

BRECKLAND DISTRICT COUNCIL

Report of: Cllr Lynda Turner, Executive Member Place and Rob Walker, Executive Director of Place

To: Full Council

Author: Rob Walker, Executive Director of Place

Subject: Staffing Structure – Emergency Planning

Purpose: To consider proposed changes to the staffing structure

Recommendation(s):

- 1) That the establishment is increased and an Emergency Planning Officer (Grade 8) post is created.

1 BACKGROUND

1.1 Following consideration of a report by the Head of Paid Service at Full Council on 28 July 2016, it was resolved that: -

- *The post of Executive Manager – Income & Prosperity be deleted from the establishment;*
- *The budget associated with this post be reinvested elsewhere in the staffing establishment, and focussed around emergency planning;*
- *That the Head of the Paid Service bring forward proposals, in due course, for additional staffing resources in another area or areas of the staffing structure.*

1.2 Full year salary and on-costs of the Executive Manager – Income & Prosperity post were £76,880. These costs were shared 60:40 between Breckland Council and South Holland District Council. As a result, the budget allocated to this post in Breckland was £46,140. This is the allocation available for reinvestment.

1.3 This report recommends that some of this budget saving is reinvested in the Emergency Planning function. Currently, Breckland Council's Emergency Planning service is provided by Norfolk County Council through a Service Level Agreement. The 16-17 annual budget for this agreement is £29,730 per annum. It is proposed that the arrangement with Norfolk County Council is ceased and that Emergency Planning is resourced directly by the Council..

1.4 It is proposed that an Emergency Planning Officer (Grade 8) post is created and will sit within the Place portfolio/directorate. It is further being proposed that an equivalent post is created at South Holland District Council (and is going through their decision making process) and whilst the two posts will not be shared but there will be shared resilience and mutual aid available across the two authorities.

1.5 Increasingly Breckland is having to respond to varied emergency situations, for example: flash flooding, dangerous structures, policing incidents and accidents/emergencies involving council staff and/or assets. Whilst the council has managed all such recent incidents effectively the capacity to do so has been hard-pressed and it has impacted – albeit

temporarily – on delivery across both councils where officers have been redeployed.

- 1.6 In creating this post the emergency planning function will fall under the council's direct control and provide additional support to our GOLD (strategic) and SILVER (tactical) officers that work across both South Holland and Breckland.
- 1.7 Whilst the SLA with Norfolk County Council will cease under this proposal we will continue to support the work of the Norfolk Resilience Forum and all our partner agencies to deal with emergencies that happen within our district but also across the county.
- 1.8 The Civil Contingencies Act 2004, and accompanying non-legislative measures, delivers a single framework for civil protection in the UK. Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. Local authorities are listed as Category 1 responders and are at the core of the response to most emergencies. They are required to:
 - assess the risk of emergencies occurring and use this to inform contingency planning;
 - put in place emergency plans;
 - put in place business continuity management arrangements;
 - put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
 - share information with other local responders to enhance co-ordination;
 - co-operate with other local responders to enhance co-ordination and efficiency;
 - provide advice and assistance to businesses and voluntary organizations about business continuity management.

2. OPTIONS

- 2.1 Do nothing. This option is not recommended. Increasingly the council has to manage emergency situations and there is need for additional capacity to resource this activity effectively.
- 2.2 Increase the establishment and create an Emergency Planning Officer (Grade 8) post. This option is recommended. This option will increase resilience, effectiveness and control in this functional area.

3.0 REASONS FOR RECOMMENDATION(S)

- 3.1 To ensure that Breckland Council is well resourced to prepare for and manage Emergency Planning and Business Continuity situations effectively [as a Category 1 Responder] with less impact on core council services and delivery.

4.0 EXPECTED BENEFITS

- 4.1 Reinvestment of underutilised budget in a new area of the staffing structure that is faced with increasing demand.

5.0 IMPLICATIONS

5.1 Carbon Footprint / Environmental Issues

5.1.1 It is the opinion of the Report Author that there are no implications.

5.2 **Constitution & Legal**

5.2.1 Statutory matters dealt with in the body of the report. Staffing matters are a non-executive function. Permanent changes to the staffing structure are a matter for Full Council to determine.

5.3 **Contracts**

5.3.1 The Service Level Agreement with Norfolk County Council will be ceased. This Agreement has an annual budget of £29,730 per annum and has a notice period of 12 months.

5.4 **Corporate Priorities**

5.4.1 By focussing resources where they are most needed, we will support the corporate objective of *“Providing the right services, at the right time and in the right way”*.

5.5 **Crime and Disorder**

5.5.1 It is the opinion of the Report Author that there are no implications.

5.6 **Equality and Diversity / Human Rights**

5.6.1 The Council is subject the public sector equality duty, the Human Rights Act 1998 and various duties of non-discrimination in employment law. These matters are considered as part of all staffing reviews.

5.7 **Financial**

5.7.1 The budget allocated to the Executive Manager – Income & Prosperity post was £46,140 for 2016-17. The 2016-17 budget for the Service Level Agreement with Norfolk County Council is **£29,730 per annum**. Part of this saving (£20,784) has been re-allocated for other interim costs in 2016-17. The funds available for reinvestment, therefore, total £55,086 per annum in 16-17 less the amount paid to date for the Service Level Agreement with NCC.

5.7.2 The total cost of the additional post would be £35,678.

5.8 **Health & Wellbeing**

5.8.1 It is the opinion of the Report Author that there are no implications.

5.9 **Risk Management**

5.9.1 The proposed changes to the staffing structure would enhance the ability of the Council to respond in emergency planning and business continuity situations and would mitigate the risk and impact of any such situations on the core operational delivery and performance of the council.

5.10 **Safeguarding**

5.10.1 It is the opinion of the Report Author that there are no implications.

5.11 **Staffing**

5.11.1 Staffing matters are dealt with in the main body of the report.

5.12 **Stakeholders / Consultation / Timescales**

5.12.1 Norfolk County Council will be an affected stakeholder due to the termination of the SLA. A full recruitment process will be run and will be completed within three months.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All Wards.

Background papers:-

Lead Contact Officer

Name and Post: Rob Walker, Executive Director of Place

Telephone Number: 07867 988826

Email: Robert.walker@breckland-sholland.gov.uk

Key Decision: No

Exempt Decision: No

This report refers to a Discretionary Service but a function with statutory powers and duties.