

Details of Leadership Team meeting or (in the case of individual Lead Member or Executive Director decisions) by whom and the <u>earliest</u> date the decision will be taken	Leadership Team meeting Date of report: 5 th March 2021 Date of decision 17 th March 2021	 THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA
Forward Plan ref:	KD05857/21/K/A	
Report title	CONTINGENCY PLANNING ANNUAL REPORT	
Reporting officer	Sue Harris Executive Director for Environment and Communities; Stuart Priestley Chief Community Safety Officer.	
Key decision	This report is to note.	
Access to information classification	Public	
Wards	All	

1. EXECUTIVE SUMMARY

- 1.1 The purpose of the Contingency Planning Annual Report (CPAR) is to provide an overview of the contingency planning work that was conducted during 2020 along with the work streams that the Resilience Team delivered during the year, which the Leadership Team are asked to note.
- 1.2 The governance and assurance processes in place within the Council, sub regionally and pan London for contingency planning are also included within the report. In particular, the Council's governance process requires the Resilience Team to prepare twice yearly assurance reports that are provided to the Contingency Planning Assurance Group, which reports to the Executive Management Team and a Contingency Annual Planning Report which goes to the Leadership Team.

- 1.3 The contingency planning arrangements, which are undertaken by the Council, need to be compliant with the Civil Contingencies Act 2004 along with the London Local Authorities Concept of Operations, the Standardisation Programme and the Resilience Standards for London (RSLs). An overview of the RSLs are summarised in Annex 1 within the report.
- 1.4 As part of the Council's compliance to these requirements it has a Contingency Management Plan with several supporting annexes. This includes a Training and Exercise programme which was delivered on a rolling basis and includes the delivery of the standardised training for Council Gold, Council Silver, the Borough Emergency Control Central (BECC) Manager and its Staff as well as the Local Authority Liaison Officer (LALO).
- 1.5 The Council's Resilience Team works across the Council specifically attending the Faith Communities Partnership, the Community Resilience Group, the Notting Hill Carnival planning meetings, the Special Advisory Group for the RHS Chelsea Flower Show and more recently working with the Director of Housing Management in developing a community emergency plan.
- 1.6 The Council has over a hundred trained officers fulfilling a number of key response roles who are placed on a call out rota, with the on-call duty periods published in the weekly Major Incident Call Out Rota. The emergency response was strengthened with a number of Council officers receiving an on-call allowance.
- 1.7 As Covid-19 was declared a global pandemic by the World Health Organisation and clearly a national crisis, the Council, following a recommendation by the Resilience Team, activated its major incident response arrangements. These had to be adapted in order to effectively contend with the emerging rise and nature of the pandemic. The BECC coordination arrangements also had to be reconsidered and new processes introduced dynamically in order to support the tactical response.
- 1.8 In parallel to the Covid-19 response, has been the introduction and implementation of ClearView a business continuity software system for creating and developing the Council's departmental Business Continuity Plans. This has had a rather mixed reception from the Council. Although the response has been largely positive the way in which the training is delivered has been reviewed and a number of changes have been implemented as a result.
- 1.9 The report also includes a summary of the incidents that the Council has responded to in 2020 as well as the process for capturing the lessons that have been identified; in addition to an overview of the training sessions and exercises that have been delivered along with the external exercises that the team and other Council officers have attended.

- 1.10 Finally, a section on Horizon Scanning has been included which details new and emerging risks, identifying new hazards and threats and determining the likelihood and impact these may present to the Council, our residents and organisations within the Borough.
- 1.11 There is no doubt that the recently published report, “Covid-19 recovery and resilience: what can health and care learn from other disasters?”¹ by the Kings Fund, presents an additional focus for future planning. As a result, the Council’s approach will need to be more people focused and cognisant of the human aspects of disasters.

2. RECOMMENDATIONS

- 2.1 The Leadership Team is asked to note the Contingency Planning Annual Report for 2020.

3. REASONS FOR DECISION

- 3.1 In 2017 Andrew Pritchard, an independent consultant, was commissioned by the Council to undertake a review of the Council’s contingency planning arrangements and he made several recommendations which included that the Contingency Planning Assurance Group (CPAG) should report annually to the Leadership Team.
- 3.2. The Contingency Planning Annual Report, produced by the Resilience Team, which reports to CPAG, identifies the structure for contingency planning internally and externally within the Borough with multi-agency partner organisations; across the West London sub region and pan London. It also provides the Leadership Team with an annual update on the contingency planning work carried out during that year.

4. BACKGROUND

- 4.1 This is the second Contingency Planning Annual Report that has been produced following the 2017 review. In 2019, the focus was on the production of the Resilience Standards for London Report and so a separate Contingency Planning Annual Report for 2019 was not produced, although CPAG did continue to meet and review its operations.

¹ <https://features.kingsfund.org.uk/2021/02/covid-19-recovery-resilience-health-care/#Introduction-dJdcxE62X>

- 4.2 In the event of an emergency event or major incident our residents will have an increased reliance on the services that are provided by the Council. We are sometimes considered to be the fourth emergency service, with our ability to warn, inform and advise as well as our provision for humanitarian assistance, often outside of normal working hours.
- 4.2 The Resilience Team supports the Council to discharge its emergency planning responsibilities which are set out in the Council's Contingency Management Plan (and supporting annexes) and deliver its business continuity functions. These arrangements enable the Council to make the best use of its resources during an emergency and in its aftermath. Business Continuity Plans and processes ensure that the Council is better enabled to respond to disruptive events and to continue to support our residents and communities by maintaining the delivery of services.
- 4.3 The Resilience Team works with partner organisations and agencies who attend the Kensington and Chelsea Borough Resilience Forum. It also works with Audit, Risk, Fraud and Insurance colleagues, so risks are assessed, and emergencies planned for. With the aid of technology, the Council's Local Authority Liaison Officers (LALO's) have also equipped with Airwave Radio handsets and headsets, laptops and mobile phones enabling them to gather information which can then be disseminated to on call duty Council Officers for shared situational awareness and to help facilitate decision making, in order to mitigate the effect of the emergency and enable a speedier recovery.
- 4.4 Additionally, the Council's Head of Communications has created a new 'WhatsApp' group for the Leadership Team as a mechanism for providing updates and information with regard to emergency events and situations that occur in the Borough. The Communications Team will manage the group and provide the updates.

5. OPTIONS, ANALYSIS AND PROPOSALS

- 5.1 The Council's contingency planning governance arrangements supports the Chief Executive's and the Leader's critical roles in ensuring our Council is prepared for civil emergencies. Their visible leadership, supporting Council departments and in working with stakeholders, partner organisations, communities and our residents enables effective emergency planning for response and recovery.

6. CONSULTATION AND COMMUNITY ENGAGEMENT

- 6.1 Partner engagement was conducted in February 2021 with the report circulated to a number of relevant representative and community organisations such as the Council's Borough Resilience Forum in addition to the members of the South Kensington Business Resilience Forum, members of the Community Resilience Group along with Grenfell United. The purpose of circulating the report was to raise the awareness of the Council's Contingency Planning activities and to provide stakeholders and partners with the opportunity to give their views.
- 6.2 The Interim Resilience Manager was invited to address the members of the Community Resilience Group. During the meeting the representatives from Kensington and Chelsea Social Council and Volunteer Centre, were extremely interested in two of the Resilience Standards for London; namely Number 10 - Community Resilience and Number 11 -Recovery Management. They both expressed their interest in forming a working group to take these initiatives forward.

7. LEGAL IMPLICATIONS

- 7.1. There are no legal implications arising from this report. It refers to the correct statutory provision and complies with the governance arrangements for noting the Contingency Planning Annual Report.

8. FINANCIAL, PROPERTY, IT AND ANY OTHER RESOURCES IMPLICATIONS

- 8.1. There are no financial, property IT or any other resources implications that have arisen as a result of the production of this report.

9. HUMAN RESOURCES IMPLICATIONS

- 9.1. The report has no Human Resource implications.

10. EQUALITIES IMPLICATIONS

- 10.1 An Equality Impact Assessment (EqIA) has been produced and accompanies this report. It reflects a neutral and positive effect on equality, diversity and inclusion.

Sue Harris

Executive Director for Environment and Communities

Local Government Act 1972 (as amended) – Background papers used in the preparation of this report: None

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Mandatory clearance requirements for all Key and Executive Decision reports

Cleared by Corporate Finance (officer's initials)

[LV]

Cleared by Director of Law (officer's initials)

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