

Report Title	<b>Civil Contingencies Annual Report</b>
Which Committees is this report intended for? (Please state dates)	Governance Risk and Audit Committee Date: 3 Dec 2024
Is the report Exempt?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Why is it exempt?	-
Does the report concern a Key Decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If a Key Decision is it on the Cabinet Work Programme?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Ward(s) affected	All
Responsible Cabinet Member name	Callum Ringer
Contact Officer	Alison Sayer, Resilience Manager
Email address	alison.sayer@north-norfolk.gov.uk
Telephone number	01263 516269
Are there Non-electronic appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List of Background Papers used in drafting this report which are not published elsewhere (this is now required by law and will need to be included at the start of the report)	NNDC Resilience Training Plan Rainfall Figures 2023-2024
File Location	\\fs\Env Health\Resilience\6 Liaison & Meetings\Committee Reports\Governance Risk Audit Committee (GRAC)

### Implications/Risks

Have you identified and explained within the report the implications of the options available to Members? (Implications should include financial, legal and links to the Council's existing policies and strategies)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
Have you highlighted the risks to the Council? <b>Financial Implications and Risks to the Council</b> should have their own separate headings. It is not acceptable to simply state that financial implications or risks have been alluded to in the main body of the report.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
Have you considered <b>Sustainability</b> issues in relation to this report? <b>Sustainability</b>	<input type="checkbox"/> Yes

should have its own separate heading. It is not acceptable to simply state that Sustainability has been alluded to in the main body of the report	<input checked="" type="checkbox"/> None
Have you considered <b>Equality and Diversity</b> issues in relation to this report? <b>Equality and Diversity</b> should have its own separate heading. It is not acceptable to simply state that Equality and Diversity has been alluded to in the main body of the report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
Have you considered <b>S17 Crime and Disorder</b> issues in relation to this report? <b>Crime and Disorder</b> should have its own separate heading. It is not acceptable to simply state that Crime and Disorder has been alluded to in the main body of the report	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None

**This report has been subject to the following processes:**

Consultations with:		
Cabinet Member	<input checked="" type="checkbox"/> Yes	If not please state reason below
Local Member	<input type="checkbox"/> Yes	If not please state reason below
N/A		
S151 Officer	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Monitoring Officer	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Democratic Services	<input checked="" type="checkbox"/> Yes	If not please state reason below
Communications Manager	<input type="checkbox"/> Yes	If not please state reason below
N/A		
Other Head(s) of Service:		
Others:	Assistant Director of the Environment and Leisure Service	
Please confirm this report has been signed off by:		
Corporate Leadership Team	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
The Chief Executive	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>

<b>Civil Contingencies Annual Report</b>	
<b>Executive Summary</b>	The Civil Contingencies Team and the wider council has continued to discharge its responsibilities under the Civil Contingencies Act, 2004.
<b>Options considered</b>	This is a briefing report only.
<b>Consultation(s)</b>	N/A – briefing report.
<b>Recommendations</b>	To note the report and the council's contributions to the Norfolk Resilience Forum and the response to incidents.
<b>Reasons for recommendations</b>	A better understanding of the challenges in the past year and the role of the Norfolk Resilience Forum in emergency preparedness planning and incident response will help to discharge our obligations under the Civil Contingencies Act, 2004.
<b>Background papers</b>	NNDC Resilience Training Plan Rainfall Figures 2023-2024

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Callum Ringer
<b>Contact Officer</b>	Alison Sayer, Resilience Manager, 01263 516269, alison.sayer@north-norfolk.gov.uk

<b>Links to key documents:</b>	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Corporate Risk Register

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	No
Details of any previous decision(s) on this matter	N/A

## **1. Purpose of the report**

To report on the activity of the Civil Contingencies Team specifically:

- 1.1 Emergency Planning activities related to the Civil Contingencies Act, 2004
- 1.2 Business Continuity
- 1.3 North Norfolk Safety Advisory Group

## 2. Introduction & Background

The Civil Contingencies Act, 2004 ('the Act') sets out a number of duties around emergency preparedness and response. As a Category 1 Responder under the Act, North Norfolk District Council has a duty to assess risk, put emergency plans in place and to share information and cooperate with other local responders. In respect of emergency preparedness planning this is generally achieved through the Norfolk Resilience Forum (NRF) with an annual programme of multi-agency meetings, plan reviews and a training and exercising programme. There are weekly Risk and Information Group meetings which look at risks for the next 14 days and horizon scan for the upcoming couple of months. During multi-agency or cross-border incident response the Norfolk Resilience Forum (NRF) provides a duty officer and supports with the establishment of coordination arrangements.

- 2.1 **Norfolk Resilience Forum (NRF)** - The Council pays an annual contribution to the NRF to support the forum's day to day running which includes its preparedness planning and response functions and entitles us to some free training; see the NNDC Resilience Training Plan. The Council's contribution for 2024-25 was £2,505 p.a. The NRF Executive Board agreed in March that there would be a 5% increase each year, so the contribution for 2025-26 will be £2,630.
- 2.2 **Mutual Aid Agreement** – The mutual aid agreement between Norfolk local authorities sets out the arrangements for the provision of mutual aid during an emergency. This agreement is shortly to be updated to reflect the current insurance arrangements; each local authority would pick up the liability cover where employees from other local authorities are working for them under supervision.
- 2.3 **Incident response** - Severe weather and flooding accounts for most of the incident response in the past 12 months, with persistent flooding around Happisburgh and Potter Heigham in addition to Horning. The Council has been liaising with the Lead Local Flood Authority, Norfolk County Council, and the Norfolk Strategic Flood Alliance (NSFA). Work is ongoing with the NSFA and the Broadland Futures Initiative on long-term solutions to chronic flooding. The wet autumn and winter in of 2023-2024 can be seen in the Environment Agency rainfall graph.
- 2.4 Twenty-four separate incidents have been recorded and responded to in the past 12 months, including national response to the CrowdStrike IT disruption and cliff slips as well as flooding. This is a welcome reduction in the number of separate incidents compared to the previous year (31 No.) but the chronic flooding issues stretched staff resources at times.
- 2.5 **Deployment of flood defences at Potter Heigham** – Subsequent to the volunteer flood warden team at Potter Heigham managing the flood boards almost daily from the end of October through to November last year a meeting was held in February with representatives from the Environment Agency, Lathams store and Herbert Woods boatyard. A new deployment protocol was agreed to spread the workload.
- 2.6 **Senior Flood Warden Liaison Group** - Two meetings of the Senior Flood Warden Liaison Group have been held in the last 12 months and materials have been produced to support communities with high proportions of second

homes and in respect of recruitment. A separate meeting has been held with flood wardens from Cley and Salthouse and the Environment Agency to address specific community concerns.

- 2.7 Over 120 people volunteer as flood wardens to protect their communities against flooding in North Norfolk. An article in the November issue of the Council's Outlook magazine recognises their contribution and features a photograph of the defences at Potter Heigham
- 2.8 **Exercises** – There has been one multi-agency Cyber exercise in 2024. This is noted in the NNDC Resilience Training Plan. A flood evacuation exercise is planned before the end of March 2025, depending on the availability of other agencies and volunteers.
- 2.9 **Plans** - The Council's Operational Flood Plan, Rest Centre plans, the NNDC Emergency Response Plan and the Corporate Business Continuity Plan have all been updated.
- 2.10 **Business Continuity** – An audit of Civil Contingencies and Business Continuity was completed in May. Areas of good practice were identified in respect of emergency planning activities but there were some recommendations in respect of business continuity. All the recommendations for business continuity have been signed off as completed.
- 2.11 A new business continuity plan template has been introduced, completing the refresh of the suite of documentation that began in 2022. All 34 service (team) plans have been transferred to the new template and reflect the Business Impact Analyses updated in June 2024; 100% of plans are current.
- 2.12 The Business Continuity Policy and the Business Continuity Management Framework adopted in December 2022 have been reviewed as per the schedule and are being brought to the December meeting of the Governance Risk and Audit Committee.
- 2.13 **North Norfolk Safety Advisory Group** – The group has been advised of 122 events in the district this year, which is 10 less than in 2023. Work is ongoing with the other Norfolk local authorities and the Police to streamline administrative processes.
- 2.14 The Terrorism (Protection of Premises) Bill, known as Martyn's Law, had its first reading in parliament in September. The Bill requires persons with control of certain qualifying premises or events to take steps to reduce the vulnerability of the premises or event to acts of terrorism. Events with more than 800 attendees will be in the enhanced tier. It is not yet clear how Safety Advisory Groups will interact (if at all) with the regulator tasked to oversee compliance; this will be reviewed when the Bill is enacted.

### 3. Financial and Resource Implications

There are no financial and resource implications directly arising from this report.

#### Comments from the S151 Officer:

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**4. Legal Implications**

None – report only

**Comments from the Monitoring Officer**

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**5. Risks**

N/A – report only

**6. Net ZeroTarget**

No impact – report only

**7. Equality, Diversity & Inclusion**

No impact – report only

**8. Community Safety issues**

No impact– report only

**9. Conclusion and Recommendations**

That the report be noted.