

## CABINET

25 May 2021

<b>Title:</b> Tri-Borough Civil Protection Service – Statutory Plans	
<b>Report of the Cabinet Member of Enforcement and Community Safety</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> Yes
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<b>Accountable Director:</b> Andy Opie, Operational Director, Enforcement and Community Safety	
<b>Accountable Strategic Leadership Director:</b> Fiona Taylor, Strategic Director of Law and Governance	
<b>Summary</b> <p>This report provides Cabinet with an overview of the Tri-Borough Civil Protection Service and the current partnership arrangements and responsibilities. The work of the Civil Protection Service is underpinned by two statutory plans, the Corporate Emergency Management Plan (Appendix 1) and the Corporate Business Continuity Plan (Appendix 2).</p> <p>These documents are presented to Cabinet as part of the requirements of the Resilience Standards for London. These require an authority to operate with effective political governance which enables organisations to meet their duties under the Civil Contingencies Act and achieve local resilience objectives.</p>	
<b>Recommendation(s)</b> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"><li>(i) Approve the Corporate Emergency Management Plan at Appendix 1 to the report;</li><li>(ii) Approve the Corporate Business Continuity Plan at Appendix 2 to the report; and</li><li>(iii) Note the delivery mechanism for resilience via the Tri-Borough partnership arrangements.</li></ul>	
<b>Reason(s)</b> <p>The Corporate Emergency Management Plan and Corporate Business Continuity Plan are both requirements of the Civil Contingencies Act 2004. Every London Local Authority is required to have established plans that are regularly reviewed and exercised. The Resilience Standards for London also require political oversight of both the Emergency</p>	

## **1. Introduction and Background**

### **Tri Borough Civil Protection Service**

- 1.1 In September 2017 the London Boroughs of Barking and Dagenham, Waltham Forest and Redbridge entered into a partnership agreement to fulfil the requirements of the Civil Contingencies Act. The Councils have developed a single shared Civil Protection Service to meet the needs of their joint populations and the requirements of the Act. The ambition of this joint enterprise is for each borough to achieve both equality of performance and leading practice status against the Resilience Standards for London.

## **2. Responsibilities and Achievements**

### **Key Responsibilities of the Service**

- 2.1 The Service co-ordinates and discharges on behalf of each Council all of the Civil Protection duties defined in the Act as falling on local authorities and listed below:
- 2.2 Risk Assessment - The Service is responsible for producing and maintaining the Borough Risk Registers. They facilitate discussions at the Borough Resilience Forum, with Individual risk owners, following the risk planning cycle and report back to the London Risk Advisory Group.
- 2.3 Emergency Planning -The Service is responsible for producing and updating the Corporate Emergency Response Plan and Policies. They maintain an overview of all other Emergency Plans co ordinating their review and revision with appropriate Directorates. They contribute to Multi Agency Partnership Plans including involvement in testing and exercising arrangements.
- 2.4 Business Continuity Management – limited to the policies, plans and procedures in place for managing Business Continuity within each Council. Each Council retains responsibility for the quality of their Business Continuity arrangements; The Service provides advice and guidance in relation to Business Continuity planning. This includes advice to officers charged with the creation of Business Continuity Plans and Business Impact assessments. They provide assurance statements to plan owners who submit BCPs to the required Standard. The Service also co- ordinates quarterly Business Continuity Steering Groups and provides each Council with a Business Continuity progress report to monitor compliance. The service facilitates the exercising of the Councils Business Continuity arrangements.
- 2.5 Maintaining public awareness and arrangements to warn, inform and advise the public – limited to ensuring that such arrangements are in place. This includes the circulation of Public Health advice in relation to severe weather warnings and other emergency incidents. The service liaises with the Councils Communication teams to ensure appropriate messaging is included on the Councils website before, during and after any incident.

- 2.6 Provision of advice and assistance to the commercial sector, voluntary and third sector organisations; Including advice to Small Medium enterprises. Providing Business Continuity advice and guidance.
- 2.7 Co-operation with other Category 1 Responders and Category 2 Responders and other organisations engaged in response in the same local resilience area – The service chairs and facilitates the quarterly Borough Resilience Forum. On behalf of the partnership they develop an Annual BRF business plan reflecting the priorities of both the Local Authorities Panel and the London Resilience Forum.
- 2.8 Information sharing with other Category 1 Responders and Category 2 Responders- This includes facilitating access to information to assist during an Emergency response for example access to Vulnerable persons lists.
- 2.9 Further activities facilitated and supported by the Service are:
  - Response to an Emergency - Including the provision of a 24/7 Duty Emergency Planning Officer.
  - Recovery from the effects of an Emergency - providing advice as contained within the London Recovery Framework. Developing and maintaining a Local Recovery Plan.
  - London Local Authority Gold (LLAG) arrangements – Providing the briefing documents to officers performing the role of LLAG and providing training to LLAG Loggists across the Tri Borough.

### **3. Key Achievements of the Service**

- 3.1. Since the inception of the Tri borough team, it has successfully embedded the London standardisation programme, developing all necessary plans and implementing new processes. Reducing duplication of effort and sharing best practice.
- 3.2. Trained a significant number of officers across all the Boroughs to meet the new standards including Council Gold, Silver, Local Authority Liaison Officers, Emergency Rest Centre staff and Borough Emergency Control Centre Staff.
- 3.3. During COVID-19 been agile and developed effective remote Borough Emergency Control Centres to Coordinate the boroughs Covid response.
- 3.4. Pioneered the delivery of virtual training for Emergency Response staff.
- 3.5. Developed and delivered numerous COVID outbreak plan exercises.
- 3.6. Adopted a Tri-Borough Resilience Forum, supporting the needs of partners.
- 3.7. Maintained local contact via a dedicated Senior Civil Protection Officer aligned to each borough.
- 3.8. Managed major incidents such as the De Pass Gardens fire within the Tri borough resource without resorting to mutual aid.

## 4. Corporate Emergency Management Plan

- 4.1. Each Local Authority maintains a generic Emergency Management Plan that describes the way the organisation responds to emergencies (**Appendix 1**). Among other things, this plan outlines a Local Authority's command and control structure and links to other documented capabilities and emergency plans that the Local Authority maintains. It also outlines the actions of different departments and agencies according to the stage of the emergency.
- 4.2. The Emergency Management Plan is underpinned by a range of specific emergency plans and other documented capabilities, physical resources and staff who have been trained and attended exercises to embed learning from training and to validate the assumptions made within emergency plans.
- 4.3. London Local Authorities provide assurance of their individual and collective emergency response and recovery preparations to both the Borough Resilience Forum and the Local Authority Panel

### Risk-specific capabilities

- 4.4. As well as a generic Emergency Management Plan, LLAs are expected to have in place plans to deal with:
  - a. Flooding
  - b. Structural Collapse (including Site Clearance)
  - c. Mass Fatalities (including Disaster Mortuaries)
  - d. Excess Deaths
  - e. Pandemic Influenza
  - f. Outbreak of a Notifiable Animal Disease
  - g. Severe Weather (Heatwave, Drought, Extreme Cold, Extreme Rainfall & High Winds)
  - h. Fuel Disruption
  - i. Chemical, Biological, Radiological & Nuclear (Explosion) (CBRN(E))
  - j. Control of Major Accident Hazards (COMAH) for Upper7 and Lower Tier sites 8
  - k. Pipeline Safety Regulations
  - l. Radiation Emergency Preparedness and Public Information (REPPIR)
  - m. Mass Shelter

## 5. Corporate Business Continuity Plan

- 5.1. The Authority has a duty under the 2004 Civil Contingencies Act to ensure they have appropriate business continuity arrangements in place and are able to continue to deliver services in the event of business disruptions (**Appendix 2**).
- 5.2. Business continuity is an organisation's ability to maintain essential functions during and after a business disruption event has occurred. Business continuity planning establishes processes and procedures that aim to prevent interruptions to critical functions and re-establish full function as quickly and smoothly as possible.
- 5.3. The most basic business continuity requirement is to keep essential functions up and running during a disaster and to recover with as little downtime as possible.

- 5.4. The current arrangement for Business Continuity Plans rests at a service level and services develop their plans with the support of the council's Civil Protection Service.
- 5.5. These plans are developed using a standard template which is aligned with the Business Continuity International Standards 22301 and 22313 and the BCI Good Practice Guidelines.
- 5.6. The COVID-19 pandemic has seen organisations and Council's forced to quickly reinvent their business models, shift to remote work, and find new ways to operate under stay-at-home requirements, while trying to minimise disruption.
- 5.7. In addition to the COVID-19 pandemic, recent software attacks affecting Council IT systems in Redcar and Hackney have highlighted the need for the Council to have Corporate Business Continuity procedures in place to deal with a Business Continuity event which impacts two or more services.

## **6. Options Appraisal**

- 6.1. It is a Statutory requirement of the Civil Contingencies Act 2004 for Local Authorities to have an established Corporate Emergency Management Plan and Corporate Business Continuity Plan.

## **7. Consultation**

- 7.1. The Corporate Emergency Management plan has been externally quality assured by a consultancy company engaged by the Local Authorities Panel to advise on the subject. The Corporate Business Continuity plan has been developed in close conjunction with the service business continuity leads. Both plans are reviewed following either a major incident or significant business continuity event.
- 7.2. The proposals in this report are being considered by the Corporate Strategy Group at its meeting on 15 April 2021.

## **8. Financial Implications**

Implications completed by: David Folorunso, Finance Business Partner

- 8.1. The current cost of the Civil protection service is currently met from the Enforcement services revenue budget. The overall staffing costs are shared equally by the 3 Boroughs via the current service arrangements.

## **9. Legal Implications**

Implications completed by: Deirdre Collins Senior Lawyer Litigation

- 9.1 The Civil Contingencies Act 2004, and accompanying non-legislative measures, delivers a single framework for civil protection in the UK. The Act is separated into two substantive parts: local arrangements for civil protection (Part 1); and emergency powers (Part 2). Part 1 deals with emergency preparedness and the Local Authority is defined a Category 1 Responder and will be at the core of the response to most emergencies. The Act requires Category 1 Responders to put in place emergency plans and business continuity management arrangements. The adoption of these

plans will help meet the Council's obligations under the act. In responding to any given emergency, other statutory schemes may apply, depending on the nature of the emergency.

## **10. Other Implications**

- 10.1 **Risk Management** – Both the Corporate Emergency Management Plan and Corporate Business Continuity Plan have been developed to mitigate risk. They have been informed by incorporating lessons learnt from within the local authority and more widely from across the London Resilience Forum.
- 10.2 **Staffing Issues** – Although the Civil Protection Service works across three London Boroughs the staff are all LBBB employees. They are supported in their role by HR and Finance. They are offered the benefits of our Employee Assistance Programme and Professional Development Programme.
- 10.3 **Corporate Policy and Equality Impact** – Advice was sought from the Corporate Strategy Team and consideration given to the EIA screening tool. This submission does not require an equality impact assessment.

**Public Background Papers Used in the Preparation of the Report:** None

### **List of appendices:**

- Appendix 1: Corporate Emergency Management Plan
- Appendix 2: Corporate Business Continuity Plan.