

To: COUNCIL

On: 29 SEPTEMBER 2016

Report by: CHIEF EXECUTIVE

**Heading: PROPOSED EXPANSION OF JOINT CIVIL CONTINGENCIES SERVICE TO
INCLUDE WEST DUNBARTONSHIRE COUNCIL**

1. Summary

- 1.1 In November 2008 the Council approved the establishment of a Joint Civil Contingencies Service, (CCS) based in Renfrewshire Council and covering East Renfrewshire, Inverclyde and Renfrewshire Council areas. The service has been in operation since April 2009 and has supported significant improvements in the resilience of each Council area and the ability to respond to civil contingencies incidents and events.
 - 1.2 The service is governed by a Joint Management Board comprising of the Chief Executive's of each of the member Councils supported by a relevant Head of Service from each Council and the CCS Senior Officer.
 - 1.3 This report now seeks approval to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council. Similar reports are also being considered by Inverclyde, East Renfrewshire and West Dunbartonshire Councils.
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2. Recommendations

- 2.1 It is recommended that the Council:
 - i. approves the proposal to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council.
 - ii. authorises the Chief Executive together with the Head of Corporate Governance to conclude the required changes to the "Minute of Agreement" and "detailed specification of service" for the Joint Civil Contingencies service to reflect the expansion of the service to include West Dunbartonshire Council.
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3. Background

- 3.1 In November 2008 the Council approved the establishment of a Joint Civil Contingencies Service, (CCS) based in Renfrewshire Council and covering East Renfrewshire, Inverclyde and Renfrewshire Council areas. The three Councils subsequently entered into a Minute of Agreement which defines their roles and responsibilities in relation to the CCS with Renfrewshire as the Lead Authority. The service has been in operation since April 2009 and has brought a number of benefits:
- Better use of available staff resources across the three Councils.
 - Increased resilience and service development, particularly in training and exercising.
 - Increased efficiency from reduced duplication of effort.
 - Improved relationships, training and information sharing arrangements with Category 1 Responders and other national agencies.
 - Significant performance improvements in resilience, contingency planning and emergency response.
 - Improved capacity and expertise to be able to respond to changing and emerging risks and threats – counter terrorism, and COMAH in particular.
 - Improved capacity to support organisational resilience, build community capacity and resilience and support local businesses and voluntary organisations with their business continuity management and plans.
- 3.2 Since the service was created, a range of initiatives including the development of Council Incident Officer roles, training and exercising programmes and a range of policies and procedures have been developed by the service that have been widely accepted as best practice and adopted within other Council areas across Scotland. The service has also been efficient, providing increased resilience for the three Council areas it serves while contributing to overall reductions in costs that mean Council contributions to the service have fallen rather than increased since 2008.
- 3.3 The service is governed by a Joint Management Board comprising of the Chief Executive's of each of the member Councils supported by a relevant Head of Service from each Council and the CCS Senior Officer.
- 3.4 Earlier this year the Joint Management Board of the CCS was approached by West Dunbartonshire Council with a request that they consider the expansion of the Joint Civil Contingencies Service to include the West Dunbartonshire Council area.
- 3.5 In considering this request the CCS Senior Officer undertook a review of current civil contingencies working arrangements and policies within West Dunbartonshire, the nature of relevant specific risks and response arrangements that are in place and the data on historic incident response requirements over the period from 2013 to 2016. This showed that there is no reason, in principle, why the service could not be successfully expanded to cover the West Dunbartonshire Council area and that there would be no detrimental impact on existing members of the service if this were done.
- 3.6 The analysis determined that the service could be provided for West Dunbartonshire Council at the same cost as for East Renfrewshire and Inverclyde Councils on the basis that an additional transitional resource be provided to support the integration of the service over the first 2 years of operation. This report now seeks approval to expand the Joint Civil Contingencies Service to include West Dunbartonshire Council. Similar reports are also being considered by Inverclyde, East Renfrewshire and West Dunbartonshire Councils.

- 3.7 Should the proposal be formally approved by each Council, the initial annual budget contribution to the service from West Dunbartonshire Council would match East Renfrewshire and Inverclyde Councils current contribution - £55,645. This figure is jointly reviewed and agreed annually by the Joint Management Board. In addition an administration employee resource will be provided by West Dunbartonshire Council for the transitional period, up to the value of £20,000 per annum, working directly to the Senior Civil Contingencies Officer in the Civil Contingencies Service to support the administration of the transition process including aligning and integrating existing systems and processes for the service. Arrangements for transitional training and development for West Dunbartonshire Council and area risk familiarisation for existing CCS officers will also be supported.
- 3.8 An additional transitional fund of £5,000 per annum will be provided by West Dunbartonshire Council for the first 2 years of the service to be used for any training requirements specifically targeted at aligning a group of West Dunbartonshire's officers to the Council Incident Officer programme that is currently in place across the existing 3 Councils and to provide a contingency to support any emergency incidents or events in West Dunbartonshire during the transitional period and any other unplanned ancillary costs associated with the integration of West Dunbartonshire's Civil Contingencies into the shared service.
- 3.9 Following agreement of all Councils the recruitment of professional officers to support the new expanded CCS service will be undertaken to ensure that the service continues to support each Member Council with an identified single point of contact and support officer within the service.

Implications of this Report

1. **Financial** – Renfrewshire Council currently supports the service with a contribution of £111,290 reflecting the larger size of the Council area relative to East Renfrewshire and Inverclyde. This will not be affected by the proposals outlined in this report.
2. **HR and Organisational Development** – The Joint Service is based in Renfrewshire and provided to each of the other member Councils from Renfrewshire. All employees of the service are Renfrewshire Council employees. HR support will be required in undertaking the recruitment and management of employees of the service.
3. **Community Planning**

Safer and Stronger Renfrewshire – The Joint Civil Contingencies Service contributes towards Renfrewshire being a safe and secure place for those living, working or visiting the area.
4. **Legal** – The Minute of Agreement and detailed specification of service for the Joint Civil Contingencies Service will require to be updated to reflect the proposed addition of West Dunbartonshire Council. This exercise will be led by Renfrewshire Council Legal services working with the agreement of each of the Member Councils
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on

equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health and Safety** – none.

9. **Procurement** – none.

10. **Risk** – none.

11. **Privacy Impact** – none.

List of Background Papers –

Agenda and papers for Special Meeting of Civil Contingencies Service Joint Management Board on 29 August 2016.

Author Oliver Reid, Head of Public Protection
e-mail: oliver.reid@renfrewshire.gcsx.gov.uk