

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

HEAD OF HUMAN RESOURCES – S.REES

26th June 2017

Matter for Decision

Wards Affected: all wards

Emergency Planning Team

1. Purpose of Report

The purpose of this report is to seek Member approval to create an additional post, a Grade 6 Exercise Facilitator, within the Neath Port Talbot County Borough Council's Emergency Planning Team.

2. Background information

In December 2016 Cabinet approved a proposal to establish an NPT Emergency Planning Team, following the cessation of the Joint Resilience Unit, a joint service provided in partnership with the City & County of Swansea Council.

Following that decision, Personnel Committee approved initial staffing arrangements, to establish two Emergency Planning Officer posts, effective from 1st January 2017, to enable the unit to get up and running at short notice. One of the posts was filled by a transfer from CCoS under the Transfer of Undertakings (Protection of Employment) Regulations and the other post was filled via external appointment in March 2017.

The Emergency Planning Team is managed by the Corporate Health and Safety and Emergency Planning Manager, based in the HR Division. The team's main duties are to:

- Assist, maintain and review all relevant policies plans and documents in accordance with the duties imposed on the Council under the Civic Contingencies Act 2004 and other emergency planning statutes and provisions.
- Arrange, develop and facilitate COMAH exercises (see next section for further information).
- Develop and maintain site specific flood plans.
- Annually review and maintain the Rest Centre Plan.
- Support the development and preparation of Business Continuity Plans for the Council's identified urgent services.
- Support for 24/7 duty officer rota.
- Maintain the NPT local risk register.
- Arrange, develop and facilitate emergency planning exercises.
- Support the development and maintenance of Emergency Responses Plans.

3. Exercise Facilitation

Neath Port Talbot County Borough Council has one of the highest number of COMAH (Control of Major Accident Hazards) Sites in Wales, which are Tata Steel, Calor Gas, BOC and FloGas. The Council has statutory obligations in relation to COMAH sites including the arranging, developing and facilitating of off-site COMAH exercises.

The aim of a COMAH exercise is to test the multi-agency response to a major incident occurring at the site, so as to ensure public safety as far as is reasonably practicable. Multi-agency partners include police, fire, ambulance, etc. In preparing for an exercise, the Emergency Planning Team will

work with the management of the particular COMAH Site, as well as multi-agency partners and other stakeholders, to ensure Major Incident Plans are up-to-date, and remain effective, are communicated to all relevant stakeholders, and make preparations to test the plan.

Organising the exercise requires co-ordinating multi-agency partners, the relevant management team of the site itself, the local community and Elected Members, developing the exercise scenario, dissemination of appropriate exercise information to all relevant parties, as well as the usual event housekeeping. Following the event, a de-briefing exercise is undertaken, which feeds into a further review of the Site's major incident plan taking into account lessons learnt.

In addition to COMAH exercises, plan exercising also takes place at National, Regional and Local levels. For example, exercises have taken place at a National Level in relation to UK-wide related health plans and Counterterrorism plans. Regionally, Flooding, Evacuation and Reservoir plans are regularly exercised. From a local perspective, Rest Centre training and exercising takes place, along with the maintenance and exercising of localised flood plans, such as the plan for the Canalside area. The Exercise Co-ordinator will support in the preparation and coordination of council resources.

4. Proposal

It is proposed to establish an Exercise Facilitator post to support the team in preparing for and delivering COMAH and other internal and external exercises and training. In addition the postholder will support the team in providing specialist and professional advice, guidance and support to key stakeholders so that statutory emergency planning and emergency response responsibilities can be fulfilled, along with the provision of

business continuity support. This additional post will provide additional resilience to the very small team, and the postholder will be provided with appropriate training to enable him / her to take part in the 24/7 duty rota, providing an out of hours Emergency Planning on call service.

The post has been job evaluated, and equates to NPT Grade 6, with a salary range of £21,962 - £24,174 per annum.

Funding has been identified within the Corporate Occupational Health & Safety and Emergency Planning budget to fund this post for a 12 month period. The continuation of the post on a more permanent basis will be dependent on successful delivery outcomes, and the identification of ongoing funding.

5. Risk Management

The creation of this post will help ensure that the Council can deliver statutory duties imposed under the Civil Contingencies Act (2004).

6. Financial Impact

The costs in 2017 / 2018 of £29,584 (please note this includes employer 'on-costs') will be funded by the existing budget allocation. If the post is to continue beyond March 2018, additional funding will have to be identified. A funding statement is attached at Appendix 1.

7. Consultation

There is no requirement under the Constitution for external consultation on this item.

8. Equality Impact Assessment

There are no equality impacts associated with this report.

9. Recommendation

That Members approve the proposal to create an additional temporary position of Exercise Co-ordinator based in the Emergency Planning Team, full-time, Grade 6, fixed term for 12 months.

FOR DECISION

10. Officer contact

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11. Appendices

Appendix 1 – Funding Statement

12. List of Background Papers

None.

Funding statement

	Current spinal point	Max spinal point
Costs		
Salary	29,584	29,584
Additional cost at max salary		3,092
Other costs		
Total	29,584	32,676
Funding of recurring costs		
External Sources		
Specific grant		
Staff		
Other		
External Agencies		
Other		
Internal Sources		
Existing Budget allocation	29,584	32,676
Additional guideline allocation		
Other		
Total	29,584	32,676