

**NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY****SHADOW EXECUTIVE COMMITTEE MEETING****Thursday 25 March 2021**

<b>Report Title</b>	<b>Emergency Plan / Critical Incident Plan for North Northamptonshire</b>
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**List of Appendices****Appendix A – Emergency Plan / Critical Incident Plan****1. Purpose of Report**

- 1.1. The purpose of this report is to seek member approval for the Emergency Plan / Critical Incident Plan (attached at Appendix 1) for North Northamptonshire as required as part of our responsibilities under the Civil Contingencies Act 2004 (CCA).

**2. Executive Summary**

- 1.2. The report provides an overview of our responsibilities under the CCA and the key points contained within the emergency plan.
- 1.3. The emergency plan has been developed using information from existing plans across Northamptonshire and using best practice.

**3. Recommendations**

- 3.1 It is recommended that the Shadow Executive Committee:
- a) Approve the Emergency Plan / Critical Incident Plan for North Northamptonshire.
- 3.2 *Reason for Recommendation –*
- *To accord with legislation or the policy of the Shadow Authority*

## **4. Report Background**

4.1 North Northamptonshire Council is categorised as a Category 1 responder under the CCA and therefore the Council is required to:

- assess the risk of emergencies occurring and use this to inform contingency planning
- 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 (local authorities only)

4.2 The requirements relating to business continuity are covered in a separate report to this Committee.

4.3 This report complies with our statutory duty to put in place an emergency plan (Appendix A) and details the:

- Command and control structures
- Arrangements for activation of the plan
- Activation and escalation procedures
- Roles and responsibilities
- Recovery following an emergency
- Associated activities around any emergency e.g. financial considerations, media
- Training and exercising requirements

4.4 For year 1 North Northamptonshire will be hosting the Emergency Planning Service, and although this plan has been written for this authority, the principles within it are based on best practice which will be relevant to West Northamptonshire

4.5 It is recommended that this plan is reviewed in 1 year (or before if required), to ensure that the roles and arrangements proposed are working within the new authority.

4.6 This plan provides the Council's response to an emergency. There are a number of internal or Local Resilience Forum plans which will support this emergency plan on more specific risks. These are already in place but a timetable will be developed to review these specifically in relation to North Northamptonshire.

## **5. Issues and Choices**

5.1 The Emergency Plan has been developed for the North Northamptonshire Council, consideration needs to be given to whether the West Northamptonshire Council are content with the content and the lead taken in this area by the North.

## **6. Implications (including financial implications)**

### **6.1 Resources and Financial**

- 6.1.1 This emergency plan requires suitably trained and competent staff to undertake the roles identified within it. The roles are normally taken in addition to their day to day role and will require them to be released for training and exercising and to fulfil their role in the event of an emergency. A training programme is available for roles within the plan.
- 6.1.2 The Emergency Plan specifies key roles which should have a duty officer arrangement in particular for gold and silver levels. These will need to be agreed by the Corporate Leadership Team and a duty rota put in place.
- 6.1.3 There will be a requirement to harmonise the current arrangements for a Duty Emergency Planning Officer across North Northamptonshire. Currently Northamptonshire County Council (NCC) has this arrangement in place, for which staff are paid, however the existing district and borough councils in the North do not. There will be a requirement to ensure a more formal arrangement is in place to have the necessary cover out of hours and single point of contact for other organisations who need to contact us about an incident. The existing arrangements will need to be reviewed and a Duty rota and associated payment scheme agreed. This may result in additional costs if more staff are included than within the current arrangements NCC have in place. There will need to be an agreement with West Northamptonshire about what this role will cover in relation to an emergency for the period the service is hosted by the North.
- 6.1.4 If an emergency situation should occur than the authority may incur additional costs in relation to the event for example the provision of staff to make up and deliver sandbags for flooding, or provision of accommodation for those displaced and unable to return to their homes. Financial implications are recognised as part of the emergency plan with measure put in place to manage this.

### **6.2 Legal**

- 6.2.1 Under the CCA it is a legal requirement for the Council to have an emergency plan in place prior to Vesting Day.

### **6.3 Risk**

- 6.3.1 Management of the current Covid pandemic has meant that the emergency planners across Northamptonshire have had an integral role in managing the response to the pandemic. In recognising this Shadow Executive agreed on 29 October 2020 to the North hosting the emergency planning service (and public health service). Emergency planners are still heavily involved in this role.
- 6.3.2 The agreed model assumes that the majority of emergency planners currently employed by NCC will continue to work on the Covid response. Following the publication of the Government's roadmap out of lockdown discussions are ongoing regarding what resource can be redirected from Covid work to business as usual (BAU) to cover Emergency Planning and Business Continuity. The availability of resource for BAU will be the determining factor in the amount of day to day emergency planning and business continuity work that can be carried out within the organisation.

6.3.3 In the event of an emergency incident the emergency planning resource will be prioritised based on urgency and criticality.

#### **6.4 Consultation**

6.4.1 This plan has not been consulted on as it details the arrangements within North Northamptonshire Council for the declaration of an emergency / critical incident and the processes internally for activation and roles and responsibilities.

6.4.2 A draft of the plan was shared with the existing local authorities across Northamptonshire for comment before being finalised.

#### **6.5 Consideration by Overview and Scrutiny**

6.5.1 This report has not been considered by Overview and Scrutiny Committee.

#### **6.6 Environmental Impact**

6.6.1 There are no environmental impact arising from this report.

#### **6.7 Community Impact**

6.7.1 There are no direct community impacts from the approval of the plan, however the declaration of an emergency / critical incident may have an impact on the community at the time. The definition of an emergency within the plan aims to ensure that community impacts are considered when an emergency is declared and that the process ensures the community are supported through the emergency and subsequent recovery.

#### **6.8 Equalities**

6.8.1 As the policy is an internal plan an EIA is not required.

### **7. Background Papers**

7.1 Borough Council of Wellingborough Emergency Plan  
North Northamptonshire Safety and Resilience Partnership (NNSRP)  
Emergency Plan and Emergency Response Plan  
Northamptonshire County Council Critical Incident Plan Version 4.3