Lancashire County Council

Internal Scrutiny Committee

Friday, 16th March, 2018 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Agenda

Part I (Open to Press and Public)

No.   Item

1.   Apologies

2.   Disclosure of Pecuniary and Non-Pecuniary Interests

Members are asked to consider any Pecuniary and Non-Pecuniary Interests they may have to disclose to the meeting in relation to matters under consideration on the Agenda.

3.   Minutes of the Meeting held on 19 January 2018   (Pages 1 - 4)

4.   HS&R Update on the Preparedness of the County Council   (Pages 5 - 12)

5.   Health, Safety & Resilience Overview and Risk Register   (Pages 13 - 50)

6.   Progress Report on the Reopened Libraries   (Pages 51 - 58)

7.   Work Plan and Task Group Update 2017/18   (Pages 59 - 84)

8.   Urgent Business

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency. Wherever possible, the Chief Executive should be given advance warning of any Member's intention to raise a matter under this heading.

9.   Date of Next Meeting

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The next meeting of the Internal Scrutiny Committee
will be held on Friday 18 May at 10:00am in Cabinet
Room B, County Hall, Preston.

L Sales
Director of Corporate Services

County Hall
Preston

Lancashire County Council

Internal Scrutiny Committee

Minutes of the Meeting held on Friday, 19th January, 2018 at 10.00 am in Cabinet Room 'B' - The Diamond Jubilee Room, County Hall, Preston

Present:

County Councillor David O'Toole (Chair)

County Councillors

J Rear	P Rigby
A Ali	A Riggott
J Fillis	Salter
S Holgate	D Whipp
E Lewis	G Wilkins
E Nash	

The Chair welcomed a new member to the Internal Scrutiny Committee, County Councillor Matthew Salter.

1.   Apologies

There were no apologies.

2.   Appointment of Chair

The Committee noted the appointment of County Councillor David O'Toole as chair of the Internal Scrutiny Committee in place of County Councillor John Shedwick as agreed under the use of the Urgent Business Procedure on 9 January 2018 to ensure implementation in time for the next round of scrutiny meetings.

3.   Disclosure of Pecuniary and Non-Pecuniary Interests

County Councillor Erica Lewis disclosed a non-pecuniary interest for **Item 5 – Scrutiny of Budget Proposals for 2018/19,** in that she worked for Edge Hill University which was one of the Learning and Development providers for LCC.

4.   Minutes of the Meeting held on 17 November 2017

Resolved: That the minutes from the meeting held on 17 November 2017 be confirmed as an accurate record and signed by the Chair.

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5.   Scrutiny of Budget Proposals for 2018/19

The Chair welcomed the following speakers to the Internal Scrutiny Committee meeting:

- Neil Kissock, Director of Finance
- Peter Buckley, Cabinet Member for Community and Cultural Services
- Sarah Jenkins, Head of Service – Customer Access Service
- Michael Green, Cabinet Member for Economic Development, Environment and Planning
- Keith Iddon, Cabinet Member for Highways and Transport
- Phil Durnell, Head of Service Highways
- Oliver Starkey, Head of Service Public and Integrated Transport

The report presented set out all the savings proposals as agreed by the Cabinet at its meetings between 14 September and 7 December 2017 inclusive that were relative to the Internal Scrutiny Committee's terms of reference for consideration. It was a revised process as agreed by the Chairs and Deputy Chairs of all relevant Scrutiny Committees for the scrutiny of Cabinet's budget proposals following the disestablishment of the Executive Scrutiny Committee and its Budget Scrutiny Working Group.

From discussions on the savings proposals outlined in Appendix 'A' of the report, the following items for future scrutiny review during 2018/19 were identified:

- How vacancies were being addressed and the costs around the use of agency and consultancy staff.
- Further information regarding Highways Asset Management and how reductions relating to revenue would have no impact on service delivery.
- Further information on waste arisings in relation to the impact on resources within the service for delivery of this option.
- The potential impact of the withdrawal of funding to and cessation of Member Grants, the Central Gateway Fund and the Local Initiative Fund.
- The potential opportunity for more savings in Residual Waste which could reduce the impact to some services and areas of concern for residents.
- Update on the impact from the changes outlined for the Customer Access Service.
- The Conservation and Collection Team (for consultation) and whether the savings identified would continue to maintain the current team, potentially increase its activity and work more effectively and commercially.
- Defect pothole repairs and the financial viability of the proposal.
- Street lighting maintenance (for consultation) and the potential impact on the service performance levels.
- Further detail on the Community Transport consultation and the potential additional costs that could be incurred as a result of the outlined saving proposal.

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In addition it was agreed that early intervention and prevention in relation to the budget savings proposals be included in the work plan.

Members requested that those matters identified which were agreed for consultation only, the outcomes from the consultations be reported back to the committee.

The following matters were discussed and identified for potential review through the External Scrutiny Committee:

- Customer Access operating hours – out of hour's access for LCC services and the Emergency Duty Team Service.
- The removal of LCC funding for Police Community Support Officers.
- Drainage Maintenance and the capitalisation of drainage repairs expenditure.

Resolved: That;
   i. Matters from the relevant Cabinet Members' budget proposals for 2018/19 to form the basis for scrutiny review during 2018/19 be determined.
   ii. All matters determined by members be compiled from the minutes of the meeting and form part of the work planning session in readiness for the 2018/19 municipal year.

6.   Work Plan and Task Group Update 2017/18

The work plan for the Internal Scrutiny Committee for the 2017/18 year was presented. The topics included were identified at the work planning workshop held on 23 June 2017.

Regarding the Local Authority Funding and Income Generation Task Group, the Committee was informed that the various areas of work being undertaken would be compiled in a draft report for the March meeting of the Internal Scrutiny Committee for consideration and approval.

Resolved: That the work plan be noted.

7.   Urgent Business

There were no items of Urgent Business

8.   Date of Next Meeting

The next meeting of the Scrutiny Committee would take place on Friday 16 March 2018 at 10.00am in Cabinet Room B (The Diamond Jubilee Room) at the County Hall, Preston.

L Sales
Director of Corporate Services

County Hall
Preston

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Internal Scrutiny Committee
Meeting to be held on Friday, 16 March 2018

Electoral Division affected: (All Divisions);

Health, Safety & Resilience Update on the Preparedness of the County Council

Contact for further information:
Alan Wilton, Head of Service, Health, Safety & Resilience
alan.wilton@lancashire.gov.uk

Executive Summary

Over recent years the Resilience Team within the Health, Safety & Resilience Service (HS&R) has, within the confines of delivering work to meet statutory responsibilities (Civil Contingencies Act) and satisfy external regulators and partnerships, continued to develop and improve the preparedness of the County Council.

The report summarises the current position of the County Council with respect to preparedness in these arenas and is broken down for ease into specific functional areas.

Recommendation

The Internal Scrutiny Committee is recommended to:
  i.   Note that the Authority is currently meeting all its legal and contractual requirements in relation to resilience (emergency preparedness).
  ii. Discuss and comment on information provided.

Background and Advice

The work of the Resilience Team is mainly governed by statute and as such is regularly subject to scrutiny from governmental agencies such as Health and Safety Executive (HSE), Environmental Agency (EA), Department for Communities and Local Government (DCLG), Business, Energy and Industrial Strategy (BEIS), Office for Nuclear Regulation (ONR) and is subject to internal scrutiny through line management and the Internal Audit Service.

CoMAH (Control of Major Accident Hazards) Regulations

https://www.legislation.gov.uk/uksi/2015/483/contents/made

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Lancashire County Council (LCC) is the designated local authority for the delivery of Regulation 13 and 14 in Lancashire. These functions are delivered in line with a 3 year rolling programme to satisfy the legal requirements of the regulations.

In Lancashire there are 9 sites which are subject to the Upper Tier requirements of the regulations and as such require the support of off-site emergency planning arrangements by LCC. The work to deliver the planning, training, exercising, public information, consultation etc. as part of these requirements is subject to scrutiny and validation by the Competent Authority (joint HSE and EA as set out in the regulations) through inspection visits, regular dialogue and a formal annual review where the Competent Authority discusses the performance of LCC.

LCC, through the Resilience Team, are meeting all LCC's duties under COMAH 2015 and have some arrangements and procedures which are considered best practice.

REPPIR (Radiation Emergency Preparedness and Public Information Regulations)

http://www.legislation.gov.uk/uksi/2001/2975/contents/made

LCC is the designated local authority for the delivery of Regulation 9 and 10 in Lancashire. These functions are delivered in line with a 3 year rolling programme to satisfy the legal requirements of the regulations.

Within Lancashire there are 2 sites which are subject to the requirements of the regulations and LCC is itself subject to the public information aspects of the regulations. The work to deliver the planning, training, exercising, public information, consultation etc. as part of these requirements is subject to scrutiny and validation by the ONR through inspection visits, validation exercises and regular dialogue.

All arrangements with regard to off-site procedures for the 2 sites (for which LCC are responsible) are up to date and meet with the regulatory requirements.

PSR (Pipeline Safety Regulations)

https://www.legislation.gov.uk/uksi/1996/825/contents/made

LCC is the designated local authority for the delivery of Regulation 25 in Lancashire and, by agreement through SLA, for pipelines falling within the regulations in Blackburn with Darwen. These functions are delivered in line with a 3 year rolling programme to satisfy the legal requirements of the regulations.

Within Lancashire there are 757.3 kilometres of major hazard pipeline which are subject to the requirements of the regulations. The work to deliver the planning, training, consultation etc. as part of these requirements is subject to scrutiny and validation by the HSE through inspection visits and regular dialogue.

All arrangements with regard to off-site procedures for the designated pipelines (for which LCC are responsible) are up to date and meet with the regulatory requirements.

CCA (Civil Contingencies Act)

https://www.legislation.gov.uk/ukpga/2004/36/contents

The regulations within this act require LCC as a Category 1 responder to undertake risk assessment in order to conduct proportionate generic and specific emergency planning functions of behalf of the population as one of the 7 duties specified. Much of this work is carried out in partnership with other Category 1 and 2 responders that have come together to operate under the banner of the Lancashire Resilience Forum (LRF).

To enable LCC to support this co-operative footing, be part of the multi-agency arrangements and response, and satisfy its own needs under the regulations arrangements have been developed and are subject to constant review, addition/amendment, training and exercise.

Key arrangements for LCC have been (and are being) developed to provide generic and specific arrangements to assist in the management of internal incidents (e.g. business continuity) and external (multi-agency) incidents which can be represented as:

Box	Type	Description
Box 1	Corporate Generic Response Plan	Corporate Emergency Response Plan which contains standard information applicable to all incidents including: • Activation; • Roles and Responsibilities; • Contact arrangements; • Communications; • Situation Reports; • Emergency Operations Centre; • Reference to Box 2 and 3 plans;
Box 2	Corporate Specific Response Plans	Corporate level plans which are specific to a single hazard and that detail the actions to be taken by the authority should they occur.
Box 3	Service Specific and Functional Response Plans	Service Resilience Plans that will manage the consequences of an incident within each service. These plans will also include any specific response to emergencies delivered by a single service.

- A corporate response plan has been in place since 2007, reviewed on an annual basis. The Box 1, 2, 3 model as detailed above was introduced in August 2016 and the corporate plan is now referred to as the Corporate Emergency Response Plan (CERP) which combines the response to emergencies and internal incidents in a single document.

- All LCC Services have an SRP (Service Resilience Plan) which provides the individual service response and links with the CERP as part of the wider LCC response to internal and external incidents. SRPs are currently under annual review by each service and at the time of production of this report 40% have been reviewed and amended plans issued.

- As part of this corporate process (alongside the many multi-agency exercises and incidents LCC is involved in) the corporate arrangements are exercised annually. The last corporate wide exercise was held in November 2017 and the learnings from this are helping inform current reviews.

Training

In February 2017, the Health Safety and Resilience Service produced an Emergency Preparedness, Resilience and Response Training Strategy & Prospectus for 2017/18. This was launched in March 2017 with training starting in April. Since its implementation the following internal training has been delivered by the HS&R Service:

- 20 courses
- 135 participants

LCC Course	Number of courses delivered	Number of participants
A01: Introduction to Emergency Response and Recovery	8	75
A02: On-Call Duty Officer training	1	7
A06: Resilience Direct Familiarisation	2	6
A07: Resilience Direct Mapping	2	6
A08: Service Resilience Planning	2	5
A09: ERG – Introduction to Emergency Centres	4	25
A014: Introduction to Emergencies for Elected Members	1	11
Total	20	135

In addition, HS&R have also been involved in delivering a number of multi-agency training sessions to support the work of the LRF in ensuring that all responding organisations receive the appropriate training to enable them to respond to an emergency.

LRF Course	Number of courses delivered
B01: Control of Major Accident Hazards (COMAH) Training	3
B02: Offsite Nuclear Emergency Familiarisation	1
B04: Multi-Agency Incident Training	3
B05: Strategic Coordination Centre (SCC) Familiarisation	2
B07: Joint Emergency Services Interoperability Principles (JESIP)	3

Response

As part of the Authority's responsibilities and functions within the resilience work LCC staff respond to a range of incidents; following these incidents there is often a debrief and shared learning which is fed back into the planning and training processes described above. In 2017 LCC responded to around 50 such incidents:
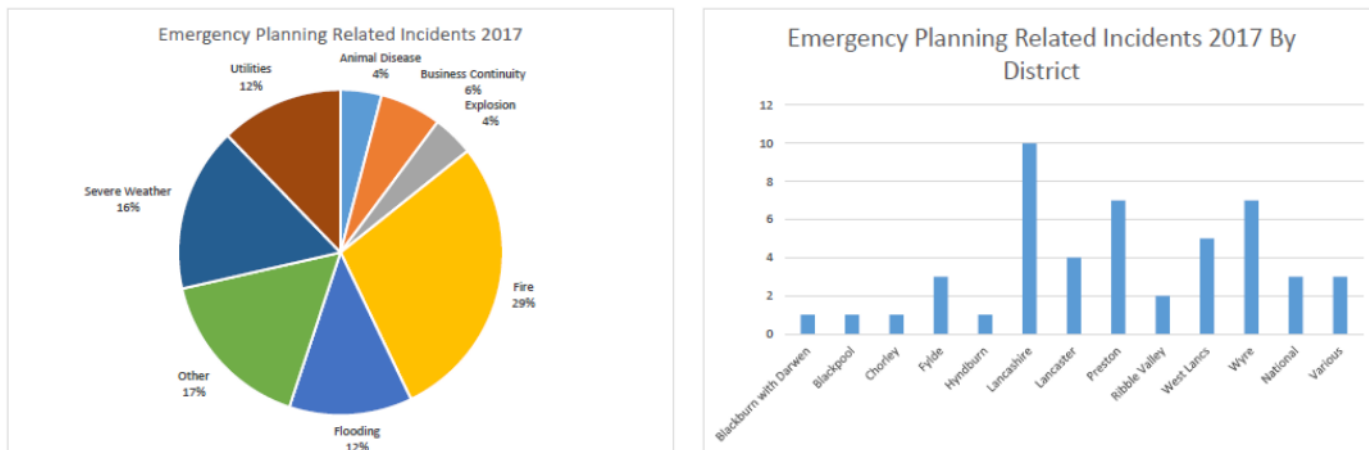
The HS&R Service provide a single point of contact for Lancashire County Council in relation to emergencies and internal incidents. The Emergency On-call Duty Officer is available 365/24/7, normally to the emergency services who then, in liaison with an on-call Director, coordinates and manages the response from the County Council.

Community Resilience

One of the key goals of the Resilience Team (particularly since the events of 2015) has been to increase the resilience of communities to all types of incidents and has meant the team being involved with 35+ local groups in association with multi-agency partners.

The work on flooding resilience has been conducted in cooperation with the LCC Flood Risk Management Team and Environment Agency in particular; in other work links have been created with the Farming Community through the National Farmers Union and Blackburn Diocese Rural Focus Groups. This work is in the early stages but it is anticipated that an action plan will be developed to consider the specific needs of farmers during emergencies and how they can raise their own levels of personal & business resilience.

National

The development of a Vulnerable People's Cell during the Cryptosporidium Incident in 2015, and subsequently used in various incidents in Lancashire since, is being promoted as the way forward/best practice nationally by DCLG.

The same is also true of our development work with Resilience Direct (national multi-agency secure information sharing tool) and MAST (Multi-Agency Support Team). LCC through the Resilience Team are also a core member of the Community Preparedness National Group with Cabinet Office and the national Risk Assessment working group.

Communications

Communicating with the public is a duty under CCA, CoMAH and REPPIR; this has been developed in some specific areas such as flooding utilising the LCC website, through dissemination of risk information and self-help material through the "Preparing for Emergencies In Lancashire" publication promoted by all LRF partners, and also through the development and encouragement of members of the public to sign up to the "In The Know" (ITK) website.

https://www.stayintheknow.co.uk/

Signing up to ITK gives members of the public access to useful information for use in emergencies alongside neighbourhood watch and fire service information. People can also register to be alerted when there is an incident in their area which they need to be informed about e.g. evacuation, stay indoors notice etc.

ERG (Emergency Response Group)

LCC provide practical and emotional support to meet the needs of those affected by emergencies, this is normally at a designated rest centres but can also be within the affected community during incidents in Lancashire.

A full review of the ERG arrangements has been undertaken over recent months which resulted in revised policies, updated procedures, production of a new handbook for ERG members and a new training programme.

Over the past few years due to uncertainties around the provision of the team, natural wastage, lack of callouts etc. numbers within the team had begun to dwindle and the age profile of the existing members became skewed. To address this recruitment of new LCC ERG members commenced on 1 June 2017. The recruitment was supported by the Communications service who produced a staff notice to encourage sign up and two informal drop-in sessions were held at County Hall on 7 and 13 June for any interested colleagues. Following these and further interviews etc. the number of members of the group has now doubled.

Following the recruitment drive we have 34 new members which brings the response group up to 73 members. This new team has been involved in a number of incidents over the past few months with good reports received back from those affected by the incident and district colleagues who provide venues for rest centres.

Schools

Support materials for schools have been and are being developed, the School Emergency Plan Template has been reviewed and refreshed and was uploaded onto the Schools' Portal in June 2017, along with producing information and updates to share with the Diocesan/Church Authorities Liaison Group, School Governor Core Agenda and Lancashire Governor (newsletter).

Further discussions are underway around a training package teachers can use with primary school children about resilience again to help feed in to the resilient communities idea.

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Financial implications

The work currently untaken and detailed in the above report to meet LCCs statutory responsibilities is managed within the existing revenue budget provision for the resilience service (emergency preparedness).

Risk management

Key implications of service non delivery are financial, legal and reputational.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper   Date   Contact/Tel

N/A

Reason for inclusion in Part II, if appropriate

N/A

Internal Scrutiny Committee
Meeting to be held on Friday, 16 March 2018

Electoral Division affected:
(All Divisions);

Health, Safety & Resilience Overview and Risk Register
(Appendices 'A' and 'B' refer)

Contact for further information:
Alan Wilton, Head of Service, Health, Safety & Resilience,
alan.wilton@lancashire.gov.uk

Executive Summary

The report gives an overview of the Health, Safety & Resilience Service (HS&R Service) which operates within a plethora of legislation and internal policy to help protect the wellbeing of Lancashire County Council (LCC) staff, by providing a safe and supportive work environment; and the wellbeing of the population of Lancashire by ensuring robust plans (and a resilient response) are in place to help mitigate the effects of natural and man-made incidents and large scale outbreaks of disease.

Much of the work of the Resilience Team within the service is linked to internal and external risk registers which provide a basis for much of the work production and through the Community Risk Register in the form of 'Preparing for Emergencies in Lancashire' (see Appendix A) provide the public with a link to risk based information.

Recommendation

The Internal Scrutiny Committee is recommended to note the contents of the report, promote the uptake of places on the specific LCC elected member training amongst their colleagues and where appropriate promulgate the use of 'In The Know' to the public.

Background and Advice

Stakeholders in/Customers of the Service

- The people and communities of Lancashire
- Lancashire County Council, its staff and its Elected Members
- District Local Authorities, educational and care establishments
- NHS Clinical Commissioning Groups
- Private industry
- Statutory organisations; voluntary agencies and the community and faith sectors.

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The service comprises three main sections viz. Resilience, Educational Off-Site Visits and Health, Safety & Quality.

Resilience

Most emergencies are completely unpredictable.   They can be caused by a variety of events including large scale flooding, infectious diseases, industrial accidents or spills, or by intentional acts. When an emergency happens it can threaten public safety, the environment, property, the economy; critical infrastructure such as transportation and telecommunications; and the health of the public.

By law organisations that have been identified with having a role in responding to an emergency are required to have arrangements in place so that resources and personnel are able to respond as quickly and effectively as possible. As such, Lancashire County Council has to have plans in place for any emergency situation within Lancashire that could impact on its residents or on the County Council itself.

The Resilience Team, on behalf of the County Council, works with a large number of organisations who may be required to respond to an emergency to ensure that there is an appropriate level of preparedness in place to ensure an effective multi-agency response to deal with a full range of emergencies from localised incidents through to catastrophic emergencies

Part of this provision on behalf of the County Council is a duty to ensure that plans are in place to protect the health of Lancashire's population from threats ranging from relatively minor health outbreaks to full-scale emergencies. Some of the key responsibilities of the Resilience Team are to:

- Ensure the County Council remains compliant with all civil protection and other relevant legislation.

- Develop effective service resilience arrangements for the County Council to enable it to respond to an emergency and ensure continuity of business.

- Improve the arrangements within LCC to lead on, and manage, the recovery phase.

- Produce and maintain relevant Hazard Specific plans to address the highest identified risks facing the authority (e.g. pandemic influenza).

- Deliver statutory industrial (COMAH, REPPIR, PSR etc.) related plans through the production and 3 yearly review of plans and validation exercises, including associated training and liaison with site operators.

- Deliver the human aspects agenda to support individuals affected by emergencies; to include the provision of a co-ordinated and trained Emergency Response Group (ERG) and the identification and support to be provided to vulnerable people.

- Plan for the outbreak of infectious diseases.

- Continual assessment of hazards and risks, ensuring appropriate multi-agency plans are in place, are tested and reviewed on a regular basis to meet these and relevant training to staff is provided.

- Provide a 24/7/365 Emergency Planning Duty Officer to act as the initial point of contact for the Authority in relation to emergencies, and to co-ordinate the response of the County Councils resources and act as the gateway to District Councils and voluntary organisations within Lancashire.

- Improve the preparedness of communities for the impacts of emergencies.

- Ensure identified LCC staff with a role in response and/or recovery receive appropriate training to develop the necessary knowledge, skills and expertise to enable them to respond effectively to emergencies.

- Maintain good working relationships with partner agencies, including local, regional and national agencies and voluntary bodies.

The Resilience Team deal on average with an incident per week of varying size.

The County Council's core role in the event of emergencies is, in the first instance, to provide support and assistance to the emergency services in protecting life and property this is co-ordinated through HS&R Service.

Our other responsibilities are to mitigate the consequences of the emergency on the community by:

- assisting displaced persons through the provision of rest centres.

- lead on the identification of vulnerable people/premises and the assessment of their needs

- responding to incidents on the public highway

- ensuring priority LCC services continue to be delivered

- informing the public as part of the multi-agency response

Health, Safety & Quality

Lancashire County Council recognises that its employees are its most important asset. Working in a demanding and challenging environment against a backdrop of a tough economic climate it is important that structures and processes are in place to provide support to managers to enable them to ensure the health, safety and

wellbeing of their staff and to ensure the County Council remains compliant with all aspects of Health and Safety legislation.

The Health, Safety and Quality Team also facilitate the management of ISO 9001:2008 & ISO 17025:2005 certification across relevant services ensuring more effective performance through the promotion of measurement, analysis and improvement. The outcomes of the analysis of compliments and complaints are used to promote improvements in our practice and procedures and thereby improving the quality of the services we provide.

The key responsibilities can be summarised as:

- To ensure compliance with all health and safety legislation, primarily the Health and Safety at Work Act and associated Health and Safety at Work Regulations and the Regulatory Reform Order (Fire Safety).

- To act as the competent person for the Authority in terms of Health and Safety advice.

These key responsibilities are fulfilled through suitably qualified and professional staff in the Health, Safety & Quality team delivering:

- Health and Safety Audit programme to ensure compliance with all aspects of health and safety legislation and LCC requirements.

- Quality Audit programme to ensure compliance with externally accredited Quality Management Systems.

- Health and Safety advice, guidance and support via on-site visits, e-mail, the web-site and telephone queries.

- Fire risk assessments in accordance with the requirements of the Regulatory Reform Order (Fire Safety).

- Health and Safety Briefings on a range of health, safety and wellbeing related topics to all employees.

- Health and Safety support visits to assist managers and Headteachers to comply with health and safety requirements.

- Management and maintenance of the web-based health, safety and quality management systems.

- Support as appropriate with the investigation of accidents and incidents and RIDDOR reporting.

- Providing audit and support in relation to specific Design and Construction projects, Highways projects including the Control of Substances Hazardous to Health (COSHH).

- Liaison with internal services and external organisations on all aspects of health, safety and quality.

- Management and monitoring of external contracts: the Occupational Health contract and the health and safety training contract.


Educational Off-Site Visits

Lancashire County Council provide support and direction to employees and managers to enable them to lead and manage planned discrete off site educational experiences, which are designed to enrich and enhance the curriculum.

The Educational Off Site Visits Team provide technical advice, process applications and following comprehensive monitoring, ensure compliance with the Authority's Policy and Guidelines.

- Clarity for all user groups of the employer defined categories for Off Site activities or visits. This ensures schools/services know which categories of visit require establishment approval and which categories of visit require LA approval.

- Approval and vetting of all Type B Visits by LA.

- Ongoing support to Educational Visit Co-ordinators (EVC) to maintain competency, compliance with policy for Type A Visits.

- Educational Visits advice, guidance and support to all services via consultancy visits, e-mail, EVOLVE system, and telephone queries.

- Educational Off Site Visits SLA for schools, provides advice, guidance and support or approval for off site visits or learning outside of the classroom - via telephone queries, EVOLVE add note function, and the offer of on-site support visits or bespoke consultancy package.

- The tracking of the appointment, training and professional learning of each EVC.

- Targeted Professional Support Visits for quality assurance and support for schools and services.

- Maintenance of the LCC registered centres/ providers list.

- Maintenance of the approved LCC Instructor list to ensure competences are evidenced.

- Management and monitoring of the Duke of Edinburgh package SLA for any establishments who follow the award scheme under the LCC licence.

- Provision of an appropriate emergency planning procedure to support establishments in the event of a critical incident

Throughout the HS&R service actions (related to these all these themes) are being carried out as part of the continual improvement process.
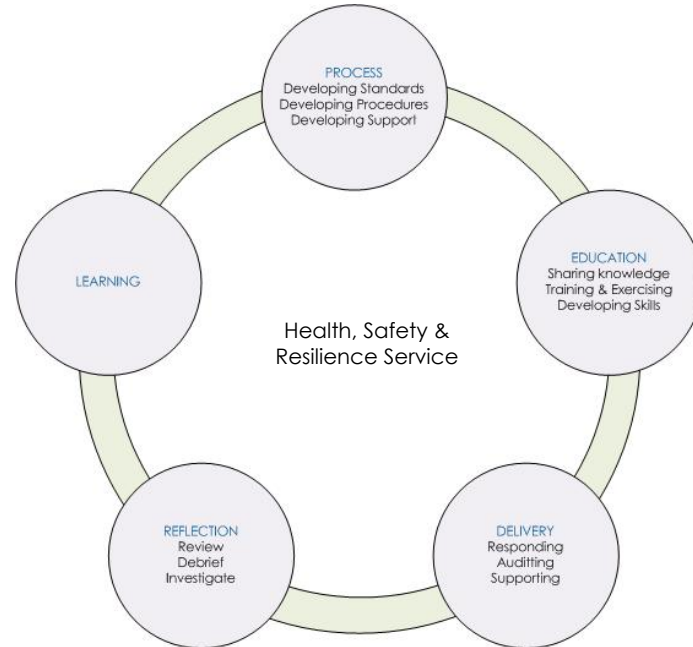
Risk Registers

The service links with and uses a variety of risk registers for various purposes, the main overarching one for delivery of function being:

- The Service Risk & Opportunity Register updated quarterly covers the overarching risks for the service which in essence can be summarised as the consequences to the Authority should the service not deliver its duties (overall Corporate Risk & Opportunity Register is shared with Audit, Risk & Governance Committee and Cabinet Committee for Performance Improvement).

The Resilience part of the agenda is also closely linked, for specific delivery, with:

- The Community Risk Register - produced in cooperation with other multi-agency partners through the Local Resilience Forum to provide a basis for emergency planning where specific legislation (e.g. CoMAH, REPPIR) does not apply.

  This information is shared with the public through the In The Know website (https://www.stayintheknow.co.uk/), which the service encourages members of the public to sign up to receive alerts and access information about resilience from LCC and partner agencies and to access risk information specifically through the Preparing for Emergencies booklet (Appendix A).

- In delivering the duties the service will also use information derived from risk registers produced by various partner agencies such as HSE, EA, LFRS, Lancashire Constabulary etc. some generic, some specific, some containing information not in the public domain.

Further information and support in relation to the risk profile and the planning and arrangements in place to meet the risks is available via the LCC Elected Member training package (at Appendix B).

Consultations

N/A

Implications:

This item has the following implications, as indicated:

Risk management

Key implications of service non delivery are financial, legal and reputational.

Local Government (Access to Information) Act 1985
List of Background Papers

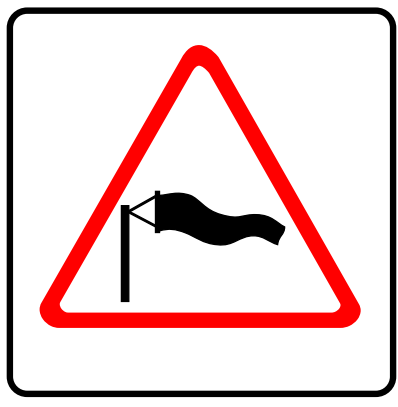| Paper	Date	Contact/Tel

N/A

Reason for inclusion in Part II, if appropriate

N/A

Preparing for Emergencies
in Lancashire

The Lancashire Resilience Forum

The chances of you and your family being caught up in a major emergency are low. However, it is very important that you have made the necessary preparations to protect yourself, your family and other• . This leaflet will show you how you can do this and what the LRF do to keep you safe.

The Lancashire Resilience Forum (LRF) is a group of organisations that work together to prepare and respond to emergencies in Lancashire. It does this by:

- Meeting regularly;
- Considering the hazards that feature in Lancashire, assessing the impacts of the risk and providing this information to the public in a Community Risk Register;
- Creating plans to help make the risks safer and to respond and recover should an emergency happen;
- Responding together in a coordinated way when something does go wrong;
- Training and testing to make sure we are ready;
- Learning the lessons from incidents and exercises.

When an incident occurs, all members of the LRF work together from a single building to achieve common objectives:

- Prevent the situation from getting worse;
- Save lives;
- Relieve suffering;
- Protect property;
- Recover to normality as soon as possible;
- Facilitate criminal investigation and judicial process as necessary.

The LRF involves the emergency services; local authorities; health agencies; Environment Agency and Maritime Coastguard Agency. Voluntary groups; transport providers; utility providers and local businesses provide help to the Forum.

Risks in Lancashire

Community Risk Register

Every Resilience Forum has a Community Risk Register which describes the risks that are present in the community; assesses how likely they are to lead to an emergency and the potential impact they would have. This information is used by the LRF to plan and prepare for emergencies that may occur. It is created through a risk assessment.

The potential for national emergencies are determined by Government. The Lancashire Resilience Forum considers the national issues alongside the **local risk context** described below, **identifying the risks** within the county. These risks can come from lots of areas – natural events such as weather, human diseases, animal diseases, accidents or deliberate acts such as terrorism. This can help identify new issues or highlight situations where risk may be changing.

Each identified risk is then **analysed** and given a rating according to how likely the risk is to lead to an emergency and their potential impact on safety and security, health, economy, environment and society.

The LRF then **evaluates the analysis** and determines whether to include it in the community risk register, identifying where plans are needed and arrangements required to deliver a multi-agency response. The LRF monitors the risks at each of its meetings to check that o@^ˆ Ắ^ still relevant and there are no newly emerging issues to consider.
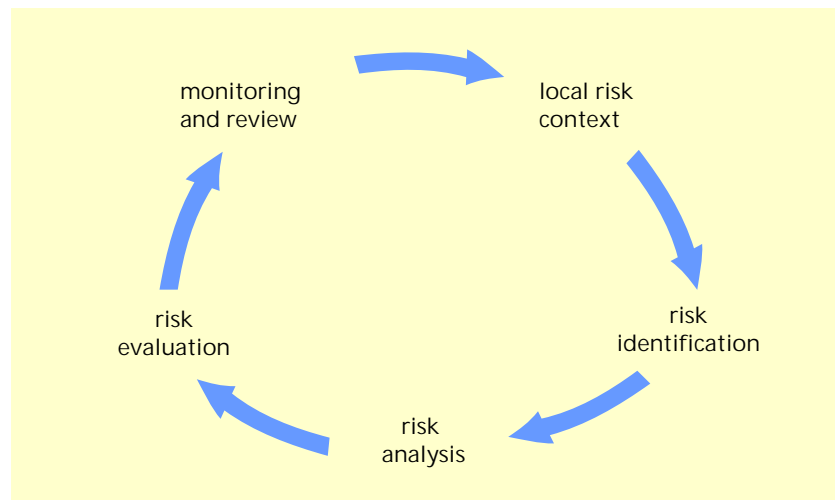
About Lancashire – the local risk context

Lancashire comprises [‑Á he 12 districts within the Lancashire County Council area and two unitary authorities of Blackburn with Darwen and Blackpool. It covers just over 3,000 square kilometres including 123\ m of coastline from West Lancashire in the south to Morecambe Bay in the north, including the major tourist resorts of Blackpool, Fleetwood and Morecambe. With a resident population of 1.45 million, it is one of the most populated and urbanised shire counties in Britain, with a legacy of historical industrial heritage. Conurbations include Preston, Lancaster, Burnley, Blackburn and Skelmersdale. In contrast, large parts of the county are sparsely populated with coastal and estuary landscapes; moorland or arable countryside. Major motorways traverse the county with the M6 running through the entire length of the county, as does the West Coast Mainline. There are ports at Heysham and

Fleetwood and an airport in Blackpool. There are two nuclear facilities within the county – Heysham and Springfields – and thirteen industrial sites which require special plans to deal with hazards under COMAH legislation. Off Ë̈shore wind generation and oil fields sit off the coast in Morecambe Bay. There are two large universities in Lancaster and Preston and major hospitals in Blackburn, Preston, Blackpool and Lancaster.

Common consequences

It really isn't possible to foresee every circumstance, and isn't practical to have detailed plans for every potential risk scenario. But there are many emergencies that create similar problems that the LRF includes in its plans and considers when responding.

The top risks in Lancashire

The LRF has identified the following top risks for Lancashire:

- **Flu-type pandemic**
- **Flooding**
- **Terrorist attack**
- **Industrial incident**
- **Loss of essential services**
- **Cold weather and snow**
- **Heatwave**
- **Storms and gales**

- **Disruption of road, rail and air transport** networks which will require provision of help and information to those who may be stranded;

- **Displacement of people** who may not be able to get home or have been evacuated from home or work which may require the provision of safe places to shelter and transport to get there;

- **Debris, rubble or contaminated/polluted land, air or water** left behind after an event such as flooding which will need to be cleared and made safe;

- **Large numbers of deaths or injuries** with plans needed to help hospitals deal with an increased number of patients and mortuary spaces so that people can be treated with dignity;

- **Loss of electricity, gas, water, oil or telephone** with plans needed to issue advice to help people stay safe – especially those who may be more vulnerable and work with suppliers to manage interruptions;

- **Disruption to public services** such as school closures, bin collections and welfare payments.

Preparing for Emergencies

We can prepare for some things in life but can we plan for the unexpected?

- Chemical incidents
- Severe weather
- Business continuity

Use the guide below to learn about preparing for these risks and complete your own emergency plan.

Get ready – Action Step 1

Prepare now but don't panic. You would be unlucky to be caught up in a major emergency but just in case, fill in 'My Home Emergency Plan'.

ICE – In Case of Emergency
Enter the word ICE in your mobile phone contact list and then the phone number of your emergency contact (next of kin or friend). Those with iPhones can enter your Medical ID information which includes giving an emergency contact.

Your contact should agree to this and know any important information about you such as medications, allergies, medical conditions, etc.

If you don't have a mobile phone – write this information on a card and keep it in your wallet or purse.

From severe weather to chemical incidents to pandemic flu, emergencies do occur and whilst they can be unpredictable, we can plan ahead to help minimise the impact they have.

How do we plan?
Most emergencies are dealt with by the emergency services but occasionally an incident is more serious and requires them to work with other organisations. Lancashire Resilience Forum partners work together to plan how we would react to any emergency.

We have plans to manage the most likely risks to affect Lancashire and we train throughout the year to ensure we are ready. They include:

Step 2 – get an emergency pack together

In some cases you may have to leave your home quickly so it is important to have basic necessities to hand.

In some cases the emergency services may not be able to reach you straight away and you may have to support yourself and your family for some time.

An emergency pack, with essential items, stored in a safe but easily accessible place will help you if you are stuck in your own home or if you are evacuated from your home.

Tick off these suggested items as you put them into your emergency pack.

- Copy of c@⠀⠀P[{ ^Á E{ ergency Plan
- First aid kit and medication
- Copies of important family documents in a waterproof bag
- Prescription medication
- Cash and credit cards
- Car keys
- Toiletries and sanitary supplies
- Mobile phone and charger
- Infant supplies
- Spare clothes
- A battery torch with spare batteries or a wind up torch
- A battery radio with spare batteries or wind up radio
- Bottled water and emergency food, enough for three days
- Childcare supplies or other special care items
- Extra set of house and car keys

Keep an Emergency Grab Bag in your car. This is extremely important during cold weather.

Step 3 – keep informed
Go in, Stay in, Tune in

As well as being prepared, keeping yourself informed of what is happening will help you during an emergency.

If there is an emergency, there is an agreement with the BBC TV and BBC Radio to interrupt regular broadcasting to keep you informed of developments and give you advice.

Regular updates on developments will also be shared by the emergency services on Twitter and can be found by using the hashtag #lancsalert

Follow these steps in case of an emergency:

- **Go in** – Find a place of safety and close doors and windows. In some circumstances your local council may have opened a rest centre to provide a place of safety if you have no other options.
- **Stay in** – Stay inside as long as it is safe to do so. You can use this time to contact your family and friends and make sure they are safe, and confirm that you are safe. Report anyone missing to the police.
- **Tune in** – Local radio stations, TV and internet news sources are used by emergency responders to issue specific advice (you may want to get a wind-up radio because it wouldn't need new batteries during a power cut).

BBC RADIO LANCASHIRE
95.5 FM | 103.9 FM | DAB

BBC RADIO MANCHESTER
95.1FM | 104.6FM | DAB

BBC RADIO MERSEYSIDE
95.8FM | 1485AM | DAB

Home Emergency Plan

DURING AN EMERGENCY

GO IN, STAY IN, TUNE IN

If you are not involved in the emergency but are close by, or think you are in danger, you should; close all doors and windows, stay in your home, school or work place until you are told it is safe to leave, listen to local radio and TV stations for updates and follow #lancsalert on Twitter.

To receive alerts on emergencies from the Emergency Services sign up to In The Know.

If the danger is inside, get out, stay out and call the Emergency Services

EVACUATION

You may be asked to leave your home for your own safety. If so, you will be told where the Council Evacuation Rest Centre is. If you can, you may wish to stay with friends or family who are not affected.

Always follow instructions from the Emergency Services

Who can we stay with? *Try to think of two different locations in case someone is not available during the emergency.*

Name: Address: Phone Number:
Name: Address: Phone Number:

If we are not at home and can't contact each other, where can we meet? *Try to pick two locations, one near home and another further away in case the emergency prevents you from getting to one.*

Never travel anywhere if you are told it is not safe to do so

Location 1:
Location 2:
If we can't get to the meeting place, who can we all contact to say we are all safe?
Name: Phone Number:

If we have to leave home, how do we turn off the following?

Only do this if you have time and it is safe to do so

Gas:
Electricity:
Water:

Do we have any neighbours that might need our help?

Name: Address: Phone Number:
Name: Address: Phone Number:
If you have time, secure your premises before you leave and don't return home until you are told it is safe to do so.

HOME EMERGENCY KIT

You should try to put an emergency kit together. If you do, ensure it is kept somewhere safe. It may useful if you have to stay in your house, or leave in a hurry. If not, at least make a note of where important items are.

What goes into your kit is a personal decision!

ITEM	LOCATION
Medication and prescriptions.	
Tinned or dried food, water and children's essentials for three days (remember to check and change water and food regularly).	
Pet food.	
Basic cutlery and tin opener.	
Wind up or battery powered torch and radio (with spare batteries).	
Blankets and first aid kit.	
Copies of important documents (birth certificates, insurance papers etc).	
Extra set of house and car keys.	
Change of clothing, footwear and sleepwear.	
A small amount of cash including change.	
Important contact details.	
Your P[{ ^Åmergency Úlan.	

PREPARE YOUR HOUSEHOLD

Check off each suggestion when you have done the following.

Fit smoke alarms.	
Prepare escape routes; at least two from each room in the house if you can.	
Decide where you would shelter in the house in the event of an emergency (for example the upper floor in the event of a flood).	
Know the quickest route out of your home and neighbourhood.	
Make sure all members of the household know how to switch off the gas, electricity and water at the mains.	
Put your emergency phone numbers by your telephone. You may want to keep a copy in your purse or wallet too.	
Teach children how and when to call the ^mergency •ervices (999).	
Have sufficient food in your house for three days.	
Have a first aid kit and make sure everyone in the household knows where it is.	
Do you have valid insurance cover for your house and contents?	
Does your child's school have updated information about how to reach a parent or designated adult?	
Any other information you think might be important.	

EMERGENCY CONTACT NUMBERS

Keep this list handy and make extra copies if needed. You may also want to store a copy in your emergency kit.

Emergency Services	999
Lancashire City Council - Customer Contact Centre	0300 123 6701
United Utilities	0845 746 2200
Electricity North West	105 or 0800 195 4141
National Gas Emergency Service	0800 111 999
Environment Agency Floodline	0845 988 1188
Association of British Insurers (ABI)	0207 600 3333
NHS FFF	111
Family Doctor	
Your Insurance Company (Buildings)	
Your Insurance Company (Contents)	
Your Insurance Company (Car)	

USEFUL LINKS

Description	Link
Electricity North West	Website http://www.enwl.co.uk/ Facebook: https://www.facebook.com/ElectricityNorthWest Twitter: https://twitter.com/electricitynw
United Utilities	Website http://www.unitedutilities.com/ Facebook: https://www.facebook.com/OfficialUnitedUtilities Twitter: https://twitter.com/unitedutilities
National Grid	Website http://www.nationalgrid.com/uk/ Facebook: https://www.facebook.com/nationalgriduk Twitter: https://twitter.com/nationalgriduk
Environment Agency	Website https://www.gov.uk/government/organisations/environment-agency Facebook: https://www.facebook.com/environmentagency Twitter: https://twitter.com/envagency
Met Office	Website http://www.metoffice.gov.uk/ Facebook: https://www.facebook.com/metoffice Twitter: https://twitter.com/metoffice
Lancashire County Council	Website http://www.lancashire.gov.uk/ Facebook: https://www.facebook.com/lancashirecc Twitter https://twitter.com/LancashireCC
In the Know (Community Alerts)	Website https://www.stayintheknow.co.uk/ Facebook: https://www.facebook.com/lancspolice Twitter: https://twitter.com/LancsPolice
Lancashire Fire & Rescue Service	Website http://www.lancsfirerescue.org.uk Facebook: https://www.facebook.com/LancashireFireandRescueService Twitter: https://twitter.com/LancashireFRS
Lancashire Constabulary	Website http://www.lancashire.police.uk/ Facebook: https://www.facebook.com/lancspolice Twitter: https://twitter.com/LancsPolice
North West Ambulance Service	Website http://www.nwas.nhs.uk/ Facebook: https://www.facebook.com/nwasofficial Twitter: https://twitter.com/nwambulance
UK Government Advice	Website https://www.gov.uk/local-planning-emergency-major-incident Facebook: https://www.facebook.com/UKgovernment Twitter: https://twitter.com/GOVUK

Description	Link
NHS 111	Website http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx Facebook: https://www.facebook.com/nhschoices Twitter: https://twitter.com/nhschoices
Lancashire Care NHS Foundation Trust	Website: https://www.lancashirecare.nhs.uk/ Facebook: https://en-gb.facebook.com/lancashirecare/ Twitter: https://twitter.com/LancashireCare
University Hospitals of Morecambe Bay	Website: https://www.uhmb.nhs.uk/ Facebook: https://en-gb.facebook.com/UHMBT/ Twitter: https://twitter.com/UHMBT
Blackpool Teaching Hospitals	Website: https://www.bfwh.nhs.uk/ Facebook: https://www.facebook.com/blackpoolhospitals/ Twitter: https://twitter.com/BlackpoolHosp
East Lancashire Teaching Hospitals	Website: https://www.elht.nhs.uk/ Facebook: https://en-gb.facebook.com/EastLancashireHospitals/ Twitter: https://twitter.com/EastLancsHosp

10 Minute

Emergency Plan for your business

Take 10 minutes to help prepare your business

This 10 minute plan is designed to help small to medium-sized businesses prepare for, respond to and recover from emergencies, such as flooding, cybercrime and civil unrest

1. Emergencies

Consider the following impacts on your business	High	Med	Low
Access to site and premises prevented			
Disruption from external events such as flooding or fire			
Critical equipment fails or a major supplier goes out of business			
Loss of electricity, water or gas			
Disruption to key transport networks			
Key staff are absent at the same time			
Burgled or vandalised office			
IT and telecommunications outages			

2. Plan ahead

What could you do to protect your business?	Yes	No
Check live alerts – sign up for flood warnings and Cross Sector Safety and Security Communications		
Horizon scanning – keep up to date with national and local issues		
Download the British Red Cross Emergency App		
Check your flood risk – coastal, river, rainfall/run-off		
Consider flood protection – raise electrical/valuable items and implement flood measures		
Consider insurance limits – excess and coverage terms and conditions, watch for small print and under insurance		
Understand site – evacuation routes, flood plans, chemical plans		
Consider back-up utilities – energy, water and communications		
Create checklist for new starters and leavers – new passwords, access codes and keys		
Follow data protection guidance		
Back-up computers and key documents - keep copies safe / offsite		
Undertake weekly security checks – IT / Fire Alarm / Safety System / Burglar Alarm		
Ensure staff understand colleagues' job roles to cover for absences		
Consider Health & Safety Staff Training including First Aid		
Create contact list of current and alternative suppliers		
Document key processes / procedures		
Share resilience plans and identify ways to support neighbouring businesses		

3. Communicate

How should you communicate?	Yes	No
Capture Business Emergency Contacts – overleaf		
Detail important information and contacts, including staff, emergency, customers and suppliers		
Communicate to staff		
Regularly review and update contacts (every 3 to 6 months)		
Keep contacts in a safe place / offsite		
Regularly test and check key elements of the plan (every 3 months to 6 months)		
Create an emergency 'grab bag' – key documents, plans and contact details		

Business Emergency Contacts

Your main contact details
Have you nominated a primary and deputy contact to implement the 10 Minute Plan?

Do you have an emergency contacts list for tradespeople such as glaziers, carpenters and electricians?

Alternative premises
Where can you go if you cannot access your premises? Is it suitably equipped for temporary operation of your core business activities? How would you communicate with your customers and suppliers? Who would do this if you were unavailable?

People you would need to contact

Insurance details

Insurance company (Claims Supporting contacts)_____
Landline:_____ Mobile:_____ Policy number:_____

Key People (Managers/Staff/Emergency contacts) _____
Landline:_____ Mobile:_____ Email:_____

Key Suppliers (Services/Stock/Equipment/Raw materials) _____
Landline:_____ Mobile:_____ Email:_____

Customers contacts [Capture separately if preferable]
Landline: _____ Mobile:_____ Email:_____

Neighbouring/Supporting Business
Landline: _____ Mobile:_____ Email:_____

Other Useful Contacts
Emergency services 101 non-emergency | 999 emergencies _____
Landline: _____ Mobile:_____

IT and cyber security support [add website] _____
Landline: _____ Mobile:_____

Emergency response contractor [add website]_____
Landline: _____ Mobile:_____

Electricity – (24hr faults) [add website] _____
Landline: _____Mobile:_____Acct no: _____Shut off location: _____

Gas – (24hr emergency) [add website]_____
Landline: _____Mobile:_____Acct no: _____Shut off location: _____

Water – (24hr) [add website]_____
Landline: _____Mobile:_____Acct no: _____Shut off location: _____

Telephone provider [add website] _____
Landline: _____Mobile:_____Acct no: _____

Actions – Stay in contact with key people, keep them informed
Call 999 if people or property are in danger
Assess the impact on your business and how long it will last
Contact your insurance company (take lots of pictures and video as evidence of any loss or damage)
Contact staff, suppliers and customers to let them know what has happened
Use social media such as Facebook, Twitter and Snapchat to send messages out about business disruption
Identify what business activities can continue and which may need to be put on hold
Speak to neighbouring businesses to see if they can help
Contact your local council to see if they can help.

Flu Pandemic

Seasonal flu occurs between October and May and people with long term medical conditions, older people and pregnant women are encouraged to have a seasonal flu vaccine because they are most at risk of developing complications if they catch flu.

A flu pandemic can happen at any time and is a new virus to which people have no immunity and spreads easily across the World, for which there is no readily available vaccine. Flu is characterised by high temperatures, headache and muscle pain.

Potential impact and consequences

- Pandemic flu can affect anyone and usually occurs in waves that may affect up to half the UK population with significant loss of life.

- Health and social care systems will face greater demand and those who are vulnerable may receive lower levels of care than they require.

- Normal day-to-day activity will be disrupted because of staff shortages. This may affect delivery of essential services including the emergency services. Shops may close and there may be food shortages because of staffing problems.

- People may be encouraged to avoid places where there is potential for high levels of human contact and activities such as football matches may be cancelled.

What you can do

- Try to stay healthy a• this is the best defence against illness

- Get a seasonal flu jab to protect against seasonal flu

- Follow good hygiene to prevent the spread: carry tissues and use them to catch coughs or sneezes, then bin the tissues and kill the germs by washing your hands.

- Keep a stock of "over the counter" cold and flu medication to help relieve symptoms

- Identify someone who could act as a "flu friend" to collect medicine or food to allow you to remain at home away from contact with other people.

- Follow advice from the NHS.

- Find out more ãn this do&˘{ ^}c

- Sign up to In the Know to receive information about emergencies and follow #|ancsalert on social media

What does the LRF do about flu?

The LRF has a group which develops and oversees a dedicated pandemic plan. In the event of a pandemic it will assist with management of demand on the NHS and social care system; promote good infection control measures; distribute any medicine or coordinate vaccination programmes; raise awareness and put in place measures to cope with increased death rates.

Flooding

Flooding in Lancashire can come from the sea caused by storm surges, high tides or gale force winds which cause sea water to breach or come over the top of defences. Away from the coast, heavy or prolonged rainfall or melting snow causes flooding from rivers breaching their banks. In urban areas it comes from heavy rainfall which creates surface water flooding. While our reservoirs are built and maintained to very high standards and the likelihood of failure is low, it could lead to the sudden release of deep fast-moving water. 1 in 6 properties in England is at risk of flooding and it is expected to increase in the future. All types of flooding can happen quickly and with little or no warning but preparation is possible.

Potential impact and consequences

- Flooding is a risk to life – just six inches of fast flowing water can knock you off your feet and a car can float in just two feet of water.

- Flood water causes lasting damage to homes, businesses, agricultural land, roads and other infrastructure, leaving behind polluted or contaminated silt or rubble.

- Electricity, water, telecoms and other utilities supplies will be disrupted.

- People may have to leave their homes and restoration and recovery can take a long time, often taking a toll on personal health and wellbeing.

- Businesses – especially those involved in tourism – may face significant difficulties.

What you can do

- Find out if your property is within a flood risk area by visiting the Environment Agency website or calling Floodline on 0845 988 1188. If you are in an "at risk" area you can sign up to receive free flood alerts by telephone, mobile or email.

- If your property is at risk think about purchasing flood protection products such as sandbags or flood skirts.

- Make sure your insurance covers flooding.

- Plan what you would do if you had to evacuate and whether there are any neighbours who may need your help.

- Fill out æPome Òmergency Úlan

- Keep drains and gutters clear of leaves.

- Find out more about how to deal with flooding if it is likely to happen ãn this do&˘{ ^} c

- Sign up to In the Know to receive information about emergencies and follow #|ancs-lert on social media

What does the LRF do about flooding?

The LRF has a group which develops and oversees dedicated flood plans for every part of the County including plans to protect areas at risk. In the event of a flooding it will alert people to the risk of flooding; assist with managing the evacuation or rescue of people who are at risk; clear drains and roads and put in place safe routes. After a flood the resilience forum leads the clear up and recovery operation.

Industrial incidents

Lancashire has a wide variety of industrial sites and many of these involve the use or storage of hazardous materials as part of their daily business which, Á@æç^ potential to cause accidents such as fire, explosion or release of chemicals that may damage people or the environment either near the site or further away. This includes two sites involving nuclear power – Heysham Power Station and Westinghouse Springfields which is governed by strict nuclear regulations. Others include sites that are regulated under COMAH regulations designed to prevent accidents and limit consequences if they do occur.

Potential impact and consequences

- Large fires, explosions or a release of chemicals are potential industrial hazards which may result in loss of life and property. IndividualsC health may also be affected by breathing in materials. Animals and the environment may also be harmed.

- Utilities or other essential services may be affected and you may be asked to evacuate or leave an area.

What you can do

- If you live close to a potentially hazardous site you will automatically be sent information about how you could be affected by a major incident at the establishment and the safety measures you should take to stay safe in the unlikely event that something happens. Read this and keep it safe!

- In the event of an incident go inside and close all windows and doors, air conditioning or venting systems that might draw air in fr[m outside and tune in to local radio stations for further information. This is good advice for any large fire as exposure to smoke always poses some risk to health.

- Be prepared to evacuate if you live nearby the affected site and do not enter property that is within a cordon. Follow all instructions given by the emergency services.

- You can also sign up to In the Know to receive information about emergencies and follow #|ancsalert on social media.

What does the LRF do about Industrial incidents?

The LRF has a dedicated group which looks at hazardous material risks and there is a dedicated plan for each site that is governed by health and safety regulations. Agencies work closely with site operators to test and practice these plans regularly.

Terrorism

While the probability of getting caught up in a terror attack is small and there is no specific intelligence to suggest that Lancashire is a target for any attack, the threat from terrorism is very real. Terrorists work to damage communities but by working together communities can tackle the problem so that everyone can go about their everyday lives freely and with confidence.

Potential impact and consequences

The impact and consequences of a terror attack would be wide ranging and irrevocable. Mass fatalities, widespread injury, fear and worry and damage to property or infrastructure are all possibilities.

What you can do

- Report anything suspicious to the anti-terrorist @¦¦¸^¸} 0800 789 321

- In the unlikely event of getting caught up in a firearms event

RUN
Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then….

HIDE
Hide. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so…

TELL
Tell the police by calling 999

- If you are asked to evacuate – follow all instructions from the emergency services.

- Sign up to In the Know to receive information about emergencies and follow #|ancsa¦ert on social media

What does the LRF do about terrorism?

The police lead all planning in relation to counter terrorism but partners work with them to help reduce the risk by supporting the national Counter Terrorism Strategy (CONTEST).

Cold weather and snow

While icy or snowy landscapes can look beautiful and can bring children a lot of fun, cold weather and snow can have a serious disruptive impact on our day-to-day lives. In the winter of 2009/10 snow caused disruption across most of the county with the record-breaking low temperatures and weeks of snow coverage.

Potential impact and consequences

Cold weather and snow brings difficulty in travelling with dangerous road conditions as well as with vulnerable people potentially being exposed to temperatures that might be harmful to health. Power cuts and food shortages and closures of schools, businesses and public buildings are also features.

What you can do

- Stay informed of weather forecasts at www.metoffice.gov.uk

- If the power goes off in Lancashire you can call Freephone 105 to report it or get information

- Keep warm – wear layers of clothing made from wool, cotton or fleece.

- Check your heating is in good working order and that radiators are not covered by curtains or furniture. Close curtains to keep the heat in.

- Wear a hat, gloves, scarves and shoes with a good grip if you go outside.

- Take care in icy conditions – ask yourself if you really need to travel. If you do, make sure you clear all snow from your vehicle before setting off, take warm clothing, a shovel, a drink and mobile phone with you.

- You can also sign up to In the Know to receive information about emergencies and follow #lancsalert on social media.

What does the LRF do about cold weather?

The Lancashire Resilience Forum has a dedicated group that considers the risk of bad weather and it has a severe weather plan. In the event of bad weather it will share early warnings.

Loss of essential services

In the UK, the infrastructure to supply the essential services we rely on - gas, electricity, water and telecommunications - is well planned and robust with large-scale failures happening only rarely. Essential services can be lost through the impact of severe weather, contamination, deliberate attack or industrial action.

Potential impact and consequences

Sometimes the loss of one service is affected by the loss of another. For example, for water to be pumped effectively electricity is needed. Loss of services mean people are unable to heat or light their home, drink water, cook meals or use the telephone. Businesses, schools or public buildings may need to close and travel disruption is likely. Food shortages may also occur.

What you can do

- If the power goes off in Lancashire you can call Freephone 105 to report it or get information. Loss of supply can happen without warning so it is always useful to have in stock an emergency pack containing items such as torches, bottled water and wind up/battery radio.

- They can also happen with warning – so make sure you fill baths or containers with safe water to use or purchase bottled water.

- Many landline telephones with mobile handsets require electricity and will not work in a power cut – consider purchasing a fixed telephone.

- Visit elderly neighbours or family to make sure they are coping – encourage them to stay warm with extra layers and blankets.

- If there is a power cut take care if you use candles – place them on a proper holder, do not leave them in a draught or in front of curtains

- You can also sign up to In the Know to receive information about emergencies and follow #lancsalert on social media.

What does the LRF do about essential services?

The Lancashire Resilience Forum has a dedicated group that considers the risk of supply failure and it has plans in place for the loss of utilities for water and electricity. The LRF will work to identify especially vulnerable people who will need extra help in the event of loss of essential services.

Heatwave

Extreme heat can be really dangerous if you're elderly, very young or have an existing health problem. During a heatwave – where temperatures remain abnormally high for longer than a couple of days - deaths and serious illness rise.

Potential impact and consequences

High temperatures lead to respiratory problems, dehydration, heat exhaustion, sunburn and often result in increased hospitalisation. Travelling is uncomfortable – particularly when vehicles are stationary and engines overheat and roads/pathways may melt.

What you can do

- Stay informed of weather forecasts at www.metoffice.gov.uk

- Keep out of the sun between 11am and 3pm

- Avoid strenuous activity – particularly outdoors

- Wear a strong sunscreen and wear a hat

- Drink plenty of water – avoid caffeine and alcohol

- Take extra care with food storage and preparation to prevent contamination and illness

- Keep yourself cool at night by sleeping with a damp sheet or holding a damp cloth at the back of your neck.

- You can also sign up to In the Know to receive information about emergencies and follow #|ancsalert on social media.

What does the LRF do about hot weather?

The Lancashire Resilience Forum has a dedicated group that considers the risk of bad weather and it has a severe weather plan. In the event of bad weather it will share early warnings.

Storms and Gales

Wind and storms are common on the west coast of the UK which often faces strong Atlantic fronts.

Potential impact and consequences

Strong winds can cause power cuts, collapsed or dangerous structures and can leave loose debris which may result in injury to people. Conditions can also create large waves which may lead to coastal flooding

What you can do

- Stay informed of weather forecasts at www.metoffice.gov.uk

- If a gale is predicted secure loose objects in your garden such as tables and chairs and trampolines. Secure your garage or shed and make sure your car is parked clear of trees, fences or buildings.

- Avoiding driving – if you do have to, lower your speed and watch out for flying debris

- If the power goes off in Lancashire you can call Freephone 105 to report it or get information.

- Stay away from coasts – do not go to look at waves.

- Do not touch any fallen power or phone cables.

- Make safe any structural damage as soon as you can.

- You can also sign up to In the Know to receive information about emergencies and follow #lancsalert on social media.

What does the LRF do about essential services?

The Lancashire Resilience Forum has a dedicated group that considers the risk of bad weather and it has a severe weather plan. In the event of bad weather it will share early warnings.

A14. Introduction to Emergencies for Elected Members

Aim:

This course has been designed to provide Elected Members with an overview of the role of Lancashire County Council in planning for, responding to and recovering from emergencies, including reference to statutory responsibilities and working within a multi-agency environment.

Participants will gain an appreciation of Lancashire's risk profile and activities undertaken when an emergency is declared. This course will also explore the role that elected members could take to support the response to emergencies and act as a link between statutory response organisations and local communities.

Objectives:

This course aims to provide an overview of the statutory role of Lancashire County Council in responding to emergencies including elected members.
The objectives are to:
- Recognise the various pieces of statutory legislation that cover emergency planning and response;
- Explain the basic principles of the Civil Contingencies Act 2004;
- Recognise the risk profile of Lancashire;
- Understand what constitutes an 'emergency' under the Act;
- Describe the command, control and coordination arrangements in Lancashire;
- Identify the roles and responsibilities for Lancashire County Council in an incident.
- Explore the potential role of elected members during the emergencies.

Prerequisites:

None.

Delivery Format:

Classroom based – presentations, group discussions and case study work.

Duration:

2 hours.

Location:

County Hall, Preston.

Max. No of Places: tbc

Provider:

Resilience Team, Health, Safety & Resilience Service

Internal Scrutiny Committee
Meeting to be held on Friday, 16 March 2018

Electoral Division affected:
(All Divisions);

Progress Report on the Reopened Libraries
(Appendix 'A' refers)

Contact for further information:
Julie Bell, Tel: 01772 536727, Head of Service - Libraries, Museums, Culture and
Registration Services
julie.bell@lancashire.gov.uk

Executive Summary

This report provides information and progress on the reopening of libraries across
Lancashire.

Recommendation

The Internal Scrutiny Committee is recommended to review and note the progress
on the reopening of libraries programme.

Background and Advice

0n 30 September 2016, twenty six libraries were closed as part of a budget saving
strategy. In May 2017 the County Council's administration gave a commitment to
reopen libraries across the county and a report was considered by Cabinet in July
2017 setting out initial proposals to enable this. Where individual premises were
closed, communities had been given the opportunity to take responsibility for their
operation through community asset transfer and to establish an Independent
Community Library. The Cabinet Member for Community and Cultural Services held
local discussions with community groups to determine whether they still wished to
progress asset transfer, subject to the inclusion of an independent community library
offer, or whether their preference was for a County Council run library service to be
re-instated. A programme for re-instating libraries is being implemented with
Silverdale Library the first to be reopened on 1 November 2017.

In total eleven libraries have reopened to date, the most recent being Thornton
Library which was reopened on 26 February 2018. There has been a positive public
reception at all of the library reopening events.

Appendix 'A' contains information relating to the twenty six libraries that were closed.
As well as the eleven libraries that have reopened, eight libraries have become or

are in the process of becoming community asset transfers which will all include an independent community library offer. In relation to the other closed libraries:

- A report has been presented to Cabinet on 8 March requesting approval to relocate the Earby Library service to Earby New Road Community Centre.
- Lytham and Briercliffe Libraries are subject to ongoing feasibility studies to identify an appropriate location for re-instatement of the service.
- Rosegrove, Chatburn, Read and Northfleet are subject to further consideration with regard to providing either a static library offer or an offer through our mobile library service.

Alongside the reopening programme the library service has conducted an eight week consultation with the public in relation to library opening hours. The consultation focused on reshaping opening hours for the 47 libraries unaffected by the previous closure programme, proposing an operating model with a range of opening hours across four bands aimed at providing a more consistent and equitable service across the county. The consultation set out recommended opening patterns for each library and over 2,300 responses were received. The responses have been analysed and comments on the recommended opening patterns considered. Final proposals following the consultation were reported to Cabinet on 8 March and the papers relating to the consultation, final proposals and Cabinet report are available as background papers to this report.

Following legal advice it was determined that for libraries that had closed and were now being reopened, the County Council was not required to consult on re-opening hours. The operating model has therefore already been implemented for reopened libraries with each library being allocated to an appropriate band and pattern of opening hours.

Further developments

A revised library strategy was approved in September 2017. One of the strands referred to in the strategy focuses on reading. The library service began a campaign in 2017 to encourage more people across Lancashire to read. This was marketed as the 'Lancs50Book challenge' and proved to be very successful in gaining support from readers throughout the county. This has been demonstrated by the number of reviews and lists being created on the library catalogue by readers and through the number of interactions on social media. The service is continuing to develop the campaign this year and is already witnessing a very positive reception from across the county.

The service is collaborating with the Schools Improvement Team to improve literacy levels for 4 – 18 year olds across the county. A new campaign will be launched on 12 March which is called "We are reading ". It is the intention of the service to support this campaign and that will begin with a launch event on 12 March and support will continue throughout the coming year. Staff from the Schools Library Service, the Heritage Learning Team and the Cultural Development team will be contributing.

These campaigns support the library strategy and its aim to increase the use of the libraries and develop future and existing readers.

A further element of the library strategy is to revise the Friends of Libraries constitution. A Constitution was agreed by Cabinet on 18 January 2018.

A proposed premises use policy, setting out how community use and specifically Friends of Library groups will be able to utilise library premises was reported to Cabinet on 8 March 2018.

The performance of all libraries is being monitored so that an holistic view of the worth of our libraries can be taken which is congruent with the recent statement by the libraries minister that library services provide more 'than just books', something that the library strategy already reflects.

Over 48,000 items of stock have been distributed across the 11 libraries that have reopened which includes 35,000 items that had been held in store. Stock levels relate to bands and are consistent across all libraries. All libraries are included in delivery schedules for new items of stock which are provided from the supplier on a weekly basis.

Each of the 11 reopened libraries has been equipped with upgraded public computers, Wi-Fi access and Wi-Fi printers. Each library was assessed for the appropriate number of computers based on an estimate of use. This approach will be used for upgrades of such information systems throughout the library service as they become necessary.

Financial

The budget amendment agreed by Cabinet on 13 July 2017 removed proposed cuts to the Library Service, reinstated revenue budget for a number of libraries (including 9 of the libraries which have reopened to date) and replaced funding for the County Book Fund (£1.654m in 2017/18 and £1.770m in 2018/19 recurrently). A further report was approved by Cabinet on 10 August 2017 which agreed to fund the reopening of Parbold and Thornton libraries costing £0.157m in 2017/18 and £0.166m in 2018/19 recurrently.

The budget amendment also agreed one-off capital investment of £1.571m in buildings to be reopened to ensure they are maintained to acceptable standards.

To date 11 libraries have reopened between November and February. The revenue costs of these libraries during this period is circa £200,000 for staff and running costs and circa £200,000 for new items of stock, and the capital costs are summarised below.

The funding approval of £1.571m was agreed to fund libraries reinstatement programme, of this £0.849m was allocated to a named 11 libraries based on estimates of spend. The finished costs for these libraries including additional work identified is now forecast to be £0.957m meaning there is a shortfall to be funded

from the remainder of the £1.571 that was unallocated (£0.722m) .   This will then leave £ 0.614m for the remainder of the programme.

Summary:

Funding approved (Full Council July 2017)	£1.571m
Estimate for 11 libraries (Cabinet September 2017)	£0.849m
Finalised costs for 11 libraries	£0.957m
Shortfall	-£0.108m

These costs do not include premises costs incurred prior to the reopening of libraries, which the County Council was liable for whilst decisions were pending on the future of buildings.

A positive contribution to ensuring the costs have remained on target has been the introduction of the library bands. The banding provides a transparent, equitable and more manageable way of resourcing provision.

Proposals and cost estimates relating to provision of the library service in the remaining locations will form the subject of further reports to Cabinet in due course.

Legal

As a result of the reopening of the libraries as set out in this report there has been no further correspondence from the Department for Culture Media and Sport (DCMS) in relation to the statutory delivery of the library service in Lancashire.

Personnel

Arrangements for recruiting to the vacancies associated with the re-opened libraries, have been approved and are being pursued line with County Council policy.

Risk management

In order to ensure the delivery of the libraries re-instatement programme a project group was established which met on a weekly basis for the initial planning period and continued to meet as required until the beginning of 2018. As a result of the risk assessment and overarching plan all of the currently reopened libraries have opened according to plan.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper   Date   Contact/Tel

NA

Reason for inclusion in Part II, if appropriate

N/A

Appendix A - Reopening of Libraries

District	Band	Reopened Libraries
Lancaster	D	Silverdale Library
West Lancs	C	Parbold Library
Burnley	C	Burnley Campus Library
Lancaster	C	Bolton le Sands Library (Health theme)
Preston	B	Fulwood Library
Fylde	C	Freckleton Library
Hyndburn	C	Oswaldtwistle Library
Pendle	C	Barrowford Library
Ribble Valley	C	Whalley Library
South Ribble	B	Lostock Hall Library
Wyre	B	Thornton Library
Pendle	D	Earby Library
Fylde	C	Lytham Library
Burnley	D	Briercliffe Library
District	**Band**	**Independent Community Libraries**
South Ribble	N/A	Bamber Bridge Library
West Lancashire	N/A	Upholland Library
South Ribble	N/A	Penwortham Library
Hyndburn	N/A	Clayton le Moors Library
Pendle	N/A	Trawden Library
Rossendale	N/A	Crawshawbooth Library
Wyre	N/A	Cleveleys Library
Burnley	N/A	Pike Hill Library
District	**Band**	**To be confirmed as static libraries or mobile service stops**
Burnley	D / mobile stop	Rosegrove
Wyre	D / mobile stop	Northfleet
Ribble Valley	D / mobile stop	Chatburn
Ribble Valley	D / mobile stop	Read

Programme

reopening date
1st November 2017
21st November 2017
27th November 2017
4th December 2017
11th December 2017
9th January 2018
15th January 2018
22nd January 2018
29th January 2018
12th February 2018
26th February 2018
TBC
TBC
TBC

reopening date
TBC
TBC
TBC
May-17
TBC
TBC
TBC
TBC

reopening date / mobile servie stop commencement date
TBC
TBC
TBC
TBC

Internal Scrutiny Committee
Meeting to be held on Friday, 16 March 2018

| Electoral Division affected: |
| (All Divisions); |

Work Plan and Task Group Update 2017/18
(Appendices 'A' to 'F' refer)

Contact for further information:
Samantha Parker, Tel: 01772538221, Senior Democratic Services Officer,
sam.parker@lancashire.gov.uk

Executive Summary

The Plan at Appendix 'A' is the work plan for the Internal Scrutiny Committee.

The topics included were identified at the work planning workshop held on 23 June 2017.

Recommendation

The Internal Scrutiny Committee is asked to:

  i.   Note and comment on the report and corresponding appendices;
 ii.   Confirm the topic(s) to be considered at the next scheduled meeting; and
iii.   Discuss and identify information required for each topic to be considered at the next scheduled meeting

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Background and Advice

A statement of the work to be undertaken and considered by the Internal Scrutiny Committee for the remainder of the 2017/18 municipal year is set out at Appendix 'A'. The work plan is presented to each meeting for information.

The committee is asked to confirm the topic(s) to be considered at the next scheduled meeting on 18 May 2018. The committee is also asked to make suggestions on the information they would like to receive as part of the report(s).

An overview of all current agreed Task and Finish Groups across all of the scrutiny committees is set out in Appendix 'B'' for members to note. The overview report will be presented at each meeting for information.

In addition, the Committee are requested to note and comment on the work plans included for all other Scrutiny Committees as set out in Appendices 'C' through to 'F' (Children's Services, Education, External Services and Health).

Lancashire
County
Council

Consultations

NA

Implications:

This item has the following implications, as indicated:

Risk management

This report has no significant risk implications.

Local Government (Access to Information) Act 1985
List of Background Papers

Paper   Date   Contact/Tel

NA

Reason for inclusion in Part II, if appropriate

NA

Appendix 'A'

Internal Scrutiny Committee Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
21 July 2017	LA funding	Steve Browne	To ascertain the funding streams and mechanisms that the County Council is subject to
	RIPA	Ian Young	Annual report of the Regulation of Investigatory Powers Act 2000 activities
22 September 2017	Statutory and non-statutory services	Steve Browne	To also include what the council currently doesn't do but if it did could potentially save money in the future
	Income generation	Steve Browne	Report on the current and potential income streams of the county council
17 November 2017	TAMP	Mel Ormesher	Update following TAMP briefing in Sept
	Winter gritting	Phil Durnell	Preparedness
	Highway verges	Phil Durnell	Grass cutting/street scapes/weeding contract
19 January 2018	Council budget	Neil Kissock	Budget proposals from the following Cabinet Members: • Michael Green – Economic Development & Planning • Keith Iddon – Highways and Transport • Peter Buckley – Community & Cultural Services

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			• Leader & Deputy Leader
16 March 2018	Civil Contingencies	Alan Wilton	Information relating to risk
	Emergency resilience	Alan Wilton	Update on the preparedness of the county council
	Libraries	Julie Bell	Update on the progress of the re-opening of libraries
18 May 2018	Economic Development	Martin Kelly	Skills and apprenticeships – gaps post 18
	Household Waste Recycling Centres	Steve Scott	Changes and risks Recycling
	Local Government Funding and Income Generation	CC Jayne Rear	To present draft report from the task group
Other topics not yet scheduled	Enforcement of planning controls		
	Risk management – risk register		
	Countryside matters		
	Update on planning matters		
	Street lighting – energy spend update		
	Highway verges – additional funding monitoring (Nov 18)		
	Winter Service Plan 2018/19 (Summer 2018)		
	Funding Supported Housing – post consultation		

Task Group Work

Task Group	Update
Local Authority Funding and Income Generation	Meeting held on 22 February to discuss draft report – some further work required with a meeting to be held in April to finalise report prior to coming to May meeting of Internal Scrutiny Committee.
'Does Local Government Work for Women'	First meeting held on 15 February – currently working on work plan for the group based on discussions from the meeting. Next meeting due to take place 29 March.
Grit Bin Provision	Email circulated to Group Secretary's for nominations – awaiting responses to then set up the first meeting. Gary Halsall to support this group.

Scrutiny Committees – Task Group Work Overview

Scrutiny Committee	Task Group Title	Number of Members	Start Date	Anticipated End Date	Progress	Actual End Date	Outcomes
Internal	Local Govt Funding and Income Generation	7	23/10/17	May 2018	Good progress in each of the areas of work. Draft report in progress to come to committee in May 2018.		
Education/ Children's Services	Supporting Pupils at School with Medical Conditions	7	28/11/17	May 2018	Good progress to date with draft report anticipated by May 2018		
Internal – agreed at Full Council	'Does Local Government work for women'	7	15/2/18	TBC	First meeting held. TOR and TG activity agreed.		
Internal	Grit Bin Placement Review	7	TBC – March 18?	TBC	Request for nominations sent to Group Secretaries.		
Internal – agreed at Full Council	Single Use Plastics	6	TBC	TBC	Request for nominations sent to Group Secretaries.		

Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
26 July 2017	Wellbeing, Prevention and Early Help Service (WPEHs) – Overview	Debbie Duffell	Overview of WPEHs offers in particular – the early offer and universal services accessibility - identification of any gaps in provision around the Continuum of Need, CAF, children's centres, partnership and integrated working challenges, CAMHS, MASH
6 September 2017	New SEND Pathway	David Graham	Overview of changes /referral process/journey of a child/case studies/transition timescales and managing parents expectations
	Medicine management in schools	David Graham	Reviewing the impact of withdrawing School nurses from special schools
	Ofsted feedback	Amanda Hatton	Following monitoring visit in July
18 October 2017	Homelessness of young people	Tracy Poole-Nandy	District level data – who do we pay? Who do we work with? What's the accommodation offer? And links with CAMHS
	Tracking of Care Leavers	Audrey Swann	Overview of new process
	Youth Accommodation for LAC	Tracy Poole-Nandy	Care leavers and accommodation issues – what's the offer? Is it up to standard?
6 December 2017	Children in secure accommodation – out of area	Sally Allen	Exit strategies and update on Audit exercise National picture – placing child nearer to families

Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
	Children's social worker recruitment and retention challenges (strategy and support)	Amanda Hatton/Tracy Poole-Nandy	Update on the ongoing challenges
	Buildings and accommodation for social workers	Tracy Poole-Nandy	Overcrowding, access to IT equipment and lack of desk space for social workers
31 January 2018	SEND Ofsted Report	David Graham/Amanda Hatton	Update following joint local area SEND inspection in Lancashire
	Budget proposals	Neil Kissock	Budget Proposals from Susie Charles – Cabinet Member for Children, Young People and Schools

14 March 2018	Recent Children's Services reviews	John Readman	Update on recent reviews undertaken, outcomes from the reviews and impact on services:
			    LGA Peer Review
			    Ofsted monitoring visit
			    DfE 6 month review

	Forced Marriage	Vicky Gent	Further understanding of the issue in Lancashire

Produced: July 2017

Children's Services Scrutiny Committee – Work Plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
11 April 2018 (joint meeting with Education Scrutiny Committee)	SEND Ofsted review report update	David Graham	Progress update with timelines following joint local area review outcome
22 May 2018	Children's Partnership Boards	John Readman	Review of the Boards effectiveness and their future
	Supporting pupils at school with medical conditions	CC Ian Brown	Draft report to the committee from the task group

Potential topics for the Committee:

- LSCB annual report topics – Domestic Abuse
- Recruitment and retention of social workers – update from December meeting – July 2018
- New models of delivery (overspend on children's social care) – Amanda Hatton/Neil Kissock - Overview of New Models of Delivery in response to overspend on Children's Services
- Teen suicide – bite sized briefing and update from action plan – Chris Lee – date TBC
- Consultation responses outcome from SCAYT+, YOT and Child and Family Wellbeing Service

Task Group Work

Task Group	Update
Supporting Pupils in School with Medical Conditions	Task group in progress with draft report due to be presented to the committee at the May meeting

Produced: July 2017

Education Scrutiny – Work plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
26 September 2017	Implementation of the School Places Provision Strategy (Basic Need funding and S106 funding)	Mel Ormesher	Overview and update on basic need funding and the allocation of S106 funding
	Summer Born Policy	Debbie Ormerod	Overview on the Policy and Implementation of deferred/delayed places
	School Admissions Appeals	Angela Esslinger and Debbie Ormerod	Report on the effectiveness of the service for parents and schools
28 November 2017	Foundation Stage Standards and level of progress through each Key Stage	Steve Belbin	Tracking progression of pupil attainment through the key stages
	GCSE Performance	Steve Belbin	Data report
	LAC Attainment	Audrey Swann	Narrowing the gap of attainment
	Elective Home Education	Frances Molloy	Overview report on the service, attainment and take up
27 March 2018	Personal Education Plans	Audrey Swann	Overview of the process, how they are being progressed and risk management
	School Improvements Report	Steve Belbin	Rise in permanent exclusions (including SEND) and recruitment of teachers
	Alternative Provision	David Graham	Suitability and sustainability audit Draft consultation

Produced: July 2017

Education Scrutiny – Work plan 2017/18

Date to Committee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
11 April 2018 (joint meeting with Children' Services)	SEND Ofsted review report update	David Graham	Progress update with timelines following joint local area review outcome

Potential topics for the Committee:

- TA to teacher career path initiatives
- School attendance – missing from home and education
- SEND Transport Policy 2013/14 – David Graham – provisional date June 2018
- Pupil tracking from primary to secondary faith schools (request from CC Hasina Khan)
- Summer Born Policy
- Nursery Funding Provision – June 2018

Task Group Work

Task Group	Update
Supporting Pupils in School with Medical Conditions	Task group in progress with draft report due to be presented to the Children's Services Scrutiny Committee in May

Produced: July 2017

Appendix 'E'

External Scrutiny – Work plan 2017/18

Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
25 July 2017	Safer Lancashire – Community Safety Partnerships (CSP)	Clare Platt, Debbie Thompson, Angela Harrison, Robert Ruston	Overview report of CSPs across Lancashire and their priority areas for 2017/18
10 October	Hate Crime	Saeed Sidat, Ian Mills and Andrew Proctor	Update on the Lancashire Hate Crime Strategy
	Lancashire Enterprise Partnership (LEP)	Martin Kelly/Kathryn Molloy, LCC	Presentation on the Lancashire offer, Assurance Framework, the LEP's priorities and City Deal
16 January 2018 - postponed	*Flood Risk Management – working together*	*Rachel Crompton, LCC, United Utilities plc, Yorkshire Water plc, Environment Agency.*	*Report on flood risk management authorities and partnership arrangements.*
	Affordable Housing Policies across Lancashire's district councils	*Gary Halsall, LCC*	*Overview of affordable housing policies across Lancashire's district councils*
6 March Extraordinary meeting	Transport for the North (TfN) – Consultation on the Draft Strategic Transport Plan	Jonathan Spruce and Robin Miller-Stott, TfN and Dave Colbert, LCC	Opportunity to contribute to the County Council's response to TfN consultation before it is signed off by Cabinet at its meeting on 12 April 2018.
24 April	Franklaw Event – Drinking Water Inspectorate (DWI) and United Utilities Report	-	Report on the Franklaw Water Treatment Works Summer 2015 water contamination event
	Affordable Housing Policies across Lancashire's district councils	Gary Halsall, LCC	Overview report of affordable housing policies across Lancashire's district councils
	Flood Risk Management	Rachel Crompton, LCC, United Utilities plc.	Report on flood risk management and partnership arrangements. Presentation from United Utilities.

*= Provisional/subject to change/may require special meeting

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Updated: 23 February 2018

External Scrutiny – Work plan 2017/18

Statutory requirements (annual):

- Community Safety Partnerships
- Flooding (flood risk management functions or coastal erosion risk management functions)

Requested topics for the Committee:

Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
United Utilities – investments and delivery	UU – tbc	Opportunity to formulate recommendations on UUs 6 year asset investment programme. Capacity of sewers, new housing developments, flooding, investments and proactive delivery, reservoir capacity and chalk streams, water outage in Fylde
Flood Risk Management – working together	Rachel Crompton, LCC EA, UU, YW	An overview of how work is co-ordinated between LCC, EA, UU (Canal & River Trust - more closely aligned to tourism/leisure and environmental management)
Community Safety Agreement – priorities and/or emerging initiatives/issues	Public Health/ LCFT/LCC Policy	**Either;** exploitation of vulnerable people/poor mental health determinant/Hate Crime Strategy/Prevent/Serious Harm Reduction Strategy/Pan-Lancashire Domestic Abuse Strategy/Alcohol Harm Reduction Action Plan
Transport for the North – Sub-national Transport Body	Dave Colbert, LCC Transport for the North – awaiting appointment of replacement Chief Executive And Martin Kelly, LEP	Update on Strategic Transport Plan in relation to Lancashire
Community Policing in rural Lancashire	*PCC and Angela Harrison, OPCC*	*Access to police services and rural areas – front desks, 111 service *responsibility of the Police and Crime Panel for Lancashire)**

Updated: 23 February 2018

External Scrutiny – Work plan 2017/18

Potential external organisations/topics for the Committee:

- Electricity North West
- Lancashire's Universities
- Third sector – One Lancashire
- Partnerships – BTLS, Road Safety, Resilience Forum
- National House Building Council (NHBC)
- Green Energy Companies
- Environmental Management – public rights of way, Canal & Rivers Trust

Health Scrutiny – Work plan 2017/18

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
24 July	STP Workforce – Scrutiny Inquiry Day Report	Workforce*	CC Steve Holgate, former Chair of the Health Scrutiny Committee	To formulate recommendations from the report and to determine who to circulate to.
	Update on the Local Workforce Action Board	Workforce*	Heather Tierney-Moore and Damian Gallagher, LCFT	Update on the work of the Board.
	Chorley Hospital Emergency Department mobilisation	Workforce*/Hospitals** and Urgent Care**	Karen Partington, Mark Pugh, LTHFT	Update on the mobilisation of the Emergency Department and recruitment issues
19 Sept	Next Steps on the NHS Five Year Forward View – Sustainability and Transformation Partnerships; Accountable Care Systems and Local Delivery Plans	-	NHSE North, Healthier Lancashire and South Cumbria, Fylde and Wyre CCG, Morecambe Bay CCG,	Overview of the next steps on the NHS five year forward view and update on the Accountable Care System.
31 Oct	Winter pressures and preparations (A&E)	All	Heather Tierney-Moore (AEDB), Derek Cartwright, NWAS, Paul Simic, LCA, LTHFT? Tony Pounder, LCC	Overview of pressures and preparations (adults/acute trusts/mental health)

Updated: 26 February 2018

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
12 Dec	Improvements to Mental Health Services in Lancashire	Care Professional Board*	Steve Winterson, LCFT	Report on planned changes for both the Central and Pennine Lancashire areas
	Suicide Prevention	Care Professional Board* Mental Health**	Dr Sakthi Karunanithi and Chris Lee, Public Health	To ensure effective implementation of the (local authority) suicide prevention plan
23 Jan 2018	Adult Social Care – and Public Health Budget Proposals	-	Tony Pounder, Dr Sakthi Karunanithi and Neil Kissock, LCC	Budget proposals from the following Cabinet Members: • Graham Gooch – Adult Services • Shaun Turner – Health and Wellbeing
	Delayed Transfers of Care	Care Professional Board*	Tony Pounder, LCC, Karen Partington, Lancashire Teaching Hospitals Trust	Delayed days that are attributable to social care in respect of interaction between the County Council and Lancashire Teaching Hospitals Trust.
5 March	Life Expectancy and Health in All Policies	Care Professional Board* Prevention**	Dr Sakthi Karunanithi	Overview of Life Expectancy and Healthy Life Expectancy across Lancashire and Health in All Policies
	Inequity of funding for medical under-graduate and post graduate training in Lancashire and South Cumbria	Workforce*	Calum Pallister and Jane Mamelok, Health Education England (North West)	Briefing from Health Education England on the funding formula and recruitment of Occupational Therapists and Physiotherapists.

Updated: 26 February 2018

Date to C'ttee	Report	STP Governance Meeting Workstream*/Priority area**	Lead Officers (including STP SRO)	Outline reasons for scrutiny/scrutiny method
17 April	Skin cancer awareness	Care Professional Board* Prevention**	Sofiane Rimouche, LTHFT	Raising awareness session (on the rising of the Committee meeting?)
	Sustainability and Transformation Partnership (STP) Refresh	-	Dr Amanda Doyle and Neil Greaves, Healthier Lancashire and South Cumbria (and Fylde Coast ACS?)	Update on the STP (refresh) as requested by the Committee at its meeting held on 19 September 2017.

Requested topics to be scheduled:
- Community mental health; early intervention and prevention (Chris Lee, Public Health)
- Suicide Prevention in Lancashire – annual update (December 2018)
- Transforming Care for people with a Learning Disability and/or Autism
- Winter preparations and planning (April/June/July)
- Budget Scrutiny – savings proposals as identified at the 23 January 2018 meeting
- Delayed Transfers of Care (DTOC) as a whole system (June/July)

Budget Scrutiny
- Sexual Health
- Advocacy Services
- Learning, Disability and Autism: Enablement
- Older Persons In-House Residential Services: Self Funder Fees
- Extra Sheltered Care Services

Updated: 26 February 2018

Referrals from Steering Group to the full Committee to be scheduled:
- Immunisations – seasonal influenza (Sakthi Karunanithi, LCC, Jane Cass, NHS England)

Potential topics for the Committee and its Steering Group:
- Data sharing
- Dementia awareness
- Care Home Quality

Updated: 26 February 2018

Health Scrutiny Steering Group – Work plan 2017/18

Date to C'ttee	Report		Lead Officers		Outline reasons for scrutiny/scrutiny method	
4 July 2017	i.	Royal Preston Hospital – bid for new primary care front end at Emergency Department and Urgent Care Centre (A&E)	i.	Stephen Gough and David Armstrong, NHS England – Lancashire	i.	Unique bid for capital – need to identify appropriate funding stream to expedite and assist with overall A&E function
	ii.	WLCCG – Termination of singe handed GP contract	ii.	Jackie Moran, WLCCG	ii.	To receive updates on progress – wider concerns around single handed GPs in Lancashire
	iii.	FWCCG – Improving health services in Kirkham and Wesham	iii.	Kate Hurry and Andrew Harrison, FWCCG	iii.	Overview of the proposals – concerns also raised by local councillor
27 Sept	i.	Proposal for a Central Lancashire Mental Health Inpatient Unit	i.	Steve Winterson, LCFT	i.	Overview of proposals
	ii.	NHS England – 'Childhood Immunisation Performance Report for Lancashire, and Associated Action Plan	ii.	Jane Cass, NHS England, Sakthi Karunanithi, Director of Public Health	ii.	To receive a report on Childhood Immunisation Performance for Lancashire and associated action plan to identify and address reasons for the downward trend of low uptake for screening, vaccinations and immunisations across Lancashire, how this will be monitored, targets met and timescales.
11 Oct	i.	Health and Wellbeing Board (HWB) – Update	i.	Sakthi Karunanithi, LCC	i.	Update on HWB Partnerships/Lancashire Health and Wellbeing Strategy
	ii.	Implementation of the Care Act 2014 within secondary mental health services in Lancashire	ii.	Charlotte Hammond, LCC	ii.	To receive referral made to scrutiny and to determine how the Steering Group wishes to proceed.

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Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
15 Nov	i. General service updates on Adult Social Care ii. Suicide Prevention iii. Report on Steering Group's purpose	i. Tony Pounder, LCC ii. Chris Lee, Public Health, LCC iii. Gary Halsall, LCC	i. To receive general service updates and to prepare for January 2018 Committee meeting on DToC ii. Preparations and key lines of enquiry for Committee meeting scheduled 12 December 2017 iii. Advice and options for a revised purpose of the Committee's Steering Group
6 Dec	i. Implementation of the Care Act 2014 within secondary mental health services in Lancashire ii. VirginCare – Community Health and Urgent Care Services Contract iii. Better Care Together; or iv. Together A Healthier Future	i. Charlotte Hammond, LCC, and LCFT ii. Jackie Moran, Karen Tordoff WLCCG and VC iii. Morecambe Bay CCG iv. Mark Youlton, East Lancashire CCG	i. Awaiting responses to a referral made to scrutiny in relation to a Section 75 Agreement ii. Update on contract awarded to private provider iii. Update on the Bay Health and Care Partners LDP and outcomes of Trust Boards in relation to integrated hospital community and primary care services (Integrated Care Communities ICC). iv. Update on the Pennine Lancashire LDP
10 Jan 2018	i. Our Health, Our Care Local Delivery Plan (LDP) – need to move ii. Public Health – Life Expectancy iii. Implementation of the Care Act 2014 within secondary mental health services in Lancashire	i. Denis Gizzi, Mark Pugh and Sarah James GPCCG + CSRCCG ii. Dr Sakthi Karunanithi	i. Outcome of clinical process mapping work from the Solution Design Events and the LDP programme ii. Develop objectives, key lines of enquiry and outcomes

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	iv.	VirginCare – Community Health and Urgent Care Services Contract	iii.	Charlotte Hammond, LCC, and LCFT	iii.	Awaiting responses to a referral made to scrutiny in relation to a Section 75 Agreement
	v.	Update on the completion of the new primary care front-end at Royal Preston Hospital	iv.	Jackie Moran, Karen Tordoff WLCCG and VC	iv.	Update on contract awarded to private provider
			v.	Stephen Gough and David Armstrong, NHS England – Lancashire	v.	Update – briefing note/attendance at meeting
7 Feb	i.	Fylde Coast ACS, Your Care, Our Priority and Multi-speciality Community Partnerships (MCP)	i.	Peter Tinson, Fylde and Wyre CCG	i.	Update on the Fylde Coast ACS, Your Care, Our Priority LDP and Multi-speciality Community Providers (MCP)
	ii.	Life Expectancy and Health in All Policies	ii.	Dr Aidan Kirkpatrick and Andrea Smith	ii.	Develop objectives, key lines of enquiry and outcomes
14 Mar	i.	Report on Steering Group's purpose for 2018/19?	i.	Gary Halsall, LCC	i.	Advice and options for a revised purpose of the Committee's Steering Group for 2018/19 onwards
	ii.	Chorley Hospital Emergency Department mobilisation and Urgent Care Centre Performance (GTD)	ii.	Suzanne Hargreaves and Dr Gerry Skailes, LTHFT	ii.	Update on the mobilisation of the Emergency Department and recruitment issues
	iii.	Quality Accounts for Trusts and mechanisms with Healthwatch	iii.	Sheralee Turner-Birchall, Healthwatch	iii.	To formulate responses to requests from Trusts on their Quality Accounts; consider potential mechanisms with Healthwatch and Impact Events.

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Date to C'ttee	Report	Lead Officers	Outline reasons for scrutiny/scrutiny method
11 Apr	LCC Adult Social Care Winter Plan	Tony Pounder, Sue Lott, LCC	Review the effective/robustness of the 2017 plan
16 May	Work planning for 2018/19		

Topics referred by the Committee for Steering Group's action:

- Chorley Hospital Emergency Department mobilisation and Urgent Care Centre Performance (GTD)
- Suicide Prevention in Lancashire – 6 monthly progress report on outcomes set out in the Logic Model (June 2018)
- Healthy Child Programme Contract – outcome of appeal? – Rachel Tanner

Potential topics for Steering Group:

- NWAS - Update on Government reporting standards – Peter Mulcahy, and NWAS transformation Strategy and NWAS future – Mark Newton
- West Lancashire LDP
- Pharmacies and prescriptions – volume of returned medicines and disposal of same, failure to collect, patient medicine reviews, change to current practice
- Low priority prescribing – consultations across CCGs - update
- Capital investments across Lancashire
- Lancashire Care Association – update on Registered Care Managers Network (RCMN) – Paul Simic, CEO

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