



Cambridgeshire
Police & Crime
Commissioner

To: Business Coordination Board

From: Chief Constable

Date: 12 June 2014

LOCAL RESILIENCE & CIVIL CONTINGENCIES

1. Purpose

1.1 The purpose of this paper is to provide assurance to the Board that the Force is complying with the statutory duties under the Civil Contingencies Act 2004, delivering against local resilience and civil contingencies and is in line with the Strategic Policing Requirement for Civil Contingencies.

2. Recommendations

2.1 That the Board acknowledges the report and the level of compliance with the Strategic Policing Requirement and the Civil Contingencies Act 2004.

3. Background & Context

3.1 The Civil Contingencies Act 2004 places the following duties upon Category 2 responders, which include the emergency services and local authorities:

- Assess the risk of emergencies occurring and use this to inform contingency planning
- Put in place emergency plans
- Put in place business continuity management arrangements
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- Share information with other local responders to enhance co-ordination
- Co-operate with other local responders to enhance co-ordination and efficiency

- Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)

Additionally the Strategic Policing Requirement for Civil Contingencies identifies areas where the Force should maintain capability and capacity in specialist areas to enable the response to wide area or cross border emergencies.

An update regarding these duties will be articulated in the below sections.

4. Assess the risk of emergencies occurring and use this to inform Contingency Planning

- 4.1 On an annual basis the Cabinet Office produces a National Risk Assessment (Secret), National Risk Planning Assumptions (Confidential) and Local Risk Assessment Guidance (for local risks that do not fit the National criteria). This document currently includes 53 risks/hazards and 39 threats.
- 4.2 The Cambridgeshire & Peterborough Local Resilience Forum (CPLRF) is responsible for overseeing the multi-agency management of risks identified. The CPLRF has appointed a lead for risk (currently the Fire Service) and this work is managed by a permanent multi-agency group who meet on a regular basis.
- 4.3 All documented risks and threats are subjected to a local risk assessment with each being assessed on an annual basis. The risk management group includes a police resilience officer, supported by specialist personnel for the subject matter assessments. Those risks that are assessed as “high” or “very high” are managed within the Local Resilience Forum structure to identify contingency plans and specialist capability needs as well as training and exercise requirements.

5. Put in place Emergency Plans

- 5.1 There are two separate elements to contingency planning for the Police Service: Those plans completed within the multi-agency context and those that are internal only. The multi-agency plans are usually negated through the risk assessment process. For each identified plan or capability work stream a lead agency is identified. The Police lead on a number of areas that include: Command and control arrangements, warning and informing the public, and emergency planning for fuel shortages.
- 5.2 Additionally, there are a large number of internal plans that prepare the Police response. This is either to establish specialist functions or response to issues around critical national infrastructure. These sites are invariably identified via the National Counter Terrorism Security Officer (NaCTSO) programme administered via the Force Counter Terrorism Security Advisors. A regular report is submitted to NaCTSO identifying that all plans required are in place.
- 5.3 Members of the Force Resilience Team are also trained regarding the planning for public events, including those at sports grounds. Plans are prepared for the larger public events that take place, and fixed site plans are in place at football stadia, racecourses, airshow sites, and public demonstrations.

6. Put in place Business Continuity Management Arrangements

- 6.1 The Force has a robust business continuity management process. The process strives to ensure that the Force can maintain its critical functions and activities during the response to, or recovery from and emergency, major incident or other crisis.
- 6.2 The process includes the provision of an overarching crisis management plan including the activation of a crisis management team. This is supported by a series of departmental or team business continuity plans.
- 6.3 A Gold Business Continuity Group, chaired by ACC Hopkins and attended by departmental and business area leads, is in place to oversee the business continuity process and agree priorities for delivery/re-instatement of vital business functions.

7 Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency

- 7.1 The LRF has a duty to assess risk and the Force Resilience Team plays a key role in that process. In order to ensure that the public are aware of civil protection matters the LRF also has a duty to prepare and maintain a community risk register. This is a public document that identifies all risks that prevail within Cambridgeshire and Peterborough, whether or not they emanate from local or national concerns. This risk register is stored on a local authority website with links from all other responder agencies. This risk register is prepared in line with Cabinet Office guidance and is also shared with all neighbouring counties.
- 7.2 The Police play a primary role in warning and informing the public during and after any emergency, major incident or other crisis. A member of the Force Corporate Communications Department currently chairs the LRF Warning and Informing group which includes media personnel from all relevant responder agencies. The Group has prepared a Warning and Informing Plan.

8. Share Information with other local responders to enhance co-ordination

- 8.1 The general principle within the Cambridgeshire & Peterborough Local Resilience Forum is that all information will be shared with other responder agencies. However, some sensitive information will only be shared on a 'need to know' basis. An information sharing protocol has been prepared and adopted by the LRF.

9. Co-operate with other local responders to enhance co-ordination and efficiency

- 9.1 Cambridgeshire Police has played a significant role within the Cambridgeshire and Peterborough Local Resilience Forum since its inception in 2004. The Forum has always had an ACPO representative. In 2011/12 the Chair was taken by Chief Constable Parr.
- 9.2 The Head of Resilience chairs the CPLRF Secretariat Group, managing the Business of the LRF including financial and policy matters.
- 9.3 Force Resilience Officers are key participants within the CPLRF structure, chairing some work groups, leading work streams, and participating throughout the spectrum

of the LRF Business Area. Force Resilience Officers are responsible for delivering many of the LRF plans, and co-ordination of the LRF work via a fortnightly LRF working day at Police premises on Alconbury Weald Campus.

10. Provide advice and assistance to businesses and voluntary organisations about business continuity management

10.1 Whilst this is only a statutory duty for Local Authorities, the Force Resilience Team supports the Local Authorities where possible, in the event of roadshows or workshops that take place.

10.2 In addition the Resilience Officers form part of the Community Resilience Working Group, supporting local authorities to deliver a community resilience awareness programme to the public that is relevant to the risks in their local area.

11. Strategic Policing Requirement

11.1 The Strategic Policing Requirement for Civil Contingencies sets out a number of functions or capabilities that Forces should maintain in order to enable the Police response to wide area or cross border emergencies. The College of Policing provide a framework for the submission of data as a 'capability' assessment on a regular basis. This assessment is completed by the Force Resilience Team.

11.2 This assessment covers a wide range of subject matter; however, it is grouped under the following headings. Where there are currently some gaps within the Force's current capability or capacity, these have been identified:

- **The Force has Governance Arrangements for Civil Contingencies** – All requirements are in place
- **The Force participates in a Local resilience Forum** – All in place.
- **The Force collaborates in relation to planning for, or responding to, wide area or cross border emergencies** – The Head of Resilience has been a member of working group developing the response over 7 Counties to an east coast tidal surge. Similar planning has taken place with utilities groups, and supporting the establishment of a Multi-Agency Support Group for cross border or wide area events.
- **The Force makes use of risk registers in high risk areas of a source of information** – This is in place and the Force makes use of all risk data available. The LRF Risk register is the bedrock upon which contingency planning work takes place within the multi-agency arena.
- **The Force analyses information and intelligence to inform and mitigate risk** As above, this is in place and the Forces make use of all risk data available.
- **Information regarding threats and hazards informs the Force Strategic Planning process** – Civil contingencies risks and threats are fed in to the Force Strategic Risk Assessment by the Head of Resilience.
- **The Force has command and coordination arrangements for Civil Contingencies** – This is in place, however for wide area or cross border emergencies the working

relationships with some of the neighbouring resilience groups still needs some development. This is a work in progress.

- **The Force has financial management for Civil Contingencies** – All requirements are in place
- **The Force has Human Resources management for Civil Contingencies** – There are some difficulties within this area, in particular the lack of quick time skills data for staff, multi-hatting of staff for specialist business areas and the lack of 24/7 call out rotas for some key roles such as PSU/CBRN or Resource Management (however this is managed by good will of the relevant personnel)
- **The Force has a learning and development strategy** – This is in place, however there is currently no formal training for Police Officers for emergency management. This is under consideration nationally. The Force Resilience Officers deliver training to some key roles to counteract this.
- **The Force has, or has access to, a trained Disaster Victim Identification capability 24/7** – This is all in place, managed by the Force Resilience Team in consultation with the UK DVI Regional Co-ordinator
- **The Force has, or has access to, trained Casualty Bureau capability, 24/7** – This is all in place.
- **The Force has, or has access to, trained Police Support Unit capability 24/7** – This is all in place
- **The Force has, or has access to, a CBRN capability, to meet its requirements under the Police operational response program 24/7** – This is in place supported by the Beds/Herts Multi Agency Initial Assessment Team (MAIAT)
- **The Force has equipment to enable operability** – This is generally in place, however the Force does not have a dedicated mobile command facility.
- **The Force has identified and located facilities as part of the national capability** – Strategic Co-ordination Centre plans and Strategic Holding Sites are all identified and available for use when required.
- **The Force provides staff with access to legislation and guidance to their roles** – This is all in place via the Authorised Professional Practice (APP), POLKA and other online systems. The Force Mobilisation Plan is available electronically 24/7 for all staff
- **The Force has a process for reviewing and updating their knowledge** – This is all in place through the Force Corporate Development Department
- **The Force has processes to brief and debrief staff and partners** – Real time briefings take place for all operations, spontaneous incidents and exercises. Formal debriefs are conducted where appropriate. Lessons identified are actioned and included within corporate learning, both internally and via the Resilience Forum.
- **The Force has processes to communicate with communities** – This is all included within the CPLRF Warning & Informing plan and the Community Resilience Programme.
- **The Force has processes to communicate with the media** – This is all in place within the CPLRF Warning & Informing Plan

- **The Force has processes to capture, evaluate and disseminate good practice, where appropriate** – Good practice is shared via the Resilience Forum, and via DCLG Resilience Advisors for distribution nationally where appropriate.
- **The Force has processes for the management of Sensitive Information** – This is all in place with a multi-agency process for the sharing of sensitive information agreed by all partner agencies.

12. Potential Local Emergencies

12.1 For a number of reasons the risk profile for Cambridgeshire is relatively high when compared to similar Counties. These are extensive but include:

- Flooding – Cambridgeshire has the highest proportion of its area liable to flooding than anywhere else in the UK. .
- Transport Infrastructure
- COMAH sites (Control of Major Accidents Hazards) – the County has 4 Top Tier sites.
- Critical National Infrastructure – a number of sites exist linked to potential utilities failure/contamination of water supplies.
- Military Bases
- Major sporting Venues including Burghley Horse Trials, Newmarket Racecourse, Huntingdon Racecourse, Duxford War Museum and airshows.
- Cambridge City Airport which requires specific planning work under regulations, and smaller airfields such as Conington and Sibson.
- An extensive array of premises, many of which are within Cambridge University, but holding pathogens & toxins, biological specimens or radiological sources, and/or having links to animal experiments.

12.2 In general, despite the fact that these risks are wide ranging, the Police involvement within planning and response is similar although in some cases there will be a need for greater knowledge and awareness of specific areas or information.

13. Capacity and Contribution

For each threat and risk within Cambridgeshire & Peterborough the Force Resilience Team either participates in a multi-agency risk assessment process, or for single agency matters conduct an internal assessment with other key stakeholders.

14. Capability

The Police need to maintain sufficient Resilience Officers to enable this threat/risk assessment to be maintained effectively, and enable the subsequent mitigation work to be carried out. This is a significant challenge and is manageable at this time within the team.

15. Consistency

There are some key specialist areas that must be maintained consistently across all Forces that could be required to support the response to all such risks and threats whether or not they fall within the boundary of Cambridgeshire & Peterborough. The key areas are Casualty Bureau and Disaster Victim Identification (both currently managed by the Force Resilience Team in partnership with Holmes Support and Major Crime), the provision of Police Support Units and CBRN response (currently delivered by the Operational Policing and Support Unit) and the rollout of the Joint Emergency Services Interoperability Programme (JESIP).

16. Connectivity

There is a need for some policing capabilities to be effectively joined up, and this is already in place for PSU's, CBRN, Casualty Bureau and DVI, where National and Regional arrangements are in place. Additionally the Force Resilience Team work closely with Neighbouring Forces, particularly on thematic or cross border planning matters and exercises. Future collaboration with Beds/Herts is under discussion.

17. Recommendations

- 17.1 That the Board acknowledges the report and the level of compliance with the Strategic Policing Requirement and the Civil Contingencies Act 2004.

BIBLIOGRAPHY

Source Document(s)	
Contact Officer	