide business continuity planning documents and offers support and assistance to local businesses.
 - The team promote community resilience to ensure that residents are better prepared to plan for and respond to emergencies.
- **Local economic growth:**
 - The Corporate Emergency Planning Team work collaboratively with stakeholders to ensure that the design of new spaces and venues consider safety as part of their design.
 - The team chair the Kirklees Safety Advisory Group and encourage and assist event organisers to deliver safe and well planned events in the district.
 - The team are part of the consultation process for new and existing property developments.

3.2 **Financial Implications**

By ensuring plans are in place, responses and recoveries are delivered in a more timely and effective 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 resulting from an incident impacting the Kirklees district. Having good business continuity arrangements allows us to be able to deliver critical statutory functions during a business disruption.

3.4 **Climate Change and Air Quality**

The Emergency Planning Team keep an up to date risk assessment of the risks/threats across the district. This allows to us to be able to develop the appropriate plans to be able to respond and recover in the event of an incident occurring. Promotion of emergency preparedness helps communities to prepare and recover for a range of risks/threats they may face.

3.5 **Integrated Impact Assessment (IIA)**

IIAs 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.

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.

7.1 Lessons Learnt

Following an incident/response, exercise or testing, Corporate Emergency Planning Team maintains a lessons learnt database so that any learning can be embedded for future responses

8 Contact officer

Sean Westerby
Corporate Safety and Resilience Manager
07850 559698

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.