

AGENDA MANAGEMENT SHEET

Name of Committee **Community Protection Overview and Scrutiny Committee**
Date of Committee **16th January 2007**
Report Title **The Civil Contingencies Act 2004 Update on implementation in Warwickshire**

Summary A summary of the implementation of the requirements of the Civil Contingencies Act 2004 and an update on the progress of the new structures and processes now in place across Warwickshire

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Would the recommended decision be contrary to the Budget and Policy Framework? No.

Background papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees
- Local Member(s)
- Other Elected Members Councillor Richard Chattaway, Councillor David Shilton
- Cabinet Member Councillor Richard Hobbs
- Chief Executive Via the Warwickshire Local Resilience Forum
- Legal Sarah Duxbury
- Finance Oliver Winters



- | | | |
|--------------------------|-------------------------------------|--|
| Other Chief Officers | <input type="checkbox"/> | |
| District Councils | <input checked="" type="checkbox"/> | Via the Warwickshire Local Resilience Forum and the County/District Emergency Planning Forum |
| Health Authority | <input checked="" type="checkbox"/> | Via the Warwickshire Local Resilience Forum |
| Police | <input checked="" type="checkbox"/> | Via the Warwickshire Local Resilience Forum |
| Other Bodies/Individuals | <input checked="" type="checkbox"/> | Regional Resilience Team at GOWM, military and the Environment Agency - Via the Warwickshire Local Resilience Forum
Michelle McHugh |

FINAL DECISION YES

SUGGESTED NEXT STEPS:

Details to be specified

- | | |
|---|--------------------------|
| Further consideration by this Committee | <input type="checkbox"/> |
| To Council | <input type="checkbox"/> |
| To Cabinet | <input type="checkbox"/> |
| To an O & S Committee | <input type="checkbox"/> |
| To an Area Committee | <input type="checkbox"/> |
| Further Consultation | <input type="checkbox"/> |

Community Protection Overview and Scrutiny Committee

16th January 2007

The Civil Contingencies Act 2004 - Update on implementation in Warwickshire

Report of the Strategic Director of Community Protection and County Fire Officer

Recommendation

That the Committee notes the report on the implementation of the requirements of the Civil Contingencies Act 2004 and supports the structures, plans and processes put into place.

That the Committee also supports the proposals regarding additional training and exercising including awareness raising for elected members.

1. Introduction

- 1.1 The Civil Contingencies Act 2004 became law from April 1st 2005.
- 1.2 The Act places a very clear statutory duty to carry out a range of civil protection tasks on what it terms Category 1 Responders. Warwickshire County Council and Warwickshire Fire and Rescue Authority are both Category 1 Responders.

2. Duties under the Act

- 2.1 All Category 1 Responders have duties placed on them that can be summarised as follows:
 - (i) Risk assessment
 - (ii) Emergency planning
 - (iii) Communicating with the public – to warn and inform them before, during and after any emergency
 - (iv) Information sharing with other local responders to enhance co-ordination
 - (v) Co-operation with other local responders to enhance co-ordination and efficiency
 - (vi) Business Continuity Management

- 2.2 There is an additional duty that solely falls on local authorities. This is to provide advice and guidance to businesses and voluntary organisations about business continuity management.

3. Risk Assessment

- 3.1 The multi agency Risk Assessment Working Group has made considerable progress and is currently assessing recent changes to guidance produced by the Civil Contingencies Secretariat. The Emergency Planning Unit lead this group.
- 3.2 The first key date was the publication of the Community Risk Register published on November 15th 2005 as required by the Cabinet Office. This outlined all the key risks identified within Warwickshire and control measures in place to respond to an incident. This work is ongoing, identifying any resource gaps and recommending additional contingency planning measures if appropriate.
- 3.3 The Community Risk Register for Warwickshire can be viewed on the Emergency Planning Unit's webpages at www.warwickshire.gov.uk/epu

4. Emergency Planning

- 4.1 The emergency planning element of the Civil Contingencies Act covers areas such as developing, exercising and reviewing plans. The planning element covers both our own emergency plans as well as multi agency plans produced either because we have a statutory requirement to do so or for reasons of agreed best practice.
- 4.2 Key developments in this area this year have included the following:
- (i) Review of the County Major Emergency Plan
 - (ii) Ongoing review of Directorate emergency plans
 - (iii) Major review of the Joint Media, Rest Centre and Incident Mortuary plans
 - (iv) Review of the Emergency Planning Unit's Standard Operational procedures
 - (v) Ongoing review of the Control of Major Accident Hazards Regulations 1999 (COMAH) plan for the Kingsbury Oil Complex
 - (vi) Ongoing review of the Pipeline Safety Regulations 1996 plan
 - (vii) Ongoing review of the Defence Storage and Distribution Agency Kineton plan
 - (viii) Major emergency tabletop exercise for the Kingsbury Oil Complex. Proposals are in place for this to be further developed into a Regional and possibly a national level exercise over future years.
 - (ix) Exercise New Day 3 to test arrangements for pandemic flu
 - (x) Facilitation of a number of emergency exercises for District/Borough Councils and involvement with partner agency exercises

- 4.3 Training and exercising are vital to ensure that plans are validated and also that key responders are aware of their roles and responsibilities during an emergency. The EPU has a detailed annual programme of training and exercising for Warwickshire County Council staff but is also heavily involved with facilitating the programme of multi agency exercises connected with the LRF, Regional exercises and also national exercises. Training initiatives for 2007/08 include awareness raising for elected members, a major exercise to test new Corporate and Directorate procedures and a series of events to test our capability to respond to any future outbreak of pandemic influenza.

5. Communicating with the public

- 5.1 The multi agency Communicating with the Public Working Group is currently working on several key initiatives. These can be summarized as follows:
- (i) Agreement on lead agency for communicating with the public during emergencies
 - (ii) Establishment of protocols between agencies to ensure coordinated response to warning and informing needs before, during and after emergencies.
 - (iii) Introduction of a public awareness campaign to raise the profile of multi agency emergency planning.
 - (iv) Increased use of the Emergency Planning Unit's web pages and links with partner agencies websites.
 - (v) Close collaboration with local news media, including local radio, to ensure effective dissemination of emergency information.
 - (vi) Audit of current means of communicating with the public across all partner agencies
- 5.2 The Emergency Planning Unit will also be featuring in the February edition of the Warwickshire View. These articles will not only be used to raise the profile of the EPU but also of the multi agency work that it leads on.

6. Information Sharing and Cooperation

- 6.1 The sharing of information and coordination elements of the act are generally dealt with by the work of the Warwickshire Local Resilience Forum (LRF). The establishment of the LRF was one of the key elements of the Act and aimed to ensure co-ordination and co-operation between responders at the local level.
- 6.2 The Warwickshire LRF meets quarterly and continues to be well attended by senior officers/managers from all Category 1 Responders across the County as well as representation from the Regional Resilience Team at GOWM and the military.

6.3 The LRF is currently reviewing and receiving progress reports on the following areas:

- (i) The multi agency response to pandemic influenza
- (ii) Multi agency training and exercising
- (iii) Multi agency implementation of the requirements of the Civil Contingencies Act 2004
- (iv) Joint emergency procedures documents/policies
- (v) LRF memorandum of understanding
- (vi) Command and control issues
- (vii) Regional/national issues

7. Business Continuity advice and guidance to businesses and voluntary organisations

7.1 Internal Business Continuity Management (BCM) for Warwickshire County Council is led by the Performance and Development Directorate.

7.2 The EPU lead on the provision of advice to local businesses and the voluntary sector. The EPU also lead on this initiative on behalf of all the District and Borough Councils in Warwickshire as part of their memorandum of understanding

7.3 Two "Business Breakfasts" were held in Nuneaton and Stratford to raise awareness of business continuity management issues. Representatives of 35 organisations from across the County attended these events and the feedback was very good. Feedback has also shown the demand for a more detailed event on BCM. This will now be facilitated by the EPU during the next financial year.

7.4 EPU staff have also been involved with other awareness raising initiatives such as the "Secure in the Knowledge" joint initiative with Police and Chamber of Commerce.

7.5 The EPU also has detailed webpages updated with BCM advice. Other initiatives include the production of a BCM Display which can be taken to different locations, articles in local media such as a one page spread in Coventry Evening Telegraph and the production of a series of leaflets and posters some of which are routinely given out by Community Fire Safety colleagues with other fire safety literature.

8. Conclusion

8.1 The Emergency Planning Unit continues to facilitate both the LRF and the series of sub groups that address all key areas of the Civil Contingencies Act 2004.

8.2 The EPU also closely monitors developments in the performance management and auditing of compliance of this new legislation. Issues around monitoring compliance are currently being addressed by the LRF.

8.3 The EPU will continue to work closely with all partners on the resilience agenda through both the Local Resilience Forum and its related sub groups. Continued progress in all these areas will ensure that Warwickshire continues to be as prepared as possible and is able to respond in an effective and coordinated manner to any future emergency situations.

9. Recommendations

- 9.1 That the Committee notes the report on the implementation of the requirements of the Civil Contingencies Act 2004 and supports the structures, plans and processes put into place.
- 9.2 That the committee supports the proposals regarding additional training and exercising including:
- (i) Awareness raising for elected members.
 - (ii) Major emergency exercise to test the new Warwickshire County major Emergency Plan and new Directorate plans
 - (iii) A series of training events both internal and external to ensure the County is prepared to respond to any future influenza pandemic.

WILLIAM BROWN
Strategic Director Community
Protection and County Fire
Officer

December 2006