

**REPORT TO EXECUTIVE****PORTFOLIO AREA: CORPORATE RESOURCES**

Date of Meeting: 7th July 2003

Public

Key Decision: No**Recorded in Forward Plan:** No

Inside Policy Framework

Title: EMERGENCY PLANNING - MUTUAL AID - MEMORANDUM OF UNDERSTANDING**Report of:** Overview and Scrutiny Manager**Report reference:** OS 04/03**Summary:**

The report gives details of a proposed Memorandum of Understanding between the Local Authorities in Cumbria in relation to Mutual Aid in support of the discharge of their Emergency Planning responsibilities. The Memorandum also sets out the existing county level officer working arrangements in support of Emergency Planning. It represents a formalisation of existing informal arrangements. It is in line with good practise and is a further improvement to the Council's preparedness.

Recommendations:

The Executive approves the entering into of the Memorandum of Understanding.

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1. BACKGROUND INFORMATION AND OPTIONS

As Members are aware the City Council is responsible for support to the emergency services as detailed in the County General Emergency Plan and a range of related incident and site specific plans. Executive received an update report on the arrangements in place for fulfilling our responsibilities in November 2002.

One of the development issues identified in that report was that of Mutual Aid between local authorities in the county.

2. MEMORANDUM OF UNDERSTANDING

It has long been recognised that in relation to specialist officers/skills, and/or in the event of an ongoing emergency incident (perhaps requiring 24 hour, 3 shift working), that an individual district's resources would be over-stretched. Externalisation of services by authorities has also made a mutually supportive approach more necessary. Members will recall this type of Mutual Aid being provided in the past for example by Environmental Health Officers supporting other districts, during Foot and Mouth Disease and for Reception Centres opened for refugees. The Memorandum of Understanding (MOU) proposed in this report therefore represents a formalisation of an existing informal arrangement in relation to Mutual Aid.

The MOU and specimen signature sheet, which is attached to this report, deals with how Mutual Aid may be provided between the local authorities in Cumbria, it includes a clear and simple method for the reimbursement of costs.

The existing county-wide officer working arrangements are set out in the MOU as it was thought appropriate to also formalise these at the same time as those relating to Mutual Aid.

The adoption of such an MOU is in line with good practise and is a further improvement to the Council's preparedness.

3. CONSULTATION

The matter has been fully discussed by County and District Emergency Planning Coordinators.

4. STAFFING/RESOURCES COMMENTS

There are no new implications since, although the absence of staff who may be involved will need to be accommodated, this is already the case under this and our other Emergency Planning arrangements.

5. HEAD OF FINANCE'S COMMENTS

As set out in the Memorandum of Understanding, each Authority will be responsible for its own budgetary processes including the logging of costs. The process for reimbursement of costs provided by one authority to another is also laid out.

6. LEGAL COMMENTS

This is a good faith statement of intent that is not legally binding.

7. CORPORATE COMMENTS

This represents a further improvement to our Emergency Planning arrangements.

8. RISK MANAGEMENT ASSESSMENT

The proposal reduces the risk of an inadequate response in the event of an emergency.

9. EQUALITY ISSUES

N/A

10. ENVIRONMENTAL IMPLICATIONS

N/A

11. CRIME AND DISORDER IMPLICATIONS

N/A

12. RECOMMENDATIONS

The Executive approves the entering into of the Memorandum of Understanding.

13. REASONS FOR RECOMMENDATIONS

The adoption of such an MOU is in line with good practise and is a further improvement to the Council's preparedness.

Memorandum of Understanding
between
The District Councils
and the County Council in
Cumbria

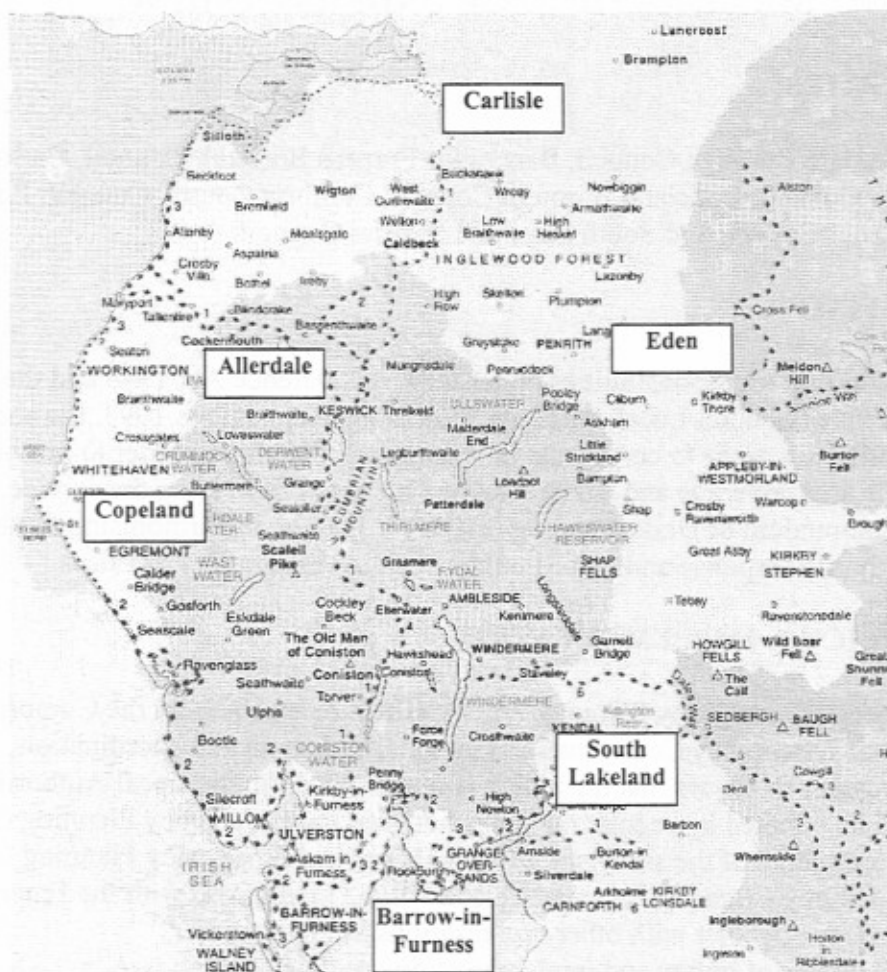
EMERGENCY PLANNING

I agree to the contents of the Memorandum of Understanding
"Local Authority Emergency Planning in Cumbria"

Signed

Mr P Cunliffe
Chief Executive
South Lakeland District Council

Note: This M.O.U is not intended to be a legally binding document and will
be subject to review at the request of any of the Agencies involved.



MEMORANDUM OF UNDERSTANDING LOCAL AUTHORITY EMERGENCY PLANNING IN CUMBRIA



MEMORANDUM OF UNDERSTANDING

1. PARTIES

Allerdale Borough Council, Barrow-in-Furness Borough Council, Carlisle City Council, Copeland Borough Council, Cumbria County Council, Eden District Council and South Lakeland District Council.

2. DEFINITION

In addition to responsibilities under the Civil Defence Act 1948 and the Civil Defence (General Local Authority Functions) Regulations 1993, the above Authorities agree to co-operate in emergency planning in order to provide wide area coverage and a cost effective means of delivering the service. This Memorandum of Understanding (MOU) will assist in harmonising the Local Authority response and co-ordination with the Emergency Services.

3. POLICY & IMPLEMENTATION

Strategic Emergency Planning Policy will be determined by the Cumbria Major Emergency Co-ordination Group. The liaison and coordination necessary to ensure that the policy is implemented in the Local Authorities will be effected by regular meetings between the Emergency Planning (EP) Coordinators of the six District Councils and the Emergency Planning Unit of the County Council. Essential liaison will be maintained with the Emergency Services, together with other organisations as appropriate. Full details of policy and implementation are given at Annex A.

4. RESPONSIBILITIES

Cumbria County Council will provide an Emergency Planning Service, through the Emergency Planning Unit, for the six District Councils. The District Councils will fulfil their responsibilities. The details are shown in Annex B.

5. STAND BY EMERGENCY OFFICER

The Police will inform the Local Authorities of the occurrence of a major incident in their area and the Emergency Planning Unit Duty Officer.

6. RESPONSIBILITY FOR THE CO-ORDINATION AND CONTROL OF THE LOCAL AUTHORITY RESPONSE TO A DISASTER

The responsibility for the coordination of the Local Authority response to a disaster will rest with the Chief Executive of the District Council in whose area the incident occurs. However, if the disaster simultaneously affects more than one Authority, responsibility for co-ordination will be agreed between the Chief Executives of the affected District Councils. The coordination of the local authority financial arrangements for funding the response to a disaster rests with the District Council co-ordinating the response (See also Annex C).

7. FINANCE

Each Authority will be responsible for its own budgetary processes including the logging of costs.

8. REVIEW OF MEMORANDUM OF UNDERSTANDING

The MOU will be reviewed annually. Any of the parties may give formal notice, of not less than 12 months, to withdraw from the arrangement.

9. ARBITRATION/CONCILIATION IN CASE OF DISPUTES

All parties will act in good faith in relation to all matters arising under the MOU and will do what is reasonable within their power to give effect to the spirit and intent of the MOU. Any disputes are to be addressed, in the first instance, by EP Coordinators from the respective Authorities. If there is a failure to agree at that level then the matter will be submitted for arbitration and final decision at a special meeting of the Chief Executives.

ANNEXES

- A. Terms of Reference
- B. Service Provision
- C. Mutual Assistance and Financial Considerations.

TERMS OF REFERENCE

POLICY

In order to ensure an integrated and cost effective emergency planning response by the local authorities in Cumbria, it is essential that strategic policy be decided at the highest possible level, which may entail political decisions.

IMPLEMENTATION

The Emergency Planning Coordinators will meet at least bi-monthly and will be known as the Emergency Planning Group (EPG).

The EPU will also attend and provide the secretariat.

The meetings of the EPG will be chaired on a rotational basis by the Coordinators.

Representatives of the emergency services and other organisations may be invited to attend as necessary.

These meetings will ensure the co-ordination of the local authority preparations including planning, training and exercising, the adequacy of arrangements for alerting, the mobilisation of resources, the provision of immediate support and the sharing of information.

The EP Coordinators will report to their Chief Executives.

The Group may be called in the event of an emergency, with other attendees as relevant.

ANNEX B

SERVICE PROVISION

DISTRICT COUNCILS

- a) Will send personnel to the training provided by the EPU.
- b) Will make arrangements within their own areas in order to satisfy their responsibilities as required by legislation and the General Emergency Plan.
- c) Will have arrangements in place in order to provide mutual aid to other District Councils within Cumbria.

CUMBRIA COUNTY COUNCIL

- a) Will send personnel to the training provided by the Emergency Planning Unit (EPU).
- b) Will make arrangements within its area in order to satisfy it's responsibilities as required by legislation and the General Emergency Plan.
- c) Will support the District Councils and neighbouring County Councils in the event of an emergency.

THE EMERGENCY PLANNING UNIT

- a) Will provide training opportunities for District and County Council personnel. These will include awareness raising, training for specific roles, communications and media training.
- b) Will disseminate information relating to Emergency Planning on a regular basis, through Coordinators Group meetings and other means.
- c) Will send an Officer to a Reception Centre, and give other support to the District Councils, subject to availability, in the event of an emergency.
- d) Will assign a Liaison Officer to each District Council as a direct contact point, although Districts can also contact any EP Officer as appropriate.

MUTUAL ASSISTANCE AND FINANCIAL CONSIDERATIONS

MUTUAL ASSISTANCE

All parties undertake, so far as is reasonable practical, to provide mutual support to each other under the following categories:

Operations: To support and assist any other local authority in dealing with any civil emergency. It is recognised that the need for such support or assistance may not only arise from the magnitude of the emergency, but also from its duration.

Training and Exercising: To participate in exercises and training and to give, time, effort and support to ensure that the exercise is of benefit to all. It is also agreed that where practical, EP Coordinators will assist the Emergency Planning Unit and each other in the preparation, planning and execution of individual authority exercises and training.

VOLUNTEER SUPPORT

The Emergency Planning Unit of the County Council shall be responsible for organising the training of volunteers as is necessary to ensure effective contribution in any emergency.

FINANCIAL RECOMPENSE FOR ASSISTANCE

Where aid or assistance is provided by one authority to another in support of an actual civil emergency, the "receiving" authority will recompense the "providing" authority in accordance with the following formula:

- a. For assistance given within the first 24 hours of an incident, the "receiving" authority will pay overtime, travel and subsistence for "providing" authorities support staff. Where equipment is needed, the "receiving" authority will meet transportation costs.
- b. For assistance given after the first 24 hours, the "receiving" authority will pay salary, National Insurance, superannuation, overtime, travel and subsistence costs for support staff together with equipment transportation costs, unless some alternative agreement has been reached between "receiving" and "providing" authorities. In respect of equipment, the "receiving" authority will pay for necessary maintenance, repair or replacement occasioned by usage in the supported emergency.