

This Report will be made public on 6 April 2017

Folkestone

Hythe & Romney Marsh
Shepway District Council



Report Number **C/16/109**

To: Cabinet
Date: 19 April 2017
Status: Non-Key Decision
Head of Service: Suzy Tigwell, Leadership Support Manager
Cabinet Member: Councillor David Monk, Leader of the Council

SUBJECT: REVIEW OF THE MAJOR EMERGENCY PLAN AND NEW RECOVERY GUIDANCE

SUMMARY: This report provides details of the recent review of the Major Emergency Plan and the new Recovery Guidance for the Council.

REASONS FOR RECOMMENDATIONS:

Cabinet is asked to agree the recommendations set out below because:

- a) The Council needs to ensure that the Major Emergency Plan is kept up to date to reflect changes in procedures and that the document is easy to use if an emergency was to occur where it would be required.
- b) The Council needs to ensure that it has specific guidance or advice on their role with recovery following a major incident.
- c) It commits the Council to good practice and establishes the framework by which we ensure there is a consistent approach to the way major emergencies are dealt with and recovery after a major incident.

RECOMMENDATIONS:

1. To receive and note report C/16/109.
2. To adopt the revised Major Emergency Plan.
3. To agree that all Members should attend Emergency Planning Awareness training being held at 5.30pm on the 26th April 2017.
4. To approve the Recovery Guidance.

1. BACKGROUND FOR THE MAJOR EMERGENCY PLAN

- 1.1 The Council's Major Emergency Plan was last reviewed and updated in June 2015.
- 1.2 The existing plan is 147 pages long and has been in the same format since it originated in 2010. The document contains an overview of common functional emergency response plans, Shepway specific emergency response plans, Kent County Council specific emergency response plans and Multi-Agency emergency response plans.
- 1.3 The revised document has been created following the template used by Dover District Council. This provides a more concise document, which will be easier to use in an emergency.
- 1.4 The revised Major Emergency Plan does not include the emergency contact directory as this is a separate document which is continuously updated with relevant changes. The contact directory is held in a secure area on Resilience Direct which only Shepway District Council staff can access, as well as being held by Lifeline who administer the out of hours Duty Officer phone line.
- 1.5 The revised Major Emergency Plan has been considered by CMT and OMT and their comments/feedback have been included in the document.
- 1.6 CMT agreed that Councillors should be provided with emergency planning awareness training and this has been organised for the Kent Resilience Team to deliver on the 26th April 2017 at 5.30pm prior to the Council meeting.

2. BACKGROUND FOR THE RECOVERY GUIDANCE

- 2.1 As a consequence of a significant incident there may be a requirement for dedicated recovery management to deal with issues facing the district and responders.
- 2.2 The council does not have in place specific guidance to provide advice on all aspects of recovery working after a significant incident.
- 2.3 The guidance has been created following a template used by Canterbury City Council and covers the worst case scenario and therefore some of sections may not be required depending on the scale of an incident or emergency.
- 2.4 The guidance should be used in conjunction with the KRF Pan Kent Emergency Recovery Framework, as it outlines Shepway and KCC's recovery response.
- 2.5 The Recovery Guidance has been considered by CMT and Heads of Service and their comments/feedback have been included in the document.

3. RISK MANAGEMENT ISSUES

| Perceived risk | Seriousness | Likelihood | Preventative action |
|--|-------------|------------|---|
| The Council does not have a plan in place to deal with a major emergency. | High | Medium | A revised simpler plan has been created and this will be reviewed periodically to ensure it reflects the working practices of the council. |
| The Council does not have a framework of how to deal with recovery after a major incident. | High | Medium | Recovery Guidance has been created and this will be reviewed periodically to ensure it reflects the councils working practices and central government guidance. |

4. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

4.1 Legal Officer's Comments

Legal Officer's comments are not required for this report.

4.2 Finance Officer's Comments (AK)

The overriding financial implications and sources of cost recovering the event of an incident are set out in the recovery guidance. The recovery guidance report also refers to the fact that not all costs will be recoverable from grants, insurance etc. and therefore a residual cost is likely to be incurred by the Authority.

4.3 Diversities and Equalities Implications (ST)

There are no specific diversity and equality implications arising from this report.

4.4 Communication Implications (ML)

The appropriate staff will be provided with the revised plans and procedures. Regular training is undertaken for staff and communication to Members will take place through the awareness training.

5. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting

Dee Chambers, Policy and Improvement Officer
Tel: 01303 853508
Email: dee.chambers@shepway.gov.uk

Appendices:

Appendix 1: Major Emergency Plan

Appendix 2: Recovery Guidance