



Civil Protection Unit

Team Plan 2015/16

Team Manager: Debbie Spargo
Service Plan: Visible Services
Date signed off: 31/07/2015
Signed off by: Miles Punter

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Team Overview – Civil Protection Unit

The CPU team undertakes a number of key roles for the Council. The Unit makes sure the Vale of Glamorgan Council is prepared for incidents affecting itself and/or the wider community

The Team's broad functions are:

- Discharge our duties under the Civil Contingencies Act 2004
- Develops plans/arrangements to coordinate the local authority response to an incident, and mitigate the effects on the wider community
- When necessary co-ordinate multi-agency response to incidents within the Vale of Glamorgan
- Develop, exercise and maintain the Barry Chemical Complex off site COMAH plan
- Develop and advise on Business Continuity plans
- Organise and participates in exercises
- Provides emergency training sessions to local authority staff and council Members
- Chair both the Events Safety Advisory Group and the Safety Advisory Group
- Develop and maintain a Local Community Risk Register
- Liaise with Emergency Services and Partner Agencies in the development of multi-agency plans/responses to incidents

Our Contribution to Service Plan priorities 2014/15

Our contribution to the Service Plan priorities last year:

- Proactively worked with partners and staff to increase awareness of the Council's emergency planning and contingency arrangements.
- All relevant staff achieved gold level training ensuring the development of competencies and skill-sets so that staff can fulfil key roles.
- Reviewed Emergency Plans in line with Emergency Plan Review Framework
- Reviewed the Barry Chemical Complex Off site COMAH plan in line with statutory legislation
- Organised and led 'live' exercise and test of the Barry Chemical Complex off site COMAH plan
- Coordinated Councils planning and response for NATO Summit 2014
- Undertook interim coordination role for South Wales Local Resilience Forum
- Worked as a key partner in South Wales Resilience Team (SWRT) to ensure a collaborative and consistent approach to emergency planning and civil contingencies across the seven South Wales Local Authorities
- Worked in partnership with Cardiff Airport to ensure that their biennial exercise to gain their CAA Licence is completed
- Chaired Vale of Glamorgan Council's ESAG that promotes event safety through a multi-agency forum for events within the Vale
- Coordinated Council's arrangements for Ebola incident, worked jointly with Environmental Health
- Provided a 24/7 Out of Hours duty officer system for the Council to ensure that we can respond to emergencies/incidents

Our Team Plan 2015/16

Service Outcome 2:		The Vale is a clean, safe, well maintained and sustainable place to live or visit.						
Objective 2:		To improve our highways and infrastructure and manage the effects of climate and other change on the built and natural environment.						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
VS/0A94 CPS1	Increase the awareness of the Council's emergency planning arrangements to ensure that staffs are prepared and contingency arrangements are in place in the event of an emergency incident. (2016/17)	Relevant staff have the competencies and skill-sets required to effectively implement emergency plans, should the situation arise.	High	Debbie Spargo	1/4/15	31/3/16	Within CPU work programme, use of external trainer to supplement this	
	Review Plans in line with Emergency Plan Review Framework	Council Emergency Plans are up to date and current, this will enable Council to respond effectively to an emergency / incident ensuring that communities and residents are looked after	M	Debbie Spargo Dafydd Thomas	1/4/15	31/3/16	Existing post	
	Renew the Council's Business Continuity	Council will continue to deliver its 'critical'	H	Dafydd Thomas		31/3/17	Existing post	

	Management System.	services during emergency incidents						
	Develop a Shelter & Temporary Accommodation Plan	Council will be able to look after and accommodate its' residents during ab emergency	H	Debbie Spargo		31/3/17	Existing post MOU with Third Sector	
	Produce a Gold Officer Handbook.	All CMT have Gold Officer Handbook that will enable them to respond to an emergency/incident	M	Debbie Spargo	1/4/15	31/3/16	Existing post	
	Work with partners to ensure the South Wales Local Resilience Forum (SWLRF) is working effectively across the SWLRF region. Work with Partners to ensure the SWLRF delivers its work programme.	South Wales Local Resilience Forum (SWLRF) works effectively to ensure resilience and multiagency working so that residents are and feel safe in their homes and when out in the Vale.	H	Debbie Spargo Sioned Warrell	1/7/15	31/3/16	Existing post & New externally funded post	
	Deliver Silver (Tactical) Officer refresher training to all relevant staff.	Council staff trained to include Joint Emergency Services Interoperability Program.	M	Debbie Spargo External Trainer	1/3/2015	31/3/16	Existing post & External Trainer	