

**FALKIRK COUNCIL**

**Subject :** FALKIRK COUNCIL INTERNAL AUDIT REVIEW OF  
EMERGENCY PLANNING AND CIVIL CONTINGENCIES  
**Meeting :** AUDIT COMMITTEE  
**Date:** 16 NOVEMBER 2009  
**Author :** DIRECTOR OF DEVELOPMENT SERVICES

**1. INTRODUCTION**

- 1.1 The purpose of this report is to advise Members of the progress made in Emergency and Civil Contingencies Planning.

**2. BACKGROUND**

- 2.1 Internal Audit carried out a Review of Emergency Planning and Civil Contingencies during 2007/2008.
- 2.2 The subsequent report identified the following for further action.
- The Council's Emergency Response Plan
  - The reporting of management information
  - The endorsement of the Central Scotland Community Risk Register
  - The reporting of emergency incidents
  - The Council's Business Continuity Management Policy
  - A Corporate Business Continuity Plan
  - The Council's Corporate Risk Register

**3. PROGRESS**

- 3.1 The current Swine Flu pandemic has impacted considerably on the activities of emergency planning, however progress has been made in a number of areas:-

EMERGENCY RESPONSE PLAN

This has still to be finalised, but good progress has been made in the areas of emergency shelter provision (Rest Centres), oil pollution measures, flooding response, industrial major accident hazard planning and strategic and tactical management training of identified Council Officers.

## REPORTING OF MANAGEMENT INFORMATION

This issue has been addressed. The CRMG, and CMT, now receive regular assurance reports on compliance with emergency related legislation such as Control of Major Accident Hazards (COMAH) and the Civil Contingencies Act (CCA).

## CENTRAL SCOTLAND COMMUNITY RISK REGISTER

The Central Scotland Community Risk Register, compiled by the Central Scotland Strategic Co-ordinating Group, currently at Version 3 status is available on the Council's website.

## REPORTING OF EMERGENCY INCIDENTS

This related to the recording of incidents attended by the Emergency Planning standby officers and has been fully addressed by the provision and use of an electronic incident report form.

## BUSINESS CONTINUITY MANAGEMENT POLICY

This policy was approved by the CMT on the 26<sup>th</sup> November 2007.

## CORPORATE BUSINESS CONTINUITY PLAN

Work is still in progress on this plan. However, a positive consequence of the current AH1N1 pandemic influenza situation has been the development and implementation of the Council's Pandemic Influenza Operational Plan, which is, in effect, a corporate business continuity plan. The experience and work entailed in the development of this plan will be beneficial to the finalisation of a Corporate Business Continuity Plan.

The Council's Corporate Risk Register is the subject of a separate report to this Committee.

## 4 RECOMMENDATIONS

- 4.1 **Members are invited to note the contents of this report and to request officers to report to future meetings of the Audit Committee on a regular basis.**



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**Director of Development Services**

**Date : 10<sup>th</sup> November 2009**