

Update on Emergency Planning and Business Continuity

Portfolio	Community
Ward(s) Affected:	n/a

Purpose

To receive a report on the Council's preparedness and resilience to respond to emergencies and fulfil its responsibilities under the Civil Contingencies Act 2004.

Background

1. The Civil Contingencies Act 2004 places a duty on the Council to ensure critical services are resilient in order to respond to disruptive events. This involves ensuring both Emergency and Business Continuity Plans are in place.
2. A Corporate Resilience Policy has been drafted to ensure that the following objectives are met:
 - a. A planning process in place that encompasses anticipation, assessment, prevention and preparation, so that we are ready to deal with rapid increased demands for services caused by emergencies.
 - b. Surrey Heath Borough Council responds to these increased demands for service efficiently and effectively,
 - c. Surrey Heath Borough Council will have a business continuity process in place to enable critical services to be maintained in the face of a serious and / or widespread disruptive incident, including disruption to services during an emergency,
 - d. Surrey Heath Borough Council will have in place business continuity plans to ensure that critical service provision can be maintained during an incident or disruption,
 - e. Surrey Heath Borough Council maintains training and exercising programme for staff to ensure effective implementation of this policy.
3. In Surrey, a planning, training and response framework exists under which, the emergency services, county council, local authorities, government agencies, health services and other statutory, commercial and voluntary organisations work together, to deliver good practice when responding to emergencies. The Surrey Local Resilience Forum (SLRF) was formed to co-ordinate the response of Surrey's emergency

services, local authorities and other Category 1 Responders (as defined by the Civil Contingencies Act (2004) to major incidents.

Current Position

4. The main focus of work for the past 6-months has been on:
 - a. Business Continuity.
 - b. The Surrey Heath multi agency flood plan

Business Continuity

5. All Services have appointed Business Continuity Champions. Business Impact Assessments have been completed and these have been developed into Service Business Continuity Plans. All Service Business Continuity Plans have been validated and tested.
6. From the service business continuity plans the Corporate Management Team (CMT) has agreed on the critical activities which need to be maintained and these will be incorporated in the Corporate Incident Plan. This will be validated and tested later in the year.

The Surrey Heath Multi – Agency Flood Plan

7. All Borough and District flood plans have been reviewed and updated following the widespread flooding in Surrey in 2013/2014. A common template has been used which enables partner agencies to share intelligence on flooding incidents and risks.
8. The Surrey Heath multi-agency flood plan has been signed off by the Chief Executive and placed on a secure data base for use by the Surrey Local Resilience Forum in any future incident. It will be regularly reviewed and tested.

Resource Implications

9. The Council directly employs an Environmental Health administrator for 12-hours a week to maintain and update the Council's emergency plans and policies. This is an essential area of work, without which the Council would find it difficult to respond to emergencies in an efficient manner.
10. In addition, an Emergency Planning Officer from Surrey County Council works with Surrey Heath for one day a week under a Service level Agreement (SLA). Each year the Executive Head of Community agrees the tasks to be completed under the SLA. In 2014/2015 this mainly involved updating the flood plan following the floods last year and to ensure all service areas had robust business continuity plans.

Recommendation

11. It is recommended that the Performance and Finance Scrutiny Committee notes that:
 - a. All Services have produced, validated and tested service business continuity plans and that the agreed Critical Activities have been incorporated onto a Corporate Incident Plan.
 - b. The Surrey Heath Multi-Agency Flood Plan has been completed and approved.

Annexes: Nil

Background Papers: Nil

Report Author and
Service Head

Tim Pashen – Executive Head – Community
tim.pashen@surreyheath.gov.uk
Tel: 01276 707351