

BROMSGROVE DISTRICT COUNCIL

EXECUTIVE CABINET

4TH APRIL 2007

District Council's Emergency Plan

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| Responsible Portfolio Holder | Councillor Jill Dyer |
| Responsible Head of Service | Phil Street |

1. SUMMARY

- 1.1 The report provides an introduction to the District Council's Emergency Plan. The District Council's previous emergency plan was audited and regarded as unsatisfactory. The plan has now been substantially revised in association with advice from the Worcestershire County Council Emergency Planning Officer. The plan now conforms to the expectations of the Civil Contingency Act 2004. This report provides background to the plan.

2. RECOMMENDATION

- 2.1 To receive the report and approve the plan copies of which can be found on the District Council's website and a hard copy can be viewed in the Members' Room.
- 2.2 That senior officers be given delegated authority to make expenditure decisions in the event of an emergency, subject to a report being submitted to the Executive Cabinet immediately following the emergency detailing any financial implications for retrospective approval.

3. BACKGROUND

- 3.1 The District Council has had an emergency plan, but following an audit of the plan by KPMG it was regarded as unsatisfactory and insufficiently robust in the case of an emergency.
- 3.2 The Council is expected to fulfil certain roles in the event of an emergency situation. According to the scale of an emergency the Council's precise role will vary. However, the Council has to have procedures in place to respond to being called upon in an emergency.
- 3.3 The Civil Contingencies Act 2004, and accompanying guidance and regulations sets out clear expectations and responsibilities for front line responders at the local level to ensure that they are prepared to deal

effectively with the full range of emergencies from localised incidents through to catastrophic emergencies. Bromsgrove District Council is a Category 1 responder under the Act, and has the following duties placed upon it:

- Assess local risks and use this to inform emergency planning;
 - Put in place emergency plans;
 - Put in place Business Continuity Management arrangements;
 - Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
 - Share information with other local responders to enhance co-ordination;
 - Co-operate with other local responders to enhance co-ordination and efficiency; and
 - Provide advice and assistance to businesses and voluntary organisations about business continuity management. (Local Authorities only).
- 3.4 The plan details the approach Bromsgrove District Council would adopt in the case of an emergency. In addition to the plan the Council has produced an activation file that guides the exact actions necessary should an emergency occur.
- 3.5 Members are asked to receive the report and be aware that the emergency plan has been accepted by Worcestershire County Council Emergency Planning Unit and that the plan has been tested with a simulation exercise in December 2006.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no immediate financial implications. In the case of emergency Council would need to identify resources to pay for personnel to act as assistants in the rest centres or as drivers and other support staff for transporting equipment and supplies.
- 4.2 In the instance of a severe and prolonged emergency there is the potential for assistance from the Bellwin Fund which is administered by the Government.
- 4.3 In the case of an emergency authority for expenditure decisions would be delegated to officers and a report would be presented to Executive Cabinet immediately following the emergency detailing any financial implications for retrospective approval by Executive Cabinet.

5. LEGAL IMPLICATIONS

- 5.1 The District Council is required by the Civil Contingency Act 2004 to have an emergency plan.

6. CORPORATE OBJECTIVES

- 6.1 It links to the Council's objectives to meet its statutory requirements.

7. RISK MANAGEMENT

- 7.1 The Emergency Plan has to take account of a substantial range of risks and the Council has to possess the capability and procedures to respond to local or more wide scale emergency.

8. CUSTOMER IMPLICATIONS

- 8.1 The Emergency Plan is designed to preserve well-being and provide the Council with the capability to protect, relieve and address issues of disruption, danger or threat to the running of the life of the community.

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| Procurement Issues - None |
| Personnel Implications – There is the need for a list of staff who could be called upon in the case of an emergency |
| Governance/Performance Management - None |
| Community Safety including Section 17 of Crime and Disorder Act 1998 - None |
| Policy – Statutorily required |
| Environmental – Central to protecting the environment |
| Equalities and Diversity – Has to take account of the requirements of elderly, frail, people with a disability and speakers of other languages. |

10. OFFICERS CONSULTED ON THE REPORT

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| Chief Executive | Yes |
| Corporate Director (Services) | Yes |

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| Assistant Chief Executive | Yes |
| Head of Service | Yes |
| Head of Financial Services | Yes |
| Head of Legal & Democratic Services | Yes |
| Head of Organisational Development & HR | Yes |
| Corporate Procurement Team | No |

11. APPENDICES

None

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