

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

14 SEPTEMBER 2017

**REPORT OF SENIOR
MANAGEMENT TEAM**

CABINET DECISION

Cabinet Member for Environment & Transport : Cllr Mike Smith

MAJOR INCIDENT PLAN

1. Summary

Under the Civil Contingencies Act the Council has a responsibility to prepare and maintain a major incident plan. The Council are supported by the Joint Authority's arrangement which is known as the Emergency Planning Unit who provide specialist advice and support in the preparation and maintenance of the plan. Under the legislation we are duty bound to maintain a frequent view of the plan to ensure its currency and ensure that the human resources associated with it remain current within the organisation.

2. Recommendations

1. Cabinet approve the update of the major incident plan as shown in **Appendix 1**.

3. Reasons for the Recommendation(s)/Decision(s)

As a category one responder under the Civil Contingencies Act the Council must ensure it has an up to date robust major incident plan. The Cabinet are therefore asked to approve the version attached to this report which has been updated in line with current legislation, guidance and also reflects changes within the organisation.

4. Members' Interests

Members (including co-opted Members) should consider whether they have a personal interest in any item, as defined in **paragraphs 9 and 11** of the Council's code of conduct and, if so, declare the existence and nature of that interest in accordance with and/or taking account of **paragraphs 12 - 17** of the code.

Where a Member regards him/herself as having a personal interest, as described in **paragraph 16** of the code, in any business of the Council he/she must then, **in accordance with paragraph 18** of the code, consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest and the business:-

- affects the members financial position or the financial position of a person or body described in **paragraph 17** of the code, or
- relates to the determining of any approval, consent, licence, permission or registration in relation to the member or any person or body described in **paragraph 17** of the code.

A Member with a personal interest, as described in **paragraph 18** of the code, may attend the meeting but must not take part in the consideration and voting upon the relevant item of business. However, a member with such an interest may make representations, answer questions or give evidence relating to that business before the business is considered or voted on, provided the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise (**paragraph 19** of the code)

Members may participate in any discussion and vote on a matter in which they have an interest, as described in **paragraph 18** of the code, where that interest relates to functions of the Council detailed in **paragraph 20** of the code.

Disclosable Pecuniary Interests

It is a criminal offence for a member to participate in any discussion or vote on a matter in which he/she has a disclosable pecuniary interest (and where an appropriate dispensation has not been granted) **paragraph 21** of the code.

Members are required to comply with any procedural rule adopted by the Council which requires a member to leave the meeting room whilst the meeting is discussing a matter in which that member has a disclosable pecuniary interest (**paragraph 22** of the code)

AGENDA ITEM
REPORT TO CABINET
14 SEPTEMBER 2017
REPORT OF SENIOR
MANAGEMENT TEAM

CABINET DECISION

MAJOR INCIDENT PLAN

SUMMARY

Under the Civil Contingencies Act the Council has a responsibility to prepare and maintain a major incident plan. The Council are supported by the Joint Authority's arrangement which is known as the Emergency Planning Unit who provide specialist advice and support in the preparation and maintenance of the plan. Under the legislation we are duty bound to maintain a frequent view of the plan to ensure its currency and ensure that the human resources associated with it remain current within the organisation.

RECOMMENDATIONS

1. Cabinet approve the update of the major incident plan as shown in **Appendix 1**.

DETAIL

1. The major incident plan has undergone review in co-operation with the Joint Authority's Emergency Planning Unit. The main purpose of the plan remains unchanged but there have been significant editorial changes principally as a result of the changes to senior officer roles within the Council. Some flexibility has been introduced in terms of roles and the term relevant Director has been introduced as depending on the nature of the incident one of the corporate management team will be assigned as the lead Director. The updated plan, July 2017, is attached to this report in Appendix 1 for Cabinet's consideration and approval.
2. Page 11 sets out the key individuals who have been identified to act in the roles detailed including gold and silver command and again depending on the nature of the emergency and availability this may vary.
3. In addition to the plan as included there are a number of associated documents which provide greater detail behind some of the specific risks that exist within the Borough so the document is designed not to identify specifics, it does however include a summary of major incidents that have been declared over recent years of which three were flooding related and two were fires relating to major industry.
4. One of the associated documents is the Emergency Response Plan Contact List which has not been updated for some time. Responsibility for the maintenance of this list now resides with the office of the Director of Economic Growth & Development. This is particularly important as the nature of an incident unfolds it may draw across a number of services out of hours that are not always in the familiar setting of out of hours call out and working arrangements.
5. The plan also defines the roles of Elected Members and the communication channels which often vary depending on the nature of the incident. This is particularly important when an

incident enters the recovery phase and Elected Members networks at a local level play a vital role in ensuring the Council and its partner agencies are able to execute and communicate the management of the recovery phase to support its safe and efficient conclusion.

6. As part of the roles and responsibilities identified within the plan it is essential that the correct training has been undertaken and is maintained on a regular basis. The Council has undertaken this review and further training and refresher activity is being co-ordinated with the Emergency Planning Unit to ensure the Council retains currency with key staff.

COMMUNITY IMPACT IMPLICATIONS

7. The Council has a duty to have in place appropriate plans for major incidents which often impact upon the community in a wider sense. Cabinet's endorsement of the latest version of the plan will ensure this information is available.

FINANCIAL IMPLICATIONS

8. There are no direct financial implications resulting from the update of the major incident plan and any financial implications associated with dealing with a major incident will vary in nature and will be considered upon each occurrence as to how they are managed.

LEGAL IMPLICATIONS

9. As category one responder under the Civil Contingencies Act the Council has a legal duty to respond and have appropriate plans in place.

RISK ASSESSMENT

10. The approval of the amendments to the major incident plan are categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk.

COUNCIL PLAN POLICY PRINCIPLES AND PRIORITIES

11. Not applicable in the context of the plan updates.

CORPORATE PARENTING IMPLICATIONS

12. N/A

CONSULTATION INCLUDING WARD/COUNCILLORS

13. All Members.

Name of Contact Officer: Richard McGuckin
Post Title: Director of Economic Growth & Development
Telephone No. 01642 527028
Email Address: richard.mcguckin@stockton.gov.uk

Education related?

No

Background Papers

None.

Ward(s) and Ward Councillors:

All

Property

None