

**21 February 2017****Agenda Item: 8****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**Winter Weather

2. Nottinghamshire largely escaped the snow that disrupted much of the rest of the UK during mid-January. However, on occasions temperatures fell to around freezing point triggering Level 3 Cold Weather Warnings which were circulated by the emergency planning team in accordance with our emergency plans. The warnings indicate when there is a high probability of severe cold weather and icy conditions that could increase health risks to vulnerable people and disrupt the delivery of local public services.
3. Also in mid-January, there was extensive media coverage of a tidal surge that threatened flooding of east coast communities, including in our neighbouring County of Lincolnshire. A specific local emergency plan exists to support Lincolnshire in the event of large-scale evacuation from East Coast flooding. Under these plans it is envisaged that Nottingham and Nottinghamshire will provide emergency temporary shelter for up to 2,000 people. Happily, on this occasion the surge passed without incident in Lincolnshire.

Emergency response training for Gedling Borough Council

4. The emergency planning team facilitated a training session for the Senior Leadership Team and Service Managers of Gedling Borough Council on Thursday 12 January 2017. The aim of the event was to provide managers with an overview of emergency planning arrangements in anticipation of being included on Gedling Borough Council's duty officer rota. The objectives of the training were:
  - To outline the role of the Local Resilience Forum (LRF).
  - To explain the emergency planning arrangements within Gedling Borough Council.
  - To discuss a scenario based on a real incident in Nottinghamshire.

5. The event was delivered in conjunction with Gedling Borough Council's emergency planning officer, and was provided as part of the Service Level Agreement that is in place between Nottinghamshire County Council and all seven of the District and Borough Councils in Nottinghamshire.

#### Emergency Planning Guidance on Vulnerable Adults

6. During January the Cabinet Office Emergency Planning College published a new discussion paper entitled "Identifying and Addressing the Needs of Vulnerable Adults in Emergencies". Papers such as this arise from learning emerging from the college and are intended to stimulate debate and reflection within the emergency planning community. They include reference to initiatives from around the UK that other areas may wish to emulate. In this paper, the authors commended work by Nottingham and Nottinghamshire Local Resilience Forum to produce a directory of organisations that hold information that will assist in identifying and assisting vulnerable people in an emergency. The County Council's emergency planning team led work that created our Vulnerable People Directory, which gained Local Resilience Forum approval in November 2013. The team will be leading work in the new financial year to review and update the document.
7. The paper from the college included a set of recommendations that will be reported to the Risk, Safety and Emergency Management Group for Adult Social Care, Health and Public Protection department for consideration and action.

#### County Hall Loss of Utilities Plan

8. A newly revised and updated version of the County Hall Loss of Utilities Plan was approved by the Risk, Safety and Emergency Management Board (RSEMB) in January. The plan, which was last reviewed in 2012, outlines the procedures to be followed in the event of loss of gas, electricity or water at County Hall. Activation of the plan will be considered if the impact on services is expected to last for more than one hour, and once activated the incident response will be managed and coordinated by the RSEMB. The board should meet within 30 minutes of plan activation, or use teleconferencing facilities, to attend to urgent decisions on actions. Depending on the nature of the incident, it may be decided to open the County Emergency Centre (if it is safe to do so) as a base of operations for the RSEMB.
9. The revised plan has been circulated to all relevant staff and will be the subject of an exercise with to rehearse key elements of the arrangements. The plan is next due for review in 2021.

#### Safety of Sports Grounds

10. The January meeting of the County Council's 'Risk, Safety and Emergency Management Board approved a revised and updated version of the multi-agency Major Incident Plan for Mansfield Town Football Club. This plan is produced and maintained by Nottinghamshire County Council in consultation with members of the Mansfield Town Football Club Safety Advisory Group, whose members include all emergency services, plus Mansfield District Council and senior managers of the football club.

Consultations included the Resilience Working Group of the Nottingham and Nottinghamshire Local Resilience Forum who gave their endorsement to the plan.

11. The aim of the plan is to establish and maintain effective multi-agency arrangements for responding to a major incident at the One Call Stadium. It is produced as part of Nottinghamshire County Council's responsibility for overseeing safety at sports grounds under the Safety at Sports Grounds Act 1975 and the Fire Safety and Safety at Places of Sport Act 1987. Also, it relates to three risks in the Nottingham and Nottinghamshire Local Resilience Forum Community Risk Register. These are in relation to the risk of an emergency at a public event, the evacuation of a large number of people, and in respect of possible attacks on crowded places. Any major incident at a sports ground would involve a multi-agency response according to principles defined in the Local Resilience Forum Major Incident Generic Response Plan.
12. Recent scheduled in-performance inspections include the fixture between Mansfield Town and Colchester United on 11 February, and the match between Nottingham Forest and Sheffield Wednesday on 18 February. Also, a fire safety audit was completed at Trent Bridge Cricket Ground on 31 January. This revealed no major issues with the fire safety, and noted an excellent overall standard of fire safety management at the ground.

#### Syrian Refugee Resettlement

13. As the County Council's Single Point of Contact for the government's Syrian Vulnerable Persons Resettlement Scheme, the Group Manager for Emergency Planning and Registration attended a recent summit on asylum and refugee resettlement. The event had been arranged by East Midlands Councils and was also attended by a number of Nottinghamshire Elected Members including Councillor Grice in her role as Vice Chairman of the Community Safety Committee.
14. The summit chair was Cllr Heather Smith, Leader of Northamptonshire County Council, who is also the Chair of the East Midlands Strategic Migration Partnership. Speakers included Sean Palmer from the Home Office, who presented a session on 'National Perspective and Priorities' and John Robinson, Chief Executive of Gedling Borough Council, who outlined local experiences in respect of the Syrian Vulnerable Persons Resettlement Scheme. Colin Pettigrew, Corporate Director of Children, Families and Cultural Services presented a session about 'Unaccompanied Asylum Seeking Children.
15. The summit reflected on the various government scheme currently in operation, and the experiences and challenges found from these so far. Delegates heard that by September 2016, more than 3,000 refugees had been resettled in the UK under the Syrian Vulnerable Person Scheme. The event concluded with Table Discussions around key themes from the presentations.

#### Debrief of large fire in Walesby

16. As Nottinghamshire County Council had only a peripheral role in the multi-agency response to a large fire in Walesby last Autumn, the emergency planning team was ideally placed to facilitate the multi-agency debrief of the incident. The fire had begun

at around 10.30am on Wednesday 21 September 2016 in a storage building on a farm. Nine local fire engines, plus a number of specialist vehicles, were in attendance, along with a High Volume Pump from Derbyshire Fire and Rescue Service. The building stored plastic and household waste, and residents were advised to keep doors and windows closed during the incident due to smoke. Nottinghamshire Fire and Rescue Service and the Environment Agency agreed to carry out a controlled burn at the site to minimise the environmental impact of fighting the fire with water.

17. The debrief meeting was facilitated by a trained debriefer from the County Council. This confirmed that although it was a large fire it did not meet the criteria for a major incident, and so did not require the use of major emergency plans. Nevertheless, a structure debrief was convened as there may be lessons arising that could have a bearing on larger-scale incidents of this nature. Participants included representatives of Nottinghamshire Fire and Rescue Service, the Environment Agency, Public Health England, the Centre for Radiation, Chemical and Environmental Hazards, and Newark and Sherwood District Council. The aim of the event was to enable those involved in the response to reflect on their experiences and identify examples of good practice and lessons to inform future multi-agency planning. The debriefing process enabled joint consideration of key elements of the response including decision making, communication and coordination between agencies, warning and informing the public, and procedures that were used.

## **Registration and Celebratory Services**

### **Bridgford Hall**

18. Detailed preparations are nearing completion for the imminent re-opening of registration services at Bridgford Hall in Rushcliffe after a three year absence. This beautiful historic grade II listed Hall was built by the Musters family between 1668 and 1774. It was purchased by West Bridgford Urban Council in 1923. Nottinghamshire County Council's services (including the registration service) occupied the whole of the building from 1980 until 2014 when services were re-located to other buildings. With this, the Borough Council began to investigate possible new usages for building. Public consultations were undertaken and these reflected the community's wish to see the continued availability of register office weddings at the Hall.
19. Major refurbishment work was undertaken by the Borough Council, and this involved a successful application for Heritage Lottery funding. Bids were invited for different uses for the building and the outcome was that the ground floor of the building has been given over to the registration service, while the first and second floors have been converted to seven serviced apartments managed by Birchover Residences Limited. This makes the Hall a unique registration office wedding venue is also the home to an apart-hotel where customers can book one of seven spacious luxury apartments above. Consequently, Nottinghamshire County Council and Birchover have agreed a mutual signposting arrangement whereby, in return for a monthly fee, the Council will provide wedding customers with information regarding the hotel operated by Birchover. This will involve information on each other's websites and posts on social media channels.

20. The first registration appointments in the newly re-opened office will take place on 3<sup>rd</sup> April, and an official opening will be in June, after the forthcoming County Council elections.

#### Digital First – Online copy certification applications

21. Development work over recent months, involving staff across several disciplines including the Registration Service, has now culminated a new online application process that is now available for the public to apply for copies of registration certificates via the County Council's public website. This method joins the range of existing methods including application by telephone, by post, or in person at registration offices in Bulwell, Mansfield, Newark, Worksop and Rushcliffe.
22. Nottinghamshire registration offices hold records of births, deaths, marriages and civil partnerships that have taken place in the County (excluding Nottingham City) since 1837. Applications for copy certificates need to include full details of names, dates and places involved, and for birth certificates this should include parents' full names, including mother's maiden name. For death certificates the information should include if possible the last known occupation and address or age of the deceased. For civil partnership certificates the full address of both partners at the time of the civil partnership is needed.

#### **Other Options Considered**

23. None.

#### **Reason/s for Recommendation/s**

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

#### **Statutory and Policy Implications**

25. 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**

26. 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.

**PAUL MCKAY**

## **Service Director, South Nottinghamshire and Public Protection**

### **For any enquiries about this report please contact:**

Robert Fisher, Group Manager, Emergency Planning and Registration  
Tel: 0115 977 3681, Email: robert.fisher@nottscc.gov.uk

### **Constitutional Comments**

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

### **Financial Comments**

28. There are no financial implications

### **Background Papers and Published Documents**

- Cabinet Office Emergency Planning College paper “Identifying and Addressing the Needs of Vulnerable Adults in Emergencies”

### **Electoral Division(s) and Member(s) Affected**

- All