



**Corporate Policy and  
Resources Committee**

**Thursday 23<sup>rd</sup> September  
2021**

**Subject: Emergency and Business Continuity Plan**

Report by:	Assistant Director of Commercial and Operational Services
Contact Officer:	Ady Selby Assistant Director of Commercial and Operational Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To update Members on Emergency and Business Continuity Plans and propose annual training in Emergency Planning for Members

**RECOMMENDATIONS:**

- 1. Members accept the Emergency and Business Continuity Plan**
- 2. Members approve the annual Member training programme for Emergency Planning**

## IMPLICATIONS

### **Legal:**

West Lindsey District Council has a number of statutory duties as a Category 1 Responder as defined in the Civil Contingencies Act (2004).

### **Financial : FIN/75/22/A**

There are no financial implications as a result of this report.

### **Staffing :**

All staff involved in emergency planning and business continuity will receive appropriate training as part of Lincolnshire Resilience Forum's training programme.

### **Equality and Diversity including Human Rights :**

Not applicable for this report

### **Data Protection Implications :**

Any data utilised as part of Emergency Planning or business continuity processes will be processed in line with the Council's Data Protection Policy

### **Climate Related Risks and Opportunities:**

Emergency situations can involve risks to our environment. Therefore, having adequate emergency planning procedures and partnership/mutual aid arrangements in place is essential to minimise negatives impacts.

### **Section 17 Crime and Disorder Considerations:**

None associated with this paper.

### **Health Implications:**

An appropriate response to any emergency situation could help protect the health and wellbeing of the residents of the District.

### **Title and Location of any Background Papers used in the preparation of this report :**

None

**Risk Assessment :**

The Council has duties as a Category 1 Responder as outlined in the Civil Contingencies Act (2004). Failure to have adequate plans in place for emergencies could result in the Council being unable to meet its statutory duties.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

**x**

## 1 Introduction

- 1.1 The aim of Emergency Planning and Business Continuity arrangements is to ensure that WLDC's response to an emergency or major incident or disruption is co-ordinated, focused and effective, minimising the impact on our employees, elected Members, customers, partners, service providers, assets and reputation
- 1.2 The WLDC Emergency Plan (Appendix 2) has been developed to ensure that the Council is able to respond to both internal business continuity challenges and also to external emergencies requiring a multi-agency response under the Civil Contingencies Act 2004. It is applicable to external and internal emergencies or disruptive events.
- 1.3 Business continuity is the capability of the organisation to continue delivery of products or services at acceptable predefined levels following a disruptive incident. Each service area owns a regularly updated Business Continuity Plan.
- 1.4 This report will clarify current Emergency Planning and Business Continuity arrangements which are in place and go on to propose a training plan for officers and Members.
- 1.5 **In the event of Members becoming aware of an Emergency situation, they should call 01427 676676 in the first instance, this is the Customer Service Centre phone number and they will then be passed to the appropriate officer. For anything Out of Hours, Members should call 01427 613960, this is a number hosted on our behalf by Serco and again, the situation will be assessed and passed on to the appropriate Duty Officer if necessary. For any issues relating to flooding, Members should call the Lincolnshire County Council Floodline on 01522 782082.**

## 2 WLDC Role

- 2.1 The Civil Contingencies Act 2004 is the legislation that governs emergency planning in the UK, it places responders into one of two categories depending on their level of involvement in emergencies. West Lindsey District Council (WLDC) is a Category 1 Responder and as such, has the following duties in an emergency situation;
  - Risk Assessment
  - Emergency Planning
  - Warning and Informing
  - Business Continuity Planning
  - Co-operation
  - Information Sharing
  - Promoting Business Continuity Management

## 3 Our Plan

- 3.1 The WLDC Emergency and Business Continuity Plan is a live document and as such, is regularly updated. Responsibility for this lies with the Assistant Director Commercial and Operational Services, in collaboration with an expert officer who works with the Council as part of an agreement with the Lincolnshire County Council.
- 3.2 In more recent times, business continuity arrangements have been included in the Plan in order that all arrangements are stored in one central location.

#### **4 Lincolnshire Resilience Forum (LRF)**

- 4.1 Lincolnshire Resilience Forum is a multi-agency partnership made up of representatives from local public services including the emergency services, local authorities, the NHS, the Environment Agency and others. These agencies are known as Category 1 Responders, as defined by the Civil Contingencies Act. Lincolnshire County Council Emergency Planning & Business Continuity Team provide the Secretariat Function.
- 4.2 The Lincolnshire County Council EP & BC Team are based at the County Emergency Centre on South Park in Lincoln. It leads on planning and training for emergencies and comes together in response to critical incidents such as flooding, cyber-attacks or severe weather incidents and has played a critical role in the county response to, and recovery from, the Covid pandemic.
- 4.3 WLDC, in line with the majority of Lincolnshire Districts, has a Service Level Agreement with LCC EP & BC where the parties collaborate in making arrangements for emergency planning and business continuity. Part of the agreement includes provision to the Council of a dedicated, skilled single point of contact who ensures the Council's Emergency and Business Continuity Plans are up to date and tested.
- 4.4 The Council's Officers and Members also have access to LRF training and advice. A Member briefing document is available at Appendix 1.
- 4.5 The dedicated officer also organises local exercises in order to fully test plans. One topical example would be a flu pandemic exercise held in late 2019, the lessons learnt helped prepare the Council for the Covid pandemic. The LRF hold an annual exercise for multi-agency partners.
- 4.6 All documentation relating to Emergency Planning and Business Continuity is stored on the LRF's secure platform, Resilience Direct. All officers involved in Emergency Planning have access to these documents via secure, controlled access.
- 4.7 The Council has signed up to a Mutual Aid Agreement with other County, City, Borough and District Councils in Lincolnshire. In the event of an emergency situation in one area, other councils agree to offer support as required.

## **5 Internal Plans**

- 5.1 An internal Emergency Planning and Business Continuity Group (ESBCG) meets quarterly. Chaired by the Assistant Director Commercial and Operational Services, the group has representation from Finance, HR, IT, Customer Services, Operational Services and Comms. The LCC EP & BC representative and the Council's Health and Safety Co-ordinator also advise the group.
- 5.2 Each service area is represented by a Safety Champion, who highlight any current issues and feeds them through to ESBCG.
- 5.3 In the event of an emergency being declared, the Council's response would be managed by an Incident Management Group (IMG), the consistency of this group is defined in the Emergency Plan.
- 5.4 An out of hours major emergency phone number is supported on a rota basis by senior officers. An out of hours phone rota is also operated by the Waste Services Team who may be called out to deal with obstructions in the Highway, dangerous objects such as glass or needles, collecting dead animals or supporting sandbagging operations. The Home Choices and Building Control teams also provide out of hours responses.
- 5.5 The new Operational Depot at Caenby Corner, which opens in Autumn 2021, will have a room with the ability to be transformed into an emergency planning area should there be total loss of the Guildhall. The Depot will also have a back-up generator capable of supporting all operations in the event of a loss of power.

## **6 Recent Events**

- 6.1 The Covid pandemic tested all the Council's services, however in general, the routine planning and testing ensured the services were as resilient as possible.
- 6.2 As new ways of working are gradually adopted, it will be important to update these plans to ensure they remain valid.
- 6.3 Normal practice would be for the IMG to lead on any emergency response. For the Covid response, Management Team considered it should take the lead role, given the scale and potential implications of the crisis.
- 6.4 The Council has been fully represented on the various forums set up by the LRF in response to, and recovery from, Covid. This includes Strategic and Tactical Groups and various sub-cells including Comms and Community/Volunteer cells.
- 6.5 The Council also moved swiftly to set up a Community Hub at the start of the crisis, this helped match up people in need with voluntary

organisations. This continued until the Wellbeing Service was able to co-ordinate this role on a County-wide basis.

- 6.6 Earlier this year, Management Team received a paper outlining arrangements for concurrent emergencies. The paper proposed senior management representations for strategic and tactical bodies in the event of another emergency running concurrently with Covid. These arrangements have been tested and the LRF has responded to a severe weather incident and also a large traveller funeral.

## **7 Training**

- 7.1 A comprehensive training plan is in place for officers involved in emergency planning and business continuity, it is being rolled out throughout 2021 and 2022.
- 7.2 It is proposed that Member training sessions are arranged on an annual basis, or post-incident, facilitated by officers from LRF.
- 7.3 A slot will be booked annually at Leaders Panel, also a mop up session will be organised for other interested Members.