

Date 11 December 2017

Corporate Projects Scrutiny Committee

Emergency Planning Working Group Draft Report

Working Group Members

Cllr Pound (chair)

Cllr Trump

Cllr Barrett

Cllr Hossack

Apologies

Cllr Aspinell

Supporting Officers

Sue White

Phil Ruck

Scope

The scope of the Emergency Planning Working Group is set out below:

- i. review the Council's plans to react to any major disaster/incident within the Borough
- ii. to identify any concerns over the Council's ability to respond
- iii. to examine how the Council is co-operating and coordinating with other agencies/Boroughs to reduce risk and increase the required response.

Methodology

The following methodology was agreed by the Working Group:

To review the Council's plans to react to any major disaster within the Borough. To identify any concerns over the Council's ability to respond and to examine how the Council is co-operating and co-ordinating with other agencies/Boroughs to reduce risk and increase the required response.

Documentation to aid review was:

- 1) Corporate Emergency Plan
- 2) Multi-Agency Rest Centre Plan
- 3) Brentwood Borough Operational Flood Plan

- 4) Gold Cover officer Guide
- 5) Operational Response Procedures
- 6) Recovery Framework and Guidelines

Members were provided with an overview of how the process works and documentation is used and how officers maintain same with attendance at

- a) Essex Resilience Forum (ERF)
- b) District Emergency Planning Officers

Members were also appraised of a new initiative whereby Basildon BC (who have a dedicated Emergency Planning Team) will be undertaking a detailed review of BBC procedures and readiness in the event of an emergency

Meeting Dates

Meetings were held on 4th October and 30th October

Attached as Addendum 1 are the notes of the above meetings.

Terms of Reference

The Working Groups Terms of Reference are attached at Addendum 2.

1. Report Recommendations

The report recommendations are set out in full below.

R.1 To develop a clear communications plan

R.2 To ensure findings/learning, following any incident, be considered/or embedded within existing plans

R.3 That a review of the community register take place

R.4 Plans to protect public meetings consider

- a. Potential risks to main public events (Brentwood Lighting-Up/ Shenfield Christmas Fayre)
- b. Potential protection at main Council meetings (i.ee. Annual Council)

2. Introduction

Following on from a large number of incidents, ranging from terrorist activity , to the tragic events at Grenfell, Members requested that they review the Emergency Planning a procedures, and by default the preparedness of the organisation to react to major incidents

3. Explanation of Recommendations

Recommendation 1 To develop a clear communications plan
Explanation Upon review . Members felt that a gap existed in procedures covering communications, including Member communications.
Recommendation 2 To ensure findings/learning, following any incident, be considered/or embedded within existing plans
Explanation Investigations into major(and other) incidents will always bring changes to existing policies/procedures. Members noted the relationships with other agencies which allowed the adoption of new methods and alongside this, did not wish the EPWG to be disbanded, but continued to allow for continual review.
Recommendation 3 That a review of the community register take place
Explanation The community register should be reviewed i=on a regular basis and tested against the organisations preparedness in case of incidents occurring
Recommendation 4 Plans to protect public meetings consider <ul style="list-style-type: none">c. Potential risks to main public events (Brentwood Lighting-Up/ Shenfield Christmas Fayre)d. Potential protection at main Council meetings (i.ee. Annual Council)

Explanation

Members wish to consider our reaction and preparation against incidents that occur in public spaces such as those listed above.

Addendum 1 Meeting Minutes

Emergency Planning Working Group Minutes of Meeting 04 October 2017

Present: Cllr Jan Pound (JP) Chair, Cllr William Trump (WT), Cllr Gareth Barrett (GB)

Also present: Phil Ruck (PR), Sue White (SW)

Apologies: Cllr Barry Aspinell, Cllr Chris Hossack

1. Welcome

The Chair welcomed all present to the meeting, which was the first meeting of the group

2. Apologies for absence

Apologies were received from Cllr Aspinell and Cllr Hossack

3. Minutes of Previous Meeting

Not applicable as this was the first meeting of the group

4. Matters arising from previous meeting

Not applicable as this was the first meeting of the group

5. Terms of Reference

These were presented by PR and are attached to these minutes. Members were asked to consider these and provide any alterations by the next meeting. It was agreed however, that the focus of the review should be on Major incidents

Action: ALL

6. Review of reports provided

An overview of the key aspects of the Emergency Planning procedures and associated policies was provided by PR & SW. Members were to review the documents and provide feedback at the next meeting.

Members agreed that the review they will undertake will include:

- a) The role of Members in any major incident
- b) A communications plan supporting the various policies and procedures
- c) A note of the "gold Cover Listing" to be distributed to Members (on a regular basis and in the event of an emergency incident)
- d) A Reputational Recovery Plan

Action: ALL

7. Any Other Business

8. Date of next meeting

Next meeting will take place on 25 October 2017 – 18:30 in Meeting Room 2 in the Town Hall

Addendum 1 cont...

Emergency Planning Working Group Minutes of Meeting 30 October 2017

Present: Cllr Jan Pound (JP) Chair, Cllr William Trump (WT), Cllr Gareth Barrett (GB), Cllr Chris Hossack (CH)

Also present: Phil Ruck (PR), Sue White (SW)

Apologies: Cllr Barry Aspinell

9. Welcome

The Chair welcomed all present to the meeting, no agenda was prepared as the meeting was solely to discuss the feedback on the documents provided at the inaugural meeting.

10. Apologies for absence

Apologies were received from Cllr Aspinell

11. Minutes of Previous Meeting

These were agreed

12. Matters arising from previous meeting

All items are covered in the items below.

13. Terms of Reference

These were reviewed and accepted with a clear note that these refer to “major” incidents as defined on page 18 of the Emergency Planning Document

14. Review of reports provided

Members accepted the documents provided and had no major issues, but did ask that the following be actioned/followed up:

- b) A clear communications plan, in the case of a major incident be developed.
- c) That any findings/learning, following any incident, be considered/or embedded within existing plans
- d) That a review of the community risk register take place
- e) Plans to protect public meetings consider :
 - a. Potential risks to main public events (Brentwood Lighting-Up/ Shenfield Christmas Fayre)
 - b. Potential protection at main Council meetings (i.ee. Annual Council)

15. Further Meetings

It was agreed that no further meetings should be established at this stage, but meetings of the working group should be held as soon as there are significant events that result in changes to the current Emergency Plans.

16. Any Other Business

There was no other business to be considered

17. Date of next meeting

This will be advised, but it was suggested that the Working Group should meet at an interval of 6 months, unless changes to the Emergency Plan meant that an earlier meeting be arranged.

Addendum 2 - Terms of Reference

Terms of reference

1. Purpose

The purpose of the Emergency Planning Working Group (EPWG), is to:

- iv. review the Council's plans to react to any major disaster/incident within the Borough
- v. to identify any concerns over the Council's ability to respond
- vi. to examine how the Council is co-operating and coordinating with other agencies/Boroughs to reduce risk and increase the required response.

The EPWG will review the current reports/procedures that form the basis of Brentwood's response. These include the following:

- a) Corporate Emergency Plan
- b) Multi-Agency Rest Centre Plan
- c) Brentwood Borough Operational Flood Plan
- d) Gold Cover Officer Guide
- e) Operational Response Procedures
- f) Recovery Framework and Guidelines

The working group may request further work or information to be provided to them to clarify any implications or issues that may affect the Council.

2. Aim

The primary aim of the EPWG is to ensure that the Council's Emergency Planning procedures are robust, workable and that they are continually reviewed to take account of both statutory and latest best practice changes.

3. Accountability and decision making

The EPWG will report directly to the Corporate Projects Scrutiny Committee (CPSC) on a quarterly basis unless a special meeting is required.

4. Timescales

It is planned that an update on progress is supplied to the 11th December meeting of the CPSC. Due to the emerging information from incidents (such as the enquiry into the Grenfell disaster) it is recommended that this item should be a recurring item on the workplan of the CPSC and that reviews should take place every 6 months, or earlier should it be necessary.

5. Membership and frequency

The Cross party working group will be Chaired by the Chair of the Corporate Projects Scrutiny Committee.

It will consist of three Members of the administration including the Chair, and two from the opposition parties.

Meetings will take place as required and will be at times to enable effective coordination with the relevant Committee meetings. The group will also have the option to call additional meetings to address specific issues that require agreement or decision.

Agendas and supporting documents will be issued at least one working week before the meetings.

Timescales

Cross party Working Group membership

Cllr Jan Pound – Chair
Cllr Chris Hossack
Cllr William Trump
Cllr Barry Aspinell
Cllr Gareth Barrett

The EPWG will be supported by the Chief Executive and other Officers as required.