

24th February 2015**Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC
PROTECTION****UPDATE ON EMERGENCY PLANNING AND REGISTRATION SERVICES****Purpose of the Report**

1. To provide an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

Information and Advice**Emergency Planning**Safety at Sports Grounds

2. The emergency planning team maintains a resilient capability to ensure that the County Council fulfils its duties under safety of sports grounds legislation. Match day (or race day) inspections are one of the ways that officers monitor a sports ground's compliance with the conditions of their safety certificate. Officers undertaking inspections must be authorised to do so, and carry a photographic ID card indicating their authority to enter the ground and take copies of documents. The officers currently authorised to undertake inspections are:
 - Robert Fisher (Group Manager, Emergency Planning and Registration)
 - Wendy Harnan-Kajzer (Emergency Planning Team Manager and lead officer for safety at sports grounds)
 - Paul Newton (Emergency Planning Team Manager)
 - Mike Hawkings (Principal Project Engineer, Highways)
3. An annual audit and safety inspection is undertaken for each designated ground prior to the start of each season, and typically two to three Safety Advisory Group (SAG) meetings are held during each season. The most recent meeting for Mansfield Town Football Club was on 12th January. On this occasion, Wendy Harnan-Kajzer presented her match day inspection report for the Mansfield Vs Cambridge United fixture on 16th December 2014. There was no police presence in the ground for this match other than spotters from both forces and one police serial outside due to last minute intelligence that a risk group was travelling to the match from Cambridge. Wendy was able to report that the stewards briefing was effective, covering all the key points including arrangements for emergency scenarios and pitch incursions. All areas of the ground were found to be in

acceptable condition and the Public Address system was loud and clear. The match was well-managed, with very few issues, and Wendy was able to praise the proactive approach taken by the Safety Officer and his team.

4. The Nottingham Forest Safety Advisory Group (SAG) met on 15th January and it was pleasing to see very senior club officials taking an active interest in safety matters, as the meeting was attended by the club's Chief Executive Paul Faulkner and Head of Finance Lalou Tifrit, as well as the clubs Safety Officer and key members of his team.
5. There was discussion during the meeting of the condition of external staircases which are exhibiting rusting in some areas. The club are attending to this and have received quotes to address the issue when the weather permits in March or April. Wendy thanked the club for their participation in exercise Jarrell. She noted that the exercise report and action plan is being compiled and that a review of the Major Incident Plan for the City Ground will follow later in the year.
6. During this meeting Wendy presented her match day inspection report of the fixture against Sheffield Wednesday on 10th January. This was a well-managed match, with relatively few incidents despite the potential from this group of visiting fans. A new Deputy Safety Officer was in post and supporting the Safety Officer. Wendy reported that she was very impressed with their conscientiousness and the helpful attitude of stewards.
7. There were three issues that required discussion at the SAG meeting and action by the club. The netting above the visitors section will be replaced soon, pigeon droppings in the upper Trent End is a perennial problem requiring regular cleaning, and the observation that there had been persistent standing in the visitors section. This was blocking gangways and vomitories and occurred throughout the match. This presents a serious safety hazard and raises the prospect of having to reduce the ticket allocations for visiting fans that have a record of persistently blocking gangways. The SAG was concerned about this issue and supportive of the Safety Officers proposal to reduce the capacity for this game next season. The SAG noted the difficulty of managing this issue, and that a proportionate approach was required, but was clear that emergency access and egress must be maintained.
8. Nottingham Rugby Club has now moved to Lady Bay, with their first home game taking place on 18th January. The demountable stands erected by the club do not exceed a capacity that would require regulation by the County Council, but nevertheless the club was happy to engage with a local Safety Advisory Group to ensure good standards of safety were adopted. A match day inspection of the first fixture found no significant issues and no aspects were found to be unsafe.
9. Finally, in respect of safety of sports grounds, the emergency planning team have kept in close touch with Hucknall Town Football Club regarding their intention to split their main stand into two sections neither of which would be a sufficient size to require regulation by the County Council. At time of writing this report, an inspection was planned to consider if the ground can be deregulated.

Risk, Safety and Emergency Management Board

10. The Risk, Safety and Emergency Management Board (RSEMB) is the County Council's key forum for ensuring resilience against emergencies of all kinds and the authority's ability to respond to incidents affecting Nottinghamshire Communities. It brings together representatives from all departments with advisers from emergency planning, risk and insurance, and health and safety. The Board is chaired by the Service Director for Access and Public Protection and is facilitated by the emergency planning team. It meets five times each year, most recently on 9th January. The key topics considered on this occasion included:

- Arrangements to ensure business continuity during protests and demonstrations occurring at County Hall
- Arrangements to maintain critical social care services for vulnerable people during severe winter weather
- Current key issues in risk and insurance and Health and Safety.

11. The meeting also considered and approved the management response to a follow-up Internal Audit of the County Council's overall performance in Business Continuity Management. The audit reviewed the progress made in implementing recommendations from the previous audit report's action plan. The overall assessment was that reasonable progress had been made and that a follow-up audit is not required. The audit identified that agreed actions had been taken in the following areas:

- A significant number of business continuity plans for critical services are in place.
- The corporate business continuity plan has been revised to include a section on training and exercising of the plan.
- Suitable arrangements are in place for the urgent review of the corporate plan, should the need arise
- The corporate plan had been amended to include clearer references to the officers responsible for taking actions and to the key, external organisations on which the plan impacts.

12. The findings also showed that there are some matters that remain outstanding across the authority, and so a revised action plan was provided. The actions and key elements of the Board's responses were as follows:

- **The updated list of critical services should be finalised and formally approved as soon as possible.** This has been completed and approved, and the Board agreed that the next review will be commenced in September 2015.
- **A business continuity plan should be compiled for each critical service.** RSEMB members are reminded that a business continuity plan should be completed and maintained for each critical service.
- **All business continuity plans are critically reviewed and revised, as appropriate. Common weaknesses in plans should be identified and incorporated as training issues for responsible officers.** This is an ongoing, continuous improvement process which will be progressed at a rate commensurate with resources available.

- **Business Impact Analyses should be prepared and used by departments as an aid to the preparation of the departmental business continuity plans, as suggested by the issued guidance.** This is acknowledged as an area for improvement. Some progress has been made but there is more to be done. The emergency planning team will be working with departments to encourage the use of Business Impact Analyses and will work to compile a list of all those that are in place to be held on OneSpace.
- **The option of mandating training in business continuity procedures is re-considered.** The Board noted this recommendation, and supported it in principle, however a review is required of mechanism for delivery of the training as the emergency planning team does not have capacity to offer the courses previously available to departments.

Incidents

13. The County Council's '4x4 Vehicles' Emergency Plan was triggered on several occasions during January when the weather conditions jeopardized the continued provision of social care services to vulnerable people. The aim of this plan is to facilitate and coordinate redeployment of 4x4 vehicles to critical services during an incident. Available vehicles have been prioritised for services and the emergency planning team holds a list of other vehicles including from NCC staff volunteers and those of local voluntary organisations and partner organisations through mutual aid agreements. During a prolonged incident the Local Resilience Forum Tactical Coordinating Group may request that a multi-agency 'Logistics Cell' is established to coordinate distribution of 4x4 vehicles amongst partners.
14. The 'Meals at Home' Service requested two 4x4 vehicles for use on Wednesday 21st January, and the voluntary organisation '4x4 Response' was able to assist with this. They were placed in direct contact with service managers to make plans for that morning, based on the weather forecast and updated warning from the Met Office. On 28th the Mansfield START team activated their arrangements in the 4x4 Emergency Plan and collected vehicles from Rufford and Bestwood Country Parks.
15. There were no other notable incidents involving County Council services during this period, however towards the end of January the emergency planning team monitored and investigated possible impacts arising from a Virgin Media incident affecting NHS services. The problem involved loss of data and internet connectivity at NHS sites arising from a fibre breakage within a cable which risked compromising telephony services to GP surgeries. NHS colleagues instigated their contingency arrangements and were in close touch with Virgin Media as work progressed to restore services. County Council ICT services were not affected, however the Emergency Planning team acted as a central point of contact in case issues had arisen, and cascaded information for social care Group Managers and Team Managers, and to the Market Management Team for dissemination to care providers.

Registration and Celebratory Services

Implementation of the Immigration Act 2014

16. Planning is in train for the forthcoming implementation nationally of Phase 2 of the Immigration Act 2014 on 2nd March. One aspect of this is that the notice period for all

couples getting married will be extended from 15 to 28 days. At the same time, the introduction of a new process called the Referral and Investigation Scheme will mean that all proposed marriages and civil partnerships of non-EEA nationals who cannot prove settled or permanent resident status or a marriage visa will be reported to the Home Office for investigation. Couples who are referred may have their notice period extended from 28 to 70 days where the Home Office suspects the marriage may be a sham. Also, couples wishing to marry in the Church of England, where one party is a non-EEA national, will have to give their notice in a Register office (or designated register office if they are subject to immigration control). Key registration officers have been booked on a training session and the information will be cascaded to others through team meetings during February.

Registration Offices

17. Several changes to Registration Office accommodation were completed during January, including the offices serving Hucknall and Eastwood, and in creating a new venue for County Council Registration Service ceremonies. In Hucknall the office has been relocated from the 'Under One Roof' centre to the offices of Ashfield District Council on Watnall Road, and in Eastwood the office has moved from the NHS Clinic to the D H Lawrence Heritage Centre. Both moves offer improved accommodation for appointments with the public for the registration of births and deaths and for other services. The Hucknall office is open on Thursdays and Friday each week from 9am to 4.30pm, while opening hours at Eastwood are Tuesdays and Wednesdays 9am to 4.30pm. Both of these relocations involved careful planning and hard work from all staff and managers involved from the registration service supported by property and ICT colleagues.
18. Also, bookings are now being taken for standard and enhanced Registration Office ceremonies at the D H Lawrence Heritage Centre. The venue has long been an Approved Premise for civil ceremonies and was previously available for booking through Broxtowe Borough Council. Now, a partnership arrangements between the two Council has enabled the public to choose this venue at County Council fees.

Joint Citizenship Ceremony with Nottingham City Council

19. Since the previous report to the Committee was compiled, a joint Citizenship Ceremony took place between the County Council, Nottingham City Council and the Lord Lieutenant to celebrate 10 years of delivery of Citizenship Ceremonies. The ceremony was hosted by the City Council, and the presence of the Lord Lieutenant and many Deputy Lieutenants, together with civic dignitaries from both Councils, including the Chairman of the County Council added to the gravitas of the occasion. Registration staff from both Councils conducted the ceremony and there was live music to play fanfares, the National Anthem and festive music afterwards to further enhance the celebratory atmosphere.

Other Options Considered

20. None.

Reasons for Recommendation/s

21. To update the Committee on this area of work contained within its remit.

Statutory and Policy Implications

22. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) It is recommended that the Committee notes the contents of the report.

PAUL MCKAY

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For any enquiries about this report please contact:

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Constitutional Comments

23. Constitutional Comments are not required as the report is for noting only.

Financial Comments

24. There are no financial implications contained within this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All.