

**Decision Maker:** **Public Protection and Enforcement PDS Committee**

**Date:** **Tuesday, 19<sup>th</sup> March 2024**

**Decision Type:** Non-Urgent                      Non-Executive                      Non key

**Title:** **Emergency Planning and Corporate Resilience Service – Annual update**

**Contact Officer:** David Tait - Emergency Planning and Corporate Resilience Lead  
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**Chief Officer:** Director of Environment and Public Protection—Colin Brand

**Ward:** All Wards

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1. Reason for decision/report and options

- 1.1 The purpose of this annual report is to provide the Committee with an account of the key resilience works undertaken in 2023-24 and provide assurance of the Council's Civil Contingency activities across the organisation for 2024-25.

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2. **RECOMMENDATION(S)**

Members are asked to note this report.

## Impact on Vulnerable Adults and Children

1. Summary of Impact: Summary of Impact: In an emergency situation certain groups of people may become vulnerable, depending on the situation faced. The Emergency Planning and Corporate Resilience Team work closely with blue light services and other partners to ensure that those who may be particularly vulnerable are identified and the appropriate levels of support are provided.
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## Transformation Policy

1. Policy Status: Existing Policy:
2. Making Bromley Even Better Priority

(5) To manage our resources well, providing value for money, and efficient and effective services for Bromley's residents.

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## Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Emergency Planning
  4. Total current budget for this head: £157k
  5. Source of funding: General Fund
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## Personnel

1. Number of staff (*current and additional*): 1.8FTE
  2. If from existing staff resources, number of staff hours: N/A
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## Legal

1. Legal Requirement: Statutory Requirement – The Civil Contingencies Act 2004
  2. Call-in: Not Applicable.
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## Procurement

1. Summary of Procurement Implications: N/A
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## Property

1. Summary of Property Implications: N/A
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## Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: N/A
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## Impact on the Local Economy

1. Summary of Local Economy Implications: N/A
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## Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: N/A
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### Customer Impact

1. Estimated number of users or customers; Borough residents and businesses
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments:

### 3. COMMENTARY

- 3.1 Under the requirements of the Civil Contingencies Act 2004 (CCA) Local Authorities, as Category One Responders, have a legal duty to prepare, exercise & update their Civil Contingencies arrangements to ensure that whilst responding to an incident and / or business interruption, their core essential public services can continue to be delivered. Such arrangements must also consider essential services that are delivered by third party contractors alongside those delivered by directly employed staff. This service aims to provide the framework for effective management during such emergencies. The CCA also requires Local Authorities to provide local businesses with guidance on business continuity, particularly the need to plan for emergency events to aid their recovery from the impacts as soon as possible.
- 3.2 This annual report provides a summary of the activities undertaken by the Emergency Planning and Corporate Resilience Team (EPCRT) in fulfilling its duties under the Act.

#### **Incident Response:**

- 3.3 The EPCRT have responded to 28 emergency incidents over the last year, the response to which can be split into three broad categories:
- **Monitoring** - where Officers are only required to monitor the situation.
  - **Information Sharing and Communicating** - whereby Officers cascade information to partners; and,
  - **Incident Response and Co-Ordination** - where Officers have attended the scene and or utilised Local Authority equipment / services to assist in the emergency response.
- 3.4 Appendix 1 provides details of the incidents responded to during the reporting period. The most notable was the fire at Orchard Grove, Penge that occurred in the early hours of Monday the 29<sup>th</sup> of January. A fire broke out in one of the top floor flats causing extensive damage. The London Fire Brigade (LFB) attended and evacuated the residents from the 12 flats. The on call EPCRT member was informed and attended to manage an Emergency Rest Centre initially opened by the Met Police (MPS). Due to the time of the incident (2am) The responding Officer was unable to mobilise our Volunteer Emergency Response trained staff, relying on the core EPCRT to respond, which they did. The team worked with the LFB and the MPS, giving regular briefings to residents as the incident progressed. After 9 hours, residents for the majority of the block were allowed to return to their flats to retrieve their belongings as the block was no longer habitable. 4 occupants needed to be provided with temporary accommodation. The EPCRT and Housing staff who deal with those made temporarily homeless were thanked by the residents for the care and assistance provided to them.
- 3.5 The Council's response to Storm Ciaran is also worthy of mention. During the build-up to the storm, the EPCRT facilitated meetings between Highways, Neighbourhood Management, Parks and Green Spaces teams to develop a cross departmental plan to manage the Council's response. The planning process and delivery was led successfully by Asst Director Hannah Jackson, with approximately 80 trees uprooted by the storm made safe over the weekend. The designed planning process will now be used moving forwards for future weather events requiring a collaborative response.

## **Training, testing, and exercising during 2022-2023**

- 3.6 A successful training programme was once again delivered during the reporting year seeing Officers trained in roles across the spectrum of emergency response, again increasing the number of trained staff across the Council. Refresher training was also delivered to our cohort of Borough Emergency Control Centre (BECC) and Emergency Rest Centre Officers. All Directors received Gold refresher training, with Richard Baldwin, our Director for Children's Services trained as a Humanitarian Assistance Lead Officer. Several members of staff were also trained in the Local Authority Liaison Officer (LALO) role, further increasing our resilience. The On Call Emergency Planning Silver team and LALOs also received refresher training and took part in several debriefs following incidents to identify lessons learnt. Another series of training days were provided to Bromley Rotarians in relation to emergency response and rest centre working. We have retained over 40 Rotarian Emergency Response Volunteers trained to assist if required, with an enhanced call out system in place. The EPCRT also attended various Rotarian Group meetings to recruit further volunteers. Bromley Council are the only London Local Authority to maintain such a relationship with their Rotary Clubs.
- 3.7 In terms of testing and exercising, the team again took part in several tabletop exercises over the year designed to test plans and enhance partnership working. These included running an Emergency Rest Centre, testing our communications across the South East region, a mass water disruption scenario, a mass evacuation workshop, severe weather incident, a flooding scenario, 8 Directorate specific Business Continuity exercises, and a live play Counter terrorism (CT) exercise with the MPS, which is worthy of specific mention.
- 3.8 Exercise Felix Fort is the annual MPS CT live exercise. The exercise will take place on Sunday the 25<sup>th</sup> of February in the Glades Shopping Centre, where a simulated terrorist attack, using knives and fire as weapons will take place. Volunteers and trainee Police Officers will form a crowd of approximately 200 shoppers. The exercise will test the blue light services and their partners response to the incident. A Survival Reception Centre will be set up at the Civic Centre. This will be staffed by the MPS and Council staff and other agencies. At a later stage the Council will be involved in the simulated strategic co-ordination group, humanitarian assistance and recovery co-ordination group meetings that would take place post a real attack. The exercise gives the Council an excellent opportunity to work with partners and to practice our response. This report has been written prior to the date of the exercise and a full update will be given to Committee Members on the night of the meeting. The Portfolio Holder and the PDS Committee Chair will be attending the exercise as observers.
- 3.9 Exercise Safer City 2023 took place on Wednesday the 17<sup>th</sup> of May. It focussed upon the response to a London wide flooding incident. The exercise intended to have elements of live play, but these were unable to be delivered across London. However, the EPCRT utilised the incident to test the Council's major incident response and fully opened and staffed our BECC. The exercise proved of great value to participating staff and provided a number of lessons learnt. The team were grateful to the Chief Executive for his support and visit to the BECC during the exercise.

## **Borough Resilience Forum update**

- 3.10 The Borough Resilience Forum (BRF) is a statutory body established by the Civil Contingencies Act 2004 and is responsible for multi-agency emergency preparedness and co-ordination at the local level as determined by identified Borough risks and needs. The BRF consists of representatives from the MPS, London Ambulance Service, LFB, British Transport Police, various NHS bodies including our local hospitals, The Environment Agency, utilities suppliers, business leads and third sector organisations. Also represented are The Red Cross, St John's Ambulance, Biggin Hill Airport Ltd and the Probation Service, with Council Officers from Public Protection and Public Health also in attendance. The Forum meets three times a year and is chaired by the Emergency Planning and Corporate Resilience Lead. The last meeting was held on the 13<sup>th</sup> of November, with the next scheduled for the 4<sup>th</sup> of March.
- 3.11 The [UK Government Resilience Framework](#) published last year, seeks to concentrate partner's resilience activities towards prevention and preparation as opposed to response and recovery, viewing resilience as a 'whole society endeavour'. In November last year, The GLA advertised a funding pot to deliver locally based resilience projects. In collaboration with Community Links Bromley, the EPCRT submitted a joint bid for funding for a project to engage, test and learn, and co-produce new approaches to local community resilience in Bromley. An engagement programme with local voluntary and community organisations is planned. This will assess current understanding of risks and to pilot the local co-production of a community emergency plan in partnership with local voluntary and community organisations. Central to this will be assessing community understanding of available resources, skills and facilities and communications.
- 3.12 The review of the Borough Community Risk Register is planned for 2024 following a further revision of the London Risk Register. 3 multi-agency table top exercises will also be planned and delivered as part of the BRF workplan.

### **Resilience Standards for London (RSL)**

- 3.13 The standards were launched in July 2019. They were designed to enable Local Authorities to assess their capability and capacity against 12 standards that ensure appropriate procedures and policies in place to lead to good outcomes and leading practice, whilst supporting compliance with the Civil Contingencies Act 2004.
- 3.14 The EPCRT have conducted 2 further reviews of the standards during this reporting year, reflecting upon works undertaken across the Council and a bench marking exercise completed by the Southeast Boroughs. This exercise enabled the EPCRT to re-visit the scoring within the standards to better reflect an agreed consensus regarding evidence provision. Increases in terms of our resilience were noted in Organisational Engagement, Business Continuity and Partnerships standards. A narrative was also added to the document this year to provide more context to the standards and the evidence provided.
- 3.15 The standards have also been reviewed by Colin Brand, Director for Environment and Public Protection as part of his role as a member of the Southeast Resilience Programme Board.

The latest review was presented to the Chief Officer Executive (COE) on the 30<sup>th</sup> of November for their review and corporate sign off prior to submission to London Resilience Group. This Years Resilience Standards for London are shown at Appendix B.

## **Business Continuity**

3.16 Our Business Continuity (BC) cycle will be completed in April 2024. All service plans have been reviewed and updated. A series of Directorate testing and exercise programmes have also been completed. Some of the scenarios were based upon the lessons learnt following the Gloucester City Council cyber-attack in 2021. The headlines from the lessons learnt from these exercises are, and not in any particular order:

- The preparation of workarounds to continue service provision
- Importance of regularly testing fast time communication channels
- The over reliance on the Corporate N drive for storing data
- The production of an Aide Memoir to assist managers and deliver consistency
- Understanding the process to review key suppliers BC plans
- BC access to key IT systems
- Development of service impact analysis when a BC incident occurs
- Staff understanding and confidence when operating during a BC incident

A lessons learnt document will be produced and fed back to plan owners via the Corporate Leadership team for learning to be incorporated within all Service plans. It should be noted that the ongoing programme to move Council databases and systems into the Cloud significantly improves our IT resilience. Following on from the exercise programme, a voiced presentation describing and explaining our BC arrangements has been produced for all staff and is being considered for inclusion in ongoing mandatory training.

3.17 A COE BC session is planned for April to review the corporate plan along with the findings of the Directorate exercises. A set of scenarios will be used to test the corporate plan and Senior Leaders' response. The Council's BC management process for 2024-2025 will begin again in May.

## **Other areas of work undertaken by the EPCRT**

3.18 Below is a summary of other areas of work undertaken by the EPCRT during this reporting year.

### **Media Training for Senior Council officers.**

Working under the direction of the Chief Executive, the EPCRT identified a well renowned media company and secured a media handling course for COE to fulfil an identified training need. The training was very well received, so much so that the Chief Executive requested that arrangements be made for the training to be provided to the Corporate Leadership Team. The EPCRT assisted HR in completing a desktop procurement exercise, which resulted in the contract being awarded to Media First Ltd. A programme of training is now being delivered and again is being very well received.

### **Consolidation of risk assessments and delivery of a Safe System of Work (SSOW).**

Following a review of Public Protection (PP) Risk Assessments, the EPCRT identified an

opportunity to streamline and standardise our Risk Assessment (RA) process for field deployments and the creation of a comprehensive SSOW. The RA was completed with input from all PP managers. A SSOW document is now being finalised to ensure all areas of our business are captured and instructions given to our staff covering all aspects of identified risks whilst working in the field.

### **Pan London work.**

The London Resilience Group maintains a number of emergency planning frameworks which assist Councils to formulate their local plans. One of those frameworks, Mass Evacuation and Shelter, is overseen by our EPCRT. Due to concerns regarding capacity to deliver the required capability across London, the team conducted a gap analysis. This analysis confirmed that the current arrangements were not fit for purpose. The team attended the Sub Regional Resilience Boards across London and gained their agreement to a new approach to provide London wide capability, albeit at a reduced level. Work continues to develop capability and liaison with the Home Office Resilience team in terms of trigger points for Governmental intervention and assistance.

### **Coronation celebrations.**

The team put together and delivered the event plan for the live screening of the King's Coronation in Queens Gardens Bromley. They were supported during the event delivery by Officers who volunteered to work on the Saturday. The event was very well received and attended by approximately 400 people, including the Mayor and her guests, despite the inclement weather.

### **Membership of cross Council committees.**

The EPCRT continue to be active members with the following committees: Safety Advisory Group, Lone Working Group, Health and Safety Committee, Corporate Risk Management Group, the Emergency Planning and Liaison Group at Biggin Hill Airport, and the Safer Bromley Partnership. The team also have bi-monthly standing agenda items at the Corporate Leadership Team and the Chief Officer Executive meetings to update senior leaders on matters of resilience. The reach and engagement by the team continues to increase the understanding of colleagues in respect of the Council's resilience agenda.

### **Business Continuity advice.**

The EPCRT were asked to support various projects this year to advise on the BC aspects relating to project delivery. These included the move to the new Civic offices, delivery of a new IT system for use by our Planning Department, electrical works affecting the use of the Civic centre and our data centre, the scheduling of movement our IT systems into the Cloud and the switch over from copper wire telephony to telephony provided over the internet.



## **Protection of Premises draft bill**

- 3.19 On Monday 19<sup>th</sup> December the Government announced details for the Protection of Premises draft Bill, commonly known as Martyn's Law.' The draft bill will require certain venues to fulfil necessary but proportionate steps according to their capacity to mitigate the impact of a terrorist attack and reduce harm. The duties that premises will have will depend on the 'public capacity' of the venue. Premises and events with a public capacity of 800 or above will be in the enhanced tier, while premises with a public capacity of 100 to 799 will be in the standard tier.
- 3.20 The Government remain committed to introducing this important piece of legislation to Parliament, as was reaffirmed by the Bill's announcement in the King's Speech on 7th November. Nevertheless, the pre-legislative scrutiny process provided important feedback, which is now being carefully considered, particularly in relation to the requirements within the standard tier. In advance of the Bill's introduction, the Government has decided to launch a further public consultation on a revised approach to the standard tier. This will give the public, as well as stakeholders the opportunity to express their views and will ensure the right balance is struck between enhancing public safety and not overburdening organisations. Once the consultation has concluded the Government will introduce the Bill as soon as parliamentary time allows. The EPCRT continue to monitor the Developments of Martyn's Law and receive regular updates from the Home Office.

## **4. IMPACT ON VULNERABLE ADULTS AND CHILDREN**

In an emergency situation certain groups of people may become vulnerable, depending on the situation faced. The Emergency Planning and Corporate Resilience Team work closely with blue light services and other partners to ensure that those who may be particularly vulnerable are identified and the appropriate levels of support are provided.

## **5. TRANSFORMATION/POLICY IMPLICATIONS**

N/A

## **6. FINANCIAL IMPLICATIONS**

- 6.1 This report is providing a performance update on the service which members are asked to note.

There are no direct financial implications derived from this report, the annual budget position is regularly reported via the quarterly budget monitoring process.

## **7. PERSONNEL IMPLICATIONS**

N/A

## **8. LEGAL IMPLICATIONS**

- 8.1 As is explained elsewhere in this report, the Civil Contingencies Act 2004 imposes a range of civil protection duties on the Council as a Category One Responder. This report requires Members to note the action the Council has taken over the last year to perform these statutory duties in assessing the risk of emergencies occurring, using this to inform contingency planning and putting in place emergency plans.

**9. PROCUREMENT IMPLICATIONS**

N/A

**PROPERTY IMPLICATIONS**

N/A

**10. CARBON REDUCTION/SOCIAL VALUE IMPLICATIONS**

N/A

**12. IMPACT ON THE LOCAL ECONOMY**

N/A

**13. IMPACT ON HEALTH AND WELLBEING**

N/A

**14. CUSTOMER IMPACT**

N/A

**15. WARD COUNCILLOR VIEWS**

N/A

<b>Non-Applicable Headings:</b>	5,6,7,9,10,11,12,13,14,15
Background Documents: (Access via Contact Officer)	

**Appendix A**



Appendix 1 PDS  
report ES20362 19032

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**Appendix B**



Bromley Council RSL  
narrative 2023.docx

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