

Report Title	Civil Contingencies Annual Report
Which Committees is this report intended for? (Please state dates)	Governance Risk and Audit Committee Date: 2 Dec 2025
Is the report Exempt?	☐ Yes ☒ No
Why is it exempt?	-
Does the report concern a Key Decision?	☐ Yes ☒ No
If a Key Decision is it on the Cabinet Work Programme?	☐ Yes ☒ 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?	☐ Yes ☒ 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)	-
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)	☐ Yes ☒ None
Have you highlighted the risks to the Council? Financial Implications and Risks to the Council 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.	☐ Yes ☒ None
Have you considered Sustainability issues in relation to this report? Sustainability	☐ 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	☒ None
Have you considered Equality and Diversity issues in relation to this report? Equality and Diversity 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	☐ Yes ☒ None
Have you considered S17 Crime and Disorder issues in relation to this report? Crime and Disorder 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	☐ Yes ☒ None

This report has been subject to the following processes:

Consultations with:		
Cabinet Member	☒ Yes	If not please state reason below
Local Member	☐ Yes	If not please state reason below
N/A		
S151 Officer	☐ Yes	If not please state reason below
N/A		
Monitoring Officer	☐ Yes	If not please state reason below
N/A		
Democratic Services	☒ Yes	If not please state reason below
Communications Manager	☐ 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	☒ Yes	☐
The Chief Executive	☒ Yes	☐

Civil Contingencies Annual Report	
Executive Summary	The Civil Contingencies Team and the wider council has continued to discharge its responsibilities under the Civil Contingencies Act, 2004.
Options considered	This is a briefing report only.
Consultation(s)	N/A – briefing report.
Recommendations	To note the report and the council's contributions to the Norfolk Resilience Forum and the response to incidents.
Reasons for recommendations	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.
Background papers	-

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

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

Corporate Governance:	
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 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. The Council's contribution for 2025-26 is £2,630 p.a. The contribution for 2026-27 will include a 5% uplift agreed by the NRF Executive Board.
- 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. The agreement was updated in December 2024 re Chief Executive changes.
- 2.3 **Incident response** - Thirty-one separate incidents have been recorded and responded to in the past 12 months (up from 24 last year, and the same number as in 2023, which was a record year). The most significant of these was the coastal pollution issues following the fatal collision between a container ship and a tanker on 10 March. Plastic pellets washed up on beaches from Yorkshire to Norfolk. This major incident stretched staff resources at times. The council's contribution to the multi-agency response has been noted; we have been thanked for re-purposing online forms for reporting coastal issues to support all affected councils, and for assisting neighbours and supporting private landowners with clean-up and disposal.
- 2.4 Severe weather and tidal issues account for most of the other incidents in the past 12 months. Fortunately, the named storms did not coincide with the highest Spring Tides and the Prolonged Dry Weather this year (one level below the Environment Agency's Drought classification) means that there has been some capacity in the rivers. The Council continues to liaise with the Lead Local Flood Authority, Norfolk County Council, and the Norfolk Strategic Flood Alliance on long-term solutions to chronic flooding.
- 2.5 **Flood Wardens** Over 125 people volunteer as flood wardens to protect their communities against flooding in North Norfolk. We are fortunate to have Senior Flood Wardens watching over 18 communities at risk. After 25 years coordinating the Wells-next-the-sea flood warden group Mike and Marie Strong are stepping down. They have made a significant contribution over the years to keeping the residents of the town safe and we recognise the positive impact they have made. Recruitment for their replacements is underway.
- 2.6 Flood wardens from Cley and Salhouse worked with the parish councils and the Flood Resilience Engagement Advisor from the Environment Agency to

create information boards to address community concerns and help the public understand the flood defences at Cley. The boards were funded by the Environment Agency.

- 2.7 **Community Resilience Maturity Index (CRMI) Pilot** – In February all town and parish councils and senior flood warden groups were offered the chance to participate in the pilot of a Community Resilience Maturity Index tool developed by a private company. The tool helps groups to develop and improve their community emergency plans and flood plans. Seventeen groups took part in the pilot, which finished in the summer, and their feedback has been incorporated into the tool which is intended to be used by Local Resilience Forums across England.
- 2.8 **Exercises** – There have been three significant exercises in the past 12 months. The council participated at Strategic, Tactical and Local levels in Exercise Pegasus. This 'Tier 1' exercise simulated a realistic pandemic scenario and took place over three weeks between September and November 2025. Tier 1 exercises are national-level and involve ministerial participation, activation of Cabinet Office Briefing Rooms and multiple local resilience forums. Exercise Solaris was held in April to test local multi-agency response arrangements to a national pandemic in preparation for Exercise Pegasus. As part of the 3-yearly required exercise for Bacton Gas Terminal, the council hosted operators' representatives in September for Exercise Willow. There was a table-top exercise at the National Gas site in July in preparation for Exercise Willow.
- 2.9 **Workshops and training** – Relevant officers have attended Summer and Winter Preparedness workshops looking at multiple and concurrent risks to identify any gaps and have attended single-issue workshops on resilient communications, synthetic substances, Battery Energy Storage Systems, and resident safety in Medium and High-Rise buildings. The purpose of these workshops is to understand the risk and increase resilience. Training courses attended have included Safety Advisory Groups, Beach Supervisor (pollution) and Strategic, Tactical and Local Coordination group awareness.
- 2.10 **Plans** - The Council's Operational Flood Plan and Rest Centre plans have been updated. All NNDC-Critical Business Continuity plans have been updated. An automated system will introduced next year for the two-yearly refresh of the Business Impact Analysis documents as part of the Business Continuity Management process.
- 2.11 **North Norfolk Safety Advisory Group** – The group has been advised of 135 events in the district this year, this is three more than the previous record number in 2023 and is a 39% increase in the number of events compared with pre-pandemic levels.
- 2.12 The Terrorism (Protection of Premises) Act 2025, known as Martyn's Law, received Royal Assent in April. There will be an implementation period of at least 24 months before it comes into force. The Act aims to improve protective security and organisational preparedness across the UK by requiring those responsible for certain premises and events to consider how they would respond to a terrorist attack. A regulator is being established to support enforcement.

- 2.13 It is not yet clear how Safety Advisory Groups will interact with the regulator, but we anticipate that there will be an increase in the number of events coming through the NNSAG because of the Act. Work is ongoing with the other Norfolk local authorities and the Police to streamline administrative processes and in preparation for local government re-organisation.

3. Financial and Resource Implications

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

Comments from the S151 Officer:

The limited financial impacts of this report will be met through existing budgets and resources.

4. Legal Implications

None – report only

Comments from the Monitoring Officer

This report sets out the Council's statutory duties under the Civil Contingencies Act 2004 around emergency planning and preparedness, also detailing activities and training, principally in the last year. It is for note.

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.