

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT**

**THE CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE**

AGENDA

MEETING: JOINT RESILIENCE COMMITTEE

DATE: FRIDAY, 1 MAY 2015

TIME: 10.00 am

VENUE: COMMITTEE ROOM 2, CITY AND COUNTY OF
SWANSEA
SWANSEA

Part 1

1. Apologies
2. To receive any declarations of interest from Members
3. Minutes of the Joint Resilience Committee held on the 7th November 2014 (*Pages 1 - 2*)

To receive the Report of the Corporate Occupational Health, Safety & Joint Resilience Manager:

4. JRU - Service Specification (Page 4)
5. Terms of Reference (Page 4)
6. Resilience Policy (Page 4)
7. Annual Resilience Report 2014/2015 (Page 4)
8. JRU Work Programme 2014/2015 (Page 4)
9. Seveso 111 (Page 5)

10. COMAH Recharges (Page 5)
11. Any urgent items at the discretion of the Chairman pursuant to Section 100(4)(b) of the Local Government Act 1972
12. Dates of Future Meetings:
 - Friday 24th July, 2015 (Port Talbot Civic Centre)
 - Friday 30th October, 2015 (City and County of Swansea)
 - Friday 12th February, 2016 (Port Talbot Civic Centre)
 - Friday 29th April, 2016 (Port Talbot Civic Centre)

Friday 24th April, 2015

Joint Committee Membership:

Neath Port Talbot County Borough Council

Councillors: J.R.Bryant, Mrs.D.Jones, R.G.Jones, Mrs.S.M.Penry
and A.N.Woolcock

City and County of Swansea

Councillors: T. Hennegan, D.W. Cole, Mrs. M.Jones,
Mrs. C. Richards and D.G. Sullivan

JOINT RESILIENCE COMMITTEE

(Civic Centre, Swansea)

Members Present:

7th November 2014

**Neath Port Talbot
County Borough
Council:**

Councillors J.R.Bryant and Mrs.S.M.Penry

**City and County of
Swansea:**

**Councillors D.W. Cole (Chair) T.J. Hennegan and
Mrs.C.Richards**

Officers in Attendance:

**Neath Port Talbot
County Borough
Council:**

Mrs.S.Rees, S.Burgess and Mrs.J.Woodman-Ralph

Apologies for Absence:

Councillors: Mrs.M.Jones, Mrs.D.Jones, G. Sullivan, R.Jones and
A.N.Woolcock

1. **APPOINTMENT OF VICE CHAIRMAN (2014/2015)**

RESOLVED: That Councillor D.W.Cole of the City and County of Swansea be appointed Vice Chairman for the remainder of the municipal year 2014/15.

2. **MEMBERS' DECLARATIONS**

The following Members made declarations at the commencement of the meeting:

Councillor D. W. Cole

As he is a Member of the Mid and West Wales Fire Authority

Councillor T.J.Hennegan

As he is a Member of the Mid and West Wales Fire Authority

3. **MINUTES OF THE MEETING HELD ON THE 1ST AUGUST, 2014**

The Minutes of the Joint Resilience Committee held on the 1st August, 2014 were received and noted subject to it being noted that there was no Private Verbal Report submitted by the Head of Children and Young People Services.

Matters Arising

Members were informed that the deferred COMAH Exercise with TATA Steel has been re-arranged for the 5th December 2014. It was noted that Members involvement in COMAH has always been appreciated and as a result the Joint Resilience Unit development of COMAH had been recognised as one of the best in South Wales. Mr.S.Burgess would keep the Committee updated on all developments.

4. **DATES OF FUTURE MEETINGS**

Friday, 6th February 2015 – Port Talbot Civic Centre
Friday, 1st May 2015 – City and County of Swansea

5. **ACCESS TO MEETINGS**

RESOLVED: that pursuant to Section 100A (4) and (5) of the Local Government Act 1972, the public be excluded for the following item of business which involved the likely disclosure of exempt information as defined in Paragraphs 14 and 18 of Part 4 of Schedule 12A to the above Act.

Private Report of the Head of Human Resources

6. **TOP LINE REPORT**

The Joint Resilience Manager gave an overview of the key resilience challenges facing Neath Port Talbot County Borough Council and the City and County of Swansea and to update Members on how these challenges were being addressed and to provide an insight into the wider resilience framework which exists at a local, regional and national level, as detailed in the private circulated report.

RESOLVED: that the report be noted with the agreed proposals as discussed in the meeting be actioned.

CHAIRMAN

Joint Resilience Committee

1st May 2015

CHIEF EXECUTIVE'S OFFICE

REPORT OF THE HEALTH, SAFETY & JOINT RESILIENCE MANAGER

S. BURGESS

INDEX OF REPORT ITEMS

PART 1. Doc Code: PERS-030314-REP-CE-GJ

SECTION A - MATTERS FOR DECISION

Wards Affected - All

PURPOSE OF REPORT

The purpose of this report is to provide Members with an overview of the key resilience challenges facing both Councils, to explain how these challenges are currently being addressed and to provide an insight into the wider resilience framework which exists at a local, regional and national level.

1. JRU SERVICE SPECIFICATION

A proposed reviewed Service Specification which summarises the service to be provided by the Joint Resilience Unit (JRU) to both local authorities is set out in **Appendix 1** to this report.

It is **RECOMMENDED** that the Service Specification be **APPROVED**, subject to the lead Resilience Heads of Service for both local authorities being authorised to agree any changes which may be required from time to time, necessary to ensure critical service delivery.

2. TERMS OF REFERENCE

The proposed updated terms of reference for this Committee are as set out in **Appendix 2** to this report.

It is **RECOMMENDED** that these terms of reference be **APPROVED**, subject to review on at least an annual basis.

3. RESILIENCE POLICY

A proposed updated Joint Resilience Policy for both local authorities is set out in **Appendix 3** to this report.

It is **RECOMMENDED** that this Joint Resilience Policy be **APPROVED**, subject to review on at least an annual basis.

4. ANNUAL RESILIENCE REPORT – 2014/2015

A copy of an Annual Resilience Report for 2014 / 2015 is set out in **Appendix 4** to this report. The report summarises the key activities of the JRU during 2012 -2013 and seeks to provide Members of this Committee with further knowledge about resilience activities within both local authority areas.

It is **RECOMMENDED** that the Annual Resilience Report for 2014 - 2015 be **NOTED**.

5. JRU WORK PROGRAMME - 2015/2016

Details of the proposed key activities for inclusion in the work programme for the Joint Resilience Unit (JRU) for 2015/2016 are set out in **Appendix 5** to this report.

The aim of the work programme is to ensure that the JRU and other key players in both local authorities focus on and deliver agreed priorities, leading to both local authorities and their constituent communities becoming more resilient.

It is **RECOMMENDED** that the proposed JRU work programme for 2015/2016 is **APPROVED**, subject to periodic progress reports being submitted to Members.

6. SEVESO III

Significant changes will be made to COMAH Regulations following the implementation of the Seveso III Directive. The likelihood is that COMAH work carried out by the JRU is going to increase, although the specific local impact of the new Directive is yet to be determined. This should become clearer by late 2015 / early 2016 – **TO BE NOTED.**

7. COMAH RECHARGES

The joint resilience unit is a collaborated service between CCOS and NPTCBC. Amongst its duties it ensures on behalf of both Authorities that the impact of a major emergency on communities is greatly reduced to ensure the safety of residents.

As part of its statutory duties, the JRU produce and maintain plans for industrial sites within its boundaries. The sites concerned are regulated by the Control of Major Accident Hazards (COMAH) Regulations, under which (Reg.10) requires the local authority to prepare an off-site plan and provide information to the public (Reg. 14).

As the plan 'owners', the regulations state that '*costs reasonably incurred*' (Reg. 13) can be recovered by the local authority in pursuance of the preparation, planning and exercising of the plans.

The current recharge model applied by the JRU is calculated from 'hours worked' in delivering the service. Due to new structures, product and increase in complexity of task, the team is providing more service than currently funded through the recharge model. – **TO BE DISCUSSED.**

Shaun Burgess
Corporate Occupational Health, Safety & Joint Resilience Unit Manager

Contact Details:

Shaun Burgess 01639 763955 s.a.burgess@npt.gov.uk



Joint Resilience Unit

Service Level Agreement

For Neath Port Talbot County Borough Council and the City & County of Swansea

SERVICE SPECIFICATION - JOINT RESILIENCE UNIT (JRU)

Service Level Agreement (SLA) For: Neath Port Talbot County Borough Council and the City & County of Swansea

By: Joint Resilience Unit

Effective Date: June 2012

Reviewed; April 2015

Version: 1.1

Author: Shaun Burgess

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers:

Sheenagh Rees Neath Port Talbot County Borough Council.....

Martin Nicholls City and County of Swansea Council.....

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- 10. Service management
- 11. Service availability
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1. Agreement Overview

- 1.1 The intention of this document is to represent a Service Level Agreement (SLA) between Neath Port Talbot County Borough Council (NPTCBC) and the City & County of Swansea Council (CCOS) for the scope of services identified in section 6 of this document.
- 1.2 This Agreement remains valid until superseded by a revised agreement mutually endorsed by the approvers.
- 1.3 This Agreement outlines the scope of JRU services covered as they are mutually understood by the primary stakeholders. This Agreement does not supersede current processes and procedures unless explicitly stated.

2. Goals & Objectives

- 2.1 The purpose of this SLA is to ensure that the proper elements and commitments are in place to provide consistent JRU service, support and delivery to NPTCBC and CCOS by the JRU.
- 2.2 The goal of this Agreement is to obtain mutual agreement of service provision between the JRU, NPTCBC and CCOS.
- 2.3 The objectives of this Agreement are to:
 - Provide clear reference to service ownership, accountability, roles and/or responsibilities.
 - Present a clear, concise and measurable description of service provision to Neath Port Talbot County Borough Council and the City & County of Swansea Council.
 - Match perceptions of expected service provision with actual service support & delivery.

3. Stakeholders

- 3.1 The following will be used as the basis of the Agreement and represent the primary stakeholders associated with this SLA:
 - Joint Resilience Unit
 - Neath Port Talbot County Borough Council.
 - City & County of Swansea Council

4. Periodic Review

- 4.1 This Agreement is valid from the effective date outlined above and is valid until further notice. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.
- 4.2 The Author of this SLA is responsible for facilitating regular content reviews. Contents of this document may be amended as required, provided mutual agreement is obtained from both NPTCBC and CCOS and communicated to all affected parties. The Document Author will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.
- 4.3 At the end of the initial review period NPTCBC and CCOS shall have the option to renew the Contract for a further 12 months, at which time the SLA will be reissued.

5. Termination

- 5.1 The Service Agreement may be terminated with immediate effect by either party (by notification in writing) if the other commits a breach of any terms of the Agreement which is incapable of remedy.
- 5.2 In all other circumstances, either party shall be entitled to terminate the Service Agreement by giving not less than six months notice, in writing.
- 5.3 In the event of the Service Agreement being terminated for whatever reason, costs attributable to any redundancies or other costs of staff surplus to requirements following the termination will be divided based on the percentage of the original budget for that fiscal year.

6. Service Scope

6.1 The following Services are covered by this Agreement;

- Establish and manage the agreed actions of the Forward Work Programme
- Establish and maintain close links with both internal and external partners' and agencies.
- Provide a 24/7 duty officer scheme to Neath Port Talbot County Borough Council and the City & County of Swansea Council.
- Represent Neath Port Talbot and the City & County of Swansea in matters of emergency planning, business continuity and civil contingencies.
- Assist, maintain and review all relevant Policies, plans and documents in accordance with the duties imposed on the Council under the Civil Contingency Act 2004 and other emergency planning statutes and provisions.
- Arrange, develop and facilitate COMAH exercises.
- Develop and Maintain Site specific flood plans.
- Annually review and maintain the Rest Centre database
- Develop Rest centre training as required for new staff.
- Support the development and preparation of Business Continuity Plans for the Council's identified critical services
- Maintain the 'multi agency secure website'.
- Maintain the 'public facing website'.
- Lead on the production of the Neath Port Talbot/City & County of Swansea 'Local' Risk Register.
- Arrange, develop and facilitate emergency planning exercises'
- Assist with the review of Emergency Response Plans.
- Produce the 'Resilience News'.
- Produce Annual Resilience report.

- **7. NPTCBC and CCOS Requirements**

NPTCBC and CCOS responsibilities and requirements in support of this Agreement include:

- The provision of resource in terms of finance to support the provision of service delivery within the agreed annual budget.
- Reasonable availability of representative(s) from Neath Port Talbot County Borough Council and the City & County of Swansea Council when resolving a service related incident or request.

8. JRU Requirements

8.1 The Joint Resilience Unit responsibilities and/or requirements in support of this Agreement include:

- Meeting agreed timescales as detailed within the Forward Work Programme
- Efficient and effective delivery of service to meet the requirements of this agreement.

9. Service Assumptions

9.1 Assumptions related to in-scope services and/or components include:

- Changes to services will be communicated and documented to all stakeholders.
- NPTCBC and CCOS policies and procedures will be followed.

10. Service Management

10.1 Effective support of the scope of services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring services and related components.

10.2 The day-to-day management of the Joint Resilience Unit will be the responsibility of the Resilience Manager and overall strategic management and direction will be the responsibility of the nominated officer(s) for NPTCBC and CCOS.

11. Service Availability

11.2 Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- The JRU operate normal working hours of 09:00 to 17:00 Monday to Friday.
- The JRU provide a 24/7 duty officer scheme 352 days a year.

12. Budget

- Responsibility for the preparation and day to day operation of the Unit's Annual Budget will rest with the Joint Resilience Manager.
- The monitoring and audit of the Unit's Annual Budget will be carried out by the Accountancy and Internal Audit Sections of Neath Port Talbot County Borough Council and the City & County of Swansea Council.

13. Dispute

- 13.1 In the event of a dispute which cannot be resolved by the nominated representatives of Neath Port Talbot County Borough Council and the City & County of Swansea Council., the matter may be referred for resolution to the Chief Executives' or Executive Director of both Neath Port Talbot County Borough Council and the City & County of Swansea Council. They will make every effort to achieve a satisfactory resolution, but if this is not possible, either party will be entitled to terminate the Service Agreement by giving not less than six months notice, in writing to the other

Joint Resilience Committee

Terms of Reference – April 2015

The Joint Resilience Committee comprising of Elected Members from Neath Port Talbot County Borough Council and City & County of Swansea will:-

- Meet every two months to oversee the development of emergency planning, business continuity and risk management strategies and processes so that the Authorities meet their Civil Contingency duties.
- Review, scrutinise and inform the development of a Resilience Work Programme for both Authorities.
- To promote improved Resilience partnership working with the South Wales Local Resilience Forum, partner agencies and stakeholders.
- To raise the understanding of the Local Authorities' statutory duties under the Civil Contingencies Act and other Emergency Planning Legislation, and to escalate issues within each Authority, as appropriate
- Promote and support the work carried out by the Joint Resilience Unit to raise awareness of the implementation of the civil contingency duties of the Local Authority as a Category 1 responder.
- To build and develop through Community Leadership the awareness and need for more resilience and cohesion within our own communities
- Arrange Elected Member Seminars, training, awareness and informative events to further develop the resilience agenda.
- Receive for scrutiny an annual Resilience Review Report from the Chief Executives for presentation to full Council.

■

Appendix 3



Resilience Policy
for
Neath Port Talbot County Borough Council
and
City & County of Swansea

April 2015

Prepared by:

Joint Resilience Unit
The Quays
Brunel Way
Baglan Energy Park
Neath
SA11 2GG



Serving:

Neath Port Talbot County Borough Council
City and County of Swansea

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1. Introduction

If an emergency/major incident occurs, the Local Authority must be resilient enough as an organisation to:-

- respond to the emergency in order to protect its residents, its environment, property and the services it provides to its community,
- recover from the incident and return to normality as quickly as possible.

An emergency or major incident is defined in the **Civil Contingencies Act**,¹ and the Council's **Major Emergency Plan**.

An emergency or major incident specifically affecting the Local Authority may be summed up as any event or circumstance, usually arising with little or no warning, that causes or threatens death or injury, disruption to the community, or damage to property or to the environment to the extent that the effects cannot be dealt with by the Local Authority as part of its normal day to day activities.

The Civil Contingencies Act 2004 (CCA) and accompanying non-legislative measures, delivers a single framework for civil protection in the United Kingdom. It enforces seven duties **on Local Authorities as Category 1 responders** to ensure effective civil contingency planning takes place, namely:-

- emergency planning,
- risk assessment,
- business continuity planning in relation to all of the Council's activities
- warning and informing the public,
- provision of business continuity advice and information to local businesses and other organisations,
- co-operation,
- information sharing.

The duties require the Council to work and co-operate with other agencies in the:-

- planning stage, to prevent or mitigate the effects of an emergency;
- response to the emergency; and in
- recovery from the effects.

Category 1 responders are organisations that will form the core of the local response to an emergency and include the Police, Fire & Rescue Service, Ambulance & Health Service, Environment Agency, Maritime & Coastguard Agency and the Local Authority. Category 2 responders have lesser duties placed upon them.

¹

[The Civil Contingencies Act 2004 \(Contingency Planning\) Regulations 2005;
http://www.opsi.gov.uk/acts/acts2004/ukpga_20040036_en_2#pt1-pb1-l1q1](http://www.opsi.gov.uk/acts/acts2004/ukpga_20040036_en_2#pt1-pb1-l1q1)

Additionally, the Council have specific statutory Emergency Planning duties under the:-

- **Control of Major Accident Hazard Regulations 1999** (COMAH) ²
- **Pipeline Safety Regulations 1996** (PSR) ³
- **Radiation (Emergency Preparedness and Public Information) Regulations 2001** (REPPiR) ⁴
to the produce, review and in some case co-ordinate the exercising of specific multi-agency contingency plans.

2. Aim & Objectives

Aim

The aim of this policy is to describe how the Local Authority will deliver and implement its responsibilities defined by the duties specified in the CCA and COMAH, PSR and REPPiR Regulations.

Objectives

The objectives of this policy are to define:-

- the role of the Local Authority within the civil contingencies environment,
- specific civil contingencies responsibilities for key stakeholders locally.

3. Role of the Local Authority

Each Local Authority will:-

- a. Establish and maintain a **Service Level Agreement**⁵ stating that each organisation agrees to provide Civil Contingency Services in accordance with the detailed Service Specification within the agreement.
- b. Identify a designated **Cabinet Member** who will have within his/her Cabinet portfolio responsibility for civil contingencies, emergency planning and business continuity planning.
- c. Maintain jointly, a **Joint Resilience Committee** comprising of Elected Members of both Local Authorities.
- d. Maintain jointly a **Resilience Co-ordinators Group** chaired by a member of the Joint Resilience Unit Team.
- e. Identify appropriate service officers (3rd tier) as **Resilience Co-ordinators** within each Directorate with specific civil contingency responsibilities (service emergency planning, business continuity planning & training). A minimum of one Resilience Co-ordinator per Directorate will be designated, with additional persons being identified where necessary. Where more than one Resilience Co-ordinator is identified within a Directorate, one will be designated as a "lead" Resilience Co-ordinator for a specific area of civil contingencies.
- f. Maintain the **Joint Resilience Unit** (JRU) to support and offer guidance on civil contingency issues, to have specific planning & training responsibilities and to represent both Local Authorities in resilience partnership working.
- g. Undertake corporate business continuity planning, and provide advice and guidance to other businesses and voluntary organisations.

² <http://www.opsi.gov.uk/si/si1999/19990743.htm>

³ http://www.opsi.gov.uk/si/si1996/Uksi_19960825_en_1.htm

⁴ <http://www.opsi.gov.uk/si/si2001/20012975.htm>

⁵ [Service Level Agreement reviewed April 2015](#)

- h. Provide warning, information and critical services to the community in the event of an emergency occurring.
- i. Provide staff as necessary to carry out CCA related duties, and associated training & exercising.
- j. Be represented at the **South Wales Local Resilience Forum** (Strategic Group) by the Chief Executive or appropriate designated officer to establish, review and develop multi-agency civil contingency strategy.
- k. Be represented at the **South Wales Local Resilience Forum Chairs & Champions Group** (Tactical Group) and associated Task & Finish Groups by JRU officers in order to work closely with other Category 1 & 2 responders to implement the multi-agency strategy.
- l. Actively support, the **Neath Port Talbot/Swansea Resilience Partnership** in co-operation with other local responders for risk assessment, planning, training & exercising purposes.
- m. Undertake local risk assessments and maintain the Neath Port Talbot / City & County of Swansea risk register on behalf of the Neath Port Talbot/City & County of Swansea Resilience Partnership.

4. Specific Responsibilities

4.1 Management Structures

Civil contingency duties (emergency & business continuity planning) are statutory obligations and their discharge requires commitment and leadership at all levels of management to ensure that adequate organisation arrangements and resources are committed to the function.

The duties arising from the CCA have been integrated into the Council's management systems and are incorporated into Business Plans throughout the Council.

The JRU and Resilience Co-ordinators will only be able to discharge civil contingency duties by having the full and active commitment of the Corporate Director/Management Group and the Joint Resilience Committee.

4.2 Cabinet and "Resilience" Cabinet Member

The Cabinet Board and the Cabinet Member with responsibility for civil contingencies, emergency planning and business continuity planning will monitor and review the development of "resilience" throughout the Local Authority, as well as promoting effective co-ordination of the Authority's resilience activities with all partner organisations at a local and all-Wales level.

4.3 Chief Executive

The Chief Executive leads on overall strategic management relating to civil contingencies for the Local Authority. He is ultimately responsible for ensuring there is sufficient commitment and resources to discharge the civil contingency function.

When an emergency occurs, the Chief Executive or the delegated officer will be responsible for declaring a major incident for the Authority and relevant emergency response and business continuity plans will be implemented.

The Chief Executive will attend the South Wales Local Resilience Forum or be represented by an appropriate designated officer.

4.4 Directors/Service Heads

Corporate Directors and Heads of Service are responsible for the management of their services including civil contingency planning (emergency planning & business continuity). They will ensure that officers of an appropriate level (normally 3rd tier) are designated as Resilience Co-ordinators to carry out these duties operationally on behalf of their Directorate. Additionally, they must ensure other service resources are committed for planning & responding to emergencies and continuing their business critical activities in emergency situations. Directorate Senior Management Teams will keep under review the progress being made towards building resilient services.

4.5 Resilience Co-ordinators Group (RCG)

The RCG is the forum where members of the Joint Resilience Unit and the Resilience Co-ordinators discuss operational Resilience matters and how practical issues may be resolved.

The RCG will work with the JRU to co-ordinate all civil contingency planning activities (emergency & business continuity) within the Authority. The Group will ensure each Local Authority is prepared and able to respond to emergencies having consequences in its area, to be able to continue delivering 'normal' services during the incident and return to normality as quickly as possible – **a Resilient Local Authority**.

It will be a forum where Local Authority civil contingency policy, events and expectations can be discussed and actions decided. The Group will meet regularly and will report to the Chief Executive and Corporate Director Group/ Corporate Management Team on policy and practices to be adopted.

During an on-going, prolonged incident, the Group will be responsible for implementing policy and ensuring that personnel and resource issues are addressed and co-ordinated across the Authority to ensure consistency and continuity.

4.6 Resilience Co-ordinators (RCs)

Resilience Co-ordinators will:-

- Act as the conduit for Resilience matters between the JRU and Directorates.
- Identify and co-ordinate the provision of service response plans, (both emergency planning and business continuity) statutory requirements and risk assessment; and review and update such plans in consultation with the JRU.
- Maintain and regularly review standby and callout lists of key personnel to ensure an effective response when plans are initiated at any time.
- Identify business critical activities within the service remit, and identify risks that may impact on their service, their impact on their business critical activities, and review regularly.
- Identify personnel to be trained and also support the provision of adequate training & exercising in relation to emergency plans.
- Ensure Directors and Service Heads and key staff are kept informed of civil contingency

issues affecting their services, offer appropriate training and prepare reports for Directorate Senior Management Teams on such issues as are necessary.

A full description of the RCs role and responsibility can be found at Annex A.

4.7 Local Authority Employees

During an emergency, it will be necessary for employees to assist in providing services both within and outside normal office hours to support the corporate response. Each Directorate will identify staff that may be called upon outside normal office hours or to undertake extra duties, e.g., staffing the Emergency Control Centre (ECC). Other staff may be asked to work extra hours or carry out extra duties, on a voluntary basis. Staff identified will be required to attend training as necessary.

4.8 Joint Resilience Unit (JRU)

The JRU will provide guidance on, assist with the implementation of, and oversee the Local Authority civil contingency statutory duties on behalf of the Chief Executive. The Unit will audit the civil contingency function by following audit guidelines offered by the Audit Commission to ensure that the function is delivered as required by legislation.

To meet the legislative duties, the JRU will:-

- Identify and assess risks in the community that may cause an emergency and share that information with South Wales Local Resilience Forum partners.
- Maintain a Corporate Major Emergency Plan as a generic document embracing all Service Emergency Response Plans.
- Maintain a Corporate Business Continuity Plan as a generic document embracing all Service Business Continuity Plans.
- Provide and maintain emergency response plans according to other legislation, i.e., COMAH, PSR and REPPIR Regulations.
- Identify further planning requirements as a result of risk assessments and participate in work programmes as necessary.
- Represent the Local Authority at the South Wales Local Resilience Forum Co-ordination Group and associated task and finish groups.
- Attend meetings of and support the Resilience (Silver) Group and Resilience Co-ordinators Group.
- Support a Neath Port Talbot/Swansea Resilience Team of local responders and other organisations for risk assessment, planning, training & exercising purposes.
- Provide information to the public on risk assessments and emergency response/business continuity plans, within the restrictions of business interest and national security.
- Maintain arrangements to warn the public, and to provide information if an emergency is likely to or has occurred, in association with South Wales Local Resilience Forum partner organisations.

4.9 Joint NPT/CCS Resilience Committee

The Joint Resilience Committee comprising of Elected Members of both Neath Port Talbot and the City & County of Swansea will oversee the multi-agency civil contingency strategy to be implemented at the Local Authority level. The Elected Members will promote the resilience agenda across the Council.

4.10 South Wales Local Resilience Forum (GOLD) and Chairs & Champions Group (SILVER)

The South Wales Local Resilience Forum is based on the South Wales Police area. It is the primary mechanism for multi-agency civil contingency operations and its purpose is to ensure effective delivery of those aspects of civil contingency planning that require a multi-agency approach.

The forum and group are comprised of representatives of the seven Local Authorities within the South Wales Police area, Emergency Services, Health Service, Environment Agency, Regional Government and other category 1 and 2 responders.

The South Wales Local Resilience Forum is required to:-

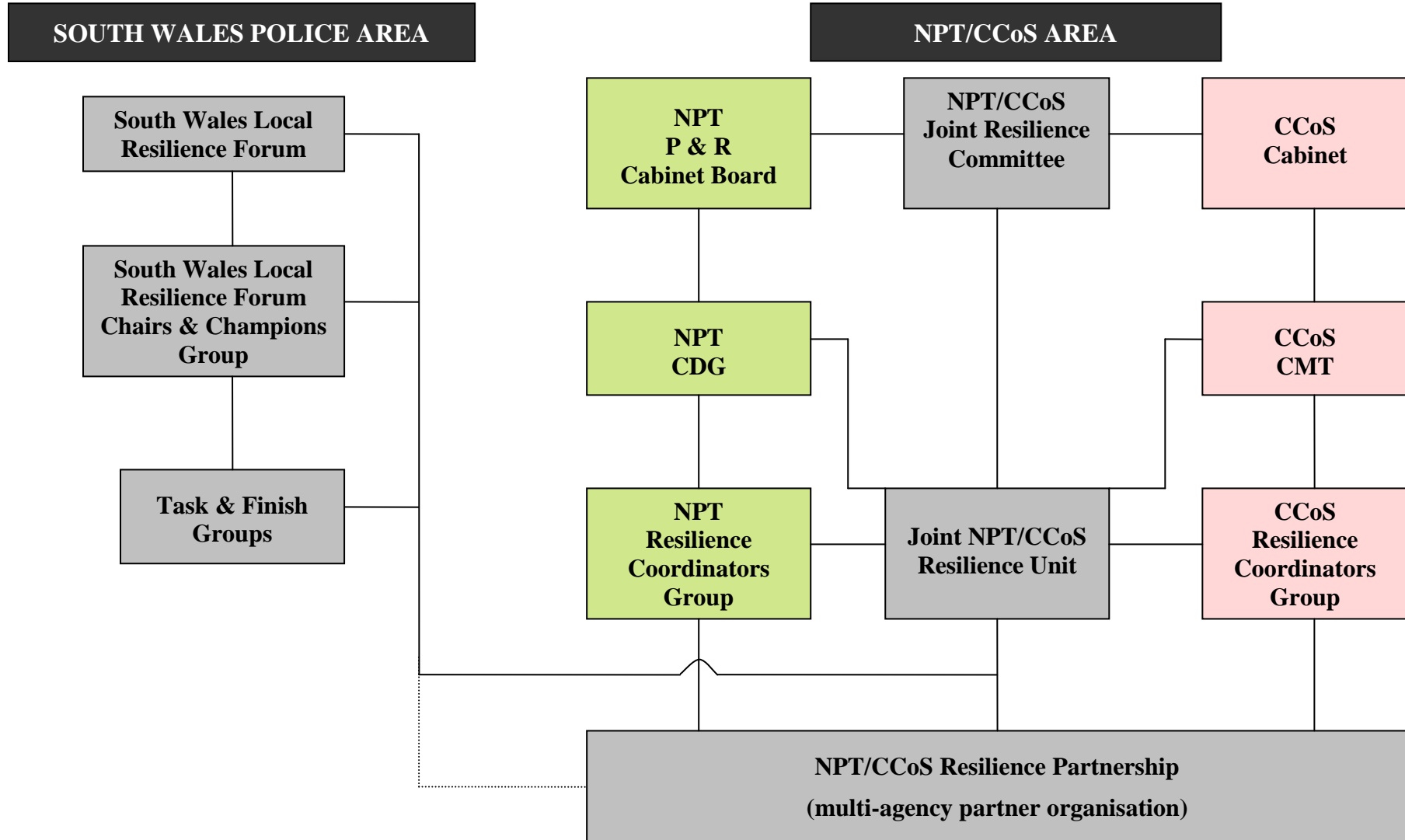
- Produce a community risk register.
- Ensure partner agencies adopt a systematic and co-ordinated approach to the civil contingency duties.
- Support the production of multi-agency plans & protocols and multi-agency exercises & training.

4.11 Neath Port Talbot/Swansea Resilience Partnership

This partnership is based on the Neath Port Talbot and Swansea Local Authority boundaries. It is the primary mechanism for implementing multi-agency civil contingency operations at a local level. It comprises representatives of Category 1 organisations such as Police, Fire and Rescue, Environment Agency, Health and Ambulance. Membership may also be extended to include Category 2 organisations, voluntary organisations and local business representatives.

Specific working groups have been established to maintain the Neath Port Talbot /City & County of Swansea Risk Register and address flood risks & associated work.

6. Local Civil Contingency Structure - Summary



Resilience Co-ordinator – Roles & Responsibilities

GRADE: 3rd Tier Officer

RESPONSIBLE TO: Head of Service/Strategic Director

OVERALL PURPOSE/OBJECTIVES/KEY RESPONSIBILITIES

The Resilience Co-ordinators will be responsible for assisting in the delivery of the civil contingency responsibilities under the Civil Contingencies Act and associated legislation (Service Emergency Planning and Business Continuity planning & training) for their particular service area.

MAIN DUTIES/KEY TASKS

- 1 Liaising and sharing information with the Joint Resilience Unit (JRU) concerning civil contingencies matters.
- 2 Cascading civil contingency information and training opportunities to relevant Directorate/service staff.
- 3 Ensuring civil contingency matters appear at regular intervals on the Directorate's SMT/DMT meeting agendas. Matters may be for information or for decision/discussion depending on on-going work programmes and incidents/issues arising.
- 4 Co-ordinating the provision of service response plans, both emergency planning and business continuity, with regard to the Council's plans (Major Emergency Plan, Corporate Business Continuity Plan), statutory requirements and risk assessment. Ensuring that the JRU has the latest copies of Directorate/service plans for posting on the Resilience Shared Area.
- 5 Reviewing and updating such plans in consultation with SMT/DMT and the JRU.
- 6 Maintaining and regularly reviewing callout lists of service unit staff to ensure an effective response when plans are implemented, in and out of office hours.
- 7 Identifying with SMT/DMT critical activities within the Directorate/service remits.
- 8 With Heads of Service, identifying, evaluating, managing and reviewing risks that will impact on your Directorate/Services, service delivery and critical activities.
- 9 Co-ordinating the identification of staff to be trained and supporting the provision of adequate training & exercising in relation to service, corporate & multi-agency plans, i.e., participating in exercise planning groups, assisting the JRU develop relevant scenarios to test service plans, etc.
- 10 Attending meetings of and supporting the Corporate Resilience Group.
- 11 Attending meetings and training events as requested and necessary on civil contingency matters.
- 12 Supporting the JRU on civil contingency matters that concern your relevant

Directorate/service area.

- 13 Ensuring Directors and Service Heads are kept informed of civil contingency issues affecting their services
- 14 Preparing reports for Management Teams on such issues as necessary.



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DRAGON (Disaster Response and GIS Operational Network)

In Spring 2012 the Joint Resilience Unit's (JRU) DRAGON (Disaster Response and GIS Operational Network) secure online emergency response application to deliver improvements in dealing with civil emergencies in the Neath and Swansea areas.



'DRAGON' was originally implemented in NPTCBC and City and County of Swansea (CCoS) in 2012 and demonstrated to representatives of the Welsh Government in early 2013 and later to representatives from the Cabinet Office in 2014. DRAGON is a secure emergency planning and response management system that can be accessed by Category 1 responders and other partner agencies concerned with emergency planning and response.

Initially, DRAGON was a tool used solely by the JRU but over time has grown to a position where it is being used by NPTCBC, CCoS, Pembrokeshire CC, Carmarthen CC, Ceredigion CC, Powys CC, Dyfed CC and Rhondda Cynon Taf and continues to gather momentum as more partners look to access the system.

Business Continuity Management

In 2012 the JRU began a review of business continuity arrangements across NPTCBC and CCoS. The review consists of two phases.

The first phase was to develop a slim line Business Impact Analysis (based on a traffic light system) and risk assessment process together with a new Business Continuity plan template. This document, now known as the Business Continuity Management (BCM) Toolkit, was completed in August 2014 and 'rolled out' within the two local authorities.

The second phase was to meet with Heads of Service to review all critical services for the aforementioned local authorities and, to nominate authors to complete the BCM Toolkit electronically by uploading it onto the DRAGON system.

To date, all critical services for NPTCBC have been identified and plans have been completed and uploaded onto DRAGON with assistance from the JRU. The majority of CCoS's critical services have been identified and nominated authors are in the process of writing their plans in readiness to upload onto DRAGON. The intention is to identify all critical services and produce the relevant electronic plans by the end of 2015.



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Business Continuity Management (*continued*)

The JRU assist plan authors to complete their plans with 1:1 and group meetings together with 'drop-in' sessions – this consists of going through the toolkit on a step to step basis and a demonstration of how to load plans onto DRAGON. The new user friendly BCM toolkit and adaptable DRAGON system has been welcomed and greatly received by plan authors. Once all plans are complete for both local authorities the next step will be to audit and exercise to ensure they are fit for purpose.

In April 2015, two officers from the JRU will be attending a highly accredited business continuity course. The course will further enable the JRU to provide robust business continuity advice and training so that effective BC arrangements for both local authorities can be implemented and critical services maintained in the event of a disruption. Additionally, as part of the JRU's statutory duties under the Civil Contingencies Act 2004 Officers have provided business continuity advice to Gwalia Housing, NPT Homes and domiciliary care providers across the region.

Swansea City Plan – A Safer City

The task of reviewing and updating work previously undertaken by the JRU in relation to the above is underway. A new approach is being taken and instead of a replication of the 'Cardiff Model' the plan is being tailored to Swansea and introducing a more bespoke methodology to its delivery. Acknowledgment is made to work being undertaken in the city where potentially many millions of pounds will be invested to bring in new business, making it a location to attract retail and also residential opportunities.

To enhance and build upon a growing reputation, the plan is being devised to ensure those that work, invest or live within the heart of the city centre are considered in the event of an emergency. The emphasis is not being placed upon terrorist activity as some city areas have been compelled to do, but this is a plan which will provide safe passage or shelter in the event of a civil emergency i.e. fire, weather or utility failure, but at the same time will underpin any threat from terrorist activity or major disturbance.

The heading of 'City Evacuation Plan' is widely used in the UK and beyond, but it is the argument of the JRU that in an emergency it may be necessary to 'in-vacuate' and protect citizens by placing them in a building and closing windows and doors. An example of this could be nearby hazardous substance release, weather or utility failure. Evacuation is not always safe or the right thing to do.

The work to date has been underpinned from a strong working relationship the unit has with the Wales Extremism and Counter Terrorism Unit (WECTU) and work has begun with engaging with the city's retailers including engaging with Swansea BID.



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Rest Centre and Evacuation Exercising

The JRU is currently engaged with our colleagues in neighbouring LA areas who are preparing 'Exercise Cascade'. This exercise will focus on the result of a dam failure at the highest point in the Brecon Beacons, North of Merthyr Tydfil.

The dam, one of three, will start a domino or cascade effect on the two lower reservoirs and the modelling by experts show that it will cause devastating damage to Merthyr and the Taf Valley and flooding as far South as Cardiff.

The JRU are assisting in writing the exercise as well as preparing the exercising of mutual aid for rest centre and community displacement, should such an incident ever occur. The impact of such an incident will no doubt affect both of our authority areas and the major arterial route of the A465 Heads of the Valley providing passage in and out of our area.

Awareness and training for 'Silver' and 'Bronze' officers in the Authorities

The exercises already highlighted have required representation from both Silver and Bronze level officers within the authorities.

The JRU are currently producing a half-day workshop for both sets of roles to refresh or provide awareness to existing staff in undertaking the respective roles.

The changing human resource picture now and in the future makes this a feature of JRU work which will have to be embedded ensuring that there is resilience and experience within each authority to provide sound, professional input in the time of an emergency.

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Control of Major Accident Hazards (COMAH)

COMAH Exercises

During 2014/15, the JRU arranged and facilitated two major exercises as part of their statutory duties under the Control of Major Accident Hazard Regulations (COMAH) 1999. The exercises scheduled this year were with two local top-tier COMAH Sites; Tata Steel, Port Talbot and Calor Gas, Aberdulais. Both exercises examined how serious incidents at these sites would impact on the local community and provided an opportunity rehearse emergency response procedures. Both exercises required considerable planning and were deemed to have met their objectives.

Exercise Steel Sentinel – Tata Steel

The exercise scenario was based on a catastrophic fracture of the Basic Oxygen Steelmaking (BOS) Gas Pipework that lead to an escape of BOS Gas from the Tata Steel site in Port Talbot. BOS Gas is rich in Carbon Monoxide. The live on-site element of the exercise took place on 14th November 2014 and the multi-agency tabletop exercise on 5th December 2014 in the Tata Steel Academy Building.

The Tata Steel work was undertaken in conjunction with the first 'live test' of the plant's new enhanced and technically advanced siren system, sounded in the event of a major emergency affecting the surrounding community.

The Joint Resilience Unit (JRU) instigated and facilitated a media group in which each organisation firstly worked together to inform and warn the public of the siren sounding under test and secondly to act as media representatives during the validation exercises so the Tactical/Silver officers can consider their inputs in the response to a major emergency.



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Control of Major Accident Hazards (COMAH) (*continued*)

Exercise Steel Sentinel – Tata Steel (*continued*)

The exercise is yet to be formally debriefed but there was positive feedback both for the content and the methodology applied by the JRU in testing the responding agencies responses. There are matters which the JRU have identified need addressing in terms of the audible range of the siren and work with local schools. Both these matters are currently being worked on by JRU officers.

Exercise Scapa – Calor Gas

The scenario was based on two road tankers colliding on-site, one carrying diesel and another carrying Liquid Petroleum Gas (LPG). The collision caused a significant diesel spillage from the tanker and lead to a small fire that caused a risk of Boiling Liquid Expanding Vapour Explosion (BLEVE) as the heat impinged on the LPG tanker. The live on-site element took place on 10th December 2014 and the multi-agency tabletop exercise on 21st January 2015 in the Liberty Stadium, Swansea.

In conjunction with some academic research work being undertaken, the exercise at Calor Gas introduced a more inclusive role for the neighbouring community within the Public Information Zone. This pre-empts requirements under the new Seveso 3 Directive, being introduced in June 2015. The research exposed some fears within the community in regard the plant and the JRU were proactive in working with them to address their perceptions. Examples to positively alter perceptions and include the community included:

- A letter drop by the JRU informing the community of the exercises and the presence of emergency services on site. This is something which had not been done before and eliminated the concerns as to why emergency services were present.
- Inviting community members onto site to observe the 'live' exercise. This hadn't been done before and was hailed as a success.
- Using social media to 'tie in' with the community updating them on exercises progress
- Inviting community observers to the tabletop exercise.
- Identifying community members to help with some of the forward action plan work.
- Re-designing the method and content of the emergency information given out by Calor Gas to ensure its robustness and usability.



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Control of Major Accident Hazards (COMAH) (*continued*)

Exercise Scapa – Calor Gas (*continued*)

Both exercises were well supported, with each exercise involving over 60 people from various organisations including;

- Tata Steel / Calor Gas
- Neath Port Talbot County Borough Council
- Mid & West Wales Fire & Rescue Service
- South Wales Police
- Welsh Ambulance Service NHS Trust
- Natural Resources Wales
- South Wales Trunk Road Agency
- ABM University Health Board
- Public Health Wales
- Health and Safety Executive
- Local Councillors and other community representatives

Seveso 3 Directive

This new directive, introduced by Europe will update the existing COMAH regulations and will place a greater emphasis on public accessibility to information as well as public consultation and inclusion in how plans are written and prepared. The JRU has captured the limited information available currently and is incorporating what is widely believed to be necessary work (community engagement for example) into its current work.

Land Planning and COMAH

Wales Government has released a consultation process where local planning authorities and partners are requested to respond to the proposals outlined in Seveso 3 relating to land use planning and major hazard sites.

The JRU will consult with both authority planning units and jointly feedback in the consultation process.



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Flooding

Good progress has been made on Local Authority Flooding arrangements throughout 2014 / 15. During this year, the JRU reviewed all of their major flooding response plans and procedures to ensure they remain fit for purpose. Plans reviewed during this year include the NPTCBC and CCoS Flooding Response Plans, and the site specific Canalside and the Lower Swansea Valley Flood Response Plans.

Throughout the year, the NPT / CCS Multi-agency Flood Group has continued to meet regularly to discuss local flood risk mitigation and emergency response.

COMAH Operator Emergency Preparedness Action Committee (COEPAC)

Throughout 2014/15, the COEPAC forum has continued to meet. The group was established in 2013, and is made up of representatives from each of the local top-tier COMAH sites in Swansea and Neath Port Talbot (Vale Europe, Tata Steel, BOC Gases, Flogas and Calor Gas) to meet quarterly to share best practice and discuss learning from incidents and exercises conducted in order to improve emergency plans and responses. Membership of the group is made up of representatives from all five local COMAH sites, Local Authority (JRU), Natural Resources Wales, South Wales Police and Mid and West Wales Fire Service. Despite being outside the CCS/NPT area, The Royal Mint in Llantrisant requested they form part of the group. The establishment of this group has been very successful and has strengthened relationships and good working arrangements between COMAH site operators and other partners.

Statement from the Head of Human Resources

'I would like to thank all of our managers, employees, partners and other stakeholders for the excellent work they have carried out during this year in providing a safer working environment within Neath Port Talbot Council'.

Sheenagh Rees
Head of Human Resources

JOINT RESILIENCE FORWARD WORK PROGRAMME

PRIORITY 1 - Work to be completed April 2015 Onwards

TASK	ASSIGNED TO	SCOPE OF WORK REQUIRED	REVIEW DUE	EXERCISE DUE	COMMENT
COMAH					
FLOGAS	BC/AW	Development, organisation and facilitation of exercises, Charring Planning Group Meetings, Writing and managing the FAP, Review and maintenance of plans and aide memoirs	Summer/Autumn 2015	Summer/Autumn 2015	
Gower Chemicals	AW/BC	Liaise with NPT planning on future of Gower Chemical			
Lower Tier Sites	AW	Review Plans	Summer/Autumn 2015		Awaiting Seveso III
COMAH Plan Template Review	BC/AW	BC/AW to carry out research into COMAH plan formats used in other areas of the UK to identify best practice.			BC & AW currently reviewing template
BUSINESS CONTINUITY					
NPT Business Continuity Plans	NT / AJ	Review plans Audit and exercise individual plans	October 2015	Dec 2015	Plans to be exercised after CCS exercise
CCS Business Continuity Plans	NT / AJ	Review plans, audit and review	May 2015	June 2015	Education and Social Services remain a priority area. Drop in sessions arranged May 2015 Exercise arranged June 2015

TASK	ASSIGNED TO	SCOPE OF WORK REQUIRED	REVIEW DUE	EXERCISE DUE	COMMENT
Schools BCP's	BC	Decision to be made by NPT Education – Are individual BCP's required for each School in NPT instead of MCiS document?	2015/16	2015	Plans to be audited. BC to send final email of recommendations to Andrew Thomas and Roger Bowen (CC Aled Evans)
PIPELINES					
National Grid – SWF 02 NPT Wales & West Utilities Local Distribution Network NPT & CCS National Grid UKT28 Milford Haven to Aberdulais & Felindre to Tirely Baglan Generation	NT	Review of Multi Agency Plans and develop exercises	2015	2015	Plans are currently being reviewed
EMERGENCY RESPONSE					
Bronze/Silver Officer Training for CCS/NPT Managers	AW	Training session with small exercise	N/A	Autumn 15	Framework in place – link in with business continuity exercise
EMERGENCY RESPONSE					
NPT Emergency Response plans	NT	Review & Publish	Oct 2015		
CCS Emergency Response Plans	NT	Review & Publish	Oct 2015		
CCS & NPT Major Emergency Plan	NT	Review & Publish	Oct 2015		
DVLA Aide Memoir	NT	Review & Publish	Oct 2015		
Liberty Stadium Aide Memoir	NT	Review & Publish	Oct 2015		

TASK	ASSIGNED TO	SCOPE OF WORK REQUIRED	REVIEW DUE	EXERCISE DUE	COMMENT
Swansea University Aide Memoir	NT	Review & Publish	Oct 2015		
Gower Chemical Aide Memoir	NT	Review & Publish	Oct 2015		
Swansea Dry Dock Aide Memoir	NT	Review & Publish	Oct 2015		
Fuel Crisis Guidance	NT	Review & Publish	Oct 2015		
MISCELLANEOUS					
Rest Centre Database & Maps	AJ	Update keyholder contact details	July 2015		
Exercise CASCADE	AW	Joint Reservoir Exercise	May 2015	May 2015	
CONTEST: Prepare & Protect City Evacuation	AW	AW to revisit work carried out to date and re-establish planning group.			Work ongoing
Swansea ECC	BC		BC to liaise with Paul Lamprey, Swansea ICT Team, to arrange a training session on use of the new equipment in Swansea ECC Room		

PRIORITY 2 – Work to be completed 2016 onwards

TASK	ASSIGNED TO	SCOPE OF WORK REQUIRED	REVIEW DUE	EXERCISE DUE	COMMENT
FLOODING					
Canalside Flooding Protocol	BC	Review of plan due	Jan 2016	N/A	Review of plan content due Jan 2015
Lower Swansea Valley Flood Plan	BC	Review of plans due	Jan 2016	N/A	Review of plan content due Jan 2015
Local Authority Flood Response Plans (NPT / CCoS)	BC	Ongoing	Jan 2016	2015	Review of flood plans due in Jan 2015
COMAH					
Tata Steel, Port Talbot	BC	Development, organisation and facilitation of exercises, Chairing Planning Group Meetings, Writing and managing the FAP, Review and maintenance of plans and aide memoirs	Oct 17	Dec 17	
Calor Gas, Aberdulais	BC	Development, organisation and facilitation of exercises, Chairing Planning Group Meetings, Writing and managing the FAP, Review and maintenance of plans and aide memoirs	Nov 18	Jan 19	

