

BABERGH DISTRICT COUNCIL

FROM: Director of Corporate Services **REPORT NUMBER:** **L31**
TO: **OVERVIEW AND SCRUTINY**
 (COMMUNITY SERVICES) **DATE OF MEETING:** 21 June 2011
 COMMITTEE

BABERGH DISTRICT COUNCIL DISTRICT EMERGENCY PREPAREDNESS FORUM PROGRESS REPORT

1. **PURPOSE OF REPORT**

1.1 This report provides the Committee with an update on the work undertaken by the Council in discharging its duties under the Civil Contingencies Act 2004 in respect of the Emergency Planning and Business Continuity functions. This work is reviewed and managed by the District Emergency Preparedness Forum (DEPF), officer group

2. **RECOMMENDATIONS**

2.1 That the report be noted.

The Committee is able to resolve this matter.

3. **FINANCIAL IMPLICATIONS**

3.1 There are no additional financial implications associated with this report that are not met within existing budgets.

4. **RISK MANAGEMENT**

4.1 The report relates to Significant Business Risk No.7 – Financial, Performance and Risk Management. Key risks are set out below:

| Risk Description | Likelihood | Impact | Mitigation Measures |
|--|-------------------|---------------|--|
| Failure to meet the duties of the Civil Contingencies Act 2004, by not having effective and appropriate Emergency Planning arrangements in place | Low | Marginal | An Emergency Planning process is in place to manage the BDC response to an emergency. |
| Failure to meet the duties of the Civil Contingencies Act 2004, by not having business continuity arrangements in place to ensure the continuance of services during major incidents so that local communities are not disabled. | Low | Critical | A Business Continuity Planning (BCP) process in place to create a plan for how the organisation will resume partially or completely interrupted critical function(s) within a predetermined time after a disaster or disruption. |

5. **CONSULTATIONS**

5.1 Not applicable.

6. **EQUALITY AND DIVERSITY IMPACT**

6.1 There are no specific Equality and Diversity implications as this report provides monitoring information in relation to the business continuity and emergency planning functions.

7. **SHARED SERVICE/PARTNERSHIP IMPLICATIONS**

7.1 The business continuity and emergency planning arrangements for Babergh and Mid Suffolk District Council's are fully aligned using the same processes and format for plans and procedures. Further work to fully integrate the functions will be coordinated to coincide with the integration of service teams and business delivery arrangements through the BMI integration plan.

8. **KEY INFORMATION**

Context

8.1 The Civil Contingencies Act 2004 places a statutory duty on Babergh District Council to: -

- Carry out risk assessments
- Develop business continuity arrangements
- Conduct Emergency Planning
- Inform, warn and advise the public
- Co-operate in resilience activities
- Share information.

8.2 Since 2005, Babergh has entered into a partnership with the all of the other Suffolk district and borough councils and Suffolk County Council to form a Joint Emergency Planning Unit (JEPU).

8.3 For Emergency Planning and Business Continuity purposes the JEPU partnership divides Suffolk into three areas (West, Central, and East). Each area has a dedicated District Emergency Planning Officer (DEPO), together with a linked Emergency Planning Officer. The DEPO for the Babergh area is Steve Pinion. This post is also shared with Mid Suffolk District and Ipswich Borough Council's.

8.4 The Emergency Planning and Business Continuity functions are co-ordinated and managed by District Emergency Preparedness Forum (DEPF). This group reports progress on a half yearly basis to the Overview and Scrutiny (Community Services) Committee. The format for the report consists of a review of activity during the year supplemented by a more detailed Performance and Capability Assessment and an extract from the current Action Plan. This action plan is a dynamic working document , used to record and monitor progress on Business Continuity and Emergency Planning tasks and actions.

Performance and Capability Assessment

- 8.5 Babergh's Emergency Planning and Business Continuity arrangements are objectively assessed against the Cabinet Office "Expectations and Indicators of Good Practice Set" using a Capability and Performance Assessment. The assessment consists of a review of both the mandatory requirements in the Civil Contingencies Act and national good/ excellent practice expectations. The assessment is used to inform the development of the DEPF action plan and provide a benchmark for service development. The current Capability and Performance Assessment is attached at Appendix 1.
- 8.6 In April each year the DEPF prepares a work plan, which is then endorsed by Management Team. The work plan is informed by the Performance and Capability assessment and by the analysis of relevant operational incidents and exercises over the year. The current 2011/12 work plan is attached for information at Appendix 2.

8.7 Emergency Planning Up-date

The following progress has been made on Emergency Planning during 2010/11:

- Exercise Atropos, a multi-agency fuel crisis exercise held in November 2010 to test Suffolk Resilience Forum's Fuel Plan and the council's own business continuity arrangements for a disruption to fuel supplies. The exercise proved the viability of Babergh's arrangements and identified areas for further improvement which are being implemented through the DEPF.
- Between January and March 2011, emergency planning activity was focused on the District's participation in Exercise WATERMARK. This was a week-long national exercise that tested response to a major flood scenario across several areas of the UK. In Babergh, the exercise looked at how the council would respond to all aspects of a severe, wide-ranging coastal flooding incident. The exercise took place during the week commencing 7 March 2011 and included the opening of the District's Emergency Control Centre, the setting up of a rest centre at Shotley Village Hall and the simulation of staff shift changes. The exercise provided valuable experience for staff and assisted in identifying areas to further improve our emergency response capabilities, actions have been incorporated into plans and procedures.
- During the early part of 2011, activity has focussed on the creation of a Joint Emergency Response Plan for Suffolk. This joint approach will replace the 8 existing individual council response plans, thus further improving standardised response arrangements and the ability for Suffolk councils to work collectively during emergencies. The plan incorporates many of the lessons identified during Exercise WATERMARK. Implementation of the revised joint approach will take place during 2011.
- A new template for Rest Centre plans has been developed by the Babergh and Mid Suffolk Housing Services teams. These new templates will ensure that venues to be identified and set up more efficiently, allowing the public to be sheltered more efficiently during an emergency. These plans were validated during Exercise WATERMARK and are now being adopted as best practice throughout Suffolk.

- Work has continued to refine the Domestic Flood Protection Policy, this policy will be published during summer 2011.
- Work has also continued to provide an Alternate Emergency Control Centre agreement. This agreement is thought to be amongst the first of its kind and will ensure Babergh can continue to respond to an emergency, including business continuity, in the event that the Corks Lane (or Needham Market) offices are unable to be used. This agreement will fulfil a statutory requirement under the Civil Contingencies Act 2004.
- The following staff training was delivered:
 - Local Authority Emergency Preparedness 1
 - Local Authority Emergency Control Centre
 - AIMS/Atlas Ops (communication systems)
- In conjunction with Suffolk Constabulary, a joint business continuity advisory event (Project Argus) on the implications of a terrorist event was delivered to Babergh and Mid-Suffolk senior managers, and community representatives. The learning from this event has informed the work of the DEPF and Babergh's service based operational procedures.
- Supporting the Community Resilience initiative, emergency planners have assisted Hadleigh Town Council to create their first Community Emergency Plan.
- The implementation of the Suffolk Event Safety Advisory Group (SESAG) has been trialled using event license applications within Babergh (including two events at Jimmy's Farm). This multi-agency group has the objective of ensuring that there is a consistent approach throughout Suffolk in respect of event safety planning.
- Examples of work in the community include:
 - Providing quarterly workshops and quarterly newsletters across the county (through the Business Continuity Forum) for businesses and voluntary organisations on business continuity topics.
 - Presenting at various Chamber of Commerce events and other local business forums.
 - Maintaining links with business support agencies such as Business Link, Chambers of Commerce and local authority Economic Development Teams.
- Severe weather action
 - During December 2010, and through to January 2011, the coldest period of winter weather for 100 years necessitated multi-agency coordination of the response and management of this incident.

- Attendance at Suffolk Association of Local Councils (SALC) meetings, supporting and promoting Community Resilience, supporting any integration of service business continuity or emergency response plans.

8.8 Business Continuity Up-date

The following progress has been made on business continuity during the year:

- Recovery plans, critical services and business impact assessments have been comprehensively reviewed and up-dated by plan owners, deputy plan owners and Management Team/Heads of Service respectively.
- The revised Business Continuity Plan (incorporating the Business Impact Assessment, Incident Management Plan and recovery plans) is available on BEN. It is also available to the Management Team, Tactical Management Team, plan owners and deputy plan owners on an extranet site hosted by Suffolk Resilience.
- To support the continuous improvement of the Council's business continuity arrangements, the remaining key tasks outstanding for 2010/2011 are being progressed and further actions are being developed which will be incorporated into the (DEPF) work plan for 2011/12.
- Work on writing business continuity recovery plans for all sheltered housing schemes has been completed.
- In respect of the power protection requirement for Babergh in the event of a significant outage of power at Hadleigh headquarters building, the DEPF have agreed that a permanent connection to enable hook-up of an external generator to the Babergh ring main should be installed. A contract to provide emergency generators within one hour has already been established.

9. APPENDICES

- a) Six month update to the Babergh District Council Civil Contingencies Performance and Capability Assessment
- b) Babergh District Council Emergency Preparedness Forum work plan 2011/12

10. BACKGROUND PAPERS REFERRED TO

10.1 Joint Emergency Planning Unit – Annual Report 2010/11

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APPENDIX (b)

BDC DEPF WORK PLAN 2011/2012

Last updated: June 2011

This work plan provides a focal point for the District EPF work and is a guide to Management Team on progress. The key tasks / objectives were identified through Performance and Capability Assessment and designed to improve the position for categories coloured Amber & Red. Lead officers, priorities and completion dates have been agreed by management. It is assumed that the DEPO and/or EPO will work across all areas assisting the lead officer with specialist advice and support as required.

Key: **Priorities:** High = Must achieve & has priority in time & resources; Medium = Should achieve; Low = Would like to achieve
Measure / Progress: **Red** = Require progress **Amber** = Making progress **Green** = Complete.

| PERFORMANCE | | | | | | | |
|-------------|-------------------------------|--|----------|-----------------|--------------------|-----------------------------|--|
| Ref | Category | Key Tasks / Objectives | Priority | Completion Date | Measure / Progress | Lead Officer | Remarks |
| A | Risk Assessment | No action required | | | G | | Completed by SRF May 2011 |
| B | Emergency Response Plan | Review of Rest Centre provision | | Q1 | A | Ian Tippett | EPO to review rest centres during June 2011 and create plans using new agreed templates. |
| | | Identify and establish Alternate ECC (EOC) | H | Q1 | G | DEPO | Completed. Proposal agreed to utilise MSDC facility and staff now agreed and signed. |
| | | Creation of Joint Emergency Response Plan (JERP) | H | Q1 | A | JEPU | On schedule |
| | | Recruit and train Rest Centre staff to required levels | H | Q2 | A | Ian Tippett | Staffing levels highlighted as problem during Exercise Watermark and included in Lessons Identified plan. |
| | | Survey for satellite phone connectivity to be completed and viability assessed. | M | Q1 | R | Steve Clarke | Survey yet to be arranged/conducted. |
| | | Schedule exercises for 2011/12 | M | Q1 | A | | Recovery exercise being planned for autumn 2011. 2011 schedule to devised and agreed by DEPF. |
| | | Following Exercise WATERMARK: conduct structured reviews, identify lessons and implement remedial actions | L | Q1 | G | | Hot and Cold debriefs held following Ex Watermark. Lesson Identified, remedial actions to be agreed by the DEPF. |
| | | Develop training programme to encompass relevant functions, including Rest Centres and ECC/EOC | H | Q1 | A | | Comprehensive training programme has been compiled. EOC Managers course delivered. Further courses being booked. |
| | | Hot debrief and cold debrief process carried out post-Ex Watermark and Atropos. DRF to mandate remedial activity | M | Q1 | G | | Completed. |
| C | Business Continuity Promotion | Mitigate against loss of ICT servers | M | Q1 | A | Kevin Peck | The deployment of a virtual platform (VMWare) within the BDC infrastructure will be extended during 2011/12. The response to Loss of IT: Hardware business continuity plan has now been agreed and published. |
| | | Review of the ICT UPS and generator provision | H | Q2 | A | Andrew Hunkin/Ryan Jones | Install a permanent connection to enable hook up of an external generator to the Babergh ring main. This to be funded with the facilities capital budget for 2011/12. A contract to provide emergency generators within one hour has already been established. |
| | | Mitigate risks of fire occurring outside server room | M | Q1 | A | Kevin Peck / Stephen Clarke | No progress made during this period |
| | | Check business continuity recovery plans for Sheltered Housing Schemes are being prepared. | M | Q1 | A | Housing Needs Team | In-house plans need to be written. |
| | | Identify what business continuity contingencies are covered by insurance | M | Q1 | A | Ryan Jones/DEPO | A list of contingencies covered by insurance appended to Loss of HQ Recovery Plan. Steve Pinion to discuss with RJ |
| | | Table Top Exercise for Loss of IT Recovery Plan | M | Q1 | A | Kevin Peck | ICT will consider an exercise based on prohibition of access to a selected 'core' application (e.g. M3PP Public Protection, Agresso Financials) but this could not be run until mid June 2011 at the earliest. |
| | | Table Top Exercise for Loss of Communications | M | Q1 | A | Dawn Williams | Exercise conducted, awaiting update. |
| D | Communicate with the Public | Improve dissemination of key messages to the public during emergencies, including severe weather | M | Q1 | G | Paul Simon | Completed April 2011 |
| E | Business Continuity Promotion | No action required | L | | G | | |
| F | Information Sharing | No action required | H | | G | | |
| 6 | Co-operation & Joint Working | No action required | L | | G | | |

| CAPABILITY | | | | | | | |
|------------|-------------------------------------|--|----------|-----------------|--------------------|----------------------|--|
| Ref | Category | Key Tasks / Objectives | Priority | Completion Date | Measure / Progress | Lead Officer | Remarks |
| 1 | Plans | Annual review of Emergency Response Plan | M | Q2 | A | DEPO | Will be fulfilled in 2011 by the new JERP. |
| 2 | People in Civil Contingencies Roles | Recruit and train more volunteers. CEO to attend GOLD training | H | Q4 | A | Lead Officers | Additional volunteers trained during 2010 Q4 and now at better levels but required more to bring up to agreement levels. |
| 3 | Infrastructure | Assess and agree sufficient rest centres / suitable locations and efficient set up procedures. Alternate ECC now agreed with MSDC. | H | Q4 | A | Ian Tippett | EPO to assist completion by end of June 2011. |
| 4 | Equipment | Satellite phone to be tested/surveyed. | M | Q1 | R | Steve Clarke | |
| 5 | Exercises within last Year | EP Exercise WATERMARK held March 2011. BCM Exercise Atropos held November 2010. | M | | G | DEPO / Lead Officers | Planning underway for recovery exercise during autumn 2011. |