

Report for:	THE SHADOW EXECUTIVE
Meeting Date:	8th October 2019

Title of Report:	Interim Civil Contingencies Policy
Responsible Officer	Ben Coakley
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Recommendations:	That the Interim Civil Contingencies Policy is considered and agreed.
Corporate Implications:	No specific implications relating to the agreement of the policy, however the policy does highlight the need for all workstreams across the unitary programme to continue to consider business continuity in the development of their plans.

1. Purpose of Report

The Shadow Authority is required to prepare, approve and publish certain emergency and civil contingency plans before Vesting Day.

The Civil Contingencies Workstream has considered and assessed the various elements that are required to be put into place and the initial stage is to develop an Interim Civil Contingencies Policy.

This overarching policy defines the legal obligations, sets the framework for how subsequent plans will be developed and their applicability and scope during the transitional period. It also confirms and clarifies how a response will be handled in the event of a major incident both pre Vesting Day and once the Buckinghamshire Council is established.

2. Content of Report

Councils are defined as Category One Responders in the Civil Contingencies Act 2004 (CCA) and have duties under it to “maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur the person or body is able to perform his or its functions so far as necessary or desirable for the purpose of: preventing the emergency, reducing, controlling or mitigating its effects, or taking other action in connection with it”.

The CCA also requires councils to maintain plans to ensure that they and those organisations delivering services on their behalf (i.e. contracted-out services), can

continue to exercise all their functions in the event of an emergency so far as is reasonably practicable.

This Interim Civil Contingencies Policy sets out the approach on how this will be achieved and will guide and inform the development of the other statutory plans that must be prepared and in place for the new council before Vesting Day relating to emergency planning matters.

The Policy seeks to build on the excellent collaborative work that already takes place in this area and has been drawn up having regard to the various legislative requirements placed on the Shadow Authority as well as the guidance and principles that exists in Integrated Emergency Management (IEM) and Business Continuity Management (BCM).

This overarching policy sets out:

- a. Legal Obligations
- b. Accountability / Governance
- c. Framework Arrangements
- d. Integrated Emergency Management (IEM) Principles
- e. Business Continuity Management (BCM) Principles
- f. Monitoring and Reporting
- g. Multi-Agency Working
- h. Major Incident Management
- i. Role of Members
- j. Training and Exercising
- k. Competencies, and
- l. Policy Approval and Review

This approach has been formulated and agreed by the Civil Contingencies Workstream as being the most effective and efficient way of securing legal compliance within the timescales and draws upon the existing knowledge and expertise in the existing councils.

3. Financial Implications

The interim policy itself contains no new financial implications or requirements

4. Legal Implications

Regulation 11 of the Local Government (Structural Changes) (Transitional Arrangements) (No.2) Regulations 2008 requires the new council to have in place the following 4 statutory plans in relation to emergency planning:

- Emergency and business continuity plans under Section 2(1) (c) and (d) of the Civil Contingencies Act 2004
- Off-site emergency plans under Regulation 10 of the Control of Major Accident Hazards Regulations 1999 [Replaced by 2015 Regulations] – Only if a relevant site within the Council's area.
- Off-site emergency plans under Regulation 9 of the Radiation (Emergency Preparedness and Public Information) Regulations 2001 - Only if a relevant site within the Council's area.
- The plan prepared under Regulation 25 of the Pipeline Safety Regulations 1996 (emergency plans in case of major accidents)



The principle legislation governing civil contingencies work is the CCA and associated statutory guidance. Under section 2 of the CCA Councils have a duty to assess, plan and advise on the risk of an emergency occurring, the effect on their functions, how to prevent ,reduce and mitigate the effects of emergencies and to publish all or appropriate parts of those emergency and business continuity plans.

5. Other Key Risks

There are no identified key risks relating to this interim policy. However, at the time of writing this report, EU exit activities have increased and could conceivably impact on the timing of some elements of delivery. However, this risk continues to be monitored as part of the unitary programme and part of business as usual activities across the Bucks authorities to reduce this risk.

6. Dependencies

There are no key dependencies associated with the recommendation or the adoption of this interim policy.

7. Consultation

Not applicable to this policy. Subsequent plans will however require consultation with both internal volunteer staff and external partners. The workstream will continue to keep the Thames Valley Local Resilience Forum (the multi-agency grouping of emergency responders) updated on any changes and progress during the transition.

8. Communications Plan

Whilst this policy does not necessitate the need for a specific communication plan, it sets the scene for developing the operational plans that will require stakeholder engagement. Staff involved in delivering an emergency response will also be provided with targeted information to describe the agreed way forward, with the next stage being the development of the Integrated Emergency Management Plans which will also require 'publication'.

9. Equalities Implications

No specific equality implications for this interim policy.

10. Next Steps

If the Shadow Authority is minded to agree the interim civil contingency policy and its approach, the civil contingencies workstream will continue to develop the associated Integrated Emergency Management Plan, design procedures for the new Crisis Management Team when in post, arrange training, develop an exercise/ scenario and go on to confirm associated business continuity requirements are met.

Background Papers	None other than referred to in this report
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