

## **ISLE OF ANGLESEY COUNTY COUNCIL**

### **Scrutiny Report Template**

<b>Committee:</b>	Partnership and Regeneration Scrutiny Committee
<b>Date:</b>	25/02/2020
<b>Subject:</b>	Regional Emergency Planning Service and update on Emergency Planning issues in the Council
<b>Purpose of Report:</b>	To update Members on Emergency Planning issues
<b>Scrutiny Chair:</b>	Councillor Gwilym O Jones
<b>Portfolio Holder(s):</b>	Councillor Llinos Medi
<b>Head of Service:</b>	Lynn Ball
<b>Report Author:</b>	Neil Culff, Manager, North Wales Councils Regional Emergency Planning Service. (NWC-REPS) Huw Jones, Head of Democratic Services
<b>Local Members:</b>	n/a

#### **1 - Recommendation/s**

1. The Committee is requested to comment on the key issues outlined in this report as part of scrutinising partnership arrangements
2. The Committee receives future reports on the preparedness of the Council to plan for emergencies and specific follow-up reports to any major local or regional emergency events to which the Council has had to respond.

#### **2 - Link to Council Plan / Other Corporate Priorities**

The activities undertaken by NWC-REPS are not directly linked to the Corporate Plan. However, through having appropriate Business Continuity and emergency response and recovery plans in place, the Council is supporting the mitigation of the effects of emergencies on communities.

#### **3 - Guiding Principles for Scrutiny Members**

**To assist Members when scrutinising the topic:-**

- 3.1 Impact the matter has on individuals and communities [Focus on Customer/Citizen]
- 3.2 A look at the efficiency & effectiveness of any proposed change – both financially and in terms of quality [Focus on Value]
- 3.3 A look at any risks [Focus on Risk]
- 3.4 Scrutiny taking a performance monitoring or quality assurance role [Focus on Performance & Quality]

**3.5** Looking at plans and proposals from a perspective of:

- Long term
- Prevention
- Integration
- Collaboration
- Involvement

[Focus on wellbeing]

**4 - Key Scrutiny Questions**

1. What are the priorities for future emergency planning work across North Wales?
2. Is there scope for greater collaboration on specific aspects of the work?
3. What is the scope for shared learning across the region and Member input?
4. Are there any particular priorities which the Council should focus during the next 3 years?

**5 - Background / Context**

The purpose of this report is to provide an update regarding the regional arrangements for emergency planning and response, and those within the Council itself.

Isle of Anglesey County Council has duties for emergency planning and response under the Civil Contingencies Act 2004, the Radiation (Emergency Preparedness and Public Information) Regulations 2001, and the Pipeline Safety Regulations 1996.

The Council meets its obligations by collaborating with the other North Wales local authorities through the North Wales Councils Regional Emergency Planning Service (NWC-REPS), for which Flintshire County Council is the lead authority. NWC-REPS reports to an Executive Board, comprising an officer representative of each of the Local Authorities that are partners to the service. Regional work programmes are reported to the Board and monitored.

This service has been in place since 2014 and North Wales is the first region in Wales to form a fully integrated service to support all Councils to fulfil their emergency planning, business continuity and response duties. One of the key objectives in establishing a regional service was to increase resilience and a specialist support for local authorities.

Within the Council, responsibilities for emergency planning and response are shared across services and nominated service representatives. There are regular meetings of the Officer Emergency Planning Working Group. From a service perspective responsibility for emergency planning is managed within Council Business.

The Council benefits from access to a broad range of knowledge and support from the regional service, this includes the sharing of good practice across authority areas. However, for the service to be effective, it is imperative that Council services continue to engage with the activities that are being undertaken, to ensure that emergency planning, business continuity and response are appropriately embedded within the Council.

## 5 (a) Regional Work Programme

### Pandemic Flu

NWC-REPS continues to work across the region with the Local Resilience Forum and partner agencies to review the preparedness arrangements for pandemic Flu/corona virus. Appropriate guidance will be issued to Council's as deemed necessary via Welsh Government and Public Health Wales.

### Memorandum of Understanding - 4x4 Response Wales

NWC-REPS has worked with this voluntary organisation to establish the terms and act on arrangements for utilising volunteer 4x4 owners to support Council services in times of need, such as during severe weather. This is a regional MoU, agreed by the NWC-REPS Executive Board.

### Ffordd Glandwr, Llangefni Emergency Plan

NWC-REPS have collaborated with colleagues in Highways to produce the Local Emergency Plan, following discussion with Natural Resources Wales.

### Project EXODUS (sharing information about vulnerable People)

NWC-REPS and IoACC have identified the properties at risk of flooding in the 4 coastal areas, Beaumaris, Red Wharf Bay, Trearddur Bay and Dwyran, and the 2 fluvial flood risk areas of Llangefni and Dwyran. Properties will also be identified within the Emergency Planning Areas for high pressure pipelines in the Wales & West Utilities Major Accident Hazard Pipeline Emergency Plan, produced in accordance with the Pipeline Safety Regulations 1996. Work is on-going with Social Services to maintain databases on vulnerable people living in these areas in the event of emergencies.

## FUTURE PLANNING PRIORITIES NWC-REPS

Plan	Status
North Wales Councils Coastal Pollution Plan (with specific sections for Local Authorities - IoACC Coastline Data & Clean-up Guidance)	The Coastal Pollution Plan will be developed by taking into account the lessons learnt from the Holyhead Marina Incident - 2020 <b>Timetable - start February 2020</b>
Recovery Plan - plan for the recovery process and the return to normality following an emergency within Isle of Anglesey County Council	North Wales Template has been reviewed by regional service in 2019 and Action Cards produced for Recovery Groups. IoACC Officers will then need to be identified for roles within the plan. <b>Timetable - April 2020</b>

## 5 (b) Other Aspects of the IoACC Work Programme

### Business Continuity Management (BCM)

#### 1.1 Testing of BCM Plans - Exercise Synergedd April 2019

A joint Table top exercise was held in April 2019 with Flintshire County Council to test arrangements. Arising from this exercise it was recommended that BCM plans be reviewed. As part of the NWC-REPs work programme for 2020/21, the regional service will be reviewing the standard template in Q3 and providing guidance to authorities on simplifying plans including more emphasis on action cards. Another issue identified was the need for a policy on the utilisation of Council staff in the event of an emergency. As a result, guidance for Managers has been prepared - Business Continuity Plan Policy and Procedure for the Deployment of staff in an Emergency Situation. More activities are planned for the future to embed and test plans, including an exercise to test the Pencadlys Recovery Plan in May 2020.

## **1.2 BCM Service Plans**

ALL services have updated their plans during Q3, including No deal Brexit risks. Further work is being undertaken in Education to include Libraries, Archives and Oriol Ynys Môn as part of the BCM plan for the service.

## **1.3 Internal Audit Report - BCM**

Internal Audit has now produced a report on Business Continuity and sought to answer the key question:

- Does the Council have robust systems in place to respond to emergencies and/or disruptions so that it can continue to deliver essential services?

The outcome of the review is mainly positive and given 'Reasonable assurance'. This was reported to the Audit Governance Committee on 11 February 2019. NWC-REPS will assist IoACC (via the Emergency Planning Working Group) to addressing recommendations.

## **1.4 Wylfa**

The Council was previously required, under regulations, to prepare a Wylfa Off – site Plan. NWC-REPS co-ordinated and delivered a multi-agency exercise in September 2019, which was accepted by the Office for Nuclear Regulation as a test of the Off-site plan. Following work on site, the Council has received confirmation that there is no longer a requirement to have an off-site plan, and so this document has now been withdrawn.

## **1.5 Staff Training**

Each year, a multi-agency training prospectus is prepared by the Local Resilience Forum. NWC-REPS support Council's in identifying staff training needs at different levels. Staff have participated in Strategic, Tactical and Operational training events and similar training is scheduled for 2020/21. This is an important aspect of the Council's preparedness in relation to emergency planning.

## **6 - Equality Impact Assessment [including impacts on the Welsh Language]**

No Assessment undertaken.

## **7 - Financial Implications**

<b>IoACC Financial Contribution</b>	
IoACC Financial Contributions to NWC-REPS since service creation	
2014/15	72,482
2015/16	67,049
2016/17	65,708
2017/18	64,394
2018/19	63,106
2019/20	61,844
The NWC-REPS Executive Board have agreed (November, 2019) to hold financial contributions at the 2019/20 rates for 2020/21.	

### **8 - Appendices**

NWC-REPS Annual Report 2018/19

### **9 - Background papers (please contact the author of the Report for any further information):**

NWC-REPS Service Level Agreement and Inter Authority Agreement. Report to Partnership and Regeneration Scrutiny Committee 15/10/18.

### **10 - Date**

11/02/20

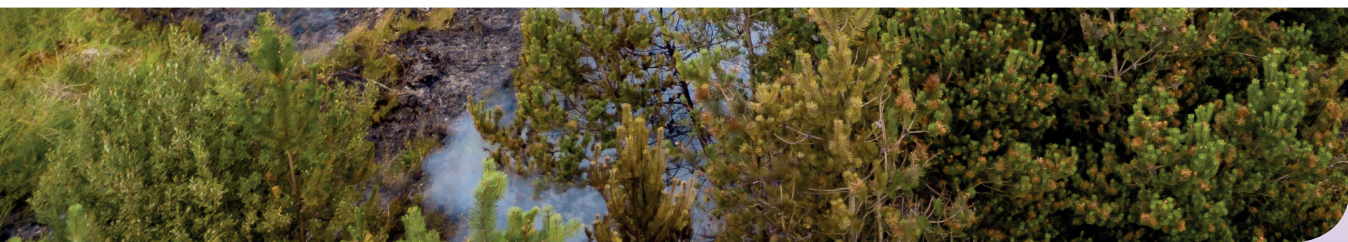


# Annual Report 2018/19



## North Wales Councils Regional Emergency Planning Service

[enquiries@nwc-reps.org.uk](mailto:enquiries@nwc-reps.org.uk)  
01532 702124



## NORTH WALES COUNCILS REGIONAL EMERGENCY PLANNING SERVICE (NWC-REPS).

Isle of Anglesey County Council, Gwynedd Council, Conwy County Borough Council, Denbighshire County Council, Flintshire County Council and Wrexham County Borough Council work together in a partnering relationship through the establishment in 2014 of a Regional Emergency Planning Service for North Wales. This Service undertakes the functions of the Councils in respect of civil contingencies and is accountable to an Executive Board that comprises senior representatives of those Councils. NWC-REPS provides a service to ensure the Local Authorities are compliant with the following legislation: -

- Civil Contingencies Act, 2004
- Control Of Major Accident Hazards Regulations, 2015
- Pipeline Safety Regulations, 1996
- Radiation (Emergency Preparedness and Public Information) Regulations, 2001 and subsequent Radiation (Emergency Preparedness and Public Information) Regulations 2019

This is the annual North Wales Councils - Regional Emergency Planning Service report for the year 01st April 2018 – 31st March 2019. It covers the work carried out by NWC-REPS across the six local authorities in the region, as well as multi-agency activities undertaken to support North Wales Local Resilience Forum.

### The Service works to:

- Reduce duplication and repetition of tasks
- Improve the harmonisation of the work and resilience of teams
- Improve deployment of available resources by sharing specialist support and common tasks
- Improve consistency of response between authorities
- Improve communication channels between the North Wales Resilience Forum and local authorities



## INCIDENT MANAGEMENT

NWC-REPS provides a 24/7 year-round Duty Officer to act as the initial point of contact for emergency response.

In 2018/19, NWC-REPS assisted in this role in the following ways: -



Additionally, NWC-REPS provided continued support to Isle of Anglesey County Council in relation to the incident involving damage to Holyhead Marina and subsequent coastal pollution. Although the incident happened in early March, the recovery phase continued for several weeks. This support included the organisation and facilitation of a multi-agency debrief of the incident.

Over the course of the year, NWC-REPS represented Local Authorities at Multi-Agency Tactical Coordination Groups for 2 of the above incidents (1 being activated and managed by NWC-REPS) and several Strategic Coordination Groups in the collaborative preparation for EU Exit.





## LEARNING & DEVELOPMENT

In 2018/19, NWC-REPS facilitated training and exercising for Local Authority staff across 9 different subjects, ranging from cyber resilience to strategic incident management with over 60 Local Authority delegates attending in total. We also welcomed contributions from partners such as the emergency services and Natural Resources Wales to a number of these events.

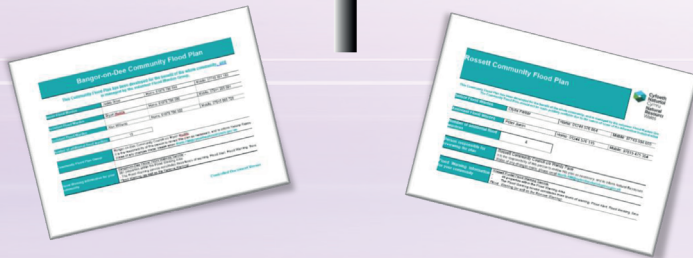


**Exercise Eupathy 2018**  
**Bangor-on-Dee & Rossett**  
**18<sup>th</sup> October 2018**  
**Exercise Operational Order**

**“GOOD OPPORTUNITY  
FOR PLAYERS TO MEET  
POTENTIAL COLLEAGUES  
AT FUTURE INCIDENTS”**



**“CLARIFIED A NUMBER OF  
QUERIES AND REINFORCED  
MY ROLE/DUTIES AS  
A FLOOD WARDEN”**



This Exercise aimed to improve knowledge and multi-agency preparedness for flooding events by testing of the arrangements in the Community Flood Plans for the communities of Bangor-On-Dee and Rossett. Whilst this was a multi agency exercise, delivered via the Local Resilience Forum, NWC-REPS officers were key to the design and delivery of this event.



## COMMUNITY RESILIENCE

In 2018, NWC-REPS undertook a trial of its Community Resilience 'Toolkit' with a 4 Town and Community Councils across the region. The aim of this work is to help communities become better prepared and resilient when facing emergencies. We've now received communities' feedback on the usefulness of the products within the Toolkit. It was hoped to complete the trial in 2018/19 but due to changes in personnel within the service, it will now be an action for 2019/20 to incorporate the feedback into working versions that can be promoted across all the Local Authority areas.

GWASANAETH CYLLUNIO AT ARGYFWNG RHANBARTHOL  
REGIONAL EMERGENCY PLANNING SERVICE

# Cynllun Argyfwng I'r Cartref

\*Mae'r template hwn wedi ei gynhyrchu gan Gyngorau Gogledd Cymru – Gwasanaeth Cyllunio at Argyfwng Rhanbarthol (GCAR-OGC) ar ran:-

GWASANAETH CYLLUNIO AT ARGYFWNG RHANBARTHOL  
REGIONAL EMERGENCY PLANNING SERVICE

# Home Emergency Plan

\*This plan template has been produced by North Wales Councils - Regional Emergency Planning Service (NWC-REPS) on behalf of:-



During this report period, NWC-REPS also launched its public-facing website, which is the online location for the Community Resilience toolkit, Business Continuity advice to Small-Medium Enterprises, and more general information about the Service and emergency planning.

**Rheoli Parhad Busnes ac Adfer ar ôl Trychineb**  
 DECHRAU'R GWATH  
 Rheoli Wro | Ffurseau a Sefydluau Local

Lurwyd y ddogfen hon i gyrrwyo busnesau a sefydluau led i ystyried eu Gynllunio Parhad y Busnes eu hunen.

Enw'r Sefydliad: \_\_\_\_\_  
 Dyddiad: \_\_\_\_\_

*'Nid oes gan 65% o Ffentrau bach i ganolig gynllunio i ymdopi gyda'r posibilrwydd o risgiau fyddai'n tarfu ar weithrediadau eu busnes business operations'*  
 www.businesscontinuityuk.net

*Oherwydd bod angen i'r ddogfen hon atgwybodaeth i'r o'r busnesau led a sefydluau gwahanol, eiddoedd hyspwrdd hyspwrdd i'w sefydluau period o'n.*  
 Felly, a wneud chi ddefnyddio'r ddogfen hon mewn modd ffurfiol, a'i hyspwrdd a'i hyspwrdd personol, sef hyspwrdd a'i hyspwrdd gwifodwch a charfawu e-mail ar gyfer Rheoli Parhad Busnes REPS yn ô y gofyn.

**Business Continuity Management & Disaster Recovery**  
 GETTING STARTED  
 Checklist for Local Businesses & Organisations

This Document has been designed to assist local businesses and organisations in writing their own Business Continuity Plans

Name of Organisation: \_\_\_\_\_  
 Date: \_\_\_\_\_

*'65% of small to medium Enterprise's do not have a plan to cope with potential disruption risks to their business operations'*  
 www.businesscontinuityuk.net

As this document needs to appeal to a variety of local businesses and other organisations, not all of the content may be relevant to your particular establishment. Therefore please use this document in a flexible manner by adapting it to your particular need, and referring to other sources of BCM information and guidance where necessary.

# Trychineb

## A fydd eich busnes yn goroesi?

Nid oes gan **65%** o Ffentrau bach i ganolig gynllunio i ymdopi gyda'r posibilrwydd o risgiau fyddai'n tarfu ar weithrediadau eu busnes business operations  
*Ffederasiwn Busnesau Bach, 2018*

# Disaster

## Will your business survive?

**65%** of small to medium Enterprise's do not have a plan to cope with potential disruption risks to their business operations  
*The Federation of Small Businesses, 2018*

## Canllaw Gynllunio ar gyfer Parhad Busnes

**Pam ei fod yn bwysig, beth i'w wneud a lle i fynd i gael cymorth**

## A Guide on Business Continuity Planning

**Why is it important, what to do and where to go for help**

Home Page - Flintshire Graphic Design and Print  
 Home About Emergency Planning Useful Links

**About Us**  
 Find out more about what the North Wales Councils - Regional Emergency Planning Service does.

**Business & Community**  
 Click here to find out about resilience information relevant to you.

**Emergency Planning**  
 Click here to find out more about Emergency Planning.

**Useful Links**  
 Click here to view some useful links to point you in the right direction.

Contact Us

North Wales Local Authorities

- Wrexham
- Flintshire
- Denbighshire
- Conwy
- Angelsey
- Gwynedd

North Wales Councils - Regional Emergency Planning Service (NWC-REPS)

Tel: 01352 792224  
 Email: enquiries@nwc-reps.org.uk



## ORGANISATIONAL RESILIENCE

During 2018/19, NWC-REPS agreed with its Executive Board to develop a regional model for developing resilience via Corporate Volunteers to support the response to emergencies. Initial trial work began with Flintshire County Council before roll-out across the region in 2019/20.

**GWASANAETH CYNLLUNIO AT ARGYFWNG RHANBARTHOL**  
REGIONAL EMERGENCY PLANNING SERVICE

### Gwirfoddolwyr Corfforaethol

Beth allwch chi ei wneud i helpu eich Awdurdod Lleol mewn argyfwng

GCAR-CGC: 01352 702124 / enquiries@nwc-reps.org.uk

Yn gweithio ar ran:

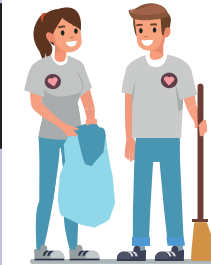
**GWASANAETH CYNLLUNIO AT ARGYFWNG RHANBARTHOL**  
REGIONAL EMERGENCY PLANNING SERVICE

### Corporate Volunteers

What you can do to help your Local Authority in an emergency

NWC-REPS: 01352 702124 / enquiries@nwc-reps.org.uk

Working on behalf of:



# GWIRFODDOLWYR CORFFORAETHOL

## Mae Eich Cyngor Eich Angen

Bydd angen i chi fel gwirfoddolwr weithio gyda sensitifrwydd mewn amgylchedd heriol a newidiol.

Ni thelir am fod ar gael i ymateb, fodd bynnag, yn ystod digwyddiad byddai amser i ffwrdd yn cael ei roi yn ystod digwyddiad i weithio allan o oriau gwaith arferol.



## Rydym eich angen chi!

# CORPORATE VOLUNTEERS

## Your council needs you!

As a volunteer you would need to work with sensitivity in a changing and challenging environment.

There is no payment for being available to respond, however, during an incident time off in lieu would be granted to those called in to work out of normal working hours.



## We need you!



Mae ffurflen gais a gwybodaeth bellach ar gael gan Dim Cynllunio at Argyfwng Rhanbarthol Gogledd Cymru ar:

Ffôn: 01352 702124

E-bost: ymholiadau@gcar-cgc.org.uk

An application form and further information can be obtained from the North Wales Council's Regional Emergency Planning Team on:

Tel: 01352 702124

Email: enquiries@nwc-reps.org.uk

