

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date of Meeting	Thursday, 19 th October 2017
Report Subject	Emergency Planning Annual Report
Cabinet Member	Cabinet Member for Corporate Management and Assets
Report Author	Regional Emergency Planning Manager
Type of Report	Strategic

EXECUTIVE SUMMARY

The Council has duties for emergency planning and response under the Civil Contingencies Act 2004, the Control of Major Accident Hazards Regulations 2015 and the Pipeline Safety Regulations 1996.

The Council is a principal responder and meets its obligations by collaborating with the other North Wales local authorities through North Wales Councils Regional Emergency Planning Service (NWC-REPS), for which Flintshire is the lead authority. North Wales is the first region in Wales to form a fully integrated service to support all councils to fulfil their duties.

Within Flintshire, responsibilities for emergency planning and response are shared across portfolios and named lead officers within the Emergency Management Response Team structure.

This report on both the regional arrangements for emergency planning and response and those within Flintshire itself will be supported by a presentation at the meeting. An Emergency Planning Service Update was last provided to the Committee in April 2016.

RECOMMENDATIONS

1	The Committee receives and is assured by the update.
2	The Committee receives future reports on the preparedness of the Council to plan for emergencies and specific follow-up reports to any major local or regional emergency events to which the Council has had to respond.

REPORT DETAILS

1.00	BACKGROUND AND REGIONAL SERVICE UPDATE
1.01	Since 2014, North Wales has had an integrated regional emergency planning service, led by Flintshire and supported by a Management Board of all six councils. This is underpinned by a Service Level Agreement and an Inter-Authority Agreement. The service is known as the North Wales Councils Regional Emergency Planning Service (NWC-REPS).
1.02	Whilst much progress has been made, work is underway to further consolidate how the activities provided by the service are undertaken, particularly by strengthening performance management and training delivery. This will enable the service to more effectively prioritise areas of work and resource allocation but also ensure that councils benefit fully from the range of expertise held within the service.
	REGIONAL ACTIVITY SINCE LAST UPDATE
1.03	NWC-REPS provides the primary link between the Council and North Wales Local Resilience Forum (LRF), with contributions from service staff being fundamental to multi-agency groups, events, processes and plans. In addition to the NWC-REPS contributions, Flintshire leads on the LRF Warning & Informing work stream.
1.04	NWC-REPS and the Management Board have agreed a 3 year Community Resilience Strategy. The aim of this Strategy is that, through the provision of advice and support for individuals and communities, it is intended that they will become better prepared and resilient when facing emergencies, and their consequences. To assist NWC-REPS has developed a 'tool kit' of a Home Emergency Plan, a Community Emergency Plan and a Business Continuity checklist for Small-Medium Enterprises. The Strategy is currently in a trial phase with one town or community council from each of the North Wales Council areas. NWC-REPS is engaging with Trelawnyd and Gwaenysgor Community Council in the trial phase.
1.05	Review and renewal of North Wales Local Authorities Mutual Aid protocol. This is a formal agreement between the six authorities, and describes the mechanisms to be followed should one authority need to formally request support from another to support emergency response or recovery. Having this in place adds to the organisations resilience.
1.06	Provision of technical training courses on Tactical Incident Management; Log Keeping; and Emergencies On Trial for staff within all North Wales Local Authorities. These courses have been delivered to ensure staff with an emergency response role are competent in that role.
	ACTIVITY WITHIN THE COUNCIL SINCE LAST UPDATE
1.07	The Emergency Management Response Team (EMRT) structure within Flintshire facilitate activity in a number of specialist teams, each led at Chief Officer level. These teams cover Operations; Recovery; Humanitarian Response; Information; and Business Continuity Management.

1.08	The EMRT provides a robust mechanism for delivery of planning and response functions. Teams meet regularly to review arrangements in place and identify future activities. Oversight is provided via the Chief Officers Team. This structure is considered to be 'Good Practice' by the Regional Emergency Planning Manager.
1.09	The level of preparedness for future incidents and engagement within the Council has improved markedly over the past year. EMRT groups are all meeting regularly and have initiated activities that will assist the Council's response to an emergency.
1.10	Development of a harmonised Emergency Rest Centre plan, accompanied by joint training of Rest Centre management staff covering Flintshire, Denbighshire and Wrexham County Borough Council. It is now possible to draw upon Rest Centre staff from across these three Councils, thus improving resilience and capacity.
1.11	Completion of draft Portfolio-level Business Continuity plans. The purpose of these plans is to identify and prioritise risks to service continuity that may disrupt critical Council services. Examples of risks that may impact on service continuity include an incident affecting a Council premises, such as a fire; disruption to Information Technology systems; or an Incident affecting Council staffing levels, such as Pandemic Flu. Having Business Continuity plans in place is a statutory requirement of the Civil Contingencies Act 2004.
1.12	Review and broader internal discussion on post-emergency recovery arrangements. These arrangements describe process that will be implemented to restore and rebuild communities, and support groups particularly affected, in the aftermath of an emergency. Experiences in Denbighshire following St Asaph and Rhyl flooding have been used to inform the review and we are ensuring that the National Guidance on Recover is considered in reviewing the arrangements in Flintshire.
1.13	Successful delivery of exercises at Warwick Chemicals (Mostyn) and Headland Agrochemicals (Sandycroft) under the Control of Major Accident Hazards Regulations 2015. These Regulations require Local Authorities to produce and test External Emergency Plans for specified industrial sites. Flintshire is currently compliant with the requirements of these Regulations.

2.00	RESOURCE IMPLICATIONS
2.01	The regional service continues to provide a cost effective and resilient model. Since 2014, annual reductions in the Flintshire financial contributions to the service of 2% have been achieved as a result of smaller budget levels and amendments to the service structure.
2.02	Further restructuring options are to be discussed at the next meeting of the services Management Board on October 18 th 2017.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	None required.

4.00	RISK MANAGEMENT
4.01	The purpose of the service is to reduce the risks that emergencies may pose to the area through preparation. The service also supports Business Continuity Management for Council services.

5.00	APPENDICES
5.01	N/A

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. Contact Officer: Neil Culff, Regional Manager Telephone: 01352 702120 E-mail: neil.culff@nwc-reps.org.uk

7.00	GLOSSARY OF TERMS
7.01	<p>Emergency Management Response Team: comprises of individual teams working on the basis of integrating Emergency management activities to daily business in order to encourage a cohesive approach in the emergency response to any major emergency.</p> <p>Business Continuity Management (BCM): is a planned process aimed at managing the many varied operational risks inherent in the day to day activities involved in the delivery of service.</p> <p>Local Resilience Forum: Process for bringing together all the category 1 and 2 responders within a police force area for the purpose of facilitating co-operation in fulfilment of their duties under the Civil Contingencies Act.</p>