



To: Scrutiny Co-ordination Committee

Date: 18 October 2017

Subject: Emergency Planning and Resilience

1 Purpose of the Note

1.1 The purpose of this note is to:

- To inform members of Scrutiny Co-ordination Committee of local Resilience arrangements (Emergency Planning and Business Continuity)
- To provide members of Scrutiny Co-ordination Committee with the context for responding to major incidents and emergencies in Coventry and the work of the Resilience Team.

1.2 This note accompanies a presentation which provides more detail on how resilience structures and plans operate and how they have been used recently.

2 Recommendation

2.1 Scrutiny Co-ordination committee are asked to note local arrangements for resilience in Coventry and provide comment on how such arrangements might be further enhanced.

3 Context of resilience

3.1 Resilience covers both Emergency Planning and Business Continuity and is the activity to ensure we can deal with internal and external incidents and emergencies.

3.2 Coventry City Council is a Category 1 Responder and is required under the Civil Contingencies Act to fulfil its statutory duties, of which there are 7 which are essentially to Plan, Prepare and Respond to emergencies and for business disruptions.

3.3 The Council maintains a number of plans in each area of resilience to ensure it can respond to emergencies as required.

4 Responsibilities for resilience

4.1 Under the Civil Contingencies Act (CCA) 2004, councils have responsibilities to assess the risk of emergencies and put in place robust plans to respond to emergencies, working with the emergency services and other local organisations such as the NHS. The Council has the widest and longest lasting responsibility of any responder from the initial incident through to recovery of the community.

4.2 Responsibility for resilience lies with a number of different national, regional and local organisations. Within the City Council a number of employees have responsibilities

associated with resilience which sit alongside their usual day to day responsibilities, Pete Fahy (Director of Adult Services) is the director responsible for resilience, reporting to the Chief Executive (and Deputy Chief Executives) on matters of resilience. Resilience sits within the Leader's portfolio.

- 4.3 The day to day emergency planning work, 24/7 response to emergencies and support in an emergency is undertaken by the Council's Resilience Team. This role is carried out by a joint Resilience Team (CSW Resilience) covering Coventry, Solihull and Warwickshire, which has been in place since 2011.

5 Arrangements for response

- 5.1 The Council has a range of Emergency and Business Continuity Plans to help it respond to Emergencies or Business Disruptions that may impact on the city.

- 5.2 Emergency planning, covers the Council's external response to incidents and has both internal and multi-agency response plans. The Major Emergency Plan is the council's primary response plan and is an "all risk plan" covering any and all incidents, providing a comprehensive response structure, regardless of specific plans that may be in place. The city may lead on the multi-agency response through associated plans or may be a party to a plan led on by another agency, there are a number of multi-agency plans.

- 5.3 Business Continuity is split between corporate arrangements and service specific arrangements. All our services are assessed to identify whether they are critical or not, this is based on set criteria. Critical service managers and heads of service are then required to have a service specific plan.

- 5.4 In addition there is an overarching Business Continuity Plan and supporting corporate plans/policies – The corporate Business Continuity Plan is similar to the Emergency Plan covering any business disruption or issue regardless of the service planning, it also accounts for services that may be critical at that time.

- 5.5 The Emergency Plan draws support from across the authority in a thematic way – ensuring command and control arrangements that mirror the national Gold, Silver, Bronze structures.

- 5.6 The Business Continuity Plan draws support from across the authority using the organisational structure, based on the area(s) of the authority impacted.

- 5.7 All our arrangements are subject to a testing and exercising programme that moves around different arrangements throughout the year running on a 4 year cycle – starting with training and finishing with a live exercise. Coventry is approaching its next live exercise.

6 How does this all fit together?

- 6.1 There are a number of structures that are in place to ensure all partners work together, share information and interoperate. In addition much of the work of the resilience team is engaging partners and communities, working with partners to deliver effective plans.

- 6.2 Local Resilience Forum (West Midlands) is a group defined under the Civil Contingencies Act for all Category 1 and 2 partners to come together to share plans and support – it is a requirement of the act, but is not a body in itself, each agency remains the statutory body.

- 6.3 In addition, each local authority area runs a local resilience forum: Coventry Resilience Forum, this brings together key statutory and non-statutory agencies from across the city to discuss resilience issues and work together at a local level.
- 6.4 Joint Resilience Team further ensures knowledge, support and integration with partners, this is at the heart of what the team does and how it operates it ensures arrangements are locally focused and in line with our neighbours. It also allows for mutual aid by default across the sub-region, benefiting Coventry as well as Solihull and Warwickshire.
- 6.5 Various site and specific groups also exist to support specific planning, joint working or responsibilities focusing on a specific theme or area e.g. RICOH, Health Protection Committee etc.
- 6.6 The resilience team are also involved in the Safety Advisory Group structures in the city to ensure resilience is part of events taking place.
- 6.7 The city's resilience team also leads on a number of areas across the West Midlands on behalf of multi-agency partners. Our responsibilities are currently more than the other areas in the West Midlands, due to the expertise of the team. This ensures good engagement with partners and understanding of ways of working and opportunities.
- 6.8 Local Health Resilience Partnership and Forum is a health-specific forum similar to the LRF, which sits above it. The LHRP and LHRF bring together all the health bodies and local authority and are co-chaired between NHS England and the Local Authority DPH.
- 6.9 Community Resilience is integral in an emergency – the resilience team have a wide programme to engage and support our communities prior to an emergency, running a number of schemes, attending events and offering materials, advice and guidance etc.

7 Role of Members in an Emergency

- 7.1 In the event of an emergency members are not expected to respond, however, do have a role supporting communities under the direction of the official city council response set by the chief executive
- 7.2 To support elected members, a training package is available and two training sessions have been scheduled for 2-4pm on Wednesday 6 December 2017 and 4-6pm on Tuesday 23 January 2018. In addition elected members have a support "Z-Card" with key information, supported by the training session; copies are available from Members Services or through the resilience team.

8 Response

- 8.1 In Response, there are multi-agency response structures in place, which are well exercised. For the West Midlands these response plans are owned by the city's resilience team that integrate into the Council's emergency response structures.
- 8.2 The city maintains its required 24/7 cover through its resilience team who act as incident liaison officers in the event of an emergency working with partners at the scene. The number of incidents per year varies; however, plans do get activated and tested.
- 8.3 There are structures in place to activate teams in and out of hours across the city.

9 Conclusion

- 9.1 The UK has experienced a significant number of incidents and emergencies in 2017 and we cannot be complacent. Whilst the city is well prepared, with good structures, support and management, a Major Incident in Coventry would be a significant event and will impact across a number of areas, therefore we must continue to prepare and improve our plans and procedures to maintain readiness.