



Staffordshire County Council
Civil Contingencies Policy
Version 06 (January 2023)

Version control

Version number	Author	Summary of changes	Date
Version 05	Chris Holloway (CCU)	Date changes, organisation name updates etc.	February 2023
Version 5.1	Chris Holloway (CCU) & Tracy Thorley	Complete policy rewrite	
5.2	Tracy Thorley	EPRWG feedback	27/11/2023
5.3	Tracy Thorley	SLT feedback	27/11/2023
5.4	Tracy Thorley	CGWG feedback	18/12/2023
Version 06	Tracy Thorley	Cabinet approval	

Distribution list

This plan will be distributed to members of the Emergency Planning and Resilience Working Group, Emergency Planning and Resilience Strategic Group, Staffordshire County Council Senior Leadership Team, Staffordshire County Council Corporate Governance Working Group, and Staffordshire County Council Elected Members.

A copy of this plan will be stored securely on Resilience Direct, with a paper copy stored within the SP1 Incident Control Centre.

Enquiries and updates

Any enquiries or updates in reference to these arrangements should be directed to the Civil Contingencies Unit at ccu@staffordshirefire.gov.uk.

1.0 Introduction

1.1 Background

Staffordshire County Council (SCC) is an Upper Tier Local Authority and is classed as a Category 1 responder under the Civil Contingencies Act 2004¹. Category 1 responders are those organisations at the core of emergency response (e.g. emergency services, local authorities, NHS bodies). Category 1 responders are subject to the full set of civil protection duties as defined in the Civil Contingencies Act 2004. Staffordshire County Council therefore has wide ranging obligations under the Civil Contingencies Act, and as such has statutory requirements to ensure that certain arrangements, planning and policies are in place. This policy outlines the Council's approach to ensuring it has effective arrangements in place for responding to and recovering from incidents, as well as meeting all statutory obligations under relevant legislations.

¹ [Civil Contingencies Act 2004](#)

1.2 Obligations under the Civil Contingencies Act 2004

Civil Contingencies Act 2004	Civil Contingencies Act 2004: Duty to assess risk	The Council will assist in undertaking risk assessments of hazards likely to affect Staffordshire and participate in maintaining the Staffordshire Community Risk Register. This will inform response and recovery and business continuity planning relevant to the Council. Council officers are represented on the Staffordshire Resilience Forum Risk Assessment Working Group to achieve this.
	Civil Contingencies Act 2004: Duty to maintain plans – Emergency Planning	The Council will put in place relevant Emergency Planning where legislation dictates this is required, this includes our obligations as Lead Flood Authority, and COMAH. Alongside this, the Council will ensure that there is robust Business Continuity Management in place to ensure the continued Day to Day running of priority activities in the event of an incident that affects the Council's Business as Usual operations.
	Civil Contingencies Act 2004: Duty to maintain plans – Business Continuity	The Council will provide information to the public to inform them about civil contingencies matters and maintain arrangements to support multi-agency work to warn, inform and advise the public in the event of an incident.
	Civil Contingencies Act 2004: Duty to communicate with the public	The Council will promote business continuity and provide advice on producing Business Continuity Plans (BCPs) to local businesses and voluntary organisations, predominantly via www.staffordshireprepared.gov.uk .
	Civil Contingencies Act 2004: Business Continuity Advice to businesses and the voluntary sector	The Council will ensure that arrangements and procedures are in place to share critical information with other responders as far as is required to support incident response and emergency planning.
	Civil Contingencies Act 2004: Formal Information Sharing	The Council will co-operate and share information with other responders, in order to enhance coordination and efficiency, ensure that plans are robust and effective and that they integrate with other responders' plans.
	Civil Contingencies Act 2004: Cooperation	

1.3 Obligations under other legislation

Other Legislation	The Pipelines Safety Regulations 1996 (PSR)	A local authority which has been notified by the Executive that there is, or is to be a major accident hazard pipeline in its area shall before the pipeline is first used or within 9 months of such notification, whichever is later, and subject to paragraph (5), prepare an adequate plan detailing how an emergency relating to a possible major accident in its area will be dealt with
	Safety of Sports Grounds Act 1975	Statutory duty for the safety certification of sports grounds under Safety of Sports Grounds Act 1975 (as amended) (1975 Act) and the Fire Safety and Safety of Places of Sport Act 1987(1987 Act), and also recognises its responsibilities for spectators' safety at all sports grounds within its boundary
	Fire Safety and Safety of Places of Sport Act 1987	
	The Health and Safety at Work Act 1974	Statutory duty for the Health and Safety of those attending outdoor events and also recognises its responsibilities for spectators' safety at all events within its boundary
	The Flood and Water Management Act 2010	A lead local flood authority for an area in England must develop, maintain, apply and monitor a strategy for local flood risk management in its area (a "local flood risk management strategy")
	Control of Major Accident Hazard Regulations 2015 (COMAH)	<p>A local authority in whose administrative area an upper tier establishment is situated must prepare an external emergency plan specifying the measures to be taken outside the establishment.</p> <p>There are 5 Upper Tier COMAH sites within Staffordshire, of which 4 are the responsibility of SCC.</p>
	Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPIR)	Every local authority must prepare and keep up to date arrangements to supply, in the event of an emergency in that local authority's area (however that emergency may arise), information about and advice on the facts of the emergency, of the steps to be taken and, as appropriate, of the protective action applicable (Regulation 22).

2.0 Organisation of Civil Contingencies in Staffordshire County Council

2.1 Structure

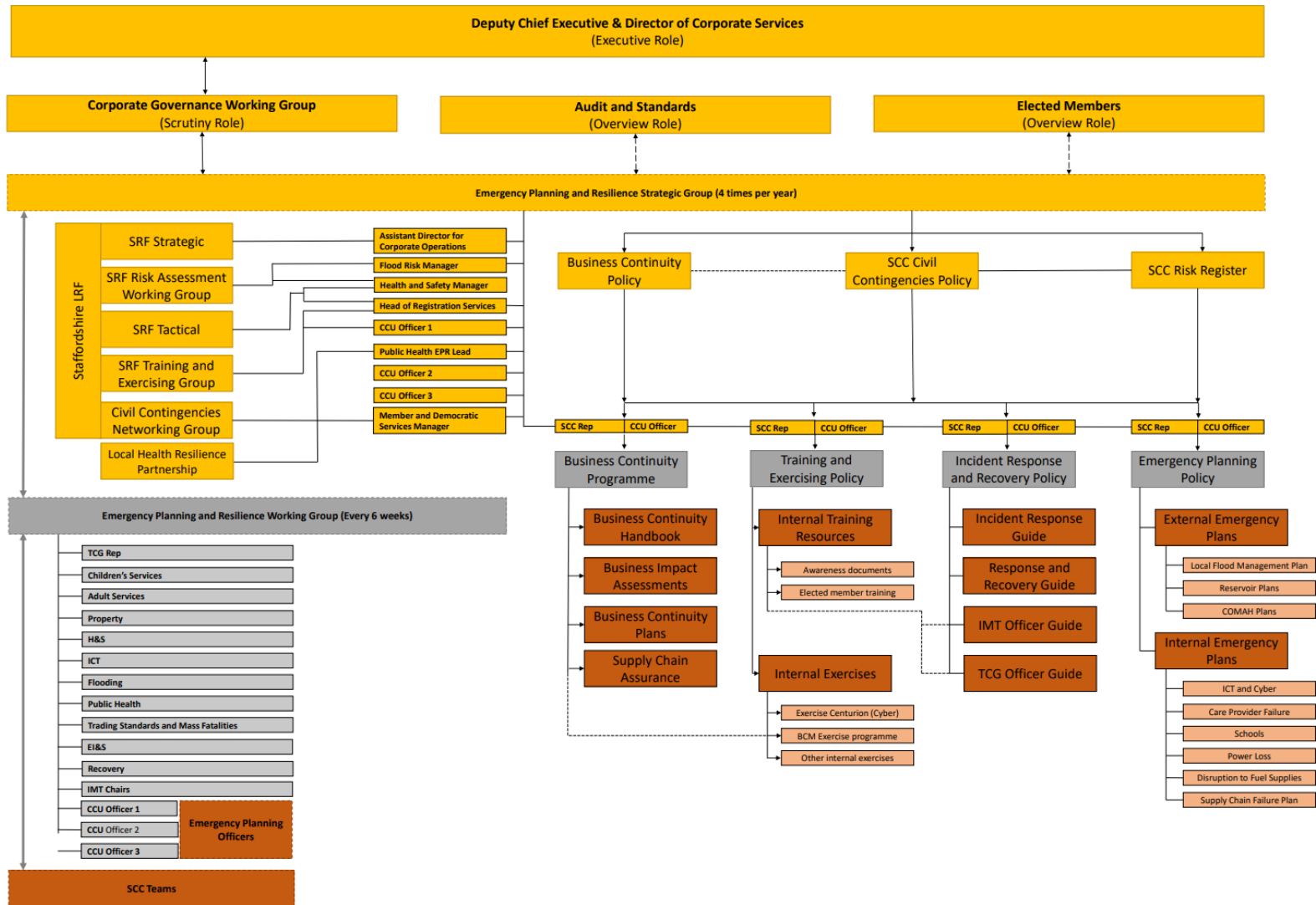


Figure 1: Civil Contingencies Structure Overview

The diagram on the previous page outlines the full structure of Staffordshire County Council's Civil Contingencies organisation. Below is a breakdown of the key organisational areas:

2.1.1 Strategic Level management and oversight

Deputy Chief Executive & Director of Corporate Services	The Lead Director for Civil Contingencies, providing leadership and oversight, as well as briefing SLT and Elected Members as required.
Assistant Director for Corporate Operations	Day to day lead for Civil Contingencies, chairing the EPRSG and EPRWG, as well as attending the Senior Leads Meeting and SRF Strategic meeting.
Audit and Standards Committee	Provide scrutiny of any, and all documents as appropriate or requested.
Corporate Governance Working Group	Scrutinise and approve policy documents with the exception of Strategic Level Policies and Documents at 2.1.3, where Cabinet approval is required.
Elected Members	Direct SLT and provide scrutiny where required.

2.1.2 Emergency Planning and Resilience Strategic Group (EPRSG)

Emergency Planning and Resilience Strategic Group	A group of key staff involved in Civil Contingencies, who represent Staffordshire County Council on multi-agency groups and meeting
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2.1.3 Strategic Level Policies and Documents

Business Continuity Policy	A strategic level policy outlining the intention and direction of the organisation's Business Continuity approach.
Civil Contingencies Policy (this document)	A strategic level policy detailing the structure, governance and statutory obligations for Staffordshire County Council's Civil Contingencies approach.
SCC Risk Register	An internal risk register for Staffordshire County Council outlined current threats and risk to the organisation. Used to inform Emergency Planning and Business Continuity.

2.1.4 Emergency Planning and Resilience Working Group (EPRWG)

Emergency Planning and Resilience Working Group	A group of Senior Managers, IMT members and IMT specialists providing support to develop policies, processes, as well as providing input into planning process and risk assessment.
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2.1.5 Tactical Level Policies and Documents

Business Continuity Programme	The breakdown of how the Business Continuity Policy will be achieved, including requirements for Business Continuity Plans, Business Impact Assessments, review cycles, training and exercise requirements, governance and assurance
Training and Exercising Policy	SCC Policy on Training and Exercising requirements, including training requirements for key roles, number of staff required in each key role, exercise requirements to provide assurance in key areas, including a link the Business Continuity Programmes exercise requirements.
Incident Response and Recovery Policy	SCC Policy on how the organisation will respond to incidents (both internal and external) and ensure an appropriate recovery strategy after any incident.
Emergency Planning Policy	SCC Policy on how the organisation meets its obligations under various legislation, include internal and external plans, review cycles, accountability and governance

2.2 Governance and Accountability



Figure 2: Governance Structure

Cabinet	SLT	Lead Director	EPRSG	EPRWG
Set and approve Civil Contingencies policy	Set strategy	Oversee delivery	Represent SCC at LRF groups	Lead Tactical Delivery
Direct SLT	Agree resources	Provide Leadership	Review documents passed from EPRWG	Support delivery of Tactical Level policies via working groups as required
	Ownership and accountability of risk	Maintain CCU Shared Services Service Level Agreement	Provide an avenue for escalation of issues from EPRWG	Scrutiny and development of documents and Business Continuity Plans
	Liaise with members	SCC representative at SRF Strategic / Strategic Co-ordinating Group	Escalate issues to SLT as appropriate	Provide an Incident Management Team (IMT)
		Attend Civil Contingencies Strategic Leads meeting		Monitoring, updating and escalating risk
				Identify and Maintain priority activities

2.3 Role of the Local Resilience Forum (LRF)

By law, category one responders have duties to plan and prepare for emergencies. In Staffordshire, this is done through the largest public sector partnership called the Staffordshire Resilience Forum (SRF).

The partnership approach promotes greater economy and efficiency, achieving positive outcomes through sharing existing resources, capabilities and knowledge for the benefit of Staffordshire's communities.

All partners of the SRF contribute to the funding of the CCU. The CCU is accountable to the SRF through the CCU Strategic Leaders' Meeting who represent the Unit's stakeholders.

The corner stone of the SRF partnerships preparations for an emergency are its multi-agency plans. These are known as Staffordshire Prepared Plans and they are stored, maintained and exercised by the CCU on behalf of the SRF partnership.

All SRF members have a legal duty to appropriately warn and inform their partner's organisations and the communities of Staffordshire and Stoke-on-Trent.

2.4 Role of the Civil Contingencies Unit (CCU)

2.4.1 What is the Civil Contingencies Unit

The Civil Contingencies Unit (CCU) is a small team of specialist planners based in Stafford that ensures preparations are in place to support the people of Staffordshire and Stoke-on-Trent in an emergency or major incident such as a flood.

It is a public sector partnership, working at a local level, consisting of twenty-four public sector organisations. These are the Emergency Services, all Local Authorities, Health organisations, Highways England and the Environment Agency. The CCU supports these public services in meeting their obligations under the Civil Contingencies Act 2004.

The CCU sits at the heart of the SRF partnership and has four primary roles:

- To write and maintain the Staffordshire Prepared Multi-Agency plans on behalf of the Staffordshire Category 1 responders as defined by the Civil Contingencies Act 2004
- To provide multi-agency training and exercises for the SRF
- To offer 24-hour, 365 days a year operational call-out capability to support emergency responders in the discharge of their statutory duty in the event of an emergency

To deliver the secretariat and administrative support functions for the SRF and its supporting meetings. In an emergency, any SRF partner can contact the CCU's Duty Officer to request specialist advice and support them to deal with what can at times be very complex and dynamic situations. This assistance ranges from providing useful contact numbers over the telephone to deploying to the scene of the incident. The CCU can also provide support to partners through the deployment of a Mobile Control Unit (MCU).

The CCU's main day to day role is to produce multi-agency response plans for the risks identified in the area and to provide high quality training and exercises to all organisations of the SRF partnership. The exercises range from one-to-one coaching for Chief Executives, up to the RAVEN or Response Assessment Venue exercises which require partners to work together to respond to and recover from a credible risk within Staffordshire.

2.4.2 The role of the CCU within Staffordshire County Council

The Council is accountable for the delivery of its statutory responsibilities under the legislation outlined in Section 1.

The CCU supports the delivery of these duties under a shared service arrangement, and Service Level Agreement (SLA). Staffordshire County Council commits to contribute to the CCU and support the provision of staff, to a level commensurate to meet, and continue to meet, its statutory requirements in full while ensuring value for money is achieved. This partnership approach promotes greater economy and efficiency across all of Staffordshire's Category 1 and 2 responders. It delivers positive outcomes by sharing existing resources, capabilities and knowledge across the Staffordshire Resilience Forum area for the benefit of Staffordshire's communities and residents.

2.5 Approval process

Strategic Level documents – EPRSG, SLT, Approved by cabinet

Tactical Level documents – EPRWG, EPRSG, Approved by Corporate Governance Working Group

Operational Level documents – EPRWG, Approved by EPRSG

2.6 Multi-Agency meetings

The Council commits to support wider multi-agency working in order to promote a joined-up, partnership approach to resilience in Staffordshire and Stoke-on-Trent. It therefore supports the following meetings:

- Staffordshire Resilience Forum (SRF): Chief Executive or Lead Director (Deputy Chief Executive & Director of Corporate Services), or their representative deputy
- SRF Tactical Meeting: Incident Management Team Chair, or other TCG chair
- Risk Assessment Working Group (RAWG): Health & Safety Manager and Flood Risk Manager
- Staffordshire Prepared Conference: Open invitation to all staff
- Task & Finish Projects: Specialist staff to support on request of CCU and / or EPRSG
- Strategic Assessment Meeting (SAM) / Strategic Coordinating Group (SCG)
- Tactical Assessment Meeting (TAM) / Tactical Coordinating Group (TCG)
- Recovery Coordinating Group (RCG) and Sub-Groups dependant on the nature and scope of an incident.
- SRF Training and Exercising Group
- Local Health Resilience Partnership
- Civil Contingencies Strategic Leads Meeting (SLM)

2.7 Policy and document structure

Key SCC documents are shown below:

The image displays a collection of Staffordshire County Council documents organized into three levels:

- Strategic level:**
 - Staffordshire County Council Risk Register (Version 01 (Mar 2023))
 - Staffordshire County Council Civil Contingencies Policy (Version 06 (November 2023))
 - Staffordshire County Council Business Continuity Management Policy (Version 1 (November 2023))
- Tactical level:**
 - Staffordshire County Council Training and Exercising Policy (Version 1 (December 2023))
 - Staffordshire County Council Emergency Planning Policy (Version 1 (August 2023))
 - Staffordshire County Council Response and Recovery Policy (Version 1 (October 2023))
 - Staffordshire County Council Business Continuity Programme (Version 1 (January 2024))
- Operational Level*:**
 - COMAH
 - Flooding
 - ICT / Cyber
 - Reservoirs
 - INCIDENT RESPONSE GUIDE
 - Staffordshire County Council Response and Recovery Handbook (Version 04 (Feb 2023))
 - Staffordshire County Council Emergency Contact List (Version 20 (Oct 2023))
 - Staffordshire County Council Business Continuity Management Toolkit (Version 1 (January 2024))
 - BC Plan or BC Action Card (Example Team)

* The above is not a full list of all operational documents, a full list of all relevant documents can be found in the relevant policy.

3.0 Response and Recovery: Structure and Organisation

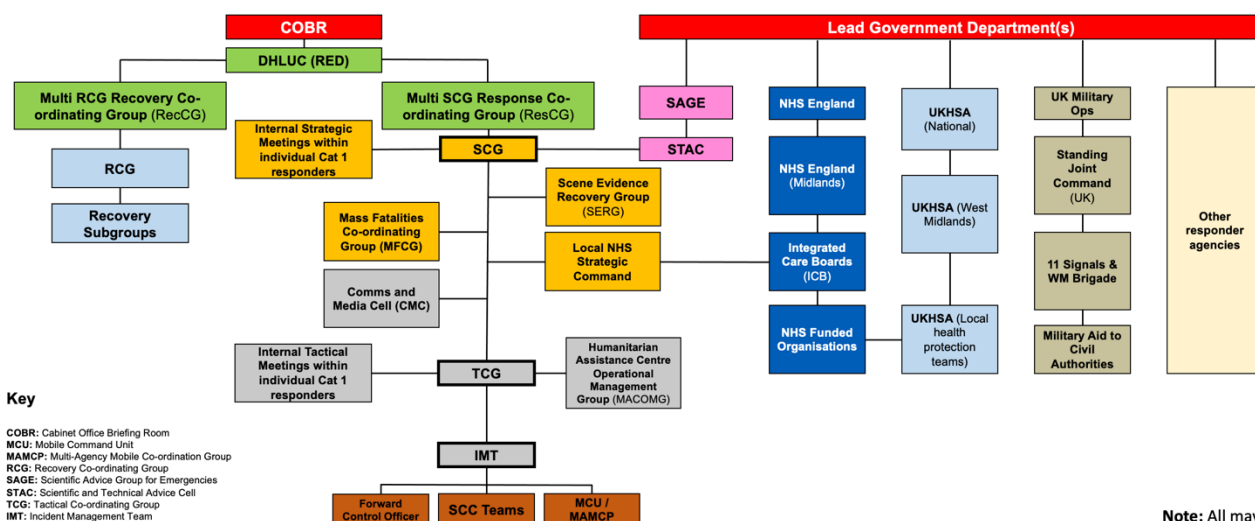
3.1 Overview

Staffordshire County Council has a statutory duty as a Category 1 responder to respond to, and recovery from, incidents that impact the county, as well as internal responses to issues impacting the delivery of priority activities within SCC. The level of response will vary depending on the size and scale of the incident and therefore the structure required, but can include the following:

- An SCC Incident Management Team (IMT)
- A Recovery Co-ordinating Group (Chaired by SCC)
- A Tactical Co-ordinating Group / Tactical Assessment Meeting (SCC representative, potential SCC chair)
- A Strategic Co-ordinating Group / Strategic Assessment Meeting (SCC representative)

3.2 Structure

Structure diagram below represents the national structure for a major incident and will be scaled up/down dependent on size/scale of incident.



3.3 Policy

A separate Response and Recovery policy is in place to provide full detail, policy and governance for Response and Recovery within SCC.

3.4 Response and Recovery documents

- Response and Recovery handbook
- Incident Response Guide
- Incident Management Team guide
- Tactical Co-ordinating Group guide

3.5 Relevant standards and indicators

UK Resilience Standards: 1, 6, 7, 11, 12, 13

Indicators of Good Practice: 1B, 1D, 1G

British and International Standards: BS11200, BS11999, BS31111

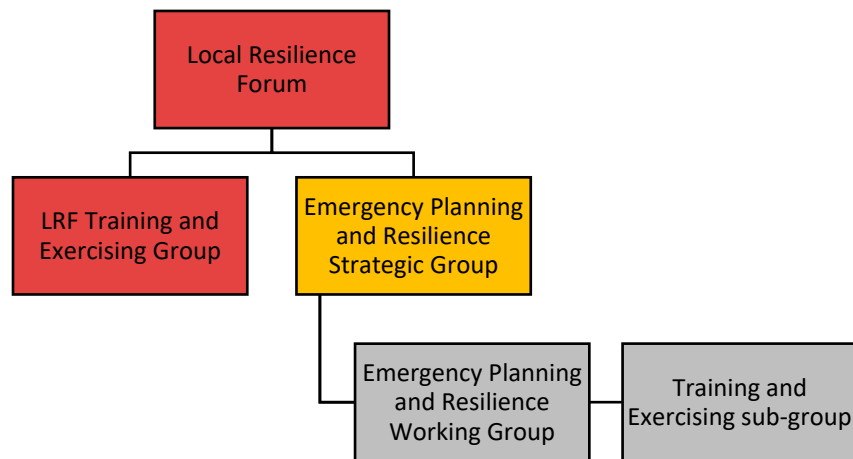
4.0 Training and Exercising: Structure and Organisation



4.1 Overview

It is a requirement that key staff within Staffordshire County Council are trained and experienced to a suitable level to carry out key response and recovery roles. It is the responsibility of Staffordshire County Council to track learning and experience of these staff, so that in the event of an incident, there is a clear audit trail of staff being appropriate for the role they undertake. Some training is provided through the LRF, with other additional training being provided by SCC. Alongside this, SCC will participate in a number of LRF and National exercises to allow staff to gain experience in their roles. Additional internal exercises are also carried out to test internal arrangements, and business continuity.

4.2 Structure



4.3 Policy

A separate Training and Exercising policy is in place to provide full detail, policy and governance for Response and Recovery within SCC.

4.4 Training and Exercising documents

- All internal training and awareness documents
- Forward Control Officer logbook
- Forward Control Officer handbook
- Loggist handbook

4.5 Relevant standards and indicators

UK Resilience Standards: 6, 7, 8

Indicators of Good Practice: 1B, 1C, 1G, 3B

British and International Standards: PD 25666, BS65000, ISO 22301, BS 22398

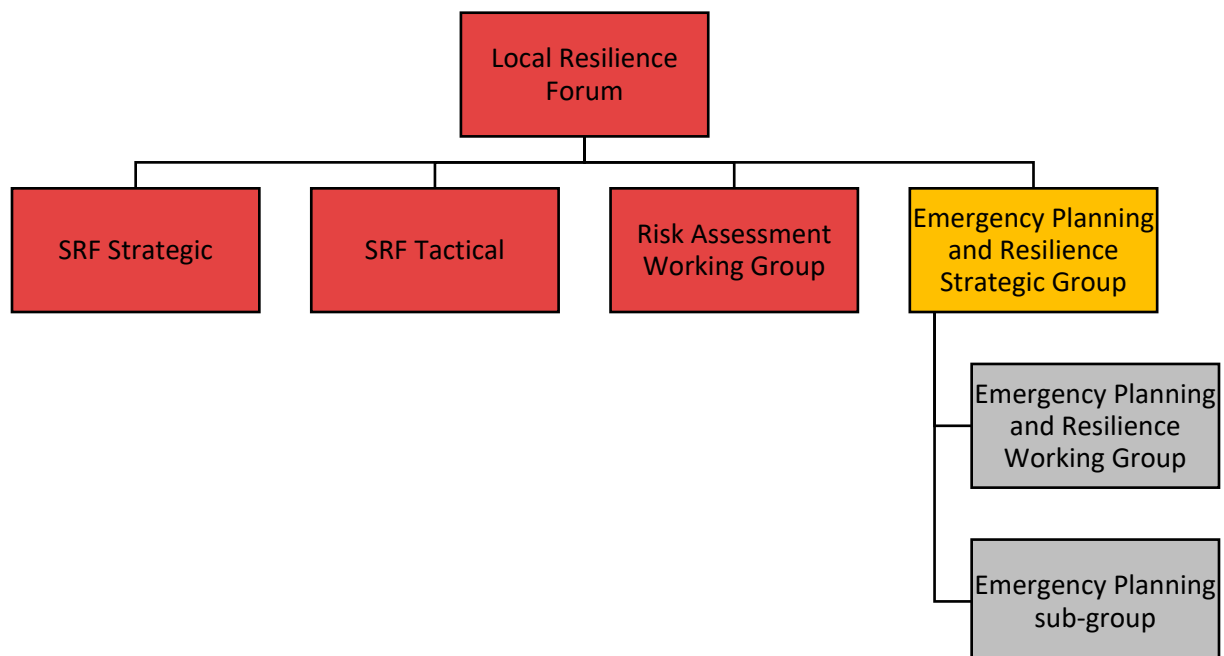
5.0 Emergency Planning: Structure and Organisation



5.1 Overview

Staffordshire County Council has wide ranging obligations for Emergency Planning under the legislation listed in Section 1. Staffordshire County Council is the Lead Flood Authority, and has responsibilities under COMAH, REPPiR, and PSR legislation. As such SCC is involved with both internal and external emergency planning. Some of these responsibilities are covered by the Civil Contingencies Unit, however others fall to SCC to complete. The Emergency Planning Policy covers details of all planning, the cycle of review, and the accountability for delivery of each. Alongside the external emergency planning, SCC also has a requirement to ensure that appropriate Internal Emergency Plans are in place for incidents and issues such as Cyber Attack, Supply Chain Failure, etc, these are also outlined within the Emergency Planning Policy.

5.2 Structure



5.3 Policy

A separate Emergency Planning policy is in place to provide full detail, policy and governance for Response and Recovery within SCC.

5.4 Emergency Planning documents

- Incident Response Guide
- Internal Emergency Plans
- External Emergency Plans

5.5 Relevant standards and indicators

UK Resilience Standards: 1, 2, 3, 4, 5, 6, 13, 14, 15

Indicators of Good Practice: 1B, 3B, 3E

British and International Standards: BS 31000, BS 31111, BS 65000

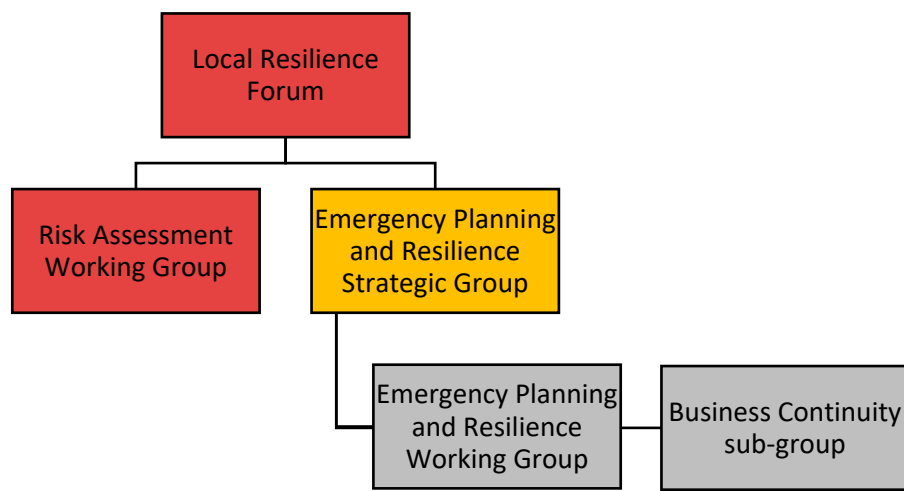
6.0 Business Continuity: Structure and Organisation



6.1 Overview

Under the Civil Contingencies Act (CCA) 2004, the Council, as a Category 1 responder, commits to undertake Business Continuity Management (BCM) to ensure continued operation of services during an emergency. BCM is a process by which the organisation or service area can prepare for a disruptive incident which is likely to create a gap in normal business provision.

6.2 Structure



6.3 Policy

Unlike the other 3 working areas within Civil Contingencies, Business Continuity has a Strategic Level policy, and a Tactical level Business Continuity Programme. The BCI Good Practice Guidelines 2018 indicate that a Business Continuity Management policy should always be set and approved by top management, as such, the Policy document within SCC is a Strategic level document, with a Business Continuity Programme providing the fine detail of how Business Continuity will be implemented below this.

6.4 Business Continuity documents

- Business Continuity Plans
- Business Continuity Handbook
- Business Impact Assessments

6.5 Relevant standards and indicators

UK Resilience Standards: 9, 10

Indicators of Good Practice: 1C, 1E, 3B

British and International Standards: ISO 22301, BS65000, BS 11200, BS 31000

7.0 Review cycle, Performance Monitoring and Recording

7.1 Performance Monitoring and Recording

The Assistant Director for Corporate Operations & CCU maintain a comprehensive work programme and updates the Council on its delivery as follows:

- The Lead Elected Member for Civil Contingencies, when requested
- The Lead Director responsible for Civil Contingencies, when requested
- The EPRSG, on a monthly basis
- The EPRWG, on a quarterly basis
- Internal audit, when requested
- Scrutiny by any Member, when requested

7.2 Document review cycle

	Review cycle	Approved by
Civil Contingencies Policy	2 years	Cabinet
SCC Risk Register	Live document	n/a
Business Continuity Policy	2 years	Cabinet
Training and Exercising Policy	3 years	SLT / Corporate Governance Working Group
Emergency Planning Policy	3 years	SLT / Corporate Governance Working Group
Response and Recovery Policy	3 years	SLT / Corporate Governance Working Group
Business Continuity Programme	3 years	SLT / Corporate Governance Working Group