

REPORT TITLE: ANNUAL EMERGENCY PLANNING REPORTTHE OVERVIEW AND SCRUTINY COMMITTEE25 FEBRUARY 2019PORTFOLIO HOLDER: COUNCILLOR GODFREY (PORTFOLIO HOLDER FOR PROFESSIONAL SERVICES).Contact Officer: Dave Shaw Tel No: 01962 848 221 Email  
[dshaw@winchester.gov.uk](mailto:dshaw@winchester.gov.uk)WARD(S): ALLPURPOSE

This report provides the annual review of the activities undertaken by the Council relating to emergency planning.

The opportunity has also been taken to review the work undertaken by the Council in meeting its responsibilities under the Civil Contingencies Act 2004 (CCA) as a Category 1 responder and a number of changes have been made to procedures and to the Emergency Plan itself as a result.

The Emergency Planning and Resilience Team at Hampshire County Council work closely with the City Council within the terms of an agreed Service Level Agreement and supported the Council while responding to emergency incidents that occurred during the year and facilitated relevant training events.

For completeness, a summary update on the implementation of flood alleviation schemes is also included in Section 14 of the Report.

RECOMMENDATIONS:

1. That the information provided in the Annual Emergency Planning Report summary and update of flood alleviation schemes be noted and any issues raised with the relevant Portfolio Holder.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 Ensuring that the Council has adequate plans in place to respond to an emergency incident as a Category 1 responder as set out in the Civil Contingencies Act 2004. It also supports the Council Strategy outcome to protect the health and wellbeing of the residents of the District.

### 2 FINANCIAL IMPLICATIONS

- 2.1 There are no significant resource implications arising from this report.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Civil Contingencies Act 2004 defines the Council as a Category 1 responder. The Act places a duty on Category 1 responders to assess the risk of an emergency occurring and to maintain plans for the purposes of responding to an emergency.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 This Report has been prepared in consultation with Hampshire County Council's Emergency Planning Unit. Councillor Godfrey (Portfolio Holder for Professional Services) has been consulted on the draft report.

### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None

### 8 EQUALITY IMPACT ASSESSMENT

- 8.1 None required.

### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

### 10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i>	Emergency incidents can cause disruption and damage	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
	to property. Comprehensive Emergency and Business Continuity Plans can help to mitigate this.	
<i>Community Support</i>	Community Emergency plans have been developed for 22 Parishes and community groups within the District, following pro active work by HCC and Hants Fire and Rescue.	Annual events are held to which all Parishes and other community groups are invited to help further develop community resilience.
<i>Timescales</i>	The District Emergency Response Plan is reviewed annually, rewritten every 3 years (update review date March 2019) with exercises undertaken annually.	
<i>Project capacity</i>	There are approximately 80 members of staff that have a role within the Emergency Response Plan, and other staff are called upon in the event of a significant event, for example during the flooding of 2013/14.	New staff are recruited and trained to join the Plan on a regular basis.
<i>Financial / VfM</i>	None	
<i>Legal</i>	None	
<i>Innovation</i>	The use of new technology is being explored to help the integration of the responding agencies. Resilience Direct web portal is an example of this.	The further roll-out of Resilience Direct to staff who have a role within the Emergency Response Plan.
<i>Reputation</i>	Comprehensive Emergency and Business Continuity Plans and regular exercising of the Plans can help to mitigate reputational risk.	
<i>Other</i>	None	

## 11 SUPPORTING INFORMATION:

- 11.1 In the last year, the Council has undertaken a significant review of its emergency planning procedure and made a number of changes which are set out in this report. This has included training and testing of out of hours cover arrangements, increasing the resilience of the Emergency Plan itself and ensuring additional senior officers are included in the process.
- 11.2 This report provides the annual update on work undertaken by the Council relating to emergency planning during the past twelve months. The

opportunity has also been taken to review the work undertaken by the Council in meeting its responsibilities under the Civil Contingencies Act 2004 (CCA) as a Category 1 responder. The City Council works closely with Emergency Planning Unit at the County Council under the terms of a Service Level Agreement through which the County Council supports the City Council's emergency planning activities. This includes regular training during the year and wide ranging contacts to provide reassurance regarding the ability to respond to emergency incidents.

- 11.3 Part 1 of the Civil Contingencies Act (CCA) establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at local level. Organisations that are included as Category 1 responders are at the core of the response to most emergencies and include the emergency services, local authorities and NHS bodies. The primary objective of all of those involved in emergency planning is try to ensure that emergencies do not occur in the first place, but when they do occur good planning should reduce, control and mitigate the immediate and long term effects.
- 11.4 The CCA requires the Council to assess the risk of emergencies occurring within the District and use this to inform contingency planning. The Council has its own Emergency Response Plan which sets out the mechanisms by which it will respond to incidents, and this includes provision for operating an Emergency Control Centre to co-ordinate its response to an emergency. Individual major organisations are expected to produce their own plans for how they will respond to major incidents or emergencies with which they are associated. The City Council does not produce plans on behalf of other organisations.
- 11.5 Hampshire County Council's Emergency Planning team has its own direct responsibilities on behalf of the County Council as a Category 1 responder, and also provides expertise to support the wider emergency planning community. It is the contact for central government departments and public bodies which may be involved in an emergency.
- 11.6 This report also presents the latest position with regard the work that the Council undertakes as part of its statutory duty to provide Emergency Planning.

## 12 Emergency Planning Annual Update

### Training

- 12.1 An annual training plan for staff that have a role in the Emergency Response Plan is agreed in consultation with the Emergency Planning Unit at the County Council.
- 12.2 Regular training for staff is essential to ensure the Council is able to respond to an emergency incident should it be required to do so. The Emergency Response Plan sets out a number of specific roles and training is carried out during the year for new staff to the role as well as refresher training.

12.3 During the past year training and briefings for staff have included:

Subject	Number of WCC attendees
Recovery after a major incident	4
Emergency Planning Excellence	14
Introduction to Emergency Planning	17
Media	3
Setting up the Emergency Control Centre	15

#### Incidents

12.4 There have been eight incidents within the Winchester District during 2018/19 that required the involvement of the Hampshire Emergency Planning Unit. Not all of them required any large scale response from the City Council.

12.5 These incidents included:

Date	Incident	Information
30/04/2018	Winchester Gas main leak	Gas Leak – no action was required
07/05/2018	Winchester flat fire	An Incident Liaison Officer attended and the incident was dealt with by the Housing Association
08/06/2018	Unexploded ordnance in the river at Blue Ball Lane Winchester	An Incident Liaison Officer attended the incident. River Park Leisure Centre was opened as a rest centre and 127 properties were evacuated and roads were closed. The ordnance was disposed of safely.
09/08/2018	Gastroenteritis outbreak	Public Health – Awareness - No action was required from the City
23/09/2017	Boomtown Fair	Water Shortage Awareness - No action was required from the City
26/08/2018	Surface water flooding affecting 4 properties	A Ward Member advised of 4 properties affected in Poles Lane, Otterbourne. County Highways issued

Date	Incident	Information
		sandbags to the properties and details passed to the Flood and Water Management Team.
03/09/2018	Potential water shortage	Utilities – Awareness and no action required.
07/09/2018	Winchester Flat Fire	One flat affected and one person evacuated. Maintenance Team from the City secured the door to the flat. Occupant then stayed with friends and no further action was required.

### Liaison

- 12.6 Regular meetings take place between the Council’s Emergency Planning Officer and the Hampshire Emergency Planning Unit’s link officer with responsibility for the Winchester District to monitor progress.

### Community Plans

- 12.7 The importance of local community emergency planning groups is recognised. Work is continuing to establish contact with local groups and to date 22 local plans have been prepared. The aim for communities is to become resilient. This may mean that they are aware of risks that may affect them and what the impact would be; complement the work of local emergency services and use their existing skills, knowledge and resources to provide support to others. A community plan helps all volunteers know their roles when there's an emergency. There are many places to get advice on developing community plans. The Local Resilience Forum produces a step-by-step guide to help communities produce a Community Emergency Plan which is available on the County’s website and signposted from Winchester’s website. Hampshire County Council Emergency Planning staff are available to support communities, including Parish Councils, in their production. The majority of community plans are prepared by Parish Councils, but any community can produce a plan, for example groups associated with a school.

### Winter Weather Preparation

- 12.8 There are national campaigns to prepare for winter weather, such as those jointly prepared by the MeteoGroup for the Met Office and the Environment Agency with regards to flooding, and reference to these is placed on the City and County’s Council’s websites as winter approaches. This winter’s “Get Ready for Winter” campaign has been launched and an article has been

published for Members in the Democratic Services Update 22 December 2018.

#### Plan Update

- 12.9 The Winchester Emergency Response Plan was last updated in December 2018 as part of its three year review. The refreshed Plan has a Short Plan to its front, which is designed to provide a quick reference of actions to undertake for those having to make decisions. The new Plan has approximately 80 members of staff listed as participating in emergency planning including a strengthened list of Controllers and 20 new recruits following a call for volunteers.

#### Callout procedures

- 12.10 Officer Callout protocols have been strengthened to build resilience. This has included arrangements for the Council receiving Out of Hours calls and also for cover over holiday periods. Nominated Executive Leaders Board leads are identified for each holiday date and there are lists of 24 hour availability of Controllers and other key officers within the Plan.

#### Central Winchester Security Measures

- 12.11 The City Council and County Council worked together with other agencies to install security measures on the High Street in Winchester to provide reassurance to city centre visitors.

#### 13 Update on actions from the meeting of the Overview and Scrutiny Committee held on 25 February 2018

- 13.1 At its meeting held on 25 February 2018, at the conclusion of debate, the Committee agreed that the Portfolio Holder should have regard to the possibility of access to Resilience Direct being extended to include Parish Councils in order that documentation could be shared and that consideration also be given to involving the unparished area of Winchester in emergency planning work, for example by inviting the Chair of the Winchester Town Forum to emergency planning community events.'

- 13.2 Subsequent to the meeting, the County confirmed that access to Resilience Direct was principally for EP Category 1 responders. If information relates to an incident etc. the City would share the information with Parish Councils as required. There have been no emergency planning community events to invite the Chair of the Winchester Town Forum in the last year.

#### 14. Update on Flood Alleviation Works

- 14.1 The Water Lane defences have been completed, Phase 1 of the flood protection scheme to protect North Walls/Park Avenue has also been completed (August 2017). Phase II of the flood protection scheme at Durngate is planned to start in third quarter of 2019 (Report CAB3072 Cabinet

12 December 2018 refers). An additional £500k of CIL funding has been allocated to cater for a redesign as a result of the discovery of extremely poor ground conditions. Detailed planning and site investigations have been completed, ecological monitoring has been undertaken for one year and the Environmental Impact Assessment has been completed with regards to scoping and screening. The planning pre-application was completed by the City with no planning issues highlighted and full planning is now with The County and South Downs National Park, public engagement is due late February 2019. As part of these works extremely detailed flood maps are being prepared to better demonstrate the benefits of this scheme in the City Centre.

- 14.2 Temporary flood barriers (the Council has purchased a demountable flood barrier, which is stored at the Bar End Depot, and can be deployed to any location) as well as the permanent flood defences are assembled and tested every autumn by the Special Maintenance Team.
- 14.3 A new protocol with the owners and operators of sluices to co-ordinate and regulate flows through the City is being prepared with the Environment Agency and will help to reduce the risk of flooding within the City.
- 14.4 Hampshire County Council is investigating further flood alleviation works for Littleton/ Headbourne Worthy and Kings Worthy and these have been through local engagement. This scheme is still in its advanced design stages and as a result funding has not been secured.
- 14.5 At Pitt (Enmill Lane), County Council Highways are finishing off works at Enmill Lane and the golf course to alleviate flooding in Pitt. They are also part way through installing a Soakaway at the junction with Badger Farm Road.
- 14.6 The major scheme to install a pipe at Hambledon has been completed in 2017 and will reduce significantly the risk of major flooding in that area.
- 14.7 The Head of Drainage and Special Maintenance has instigated a new Winchester River Maintenance Group which will improve liaison between WCC, the EA, and all the riparian owners in the city area by bringing them together on a regular basis to foster good working relationships. There has been two meetings so far which has massively improved communications, understanding, has helped riparian owners identify problems on each others land, and has identified and resolved a sluice that was not being maintained in Garnier Road. All participants agree this has been a very worthwhile endeavour so the City's Special Maintenance will continue to host these meetings.
- 14.8 Works are ongoing to repair the flood damage to the revetment wall at The Weirs, £50k of funding has been secured from County Highways for Phase III in 2019; this is currently going through the tender process as this is anticipated to be a 4-5 year scheme.
- 14.9 Special Maintenance have recruited a new drainage engineer, primarily to focus on drainage consultations as part of the planning process, but also to



take the lead on River Maintenance which has increased the teams skills and resilience with regards to flood understanding, preparedness and resilience.

## 15 OTHER OPTIONS CONSIDERED AND REJECTED

15.1 None

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

Flooding Informal Scrutiny Group recommendations - (CAB2638) Cabinet on 3 December 2014 and The Overview and Scrutiny Committee on 19 January 2015.

Update on Progress – (OS134) The Overview and Scrutiny Committee on 18 January 2016.

Update on Progress – (OS149) The Overview and Scrutiny Committee on 12 December 2016.

Update on Progress – (OS194) The Overview and Scrutiny Committee on 26 February 2018.

#### Other Background Documents:-

None

### APPENDICES:

None