

**ACTION PLAN TO IMPLEMENT THE RECOMMENDATIONS
OF THE OVERVIEW & SCRUTINY COMMITTEE ON PERSONAL CARE
ON
RESPONDING TO A MAJOR INCIDENT – THE HUMANITARIAN ASPECTS**

Recommendation	Owner	Action	Target Date(s)
Recruitment to the Crisis Support Team should be extended to a wider range of County Council staff and the incentives and support available to those who volunteer should be reviewed.	Adult Social Care Emergency Planning Lead Officer	<ul style="list-style-type: none"> • CST training programme • Extending membership – keep under review but limit to administrative support roles • Review incentives when budget constraints allow 	Training ongoing Review October 2005 Review October 2005
Support voluntary organisations that have a civil emergency response role with their recruitment of new volunteers.	County Emergency Planning Officer	<ul style="list-style-type: none"> • Increase frequency of County Volunteer Emergency Committee meetings • Continue to involve voluntary organisations in exercises where possible • Take opportunities to publicise the role of the voluntary organisations in civil protection 	Actioned – now meeting 4-monthly eg Exercise Bedbug 14 May 2005 (live rest centre exercise) eg Volunteers section on Emergency Planning web pages by June 2005
Establish an emergency planning communications strategy which includes mechanisms for feedback and evaluation of its effectiveness.	County Emergency Planning Officer	<ul style="list-style-type: none"> • Establish service lead officer network to improve communication within services • Ensure website is regularly updated • Continue to seek and publicise feedback from training and exercises • Learn from communications initiatives in other local authorities and partner agencies • Re-write the “Responding to Major Emergencies in Buckinghamshire” booklet to appeal to a wider audience 	Lead Officers nominated and communication being developed } } } Ongoing } } August 2005

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Utilise the County Council's Community Leadership role to promote involvement with emergency planning, with all sections of the community.	Cabinet Member for Community Services	<ul style="list-style-type: none"> • Establish clear mechanism for appropriate Member engagement in the response to a major emergency • Ensure that Members are aware of current multi-agency emergency management protocols and the local authority role therein 	<p>Mechanism updated and endorsed by Cabinet Member decision.</p> <p>Member awareness to be enhanced in new Council induction and Autumn seminar</p> <p>Community Emergency Planning Guidance to be issued to all town and parish councils July 2005</p>
Review the way in which training is provided to make it part of mainstream training which emphasises the development of key transferable skills and provides a clear continuing professional development path.	County Emergency Planning Officer	<ul style="list-style-type: none"> • Conduct review 	<p>Emergency Planning element now included in induction course.</p> <p>Introduction to Emergency Planning ½-day course to be developed with Oxfordshire (by September 2005)</p>
Extend the quality and quantity of opportunities for joint training with partner organisations.	County Emergency Planning Officer	<ul style="list-style-type: none"> • Ensure, through liaison fora such as the Buckinghamshire Emergency Co-ordination Committee and the Thames Valley Local Resilience Forum that opportunities for joint training are maximised 	Ongoing
Review the way in which emergency planning is promoted and co-ordinated across the County Council, and appoint a lead officer in each service area to champion emergency planning issues.	County Emergency Planning Officer	<ul style="list-style-type: none"> • Request COMT decision on service lead officer appointments and devise a meeting/work programme • Utilise the Business Continuity Planning Forum to ensure that the focus on emergency planning issues is retained 	<p>Lead Officers nominated and communication being developed</p> <p>Ongoing</p>