

## West Suffolk Joint Emergency Planning Panel 9 October 2012

### Performance and Capability Assessment

#### 1. Summary and Reasons for Recommendation

- 1.1 The shared services agenda has had an impact on capabilities as staff numbers reduce and role uncertainty remains the effects are slight.
- 1.2 Due to the timing of the assessment (June 2012), a verbal update will be provided.

#### 2. Recommendation

- 2.1 It is **RECOMMENDED** that:-
  - (1) the content of the report be noted; and
  - (2) the proposal to move towards producing a single West Suffolk Capability and Performance Report, as detailed in Section 4 of Report D158, be supported.

#### Contact Details

#### Portfolio Holders

Robert Everitt  
Tel: (01284) 769000  
[robert.everitt@stedsbc.gov.uk](mailto:robert.everitt@stedsbc.gov.uk)

Robin Millar  
Tel: 07939 100937  
[robin.millar@forest-heath.gov.uk](mailto:robin.millar@forest-heath.gov.uk)

#### Lead Officer

Alan Points  
Tel: (01284) 758461  
[alan.points@stedsbc.gov.uk](mailto:alan.points@stedsbc.gov.uk)

<p><b>3. Corporate Priorities</b></p> <p>3.1 The recommendations meet the following, as contained within St Edmundsbury Borough Council's (SEBC) Corporate Plan and Forest Heath District Council's (FHDC) Strategic Plan:-</p> <p>(a) SEBC Corporate Priorities: (i) <i>'Working together for strong, healthy and diverse communities'</i>; and  (ii) <i>'Working together for an efficient Council'</i>.</p> <p>(b) FHDC Corporate Priorities: (i) <i>'Community Development: Supporting stronger, more active communities'</i>; and  (ii) <i>'Being an efficient and effective Council'</i>.</p>
<p><b>4. Key Issues</b></p> <p>4.1 The report is in two parts, both analysing performance and capability, utilising the Red, Amber, Green system (RAG Status) for a summary status of each component and an overall assessment. The process has been aligned across all of Suffolk to enable Senior Officers to compare themselves on a like for like basis with the other Boroughs and Districts and enable a county wide picture to be built that readily identifies strengths, weaknesses and trends across the county.</p> <p>4.2 The document, attached as Appendix A, shows a summary of the current performance and capability against the national guidelines (where applicable).</p> <p>4.3 As FHDC and SEBC move to more shared services, a re-appraisal of the way in which this report is produced will need to be considered and it is proposed that a single, 'West Suffolk' Capability and Assessment Report be produced in the future.</p> <p>4.4 Such a report will provide a more meaningful and helpful picture that can be used to direct the efforts to integrate the Emergency Planning Volunteer teams and processes.</p>
<p><b>5. Other Options considered</b></p> <p>5.1 N/A</p>
<p><b>6. Community Impact</b></p> <p>6.1 <b>Crime and Disorder Impact</b> N/A</p> <p>6.2 <b>Diversity and Equality Impact</b> N/A</p> <p>6.3 <b>Sustainability Impact</b> N/A</p>
<p><b>7. Consultation</b> <i>(refer to the Consultation and Community Engagement Strategy)</i></p> <p>7.1 N/A</p>
<p><b>8. Resource implications</b> <i>(including asset management implications)</i></p> <p>8.1 N/A</p>

**9. Risk/Opportunity Assessment** *(potential hazards or opportunities affecting corporate, service or project objectives)*

9.1 N/A

Risk area	Inherent level of Risk (before controls)	Controls	Residual Risk (after controls)
	High/Medium/Low		High/Medium/Low

**10. Legal or policy implications**

10.1 N/A

<b>Wards affected</b>	All
<b>Background Papers</b>	None

W:\Democratic WP Services\Committee\Reports\West Suffolk Joint Emergency Planning Panel\2012\12.10.09\D158 Performance & Capability Assessment.doc

**Suffolk Local Authorities Civil Contingencies Performance & Capability Assessment**

**Dated:** 30-Jun-12

Functional Areas - Summary	St Edmundsbury BC	
	Mandatory	Better Practice
		Good
Risk Assessment		
Emergency Response Plans		N/A
Business Continuity Arrangements		
Communicate with the Public		
Business Continuity Promotion		
Information Sharing		
Cooperation	N/A	N/A
<b>CAPABILITY</b>		
<b>Plans</b>		
Major Incident Plan		
Business Continuity Plan		
<b>People in Civil Contingencies Roles</b>		
CEO & Corporate Directors	2	2 * CD Trained, CEO booked for Q2/2012
Gold Executive(s) - vetted	2	2 * CDs
Emergency Control Centre Manager	4	Minimum 2, Target 3
Emergency Control Centre Staff	15	Minimum 12, Target 27
Rest Centre Manager	7	Minimum 2, Target 3
Rest Centre Staff	19	Minimum 12, Target 27
Call Centre Staff	7	
Corporate Awareness		Online EP & BC modules - Date TBC
Elected Member(s)	10	Leader & PH to be trained
Aims / Atlas Ops	12	Minimum 4
Key BC Managers / staff	1	
Comms staff (W&I)		
Total Volunteers	52	NOTE: 5 staff are RC and ECC X-Trained NOTE: 6 staff are CC & ECC/RC X-Trained
<b>Infrastructure</b>		
Council Operations Room		
Alternate Council operations Room	FHDC	
Number of Rest Centres available	17	
<b>Equipment</b>		
Individual Rest Centre packs	250	

Functional Areas - Summary	Forest Heath DC	
	Mandatory	Better Practice
		Good
Risk Assessment		
Emergency Response Plans		N/A
Business Continuity Arrangements		
Communicate with the Public		
Business Continuity Promotion		
Information Sharing		
Cooperation	N/A	N/A
<b>CAPABILITY</b>		
<b>Plans</b>		
Major Incident Plan		
Business Continuity Plan		
<b>People in Civil Contingencies Roles</b>		
CEO & Corporate Directors	2	2 CD trained, CEO booked for Q2/2012
Gold Executive(s) - vetted	1	plus 1 trained vetting o/s
Emergency Control Centre Manager	4	Minimum 2, Target 3
Emergency Control Centre Staff	9	Minimum 12, Target 27
Rest Centre Manager	4	Minimum 2, Target 3
Rest Centre Staff	19	Minimum 12, Target 27
Call Centre Staff	N/A	Shared support service from SEBC
Corporate Awareness		Online EP & BC modules - Date TBC
Elected Member(s)	1	Leader & PH to be trained
Aims / Atlas Ops	11	Minimum level 4
Key BC Managers / staff	1	
Comms staff (W&I)		
Total Volunteers	36	NOTE: 4 staff are ECC and RC X-Trained
<b>Infrastructure</b>		
Council Operations Room		
Alternate Council operations Room	SEBC	
Number of Rest Centres available	7	
<b>Equipment</b>		
Individual Rest Centre packs	250	

**Exercises within last Year**      BANN REBOUND      Dec-11 Feb-12      EP TTx for MT Recovery

**Exercises within last Year**      CLYDE REBOUND      Dec-11 BC TTx for MT Feb-12 Recovery

Exercises Confirmed for coming Year

None

None