

10 January 2017**Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE
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**Flood Alerts and Warnings

2. Towards the end of November 2016, Storm Angus and the bands of heavy rainfall that followed it caused significant flooding in various parts of the UK, particularly in South West England and South Wales. On this occasion, Nottinghamshire escaped the worst impacts, however the Environment Agency did issue eight Flood Alerts and two Flood Warnings regarding rivers in the County. The emergency planning team cascaded these in line with current emergency response plans.
3. In Woodborough, trained Flood Wardens followed local flood plans to close Main Street in the village when triggers were reached and the road became inundated with water from surrounding land. Elsewhere, the Environment Agency issued an 'Operational Warning' in respect of the flood risk to Sherwood Forest Holiday Caravan Park. The Emergency Planning Duty Officer maintained contact with Newark and Sherwood District Council whose officers established that the site operators had no caravans on the part of the site that was at risk. Highways colleagues received requests for sandbags from members of the public who were concerned about flood risk to their properties. However, by reference to the Local Resilience Forum's Sandbags Policy, no sandbags were issued on this occasion.

Cold Weather Alerts System

4. November saw the start of this year's Cold Weather Alert Service provided by the Met Office in collaboration with the Department of Health. This runs to the end of March 2017. During this period the emergency planning team will cascade alerts relating to changes in five alert levels:

- Level 0 – All year round planning
 - Level 1 – Winter preparedness and action programme (This is the current level, from now until the end of March, unless the Met Office issue an alert to raise it)
 - Level 2 – Severe winter weather is forecast – alert and readiness
 - Level 3 – Response to severe winter weather – severe weather action
 - Level 4 – Major incident – emergency response (This will be declared by central government in the event of prolonged severe winter weather)
5. Severe cold weather is defined as temperatures of 2°C or less for at least 48 hours, and/or snow and ice. Advanced warning enables County Council teams and departments to make preparations to maintain services and support vulnerable people.

Communicating with the public in emergencies

6. In November, the County Council participated in an emergency planning training exercise led by Nottinghamshire Police that looked at communicating with the public. Around forty communications and emergency planning staff attended from Local Resilience Forum partners. The event focused on communications in a terrorist attack and included a presentation from the UK National Counter Terrorism Security Office regarding the murder of Private Lee Rigby and events that followed. On 7 February, an emergency planning table-top exercise will be held in response to the feedback following the training exercise. This will include table discussions, plenary sessions and debriefs across all participating agencies to consolidate preparedness to warn and inform the public during emergencies.

Regional emergency mortuary provision

7. Work has continued to develop collaborative regional arrangements for emergency temporary mortuary provision across multiple local authorities. Pre-identified sites across the East Midlands are being approached to formalise agreement for their use of any regional partner. The owners of the principle site in Nottinghamshire have agreed to the proposal and thereby enabled reciprocal arrangements to be established with Derbyshire. Colleagues in Leicestershire and Lincolnshire are engaged in similar talks with their sites. A regional document is in development that will clarify how sites are activated and operated, should the need arise, and who will be the responsible authority and meet all costs incurred.

Review of NCC Major Emergency Plan

8. A full review has been completed of the County Council's Major Emergency Plan. The plan provides an overarching strategic framework for the County Council's planning, preparation and response to major emergencies. Consultations included the members of the County Council's 'Risk, Safety and Emergency Management Board' (RSEMB), and the revised plan has been added to the RSEMB Emergency Response OneSpace site for ease of access in an emergency.
9. The aim of the plan is to ensure that NCC as a whole is able to make a well-coordinated response to major emergencies affecting Nottinghamshire, and its objectives are to:
- Set out the statutory responsibilities of NCC under the Civil Contingencies Act (2004)

- Detail NCC's management principles for major emergencies
- Outline the role and responsibilities of those senior managers with specific duties in managing NCC's overall emergency response
- Explain the context for this plan within the multi-agency framework for preparation and response to major emergencies within Nottinghamshire
- Set out the framework of emergency and business continuity plans within NCC, and how these work together

10. For the purposes of the plan, a major emergency is deemed to exist when:

- significant resources are required to respond effectively, or
- where significant disruption to public services is incurred, or
- a response over and above day-to-day working practices is required

11. The initial notification of a major emergency will normally come through to the emergency planning team duty officer. The decision to activate the Major Emergency Plan will be made by the RSEMB Chair with advice from the Group Manager for emergency planning. If required, the RSEMB will convene in the County Emergency Centre and use this facility to co-ordinate NCC's response and link in with the multi-agency response (if established). The Emergency Centre facility, on the Lower Ground floor of County Hall is maintained in a continual state of readiness. It is equipped with the IT and communications provision to manage an emergency.

12. The Major Emergency Plan is on a four-year review cycle and so the next full review will be completed by the end of 2020. Staff who may be required to work in the Emergency Centre are provided with training by the emergency planning team. The latest training event took place on 22 November and further courses will be held in 2017.

Safety of Sports Grounds

13. Nottingham Forest Football Club has recently been the subject of reports in the press about changes to the club's senior management team, and the possible sale of a majority stake in the club. The club has not released an official statement, but has briefed a member of the emergency planning team, and given assurances that spectator safety continues to be the top priority.

14. A routine in-performance match day inspection, was carried out at the Nottingham Forest verses Newcastle United match on Friday 3 December. This had a particular focus on structural issues, and was carried out by a structural engineer from Via working on behalf of Nottinghamshire County Council. The inspection confirmed previous recent inspection at the City Ground that a very high standard of spectator safety is being maintained.

15. A similar inspection was carried out at the Mansfield Town v Colchester fixture on Saturday 10 December. It was noted that the match passed off well from a safety perspective, and stewards carried out their roles diligently and were well briefed. However some concerns were raised by the inspector regarding restricted views for some spectators in the Ian Greaves Stand due to the relocation of the player's dugouts to the front of this stand. The season ticket holders affected by this have been offered alternative seats, and the club have been asked to produce a report on this matter for discussion at the Safety Advisory Group meeting in January.

Registration and Celebratory Services

Property

16. The County Council's new registration office at Arnot Hill House, Gedling, is now fully open, providing a full range of registration services. The first wedding ceremony at the venue took place on 27 November.
17. The building is Grade II listed and set award winning gardens with a lake, fountain and ornate rose garden, all providing an attractive backdrop for wedding photographs. Civil marriages ceremonies can take place in two rooms in the building. Most will be in a large room that can accommodate up to 80 people. Alternatively, couples can opt for the registrar's office for more modest, low key wedding ceremony, with a capacity of 20 people.
18. The formal opening ceremony for the registration office was performed by Councillor Gilfoyle on 4 January, in a ceremony that was also attended by Councillor Grice. Gedling Borough Council was represented by the Mayor of Gedling, Councillor Sandra Barnes, and the Leader of the Council, Councillor John Clarke.

GRO Stock and Security Audit

19. During November, officers from the UK General Register Office (GRO) carried out an audit of the systems and practices of the Nottinghamshire Local Registration Service in respect of the use of secure certificate stock.
20. The Nottinghamshire Registration Service handles around 15,000 certificates each year, for the registration of births, deaths and marriages, and each one is a legal document that could be used for fraudulent purposes if lost or stolen. Audits are undertaken by GRO to provide assurance to the Registrar General and HM Passport Office Senior Information Risk Owner (SIRO) that Local Authorities have systems and processes in place to protect certificate stocks. The audit involved examination of the security arrangements around the receipt, storage and use of certificates. In addition, a review took place of the data storage arrangements and security of, and access to, registration records and information. Audit visits were made to offices where there was:
 - A full check of secure certificate stock issued to all principal officers for reconciliation against records held by the Registrar General
 - Review of procedures in relation to receipt, control and issue of certificate stock and associated record keeping
 - Review of wider security arrangements over locality and storage of certificate stock
 - Review of the security of and access to registration records and information
 - A review of data storage arrangements
21. The overall result is that the Nottinghamshire Registration Service provides "High Assurance" in respect of security for the receipt, storage and use of the secure certificate stock. This is the highest level of outcome possible and means "High level of assurance achieved with limited scope for improving existing arrangements. Significant action is not required". This is an excellent outcome, and is testament to the expertise and professionalism of registration staff.

Other Options Considered

22. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

24. 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.

Financial Implications

25. There are no financial implications for Emergency Planning or Registration budgets.

RECOMMENDATION

It is recommended that the Committee notes the update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

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Constitutional Comments

26. As this report is for noting only, no Constitutional Comments are required.

Financial Comments (KRP 29/12/2016)

27. There are no financial implications arising from the contents of this report

Background Papers and Published Documents

- None

Electoral Division(s) and Member(s) Affected

- All