

Title of Report:	Adverse Weather Debrief Report
Report to be considered by:	Executive
Date of Meeting:	18 December 2014
Forward Plan Ref:	EX2897

Purpose of Report: Report on the debrief process and lessons identified following the adverse weather of winter 2013/14 highlighting the conclusions and recommendations.

Recommended Action: The Executive:

- (1) Note the content of the debrief report
- (2) Agree the recommendations in Appendix A of the report.
- (3) Support officers in progressing the actions.
- (4) Agree the timescale and process for reporting on the actions progress.

Reason for decision to be taken: To ensure improvement of the Council, other agencies and the communities in responding to a Major Incident, particularly flooding.

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- X **CSP1 – Caring for and protecting the vulnerable**
- X **CSP2 – Promoting a vibrant district**
- X **CSP4 – Protecting the environment**

The proposals will also help achieve the following Council Strategy principles:

- X **CSP5 - Putting people first**
- X **CSP7 - Empowering people and communities**
- X **CSP8 - Doing what's important well**

The proposals contained in this report will help to achieve the above Council Strategy priorities and principles by:
Ensuring staff respond to incidents which could affect the vulnerable and the environment in challenging conditions.

Portfolio Member Details	
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Date Portfolio Member agreed report:	30 October 2014

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Implications

- Policy:** There may be some implications following the work undertaken to progress the actions
- Financial:** There may be some implications following the work undertaken to progress the actions
- Personnel:** There may be some implications following the work undertaken to progress the actions
- Legal/Procurement:** There may be some implications following the work undertaken to progress the actions
- Property:** There may be some implications following the work undertaken to progress the actions
- Risk Management:** Will reduce the risk for the Council by progressing the actions

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input checked="" type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Report

1. Introduction

- 1.1 Following any major incident a debrief process should be carried out in order to identify good practice and lessons for the future. These debriefs can be undertaken at local Council level, Thames Valley or even at a National level depending on the severity and impact of the incident. As a result of the flooding and storms at the end of Dec 2013 and start of 2014 when a Major Incident was declared in the West Berkshire Council area a full debrief has been undertaken by the Civil Contingencies Manager.

2. Debrief Process

- 2.1 The aim and objectives of the debrief were:

AIM: What could be done differently if a major incident happened again (not just flooding).

OBJECTIVES:

- (a) Confirm what happened and why
- (b) Establish what went well and what could have been done better
- (c) Develop an action plan of improvements

2.2 Debrief Process

In order to achieve a thorough review a number of review/debrief methods were used in an attempt to capture as much information as possible which are set out below:

- (a) Five Online Surveys (using the Website on-line Survey Monkey) to be completed by:
 - (i) Residents – Website on-line surveys and hard copies sent to properties believed to be flooded.
 - (ii) Businesses – Website on-line and hard copies sent to properties believed to be flooded.
 - (iii) Professional Partners – direct email to agencies involved in the response and recovery stages.
 - (iv) Flood wardens, Town & Parish Councils and Ward Members – direct email.
 - (v) West Berkshire Council staff – direct email to all staff.
 - (b) Consultation with Local Flood Forums (Lambourn Valley, Pang Valley and Streatley).
 - (c) West Berkshire Council Service area debriefs – internal to each service.
 - (d) West Berkshire Council Emergency Planning Liaison Officer debrief session – providing details of Service debriefs.
 - (e) Consider other agency's and flooded area debrief reports where provided.
 - (f) Feedback from the Overview and Scrutiny Management Commission.
- 2.3 The Final Debrief Report, including the survey results, is attached at Appendix A to this report.
- 2.4 It should be noted that whilst this debrief process has been taking place a number of actions have already been initiated.

3. Key Points

3.1 Without replicating the whole of the debrief report it is recommended that the Executive considers in more detail the following sections:

- (1) Executive Summary
- (2) Conclusions
- (3) Recommendations (Appendix H)

4. Conclusion & Recommendations

- 4.1 This debrief process has been comprehensive and has highlighted some very good practice and actions undertaken by the Council, other agencies and the communities. Some of these practices and actions are being recommended as best practice nationally.
- 4.2 It has also drawn out some areas of improvement for the Council, other agencies and the communities to develop over the coming weeks, months and years.
- 4.3 It is suggested that a review of the progress of the recommendations in Appendix H is undertaken via the OSMC in June 2015 and June 2016.
- 4.4 The Executive are asked to:
- (1) Note and approve the content of the debrief report
 - (2) Agree the recommendations in Appendix H of the report
 - (3) Support officers in progressing the actions.
 - (4) Approve the suggested review of progress as detailed in 4.3 above.

Appendices

Appendix A Flood Debrief Report and Appendices (available electronically only)

Consultees

Local Stakeholders: Via OSMC

Officers Consulted: Andy Day, Charlene Myers, David Lowe, EPLOs & BLCOs re survey, All Heads of Service, All Directors, Environment Agency, Military, Thames Water, Thames Valley Police, Royal Berkshire Fire & Rescue Service.

Trade Union: N/A