

Wolverhampton City Council

OPEN INFORMATION ITEM

Audit Committee

Date 7 November 2011

Originating Service Group(s)

DELIVERY

Contact Officer(s)/

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Telephone Number(s)

4910

Title

Review of Emergency Planning Procedures

RECOMMENDATION

That Members note the content of this report.

1. PURPOSE

- 1.1 To inform Members of the current situation regarding the Council's Emergency Planning function.

2. BACKGROUND

- 2.1 At its meeting on 26 September 2011, the Audit Committee asked for an update in connection with the council's Emergency Planning function. The current Emergency Planning Manager has been absent due to sick leave since 23 June 2011. The strategic Emergency Planning function is currently being undertaken by the Business Continuity Manager together with day to day functions being undertaken by the Emergency Planning Officer.
- 2.2 It has been recognised for some time that to join with the other Black Country authorities in terms of a regional Emergency Planning function would be beneficial to the Council and also the Black Country region as a whole. However, in order to do this, the Council needs to be compatible in its service with the Black Country Emergency Planning Functions and recent events reinforced this view.
- 2.3 Consequently, a review is currently underway of the Emergency Planning function and all that is encompassed within it. Elements of this review are being commissioned externally and will involve a re-write of the Major Incident Plan, supporting procedures and documentation and thereafter, training as appropriate. Tenders for this work are due to be returned by 7 November 2011 and shortlisting and interviewing will follow thereafter.
- 2.4 Following the senior management restructure, a number of services were brought together under the Assistant Director Governance. These services include: Democratic Support Services, H&S, Equalities, Scrutiny, Business Continuity, Emergency Planning and Member Services. Currently, a draft job description and job specification is being evaluated by the Council's HR team in order to establish grading for a Head of Service to manage all of these functions. Thereafter, the post will be advertised and a designated manager will be put in place to manage EP and other functions mentioned above.

3. FINANCIAL IMPLICATIONS

- 3.1 The estimated cost of external review is £30K, this amount is to be funded from the Efficiency Reserve
[DM/04112011/J]

4. LEGAL IMPLICATIONS

- 4.1 Local Authorities are under a statutory duty to maintain an Emergency Plan. The work referred to in paragraph 2.3 will be tendered in accordance with the Councils' Contract Procedure rules.
[MW/01112011/B]

5. EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 An Equality Impact Assessment will be undertaken a part of the review of the Emergency Planning function.

6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no Environmental Implications

7. SCHEDULE OF BACKGROUND PAPERS

There are none