Audit, Governance and Standards Committee - 30 November 2016

Contingency Planning

Report by Head of Corporate Governance and Contingency Planning Manager

Purpose

To update the Audit, Governance and Standards Committee on borough based contingency planning arrangements, excluding regional and pan-London Contingency Planning arrangements (London Local Authority Gold, South West Sub Regional Resilience Forum & London Local Resilience Forum).

Key Points

This is a summary of the main Contingency planning and Business Continuity arrangements which enable RBK to respond to and minimise the impact of disruptive incidents.

A. Command & Control: This is the term used to describe the responsible Officers and structure in place to co-ordinate the council’s response. The Council have nominated officers who lead on different areas of emergency response and have on call and volunteer teams who respond when an emergency has been declared.

B. Plans & Capabilities: These are the guidance documents written as RBK only or multi agency guidance documents. RBK only plans and capability documents are used to inform staff of the local authority responsibilities and roles which should be undertaken in the event of a plan being activated. Multi-Agency Plans detail the roles and responsibilities of a range of emergency responders to co-ordinate the multi-agency response to borough based or pan London incidents.

C. Partnership work: A key part of emergency response is partnership working and this is undertaken within the borough via a number of forums and work groups to keep partners updated on emergency planning developments, local and pan London incidents and specific local plans.

D. Statutory Responsibilities: A number of council services have statutory responsibilities which require a response at any time and or to support those that are vulnerable. These services have staff and resources on standby and are accessed by an on call officer, via our out of hours & CCTV service, which act as a central contact point to activate our out of hours and emergency planning arrangements.
Context

Command & Control

1. Strategic Co-ordination: The Chief Executive is the lead Officer with responsibility for emergency planning and business continuity. Members of the Strategic Leadership Team deputise for the Chief Executive when not available. The day to day responsibility for ensuring emergency planning and business continuity arrangements are in place are delegated to the Borough Controller role.

2. Borough Controller: This is the lead officer with responsibility for Emergency Planning and Business Continuity response. The Borough Controller will co-ordinate the council’s response and report to the CEO and or SLT in the CEO’s absences.

3. Contingency Planning Manager: The Council’s advisor on contingency planning (emergency planning and business continuity) arrangements, has responsibility to ensure RBK has all the required emergency, contingency & business continuity plans in place, providing training to staff and leading on all regional and pan-London contingency arrangements.

4. Major Incident Team (MIT): A Team of nine council staff who operate an on call rota to be the Council’s point of contact for any emergency planning incident, including out of hours, weekends and bank holidays. The MIT co-ordinate the Council’s response and liaise with the emergency services at the incident site and manage the Borough’s emergency co-ordination centre.

5. Rest Centre Co-ordinators / Rest Centre Managers: An on call team of staff who will call out staff to attend a rest centre or any type of emergency shelter and also run a rest or emergency shelter.

6. Borough Emergency Co-ordination Centre (BECC) is the identified location that will be used to co-ordinate the councils response to emergency and business continuity incidents. It has a range of communications and IT systems which enable it to monitor and co-ordinate the council’s response to a local or pan London incident. In addition to the nominated site on the Guildhall Complex, there are two identified locations which could be used as fall back locations, in the event of no access to the Guildhall site.

7. BECC Staff: A team of staff drawn from across the council who will co-ordinate the council response and monitor the impact on council’s services and the borough during any protracted incident.

Plans and Capabilities

8. These are both generic (Major Incident Plan), covering the response to a wide range of incidents or specific (Heatwave Capability). Multi-Agency Plans detail the roles and responsibilities of a range of emergency responders to co-ordinate the multi-agency response to borough based or pan London incidents, an example is the Multi Agency Flood Plan and Multi Agency Recovery Plan. Capability documents detail how a function can be delivered without the need for a formal plan being put in place. Contingency Plans are also produced for large scale events which take place in the borough such as Elections and the Prudential Ride London Event. In addition to the plans and capabilities RBK also maintains a number of email alert groups which are used to alert staff, contractors, partner agencies and local organisations to pre-emptive advice and incidents (Traveller Alert group and Severe Weather Alert Group).
9. RBK and Multi Agency Emergency Plans, capability documents and guides. The following plans and capability documents are in place:
   - Major Emergency Plan
   - Emergency Shelter Plan
   - BECC Plan
   - Severe Weather Plan
   - Cold Weather Plan
   - Heatwave Capability
   - Critical Incident Guide – SLT
   - Major Incident Guide for Councillors
   - Schools Emergency Guidance Document
   - Mass Fatalities Capability
   - National Emergency Mortuary Arrangements (NEMA) Activation Plan
   - Major Incident Team Handbook
   - Fuel Disruption Capability
   - Emergency Communications
   - Traveller Protocol
   - Control of Mass Accident Hazard (COMAH) Capability (upper & lower tier)
   - Animal Disease Plan
   - Disaster Mortuary Escalation Capability
   - Radiation Emergency Public Preparedness and Information Regulations (REPPIR) Capability
   - Excess Death Capability
   - River Safety Plan
   - Multi-Agency Pandemic Influenza Plan
   - Multi-Agency Flood Plan
   - Multi-Agency Recovery Plan
   - Corporate Business Continuity Plan
   - Business Continuity Policy
   - Elections Count Contingency Plan
   - Prudential Ride London Contingency Plan.

10. Partnership Working:
    A number of forums and groups (as outlined below) meet on a frequent bases to review and develop emergency arrangements, these are either internal or external RBK groups. The multi-agency forums are: The Borough Resilience Forum, River Safety Forum and Excess Death Planning Group. The internal forums are: Monthly Major Incident Team meetings, Flood Forum and Business Continuity Forum. The Contingency Planning Manager is also working closely with the Environment Agency to inform local residents on the Lower Thames Flood Relief Scheme and building more flood resilient communities. RBK also has arrangements in place with Go Kingston Volunteering and British Red Cross for their volunteers and staff to help support and assist with emergency incidents.

11. Borough Resilience Forum: This forum is a statutory obligation from the Civil Contingency Act 2004 and meets on a quarterly bases to review compliance with the Civil Contingency Act, Multi Agency response and review of emergency incidents.

12. River Safety Group: This group meets to review the safety of people using the River Thames and Thames side area in Kingston. It maintains the River Safety Plan, promotes Riverside safety training and review incidents on and along the Thames.
13. Excess Death Planning Group: This group combines RBK, Health Partners and a representative on behalf of Funeral Directors to look at the current capacity and how to deal with surges in the death rate. Since September 2015, the Contingency Planning Manager has been collating the mortuary capacity figures at Kingston Hospital and cascading these to the London Resilience team, who provide a weekly overview of mortuary capacity in London.

14. Business Continuity Forum: This group meets on a regular bases to review business continuity arrangements within the council, review any business continuity incidents and planned training.

15. Internal Flood Group: Starting from November 2016 this group will meet to review all flood related work being undertaken by various services within RBK.

16. Environment Agency: RBK is a Partner with the Environment Agency working on the Lower Thames Flood Relief Scheme, over the past two years. This has led to the production of the Lower Thames Flood Protocol following the 2013/2014 floods. Joint and consultative work is ongoing with local residents on the Lower Thames Flood Alleviation Scheme, with the next public consultation in Kingston on 7 December, Guildhall, and room 41, 3pm – 7pm.

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<th>Venue</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Molesey Library</td>
<td>Walton Road, West Molesey, KT8 2HZ</td>
<td>22 November 2016</td>
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<td>St Nicholas Parish Hall, Thames Ditton</td>
<td>Summer Road, Thames Ditton KT7 0QQ</td>
<td>24 November 2016</td>
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<tr>
<td>Teddington Library</td>
<td>Waldegrave Road, Teddington, TW11 8NY</td>
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<tr>
<td>Black Swan Sea Cadets Hall, Shepperton</td>
<td>Black Swan Sea Cadets, River Ash Estate, Shepperton TW17 8NG</td>
<td>1 December 2016</td>
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<tr>
<td>Kingston Borough Council Offices</td>
<td>Room 41 Guildhall, High St, Kingston, KT1 1EU</td>
<td>7 December 2016</td>
<td>3pm to 7pm</td>
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Background papers - held by Chris Begley author of report
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None other than those referred to in this report