

## Detailed Report

DATE: 16/05/2007

SERVICE: Risk And Resilience

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PPRR0001 - Threat</b>  A failure to maintain trained and exercised key local authority staff identified in Emergency Response or Business Continuity plans may reduce the effectiveness or prevent delivery of critical services and support to emergency services following a major incident	Moderate 3	Moderate 3	Medium 9	CCA 2004 places a statutory responsibility on Local Authorities to provide emergency response. However, staff undertake EP duties on a voluntary basis. Senior officers and managers are more compelled to complete these duties; however, receipt of training will never be 100%.				Neal Evans

Response	Response Details	Status	Control Owner
1. Monitor through Risk & Resilience Group.	Corporate risk & resilience group being reactivated in May recognising the revised corporate structure. 27th June 08 - Corporate Risk & Resilience Group met in Jun 08 and adopted a revised membership to recognise the new StF structure. Membership now restricted to Risk and Resilience management staff. Issues that require higher level management resolution will be fed to AD Forum. This should improve the speed of reaction to changes	Implemented	Neal Evans
2. Provide accessible and flexible training courses to staff.	Training courses are on-going 12/09/07 - generic LA Emergency Planning Course held in Sept 07 3 SCC attendees. 18th Dec 07 - 4 staff will have attended the courses by Jan 08 27th June 08 - Training courses are on-going. Programme has been published On-Line for easier booking. 02nd Oct 09 - On-going training courses are being run for managers and staff. Programme has been published on-Line for easier booking. Training courses continue to be run: April & September 08 - LA Emergency Planning Course held - 3 SCC attendees. JEPU -sponsored courses, supported by the EPC, scheduled for 9/10 & 13 Oct 08. 19-Jan 09 Full programme of courses for officers and councillors planned for 2009/10. However, take up in the period prior to LGR announcement is proving to be slow. Following LGR. the key issue will be to identify numbers of staff required for	Implemented	Neal Evans

Response	Response Details	Status	Control Owner
3. Maintain an exercise programme to validate response arrangements	<p>Emergency response to fulfil SCC responsibilities under CCA.</p> <p>On-going training courses are being run for managers and staff.  Exercise ColdPlay 2 held in March 08 to practice BC arrangements.  27th June 08 - Exercise programme for 2008 will involve staff from the East and West of the county. Integration through the CEC will provide further validation of central command and control capability. This is being enhanced through introduction of new Command Management System.</p> <p>02nd.Oct 08 - On-going training courses are being run for managers and staff.  21 May SUFFEX - SRF-sponsored exercise of multi agency response to aircraft crash.  27 Aug LEADON - HSE test of multi agency Offsite accident response plan of Sizewell Nuclear Power Station.  Ongoing programme of training to support introduction of new Command Management System.  19_Jan 09 In addition to extant training, a programme to provide a number of operators form the existing EOOs in the new central command and control capability (Atlas Ops / AIMS) is ongoing.</p> <p>The next planned exercise event is EX ARIEL - 3 Jun 09 which will utilise a Flood-based recovery TTX.</p>	Implemented	Neal Evans

# Detailed Report

DATE: 20/07/2007

SERVICE: Risk And Resilience

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PPRR0002 - Threat</b>  A failure of Senior Officers and Elected Members to provide community leadership and crisis management during a major incident will have a negative impact on council reputation and may increase environmental and community impact.	Moderate 3	Unlikely 2	Medium 6		Moderate 3	Unlikely 2	Medium 6	Neal Evans

Response	Response Details	Status	Control Owner
1. Key senior officer's and elected members trained and aware of council emergency	Courses run by the JEPU on a regular basis.  18th April - Course held on 8th Jan 08 for elected members. Senior officers Gold training held on 23rd Jan 08.	Implemented	Neal Evans
2. Participation in council exercises	Some senior officers have already participated in exercises but all senior managers with a response role need to exercise over the coming year.  18th Apr 08 - In addition to training events, a number of exercises are planned for 2008- Ex ColdPlay2 Mar 08. Involvement in SUFFEX 08 and Ex LEADON (Aug 08) will include staff from SCC , SCDC and FHDC) Guidance circulated through democratic services to all Suffolk districts and boroughs.  27th June 08 - Some senior officers have already participated in exercises but need for more senior managers with a response role need to either participate in exercise or training over the coming year.  02nd Sep 08 - Some senior officers have already participated in exercises, but all senior managers with a response role need to exercise over the coming year. Involvement in SUFFEX 08 and Ex LEADON (Aug 08) will include staff from SCC, SCDC and FHDC) Guidance circulated through democratic services to SCC and all Suffolk districts and boroughs councils.	Implemented	Neal Evans

Response	Response Details	Status	Control Owner
	<p>19-Jan 08 ome senior officers have already participated in exercises, but all senior managers with a response role need to exercise over the coming year.</p> <p>Participation in Exercises SUFFEX &amp; LEADON during 2008 has enhanced some areas of SCC resilience capabilities.</p> <p>Exercise ARIEL in June 2009 will provide another opportunity for managers to participate in a countywide multi agency TTX.</p> <p>Locally-run training and awareness courses for Councillors last year are being supplemented by an EPC training event on 17 Mar 09. SCC PH will be writing to all Suffolk council leaders to promote this event and encourage SCC and District &amp; Borough councillors to attend. This will supplement the guidance circulated through democratic services to SCC and all Suffolk districts and boroughs councils last year</p>		
3. Involvement in/feedback from incident debriefing process	<p>Senior officers regularly involved, need to ensure elected members are included</p> <p>12/09/07 lessons identified from Hopton Avian Influenza outbreak are being considered by the Joint Emergency Planning Scrutiny Working Party in Oct 07</p> <p>18th Apr 08- Lessons identified process has been implemented and used in recording details from recent flood incident and animal disease outbreaks in Sep/Nov 07</p> <p>27th June 08 - Information from Incidents and Exercises fed back to Portfolio Holder. Information also passed to Sen Offs group and newly formed group of Ems that will provided improved governance of JEPU.</p> <p>02nd Sep 08 - Details collated in the LA Incidents and Major Exercise Lessons Identified Spreadsheet which are regularly circulated to Senior Officer and Elected member Policy Panels that provide governance of JEPU activity. The PP Scrutiny Board also review this document regularly.</p> <p>19-Jan 08 Information from SRF and Local Authority Lessons Identified spreadsheet is regularly briefed to JEPU Senior Officers Gp and the Jt JEPU Policy Panel.</p> <p>This information is also regularly briefed to PPSID Scrutiny Committee. Mar 09 committee will consider a specific event and its follow up processes.</p>	Implemented	Neal Evans
4. Elected Members Guidance	<p>Guidance for elected members during a crisis has been drafted and is being considered by council now. (Sept 07). Due to be adopted across Suffolk authorities by the end of the year.</p>	Implemented	Neal Evans

Response	Response Details	Status	Control Owner
	18th Dec 07 - This has been produced, circulated and adopted. Now complete		

# Detailed Report

DATE: 24/04/2006

SERVICE: Risk And Resilience

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PPRR0004 - Threat</b>  Ineffective corporate Business Continuity arrangements could affect our resilience in the event of an emergency and result in us not being able to restore the right services at the right time.	Major 4	Rare 1	Low 4	Business Continuity; Civil Contingencies Act; Ability to deliver/restore services following an emergency.	Major 4	Rare 1	Low 4	Rick Thornton

Response	Response Details	Status	Control Owner
Produce directorate and corporate Business Continuity plans	All directorate BC plans are now complete and have been reviewed. The directorate BC plans have been brought together to form a corporate BC plan.	Implemented	Rick Thornton
Undertake directorate training and exercising of Business Continuity plans	Management BC training was run for all directorates (a total of 7 sessions were held and 84 managers attended). Further sessions are currently being offered to Service Offices. At a corporate level, Exercise Cold Play 2 was run on 28th March 2008.  15th June 08 - We will run Loss of property exercises in 2009  26th September 08 - The above exercise is subject to a paper to CMB  15-Jan-08 - 3 exercises are planned. Clapham House - 21-Jan, St Edmund House - 11-Feb, Endeavour House - Mar-12  07-May-09 Exercising complete. Need to address training in 09/10  28th Jul 09 On going but delayed due to Pandemic flu work. 29 Oct 09 Training in progress	In Progress	Rick Thornton
Produce key facilities Business Continuity plan (e.g. Endeavour House, ICT etc)	The key facilities plans have been finished for main buildings in Lowestoft, Bury St Edmunds and Ipswich.  26th June 08 - meeting has been held and funding provided. The programme of work is now underway. Briefing sessions have been held for the building plans at key building locations. Now drafted both fuel and flu BCPs.  26th September 08 - Template plans for all other satellite offices and residential homes are now available. A progress meeting with CSD has been	In Progress	Rick Thornton

Response	Response Details	Status	Control Owner
	<p>held. progress is continuing. Progress on council wide pandemic flu plan is well advanced.</p> <p>15-Jan-08 - BCPs for EH , Clapham House and St Edmunds House have been updated. ICT BCP drafted, date set for ICT working group in Feb. Flu Pandemic work nearly complete in ACS, now underway across the rest of SCC and districts.</p> <p>6th May 09 - All plans mentioned above have been completed except for ICT which remains a key risk for SCC. Work on developing the DRP for ICT will commence in May.</p>		

# Detailed Report

DATE: 09/02/2010

SERVICE: Risk And Resilience

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PPRR0005 - Threat</b>  Higher incidence of extreme weather events and severe flooding will threaten the effectiveness of SCC resilience planning and response. This will result in loss of public confidence in SCC's ability to deal with adverse events and to manage recovery and a failure to comply with the Civil Contingencies Act	Moderate 3	Moderate 3	Medium 9	Reducing staff capacity - staff will have less time to devote to resilience issues. Impact on volunteer network. Higher number of incidents may detract from effective planning.	Moderate 3	Moderate 3	Medium 9	Neal Evans

Response	Response Details	Status	Control Owner
Building Capacity	1. Maintain partnership working and liaison with SRF partners and SCC Directorates 2. Reviewing network for partnership working	In Progress	Neal Evans
Dissemination of Information	1. Instigate regular reporting regime & provision of information to Councillors and Public. 2. Enhance public access to information sources (eg website)	In Progress	Neal Evans



# Detailed Report

DATE: 17/06/2009

SERVICE: Public Protection

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PP0010 - Threat</b>  The Flu pandemic alert in the UK has been officially stood down although globally there is still an alert. Therefore, all flu pandemic activities in Suffolk have stopped. A multi agency debrief was held on 21st April 2010. Work to update plans will continue in SCC.	Minor 2	Moderate 3	Medium 6		Minor 2	Likely 4	Medium 8	Rick Thornton

Response	Response Details	Status	Control Owner
Business Continuity - Corporate Plan	The purpose of this plan is to set the management process and framework to protect and recover the councils critical services	Implemented	Rick Thornton
ACS - Flu Plan	Plan specific to ACS service delivery. New current outbreak information included.	Implemented	Rick Thornton
Infection Controls Measures	Attempting to contain virus with enhanced cleaning regimes and managing hygiene via communications	Implemented	Rick Thornton
Briefing ACS Service Managers	Securing commitment to practical arrangements within plan	Implemented	Rick Thornton
Staff redeployment process	Set out and test a process for redeploying staff if the second wave gets worse.	Implemented	Rick Thornton
Vaccination	Ensure all social care staff that qualify under the gov't programme are vaccinated. Being managed by Robin Guy.	Implemented	Rick Thornton
Update BC plans following pandemic debrief	RT to review the plans. Approval of update by BC rep's.	In Progress	Rick Thornton

# Detailed Report

DATE: 03/09/2010

SERVICE: Public Protection

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<b>PP0011 - Threat</b>  There will be risks for Suffolk associated with the Olympic Games in 2012. These include; mass gatherings, transport congestion, coinciding emergency incidents, staff shortages. They arise either directly from Olympic-associated events (such as the torch relay and national teams training in the county) or indirectly by creating an enhanced impact of normal emergencies (such as fire, flooding etc.).	Moderate 3	Moderate 3	Medium 9		Minor 2	Unlikely 2	Low 4	Rick Thornton

Response	Response Details	Status	Control Owner
Review Emergency Response Plans	To be decided	Proposed	Neal Evans
Review Business Continuity arrangements and advise Suffolk LAs	To be decided	Proposed	Rick Thornton