

	<h2>Policy and Resources Committee</h2> <h3>11 June 2018</h3>
<p style="text-align: right;">Title</p>	<p>Emergency Planning</p>
<p style="text-align: right;">Report of</p>	<p>Councillor Richard Cornelius</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>N/A</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Jenny Obee, Head of Information Management Kate Solomon, Emergency Planning Manager</p>

<h2>Summary</h2>
<p>This report provides the Committee with an update on Emergency Planning arrangements within the council, including terrorist related activities and the move to critical protocols. There is also feedback on the actions taken in response to the Emergency Planning review of September 2017 and the recommendations of the recently completed Emergency Planning Audit of April 2018, which gave reasonable assurance.</p>

<h2>Recommendations</h2>
<p>1. That the Committee notes this report</p>

1. WHY THIS REPORT IS NEEDED

1.1 At Community Leadership Committee on 22 November 2017, Members requested that further information on the results of the Emergency Planning

Review that was being carried out within the Council and further information on other emergency planning arrangements, such as those related to terrorism, be brought to a future meeting of the CLC.

1.2 As the terms of reference for Committees have recently been changed, responsibility for Emergency Planning now sits within the remit of Policy and Resources Committee. This report therefore provides the Policy and Resources Committee with this update. Members also requested a response from Chief Officers on actions being taken to ensure emergency vehicles can gain access to roads where this was identified as an issue. This matter has been referred to the Highways Commissioning team.

1.3 **Emergency Planning Overview**

1.4 Under the Civil Contingencies Act 2004, a local authority, as a Category 1 responder, has a statutory responsibility to provide and maintain robust and resilient contingency plans for the borough. Barnet therefore has an Emergency Planning Team (consisting of an Emergency Planning Manager and Emergency Planning Officer) who lead on Emergency Planning for the Council and act as secretariat for the statutory, multi-agency Borough Resilience Forum, the group through which this duty is discharged. Resilience partners include the Emergency Services, Public Health England, NHS England, The Environment Agency, utility companies, the voluntary sector, faith and community groups, other local authorities, London Resilience Group and central government who work together to prepare plans and procedures for responding to, dealing with and recovering from incidents or emergencies which could occur in Barnet or surrounding boroughs.

1.5 **Emergency Planning Review**

1.6 Following the Grenfell Tower fire and the Golders Green fire in Barnet, the council commissioned an independent review of its Emergency Planning service. This review aimed to assess the processes, procedures and policies in place within LBB's emergency planning team; to highlight areas of remediation, along with areas of best practice; and to assess the resource model in place within the areas of emergency planning and emergency response.

1.7 The objectives of the Emergency Planning Review were: a) to produce a gap analysis based on this assessment; b) to produce a review report based on the gap analysis, highlighting areas for remediation and those of best practice; and c) to produce a timeline for changes.

1.8 The review was facilitated by the Emergency Planning lead within another public-sector organisation. The review was a useful objective view of the council's approach to emergency planning. It found that, while there were some procedural points that required attention, overall the council is proactive in its preparedness for emergencies, with the majority of people having a good understanding of the organisation's arrangements and most feeling confident about their ability to perform their role.

1.9 A high-level summary of the EP Review is as follows:

- 1.9.1 Ensure contact details for emergency responders are kept up to date
- 1.9.2 Ensure emergency plans and local arrangements are up to date and in line with national and regional planning assumptions.
- 1.9.3 Have a communications plan, including specific arrangements for key council buildings in the event of a major incident resulting in evacuation or lockdown.
- 1.9.4 Further training and exercising for emergency response team and business continuity contacts.
- 1.9.5 Ensure continued resilience of emergency planning response team and adequate capabilities during local incidents.

1.10 **Emergency Planning Audit**

1.11 In addition to the EP Review, an internal Audit of Emergency Planning processes was commissioned in Q4 of 2017/18. The Audit was focused on the following review areas: Governance; Risk Assessment; Emergency Plans; Training and Exercising; and Strategic Planning for Emergency Planning.

1.12 A high level summary is as follows:

The Auditor, who returned an overall reasonable assurance rating for the Emergency Planning arrangements, identified 5 medium findings and 1 low risk finding which are currently being addressed by officers.

1.13 The Auditor recognised that the Emergency Planning team is currently staffed by two experienced Officers with extensive institutional knowledge of Emergency Planning and a strong network of knowledge and contacts across the Borough, North Central Boroughs, London Resilience and Regional Resilience partners, and, that a range of LBB specific plans, Multi-Agency Borough Resilience Plans and Pan-London plans are in place and a wide range of training and exercising activities taking place for Officers from across the Borough who have response roles during an incident.

1.14 However, the Auditor also identified that although there is considerable activity being carried out by the Emergency Planning team, how this activity is documented in formal procedures and reporting needs improvement. This current situation poses a challenge to those responsible for the overall management of Emergency Planning in tracking and directing activity at a tactical level within the Council.

1.15 In the wake of recent events in London, such as the Grenfell Tower fire and terrorist incidents, LBB is likely to see a rising expectation to be able to support and also receive Pan-London mutual aid for complex and prolonged incidents.

1.16 All London Boroughs including Barnet, who responded to the request for mutual aid, have participated in and responded to the London Resilience Grenfell debrief process. However, due to the ongoing nature of the inquest no formal identification of lessons has been produced for the Grenfell incident.

- 1.17 In October 2016 the Local Authorities' Panel (LAP) published their 'Recommendations for Local Government Emergency Planning and Resilience for the 2020's' commonly referred to as EP2020. This report aimed to strengthen collaborative working between London boroughs and the outputs of this are already being implemented by Emergency Planning Teams across London. Standardisation guidance from the LAP is currently in the process of being ratified and going live. It is expected to be rolled out across London during the next year.
- 1.18 This has meant that any widespread review and updating of Emergency Plans, procedures and arrangements has not yet been possible or practical. The Emergency Planning team were fully involved in the validation and testing of the guidance in April and were able to feed into the process prior to ratification of the EP2020 guidelines.
- 1.19 The Auditor noted that the Corporate Communications Planning Strategy 2017 clearly documents the Communication team's communication processes which sets out the roles and responsibilities for different services / teams and identifies contact names against roles. These roles are consistent with the roles documented in other Emergency Plans.
- 1.20 In addition, the Auditor found a Community Risk Register is held by the Borough Resilience Forum which details the identified hazards within the Borough and an assessment of the implications. The National and London Risk Registers have recently been updated into a new format.
- 1.21 The Borough Risk Register is reviewed annually by key Category 1 partners within the BRF. The updated register of local risks takes a more impact related approach in line with the recently reviewed National and Regional Risk Registers. For example, rather than assessing the risk of a building collapse within a Barnet High Street, the outcome descriptor now describes the impact on Barnet residents, businesses and communities.
- 1.22 An updated Borough Risk Register is currently being produced by the LBB Emergency Planning team, which will be circulated to the key resilience partners to agree and sign off will be agreed at the next BRF meeting in July 2018.
- 1.23 **Terrorist Incidents – planning, preparing and responding**
- 1.24 The UK faces a variety of terrorist threats. These are classed into three distinct groups: International Terrorism, Northern Ireland Related Terrorism (NIRT) and Domestic Extremism
- 1.25 Due to the wide range of scenarios which could be now be considered terrorist incidents and which may result in an increase in threat level, it is

impossible to produce a definitive planning assumption. It is however reasonable to suggest that the local authority business continuity response and support to the community and partners will need to be sufficiently scalable and flexible to ensure critical services and support to the community, businesses and partners can be sustained for some days.

1.26 UK Threat Levels – Move to Critical

- 1.27 In the document ‘Move to Critical - Guidance for Local Authority Chief Executives’ produced in March 2017, it is recognised that a move to critical and the anticipated impacts on local authority services’ and the communities they serve, are best addressed through good planning and robust business continuity arrangements.
- 1.28 Move to Critical preparations are essential actions required to ensure we, as a borough, are prepared for an increase in the current UK threat level from Severe to Critical. The decision to increase the UK threat level from Severe to Critical occurred twice in 2017 in response to two terrorist incidents.
- 1.29 The council was able to respond robustly to protect our staff, residents and communities on both these occasions.
- 1.30 The guidance offers a sense of what a ‘Move to Critical’ would actually entail for London and local authorities and poses a range of practical questions against which to measure preparedness and ensure appropriate actions are put in place. These have been augmented by recommendations specifically for Barnet which are the result of our ongoing Prepare and Protect work under the Government’s Contest agenda.
- 1.31 In a report prepared by the EP Manager in April 2017, SCB were requested to consider questions posed by the ‘Move to Critical’ paper along with providing support for specific recommendations for both Barnet staff and those of our partner organisations.
- 1.32 These included supporting continuous improvements in the physical security of our sites and buildings, such as all staff wearing visible photo ID at all times in all LBB buildings and ensuring our larger vehicles, refuse and recycling trucks, vans and minibuses are well secured at all times, to prevent the possibility of them being used in terrorist related incidents.
- 1.33 To support a range of ongoing staff and partner communications within the council to continue to raise awareness of current threats including remaining vigilant to prevent possible hostile reconnaissance in our buildings.

- 1.34 To support the implementation of the NaCTSO (National Counter Terrorism Security Office) 'Run, Hide, Tell' guidance which has now been rolled out to staff and some Members.
- 1.35 To encourage sign up to the regular Cross Sector Security Communication (CSSC) briefing through already existing communication networks with our local small to medium businesses. This useful briefing includes advice and information for businesses to raise awareness of current threats and how to prepare for, respond to and recover from possible terrorist incidents and ensure robust BC arrangements are in place.
- 1.36 Like all local authorities Barnet has robust business continuity plans, including specific arrangements for terrorist incidents and circumstances when the UK threat level is raised to Critical. These were created and are reviewed based on the guidance contained in the document 'Move to Critical - Guidance for Local Authority Chief Executives' to ensure our arrangements are able to withstand the likely pressures experienced simultaneously across multiple service areas and for an extended period.
- 1.37 A move to 'Critical', in Government security terms, could result in the invocation of LBB Business Continuity plans should Government security plans affect travel and/or working arrangements. This will impact critical services across the council and its partners and robust arrangements are in place to ensure these services are maintained.

1.38 **UK threat levels**

- 1.39 The Threat Level from International Terrorism and NIRT are categorised using the scale below:

CRITICAL	AN ATTACK IS EXPECTED IMMINENTLY
SEVERE	AN ATTACK IS HIGHLY LIKELY
SUBSTANTIAL	AN ATTACK IS A STRONG POSSIBILITY
MODERATE	AN ATTACK IS POSSIBLE BUT NOT LIKELY
LOW	AN ATTACK IS UNLIKELY

2. REASONS FOR RECOMMENDATIONS

- 2.1 It is recommended that the Committee note this paper, raising any comments or concerns as required.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 No alternative options were considered.

4. POST DECISION IMPLEMENTATION

4.1 The work of the Emergency Planning Team will continue, including continuing to implement the recommendations of the Emergency Planning Review and Internal Audit.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The work outlined in this report contributes to the 2020 vision outlined in the Corporate Plan 2015-2020 to gain more involved and resilient communities.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 There are no financial, procurement, staffing, IT, property or sustainability implications of this report.

5.3 Social Value

5.3.1 There are no social value considerations as this paper does not relate to a service contract.

5.4 Legal and Constitutional References

5.4.1 Under the Civil Contingencies Act 2004, the council has a statutory duty to maintain arrangements to warn the public, and to provide information and advice to the public, if an emergency is likely to occur or has occurred.

5.4.2 Under the Council's Constitution (Article 7 – 'Committees, Forums, Working Groups and Partnerships', Section 7.5 Responsibility for Functions) the responsibilities of the Policy and Resources Committee include 'Emergency Planning'.

5.5 Risk Management

5.5.1 The Council has strategic and operational risks associated with Emergency Planning. However, there are no risks associated with the recommendations of this report.

5.6 Equalities and Diversity

5.6.1 No negative differential impact on people with any characteristic protected under the Equality Act 2010 has been identified in relation to this report.

5.7 Consultation and Engagement

5.7.1 No consultation or engagement activities are planned as a result of this report.

5.8 Insight

5.8.1 No insight data has been used to inform this report.

6. BACKGROUND PAPERS

- 6.1 [Community Leadership Committee, 22 November 2017, 'Emergency Planning Review'](#)
- 6.2 [Community Leadership Committee, 9 March 2016, 'Building Community Resilience for Emergencies'](#)