

**29 January 2018**

**Corporate Projects Scrutiny Committee**

**Emergency Plan Response and Procedures Working Group Report**

**Report of:** *Phil Ruck, Chief Executive*

**Wards Affected:** *All*

**This report is:** *Public*

**1. Executive Summary**

- 1.1 This report submits the report and recommendations of the Emergency Plan Response and Procedures Working Group for consideration by the Corporate Projects Scrutiny Committee.

**2. Recommendation(s)**

- 2.1 To note the Emergency Plan Response and Procedures Working Group and agree the recommendations contained within it.**

**3. Background**

- 3.1 The Civil Contingencies Act 2004 defines local authorities as Category 1 Responders. As a local authority and Category 1 responder, Brentwood Borough Council is subject to the full set of duties under the Act, the main functions include:

- Assess the risk of emergencies occurring
- Put in place emergency plans
- Put in place Business Continuity Management arrangements
- Put in place arrangements to make information available to the public
- about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency
- Provide advice and assistance to businesses and voluntary organisations about business continuity management.

## **4 Reasons for Recommendation**

- 4.1 To ensure that the Council has the necessary Emergency Planning arrangements in place to meet its Category 1 requirements.

## **5 References to Corporate Plan**

- 5.1 The vision of Transformation includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

## **6 Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Deputy S151 Officer**

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- 6.1 There are no direct financial implications arising from this report.

### **Legal Implications**

**Name & Title: Daniel Toohey, Monitoring Officer & Head of Legal Services**

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- 6.2 There are no legal implications arising directly from this report.

## **7 Background Papers**

- 7.1 None.

## **8 Appendices to this report**

Appendix A – Emergency Plan Response and Procedures Working Group Report.

Appendix B – Brentwood Borough Council Corporate Emergency Plan 2017 – Part Two

### **Report Author Contact Details:**

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