



## SUFFOLK LOCAL AUTHORITIES



in partnership

# JOINT EMERGENCY PLANNING BUSINESS PLAN 2019

<b>Author:</b>	Head of Emergency Planning
<b>Date of Implementation:</b>	3 December 2018
<b>Review:</b>	Annually

Intentionally blank

## **Introduction by Stephen Baker**

(Chief Executive Suffolk Coastal and Waveney District Councils  
on behalf of Suffolk Chief Officer's Leadership Team)



I am pleased to introduce this joint Business Plan covering the strategic emergency planning partnership between Suffolk Councils. The world we live in demands that we have plans in place to deal with the consequences of flooding, pandemic diseases and all sorts of civil emergencies that occur. At the same time current economic pressures require this to be provided in the most cost effective way.

The Joint Emergency Planning Unit, with team members located in all councils, has allowed Suffolk local government to benefit from standardised planning, training and advice and for this to be provided at a low cost. It has also enabled civil preparedness work to be better-prioritised and thus able to respond more effectively to countywide risks. This business plan builds upon these firm foundations, aiming to sustain council capabilities during times of economic pressures, and to continue to work with communities and other response partners to ensure communities are helped during times of emergency.

The business plan does not cover operational response aspects. Council plans for emergency response and business continuity are now within a single local authorities Joint Emergency Response plan available within each council. Further, multi-agency collaboration between Suffolk responders is covered separately through the Suffolk Resilience Forum.

I, along with my other Chief Executive colleagues, continue to support this collaborative approach to ensuring that our County continues to be a safe place to work and live in and that any emergencies are dealt with swiftly, with minimal impact and normality restored as soon as possible.

## **Contents List**

Introduction	ii
Contents List	iii
Distribution	iv
Glossary	v

### **Section 1 – What We Have to Do**

<a href="#">Vision</a>	1-1
<a href="#">Intent</a>	1-1
<a href="#">Mission Statement</a>	1-2
<a href="#">Strategic Context</a>	1-2 to 1-3
<a href="#">Future Direction &amp; Priorities</a>	1-4 to 1-5

### **Section 2 – How We Do It**

<a href="#">Partnership Working</a>	2-1
<a href="#">Local Authority Response</a>	2-2
<a href="#">Joint Emergency Planning Unit Organisation</a>	2-3
<a href="#">Joint Governance</a>	2-3
<a href="#">Business Planning Process</a>	2-4
<a href="#">Hierarchy of Emergency Plans</a>	2-5

### **Section 3 – Performance Management & Risk**

<a href="#">Performance Management</a>	3-1
<a href="#">Performance Indicators</a>	3-1
<a href="#">Risk</a>	3-1 to 3-2
<a href="#">Performance Reporting</a>	3-2 to 3-4

### **Section 4 – Resources**

<a href="#">Activity Assumptions</a>	4-1
<a href="#">Cost Pressures</a>	4-1
<a href="#">JEPU Budget and Council Contributions</a>	4-2
<a href="#">Base Budget Savings</a>	4-2 to 4-3
<a href="#">Training &amp; Exercise</a>	4-3

## **Distribution**

### Addressee

Babergh & Mid Suffolk District Councils - Working Together

- Chief Executive

Babergh District Council

- Member Champion for Emergency Preparedness

Ipswich Borough Council

- Chief Executive
- Portfolio Holder: Public Protection and Customer Services

Mid-Suffolk District Council

- Leader of the Council (Lead member for Emergency Preparedness)

Suffolk Coastal & Waveney District Councils - In Partnership

- Chief Executive

Suffolk Coastal District Council

- Cabinet Member for Community Health

Suffolk County Council:

- Chief Executive
- Director of Fire & Public Safety
- Cabinet Member for Environment, Public Protection

Waveney District Council

- Cabinet Member for Community Health and Safety

West Suffolk Council

- Chief Executive
- Cabinet Members for Families and Communities

All Joint Emergency Planning Unit staff (via shared directory)

## **Glossary**

BC	Borough Council
CBRN	Chemical, Biological, Radiological and Nuclear
COMAH	Control of Major Accident Hazards
CSD	Customer Service Direct
DC	District Council
DEPO	District Emergency Planning Officer
EA	Environment Agency
EP	Emergency Planning (or Emergency Preparedness)
EPO	Emergency Planning Officer
GIS	Geographical Information System
GOLD	Strategic crisis management level for incidents/emergencies
law	In accordance with
JEPU	Joint Emergency Planning Unit
MCA	Maritime & Coastguard Agency
NI	National Indicator (National Performance Indicator framework)
PDR	Personal Development Record
PSR	Public Speeding Review
REPPIR	Radiation Emergency Preparedness and Public Information Regulations
SCC	Suffolk County Council
SCEG	Suffolk Chief Executives Group
SEPO	Senior Emergency Planning Officer
SRF	Suffolk Resilience Forum (statutory civil emergency partnership framework)
Trg & Ex	Training and Exercise

# Section 1

## Vision

1.1 The long term goal of the Suffolk Joint Emergency Planning partnership is to support the efficient delivery of civil preparedness and business continuity services within all Suffolk local authorities. This service will be adaptable, to meet the requirements of civil emergency related legislation<sup>1</sup> within councils, and will be robust, able to support a joined up local authorities response in conjunction with other Suffolk responders. Ultimately, the partnership seeks to promote excellent civil contingencies performance within councils at low cost.

## Intent

1.2 The Civil Contingencies Act 2004 requires local authorities to provide the following services:

- Assess Suffolk risks iaw lead responsibility<sup>2</sup> and input to Community Risk Register.
- Develop Suffolk Emergency Plans iaw lead responsibility.
- Develop Suffolk local authorities Business Continuity Management arrangements.
- Develop arrangements for Civil Preparedness information available for public use.
- Maintain system for warning, informing and advising public in event of an emergency.
- Share information with other Suffolk responders.
- Co-operate with other Suffolk responders to enhance co-operation and efficiency.

Additionally, local authorities are required to provide Business Continuity Management advice to Suffolk businesses and voluntary organisations.

1.3 This focal point for these activities within Suffolk local authorities will be the Joint Emergency Planning Unit (JEPU). This unit, with staff based both in the districts and boroughs and centrally with the County Council, will provide the subject matter expertise, planning, training and advice to officers and councillors to facilitate civil preparedness capability within each council. Joint governance arrangements will ensure that formal close ties are established with senior officers and elected members within each council to allow joint direction setting and subsequent management of service delivery.

The JEPU will also provide the default local authority interface with the wider Suffolk Resilience Forum (SRF) set up to provide the mechanism by which county multi-agency responders to emergencies within Suffolk can co-operate with each other. The SRF is not a statutory body nor does it have powers to direct its members. It does, however, provide the Suffolk framework for the effective delivery of the statutory duties under the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 (CCA 2004).

1.4 This Suffolk Local Authorities Emergency Planning Business Plan will:

- a. Provide the basis for the delivery of civil preparedness and business continuity advice within Suffolk local authorities.

[Contents List](#)

---

<sup>1</sup> Civil Contingencies Act 2004, Radiation (Emergency Preparedness and Public Information) Regulations 2001, Control of Major Accident Hazards Regulations 2015 and Pipeline Safety Regulations 1996.

<sup>2</sup> As detailed in the Suffolk Resilience Forum Business Plan.

- b. Detail jointly agreed priorities for local authority emergency planning and business continuity that support individual council corporate business plans and wider community strategy.
- c. Set out the organisational framework for the Suffolk Joint Emergency Planning Unit.
- d. Provide a performance management system for the monitoring and reporting of individual council emergency preparedness performance.
- e. Identify the agreed joint budget made up of contributions from all Suffolk councils

## Joint Emergency Planning Unit Mission Statement

*'To facilitate the development, management, support and validation of integrated civil preparedness and business continuity management within Suffolk Local Authorities to enhance the resilience of communities in emergency situations'*

## Strategic Context

1.5 National. Key documents effecting Suffolk local authority's emergency preparedness have been issued by the Coalition Government:

- a. National Security Strategy and Strategic Defence and Security Review<sup>3</sup>. The National Security Strategy and Strategic Defence and Security Review confirms the key risks facing the nation from an all risks perspective stretching from defence of national interests, through terrorism and crime to risks from natural and man made hazards. Three tiers of national risks are identified and the implications over the next 5 years for Suffolk local authority emergency preparedness are:

**Tier 1 - Highest Risks:**

Terrorism – be prepared to support emergency management of consequences to terrorist acts.

Natural hazards – be prepared to respond to wide area coastal flooding and human pandemic.

Cyber – be prepared to manage the impact of a cyber attack.

**Tier 2 – Medium Risk:**

Nil

**Tier 3 - Lower Risk:**

Radioactive Release – Be prepared to respond to a release of radiation from Sizewell.

Fuel Supply – Be prepared to support the response to a disruption of fuel supply and maintain critical services.

Weather and Other Natural Hazards – be prepared to respond to extremes of weather and maintain critical services.

Environmental Events – be prepared to respond to animal disease outbreaks.

---

<sup>3</sup> [National Security Strategy and Strategic Defence and Security Review 2015](#)

- b. National Emergencies. The recent terrorist attacks in Manchester and London, together with the tragic fire at Grenfell have reinforced the need to be prepared for terrorist incidents and to be ready to recover from incident that result in significant community impact.
- c. BREXIT Planning. Resilience planning for BREXIT has now become a government priority and Suffolk local authorities through the Suffolk LRF will need to support ongoing planning.

1.6 Suffolk Local Authority Strategic Direction. Suffolk local authorities are reacting differently to the challenges of PSR while looking to operate within the new policy direction of the Conservative Government. The direction of travel for future Suffolk local authority working is for:

- Merger of Suffolk Coastal DC and Waveney DC to create larger single authority by May 2019.
- Merger of Forest Heath DC and St Edmundsbury BC to create a larger single authority by May 2019.
- Continued closer working between public sector partners to reduce costs, eg shared property.
- Continued expansion of commercial opportunities by councils.
- Future council services to be provided at lower cost without impact on frontline services.

1.7 Alignment. The Joint Emergency Planning partnership already fits with this strategic direction of local authorities, as it is a high performing/low cost partnership<sup>4</sup> that provides flexible support across all councils to enable them to meet their statutory responsibilities for responding to emergencies. It is also leads on work with other public sector partners to improve routine collaboration on civil contingencies<sup>5</sup> issues and has implemented a new approach for community resilience<sup>6</sup> that will directly contribute to building social capital and reducing demand on public sector agencies during emergencies.

[Contents List](#)

---

<sup>4</sup> From CIPFA Benchmarking completed in Feb 09

<sup>5</sup> Working on Wednesday - day to day Suffolk Resilience Forum mechanism for cooperation and information sharing that won the Cabinet Office resilience innovation award in 2011.

<sup>6</sup> Suffolk Community Resilience - [www.getpreparednow.co.uk](http://www.getpreparednow.co.uk)

## Future Direction & Priorities

1.7 The Joint Emergency Planning partnership must align with wider Suffolk direction and priorities contained within County Council and District/Borough Council Corporate or strategic planning documents:

Suffolk County Council Business Plan 2016-17  
 West Suffolk Strategic Plan 2014-16  
 Babergh and Mid Suffolk Joint Strategic Plan Refresh 2016-2020  
 Ipswich Borough Council Corporate Plan February 2017  
 East Suffolk Business Plan 2015-2023

1.8 The priorities for the Suffolk Joint Emergency Planning partnership can be linked to individual council corporate themes/priorities as follows

- **SAFETY:**

Suffolk County Council - *Support those most vulnerable in our communities*  
 West Suffolk councils – *Resilient families and Communities*  
 Babergh and Mid Suffolk District councils – *Strong and Healthy Communities*  
 Ipswich Borough Council – Priority 6 – *Safe Communities*  
 East Suffolk councils - *Community Health success factor*

Implications for JEPU:

- Maintain effective Council response arrangements to provide the right balance of support to communities and business during times of emergency.
  - **2019/20 Priority** – Validate Council response arrangements as part of wider organisational changes to ensure local authority emergency and business continuity arrangements remain effective against national priority risks.
  - **2019/20 Priority** – Revise emergency planning and business continuity performance management arrangements to align with national resilience standards.
- Maintain effective Sizewell Off Site emergency arrangements to provide robust public protection arrangements.
  - **2019/20 Priority** – Engage with EDF Energy nuclear new build activity to sustain existing emergency arrangements.
  - **2019/20 Priority** – Implement changes to UK nuclear emergency planning legislation.

- **COMMUNITY**

Suffolk County Council – *Empower local communities & Support those most vulnerable in our communities*  
 West Suffolk councils – *Resilient families and communities*  
 Babergh and Mid Suffolk District councils – *Community Capacity Building and Engagement – Community-led solutions to deliver services and manage assets*  
 Ipswich Borough Council – Priority 6 – *Safe Communities*  
 East Suffolk Business Plan - *Customers and Communities success factors*

Implications for JEPU:

- Sustain community resilience activity.
  - **2019/20 Priority** - Work with existing community emergency groups to implement community resilience strategy 2016.
- **EFFICIENCY**
  - Suffolk County Council – *Empower local communities*
  - West Suffolk councils – *Resourcing our priorities*
  - Babergh & Mid Suffolk & District councils – *Integrated Suffolk system*
  - Ipswich Borough Council – *Priority 7 – An efficient and effective council*
  - East Suffolk Business plan – *financial self-sufficiency – remodelling services*

Implications for JEPU:

- Effectively manage resources, including the JEPU budget, provided by Suffolk Councils
  - **2019/20 Priority** – discuss opportunities to deliver joint emergency planning at a lower cost from FY 20/21 linked budget pressures on council's and produce costed options for consideration by Chief Executives in December 2019.

The work of the Joint Emergency Planning partnership contributes to outcomes of statutory Local Resilience Forum partnerships as follows:

- Suffolk Resilience Forum. The core work of this statutory strategic partnership underpins local authority corporate objectives related to public safety. The JEPU provides the day to day link from local authorities to support delivery of work within the Suffolk Resilience Forum and it also provides the day to day SRF management, through Head of Emergency Planning, and routine multi-agency partnership management, through the jointly funded SRF Partnership Manager.

1.9 Delivery. Emergency preparedness priorities at para 1.8 will be delivered through JEPU staff working with relevant council service areas.

Head of EP will develop specific objectives for JEPU staff to cover supporting priority activities; these will also form the basis for PDR objectives setting. Progress on JEPU activities against priorities will be reported at least 6 monthly to the Senior Emergency Planning Officers Group, or more frequently if required.

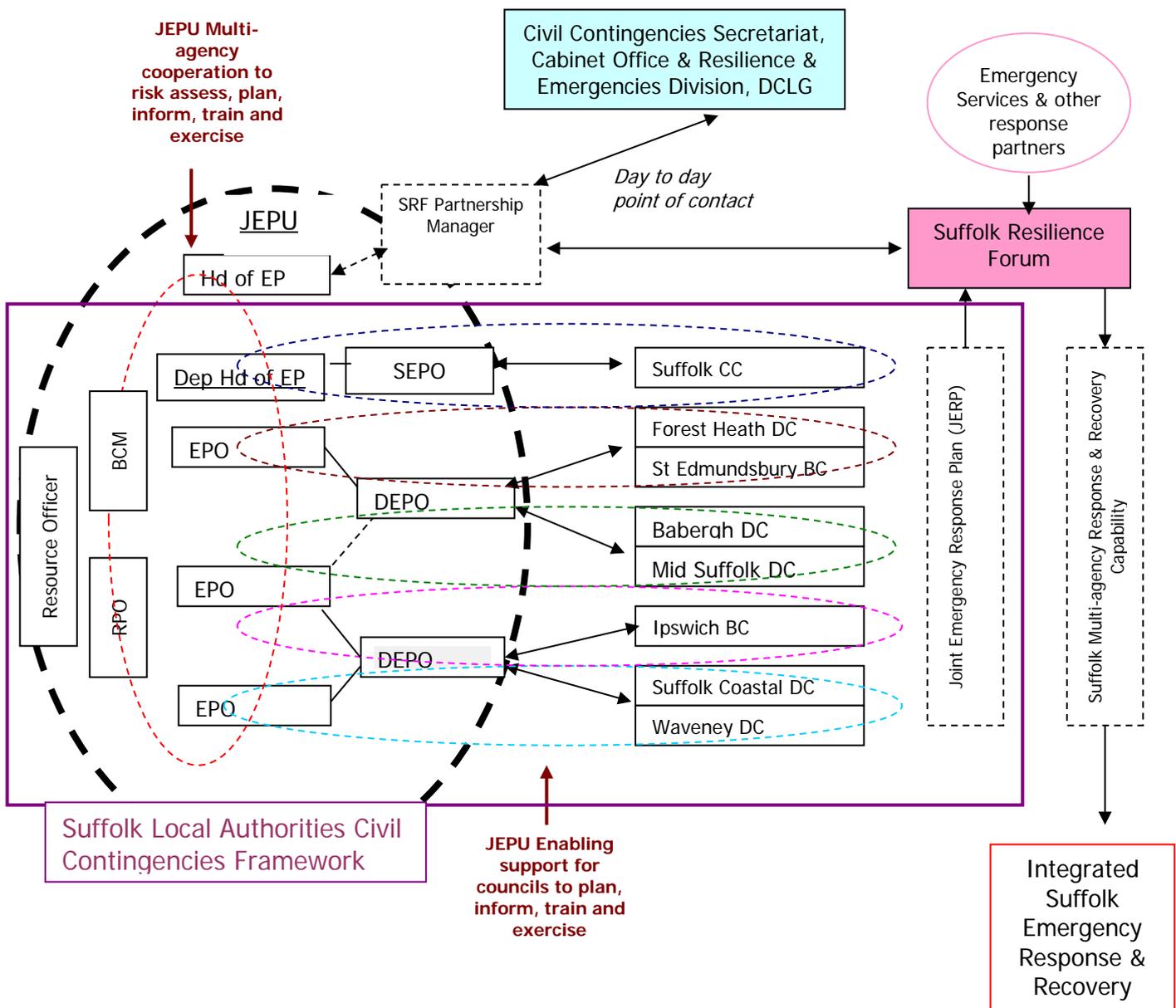
[Contents List](#)

## Section 2

### Organisation & Governance

2.1 Partnership Working. The JEPU is required to work both across Suffolk local authorities and in conjunction with emergency services and other organisations that might be required to work together to respond to or recover from an emergency. This effect is delivered through a matrix management approach shown below:

#### Partnership Model for Suffolk Local Authorities Civil Contingencies



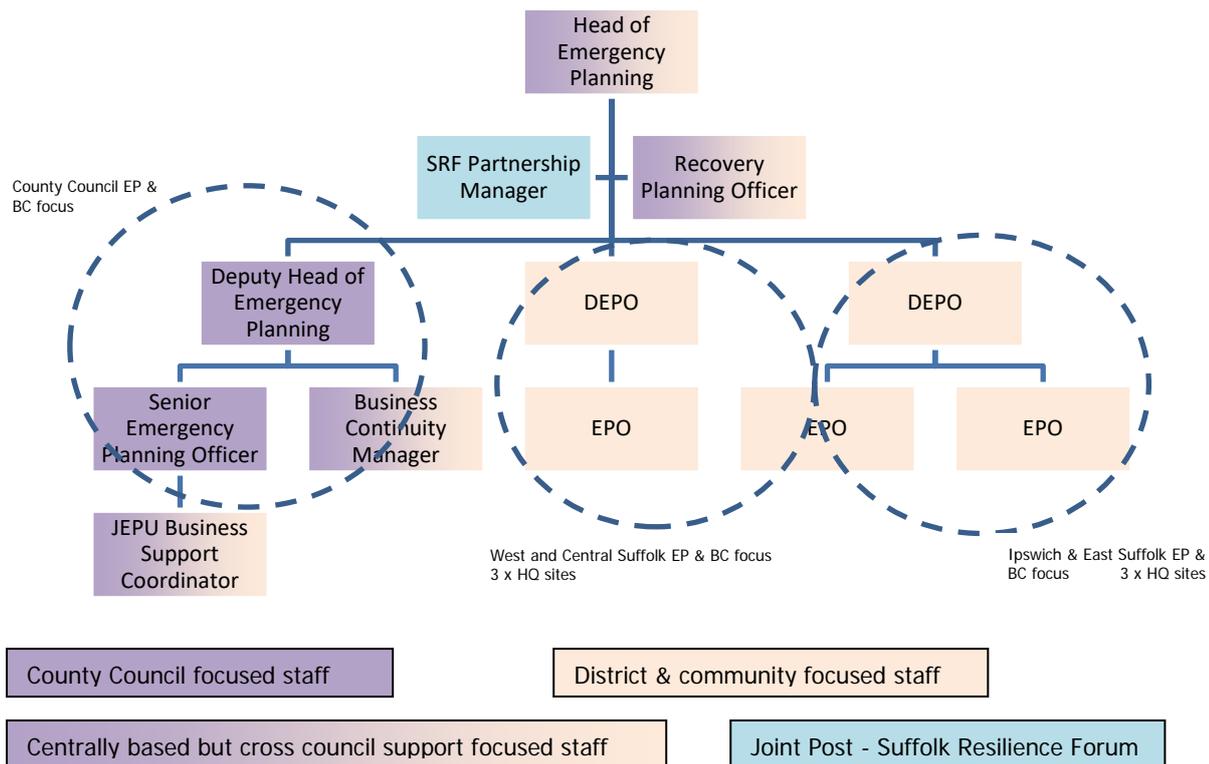
2.2 Local Authority Emergency Response. Within Suffolk local authorities, service delivery functions that may be required to support a local authority response or recovery to a civil emergency are split between district/borough councils and county council. Thus local authority civil preparedness arrangements must ensure that:

- a. Services are correctly identified and responsibilities agreed.
- b. Council Emergency Response Plans and all levels are aligned.
- c. Key personnel are trained to provide the response detailed in Emergency Plans.

2.3 A Joint Emergency Response Plan (JERP) was introduced in 2011 to provide a single operational plan for all Suffolk councils. Further details can be found on respective council intranet sites/shared directories and on Resilience Direct.

Joint Emergency Planning Unit

2.4 The legal agreement for the Suffolk Joint Emergency Planning partnership covers the creation of a Joint Emergency Planning Unit (JEPU) to deliver an enabling service to all Suffolk councils. **JEPU Organisation chart is as follows:**



2.5 On a day-to-day basis, lead joint emergency planning officers will provide a geographically-based point of contact for all Suffolk councils:

Suffolk County Council - Deputy Head of Emergency Planning  
Babergh, Forest Heath, & Mid Suffolk & St Edmundsbury - DEPO  
Ipswich, Suffolk Coastal & Waveney - DEPO

A centrally based team will support this day-to-day contact, providing specialist civil preparedness and business continuity management advice, and a link with multi-agency partners. Four Emergency Planning Officers routinely work with District Emergency Planning Officers to provide support to Districts/Boroughs and for community resilience activity. These officers also contribute to local authority multi-agency work within the Suffolk Resilience Forum working in conjunction with the Senior Emergency Planning Officer.

2.7 The JEPU will also provide the SRF Partnership Manager function to the Suffolk Resilience Forum through a jointly funded post with Suffolk Constabulary, Suffolk Fire & Rescue Service, East of England Ambulance Service and NHS Suffolk.

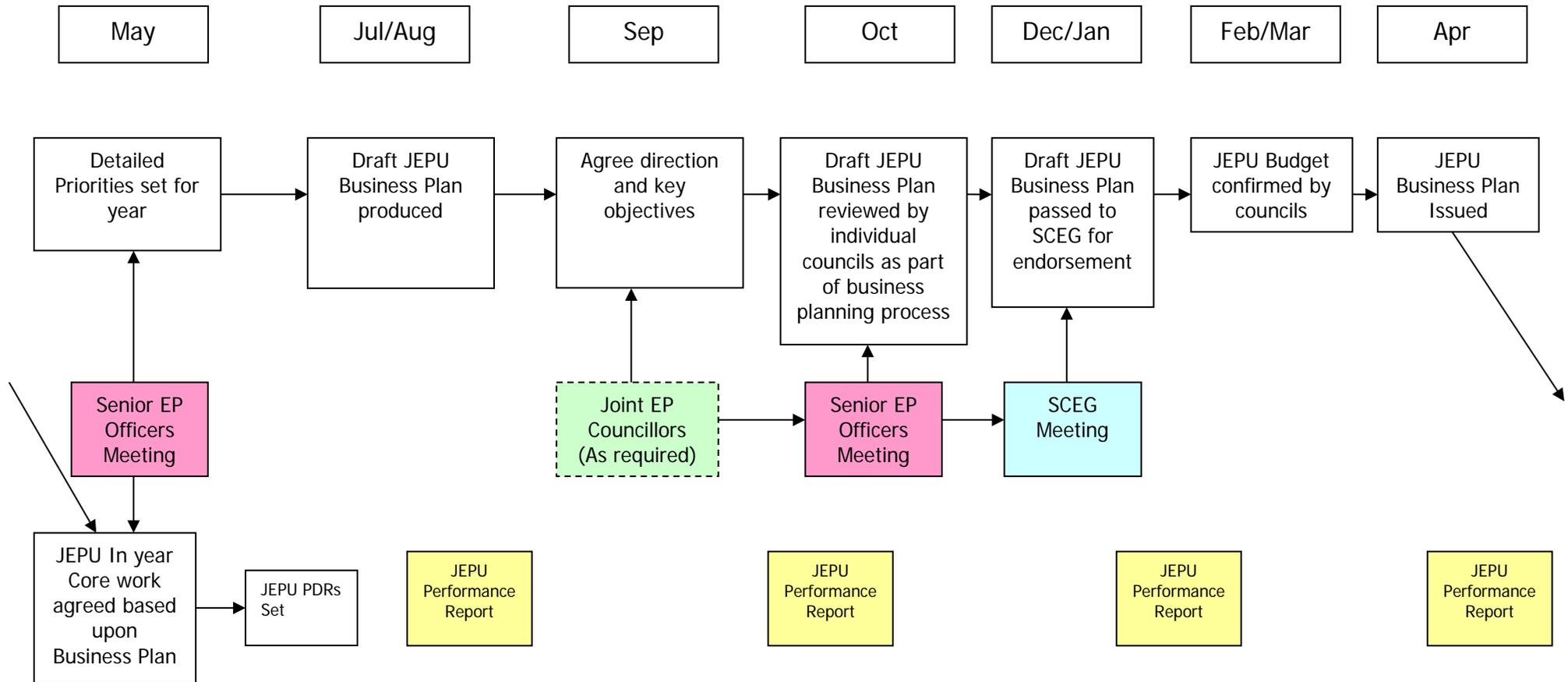
### Governance

2.8 A joint governance statement has been developed for the JEPU and can be found at Appendix B to the Joint Emergency Planning [Legal Agreement](#).

[Contents List](#)

# Business Planning Process

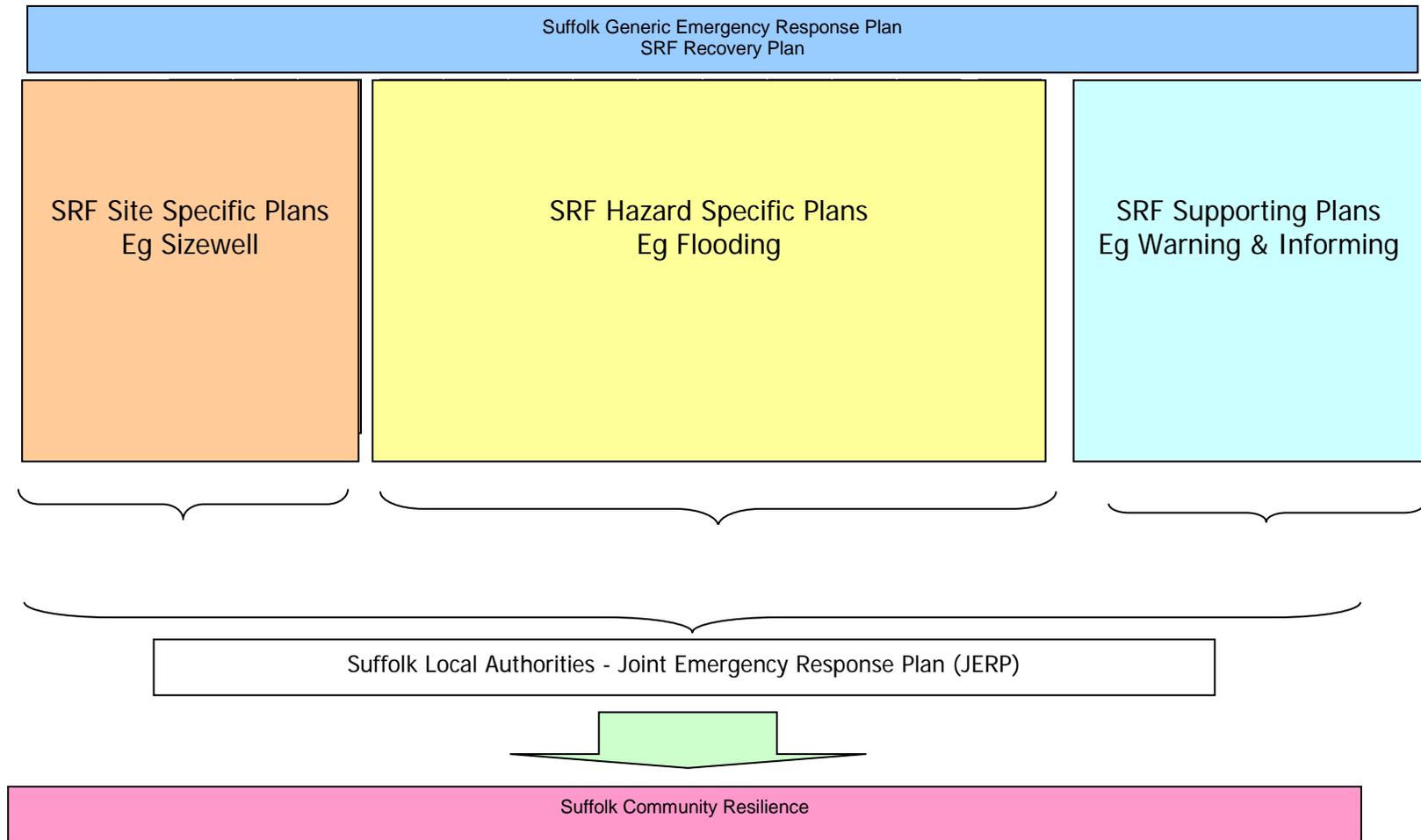
2.9 The JEPU delivers a civil preparedness and business continuity enabling service across all Suffolk local authorities and thus requires a business planning process that is responsive to the individual needs of each council. The outline business planning process for each FY is as follows



[Contents List](#)

# Hierarchy of Emergency Plans

2.10 The JEPU acts as the focal point for the local authority input to multi agency contingency arrangements produced by the Suffolk Resilience Forum. Local authority roles and responsibilities included within SRF plans, shown below, are agreed with each council before SRF agreement is sought; detailed roles and responsibilities for each council are set out in individual council response plans.



## Section 3

### Performance Management and Risk

3.1 Performance Management Approach. Performance Management is an important process that allows the JEPU to:

- a. Report on delivery of the joint emergency planning service to Suffolk councils.
- b. Report performance of each council to lead officers and members to confirm that statutory duties are being met against National Civil Contingencies indicators<sup>7</sup>.
- c. Report performance against the national best practice baseline to inform improvement of council civil contingencies performance.
- d. Provide a mechanism for capturing evidence to support Comprehensive Area Assessment.

### Risk

3.2 The JEPU supports and maintain risk management structures in a number of ways:

- a. Community Risk Register. The joint unit acts as the focal point for local authority input to the statutory [Suffolk Community Risk Register](#). To achieve this, it uses existing Resilience Groups within each council to develop and review risk assessments that are ultimately endorsed by the Suffolk Resilience Forum executive. The joint unit acts as the multi-agency lead on behalf of local authorities on certain risk assessments within the register; these are normally areas that councils have a key role in mitigation or control activity.
- b. Council Risk Registers. The joint unit provides input to each council's risk register on operational risks from the Community Risk Register and on joint service risks or opportunities affecting council objectives or activities that maybe common or specific to council's dependent upon the nature of the activity. Usually this process is completed using existing risk or resilience groups within each authority. The unit will also advise on operational risks from business continuity analysis that would need to be captured at the appropriate level within each council. Risks identified are owned by each council and not the unit, although the unit may play a key role in mitigation/realisation and control activity.
- c. JEPU Risk Register. An operationally focused risk register will be held by the unit to capture service level risks within the JEPU that do not effect council's objectives or working.

[Contents List](#)

---

<sup>7</sup> [Expectations and indicators of good practice set for category 1 and 2 responders - Publications - GOV.UK](#)

## Performance Reporting

3.3 Quarterly Performance Report. A performance assessment will be produced each quarter to show:

- a. Performance and direction of travel of each council against achieving mandatory aspects of civil contingencies duties.
- b. Performance and direction of travel of each council in improving beyond mandated levels against national best practise baseline for civil contingencies.
- c. An indication of each council's capability (people, systems, infrastructure) needed to support emergency response or provide business continuity.
- d. Performance of the JEPU in delivering enabling services to councils in accordance with the legal agreement.

Performance assessment is provided using a simple traffic light system ranging from GREEN, where the criteria has been fully met and can be evidenced, through AMBER where work has started but not finished or required service level at risk, and finally RED, where no work has started or service level has fallen below minimum standard.

3.4 Standards. Performance assessment is measured by JEPU staff using the following nationally agreed standards:

- a. 'Expectations and Indicators of Good Practice Set for Category 1 and 2 Responders' produced by the Cabinet Office supports assessment of mandatory civil contingencies requirements required by the Civil Contingencies act 2004 and also assessment of performance beyond mandatory levels.
- b. The Joint Emergency Planning Legal Agreement sets out the service that the JEPU is required to provide to Suffolk councils.
- c. ISO 22301 - Business Continuity Management provides a baseline for improving business continuity performance beyond mandated levels within the Civil Contingencies Act.
- d. The Guide for implementing The Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPiR) provides the baseline for mandatory activity required for Sizewell Off Site Emergency Planning.
- e. The Guide to the Control of Major Accident Hazards Regulations (COMAH) 2015 provides the baseline for mandatory activities for Top Tier Hazardous industry sites located in Bury St Edmunds, Saxham, Stowmarket, and Haverhill.
- f. The Guide on Emergency Plans for Major Accident Hazard Pipelines Regulations 1999 provides the baseline for mandatory activities for identified pipelines within Suffolk.

3.5 A single council performance & capability report will be produced by the JEPU covering the two areas of performance, mandatory and beyond mandatory, and an indication of capability levels; an exemplar report is as follows:

xx Council Civil Contingencies Performance & Capability Assessment						
Date:			Produced By:			
<p>This assessment has been produced based upon national guidance for Civil Contingencies that sets out the mandatory requirements needed to meet statutory duties and using guidance on evidencing performance related to Comprehensive Area Assessment.</p> <p>This assessment process is used by Suffolk, Constabulary, Suffolk Fire &amp; Rescue, NHS Suffolk and NHS Great Yarmouth &amp; Waveney to allow the generation of a Suffolk Resilience Forum Assessment which can be used within the area aspect of CAA.</p> <p>The assessment shows the status of council capability (plans, people and infrastructure) to support emergency response.</p> <p>This assessment provides:</p> <ol style="list-style-type: none"> <li>1. An objective assessment, based upon evidence of activity, of whether the council is meeting the mandatory requirements of the Civil Contingencies Act 2004 - <b>MUST DO</b>.</li> <li>2. A subjective indication of CAA performance for Use of Resources (Business Continuity).</li> <li>3. An indication of where performance exceeds mandatory requirements/may be deemed better practice. [Normal text in blue indicates areas that should be considered for GOOD practice and green text in italics indicates areas of EXCELLENT practice beyond the norm].</li> </ol>			RAG Criteria		RED	Shortfall against requirement
				AMBER	Action in hand to meet requirement	
				GREEN	Meets All Aspects of Requirement	
PERFORMANCE ASSESSMENT						
Mandatory Requirements to Meet CCA 2004		RAG Assessment	Evidence	Good or Excellent Practice	RAG Assessment	Evidence
<b>Risk Assessment</b>		Overall				
Assess Risks				Use systematic process		
Consider Contingency Plan				Documentary Evidence		
Review Risks Annually				Wide consultation		
Use LFRAG/Threat Assessments				Share risk assessment		
Cooperate within SPF				Out of Area hazards		
				Different Risk Levels		
<b>Council Emergency Response Plan</b>		Overall				
Preventative actions				Plan for many hazards		
Control/mitigation actions				Link to SPF Plans		
Consequential actions				Peer review		
Resource requirements				Use of Best Practice		
Voluntary organisations				Flexible and Scalable		
Minimum Emergency Plan content				Plan Awareness		
Emergency Plan Format				Lessons Learnt		
Vulnerable People				Formal Training/Briefing system		
Humanitarian Assistance				Link to NDS for Civil Contingencies		
Stakeholder engagement						
Review process						
Exercising						
Debrief process						
Suffolk Summary \ Baberoh DC / Sheet2 / Sheet3 /						

↑  
Mandatory Performance shown here

↑  
Above Mandatory Performance shown here

3.6 Finance Reporting. A 6 monthly finance report will be produced by Head of Emergency Planning to allow full visibility of the joint budget during each FY. The report will show projected outturn at the half year point and actual outturn at year end with appropriate explanatory notes for any variation. Any overspend must be agreed by councils through the Senior Emergency Planning Officers Group and any under spend is retained within joint reserves. Each budget report will also include the position of funds held in the joint emergency planning reserve and by the JEPU on behalf of councils in council emergency planning reserves.

3.7 JEPU Performance Assessment. A JEPU performance assessment will be provided against the following service levels from the Legal Agreement:

a. **Provision of trained staff to support each council.**

Targets: County Council: Deputy of EP or SEPO working in County Council 4 out of 5 days per week. District and Borough Councils: DEPO or linked EPO working with councils at least 3 days per week (at least 2 days when either DEPO or linked EPO on leave).

**b. Provision of 24/7 Duty Emergency Planning Officer.**

Target: A trained Emergency Planning Officer on call 24/7, 365 days a year able to be contacted via mobile and able to deploy to support any council within 1 hr - 100% availability.

**c. Provision of specialist support to Councils during emergencies.**

Target: Provide at least 50% of available JEPUs staff within 1 hour and 80% within 2 hours of being called out to support councils at the Strategic Coordination Centre, in Operations Rooms and at incident scene/Rest Centre locations.

**d. Provide up to date Emergency Response Plans for all councils.**

Target: Maintain Joint Emergency Response Plan in accordance with statutory guidance and review triennially - 100% achievement.

**e. Provide training for council officers and members on emergency or internal continuity roles.**

Target: Deliver training in line with JEPUs Training and Exercise policy to meet training demand set out by and agreed with each council. 100% achievement of training demand.

**f. Maintain statutory contingency arrangements for Nuclear and Industrial Sites.**

Target: Meet standards detailed in REPPiR, COMAH and Pipelines regulations. 100% achievement.

**g. Finance Report.**

Target: Produce JEPUs budget report, including reserves, each October (1/2 year progress) and April (end year outturn).

**h. JEPUs Annual Report**

Target: Produce JEPUs annual report in May each year to show achievement against JEPUs priorities listed in this Business Plan and to quantify support provided to councils to support civil contingencies capabilities.

## Section 4

### Resources

4.1 Activity Assumptions. The finance plan for the JEPU is directly linked to the unit's objectives and to its priorities. The following activity assumptions quantify the resources required to deliver the units objectives through individual work priorities.

a. Staffing. The endorsed JEPU staffing levels are:

- 1 x Head of Emergency Planning - Suffolk County Council (SCC) Grade SM
- 1 x Deputy Head of Emergency Planning - SCC Grade 7
- 1 x Senior Emergency Planning Officer - SCC Grade 6
- 1 x Business Continuity Manager - SCC Grade 6
- 2 x District Emergency Planning officers - SCC Grade 6
- 1 x Recovery Planning Officer – SCC Grade 6
- 3 x Emergency Planning Officers - SCC Grade 5
- 1 x JEPU Business Support Coordinator - SCC Grade 4

In addition the JEPU employs the jointly funded<sup>8</sup> SRF Partnership Manager:

- 1 x SRF Partnership Manager – SCC Scale 5

**Authorised JEPU establishment: 12 FTE**

- b. JEPU Training. As per JEPU Learning & Development Plan dated June 2006, subject to a 30% reduction linked to savings from FY 2011 onwards.
- c. Local Authority Training. As per Joint Training & Exercise Plan dated 8 July 2016.
- d. Local Authority Civil Preparedness Exercises. As per external SRF Trg & Ex Working Group multi-agency exercise programme and internal programme in Section 2.
- e. Communications Costs. Based upon historical costs for fixed and mobile communications.
- f. Unit Stationary Costs. Based upon historical costs.
- g. Subsistence Costs. Based upon historical costs.

4.2 JEPU Cost Pressures. The most significant cost pressure for future years is derived from pay inflation. The pay freeze was removed in FY18/19 and the JEPU budget assumes 2% pay rises for this year and FY19/20. During the coming year, the continued ability to absorb pay inflation within existing council contributions will be reviewed alongside work looking at further efficiencies within the partnership.

---

<sup>8</sup> Funding split – Local Authorities (from JEPU budget) - £21.5k, Police - £5.8k, Fire - 4.5k, NHS - £1.5k, Ambulance - £1.5k.

4.3 JEPU Budget and Council Contributions. The previous activity assumptions, together with the unit's programme, have been costed to provide 3 year finance forecast. Budget profile as follows:

**Overall Budget Assumptions** – zero base budget increase and review council contributions from FY20/21 onwards.

Cumulative change:

19/20	20/21	21/22
0%	0%	0%

JEPU 3 Year Budget - FY18/19

Activity	<i>In Year</i>	3 – Year Forecast		
	<i>FY 18/19</i>	FY19/20	FY20/21 <sup>9</sup>	FY20/21 <sup>9</sup>
Direct Employee	527,000	531,000	536,000	536,000
Indirect Employee	2,505	1,505	1,505	1,505
Transport Related	15,000	14,000	13,000	13,000
Supplies & Services	61,000	59,000	55,000	55,000
FY Total	605,505	605,505	605,505	605,505

Council Contributions - based upon a 2/3 County Council and 1/3 district and borough council split. Note the historic link with district and borough council contributions to RSG proportion has been removed.

Suffolk CC	<b>382,850</b>	382,850	382,850	382,850
Forest Heath DC	<b>15,848</b>	15,848	15,848	15,848
St Edmundsbury BC	<b>26,600</b>	26,600	26,600	26,600
Babergh DC	<b>22,638</b>	22,638	22,638	22,638
Mid-Suffolk DC	<b>23,770</b>	23,770	23,770	23,770
Ipswich BC	<b>38,148</b>	38,148	38,148	38,148
Suffolk Coastal DC	<b>30,560</b>	30,560	30,560	30,560
Waveney DC	<b>31,691</b>	31,691	31,691	31,691
Income	<b>33,400</b>	33,400	33,400	33,400
Total	<b>605,505</b>	605,505	605,505 <sup>9</sup>	605,505 <sup>9</sup>

4.4 Future Years

The collective view of Suffolk local authorities Chief Executives is that the Suffolk emergency planning partnership has now reached a level where further reductions in budget will impact on ability to prepare the county for emergencies. However, considering ongoing budgetary pressures on councils, it has been agreed to relook at further efficiencies or savings that might be taken from FY20/21.

<sup>9</sup> Subject to review of council contributions in 2018/19 and executive decision in late 2019.

#### 4.5 Risks.

- a. Training. The removal of baseline budget funding for training in FY 15/16 and making use of joint emergency planning reserves for future emergency planning training creates a longer term risk that eventually funding for training will be unavailable. At the current size of joint reserves (~£85k) and the training spend (~£2k per year), this risk can be tolerated over the longer term.

### Training & Exercise Programme

4.6 Training. A joint training and exercise policy<sup>10</sup> has been agreed for joint emergency preparedness training in Suffolk local authorities.

4.7 Exercise. The JEPU will support local authorities' participation in multi-agency emergency preparedness exercises agreed through the Suffolk Resilience Forum. The emergency preparedness exercise programme is published on the Suffolk Resilience Forum website.

[Contents List](#)

---

<sup>10</sup> Suffolk Local Authorities Emergency Preparedness and Business Continuity Training and Exercise Policy dated 8 July 2016.