APPENDIX B - CPRC GOVERNANCE AREA REPORT – BUSINESS CONTINUITY/EMERGENCY PLANNING (October 2026)

ASSURANCE AREA					
Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions					
ASSURANCE DESCRIPTION					
This is critical to comply with our statutory duties as a Category One responder under the Civil Contingencies Act 2004. Having the necessary arrangements in place is essential to ensure the Council can minimise any interruptions to the delivery of its services. There are clearly links to other key areas of assurance like our environmental responsibilities, our wider organisational resilience and dealing with a cyber-attack or general IT outage.					
ASSURANCE ASSESSMENT					
Due to working closely with our contractor Applied Resilience and through the Surrey Local Resilience Forum (SLRF) and a planned approach to ensuring plans and training are up to date this area is well covered. There is a risk that due to staff resourcing issues if there is a major incident such as flooding this could cause difficulties in dealing with a prolonged event.					
ASSURANCE OWNER	Sandy Muirhead	**FOCUS/ISSUE/CONCERN**	Focus	**LEVEL OF ASSURANCE (High/Medium/Low)**	**Medium**

	Assurance Action	Action Owner	Current RAG status	Performance Update	Next steps (including completion/review date)
1	**Corporate resilience plan in place** Ensure that the Council has a corporate emergency plan in place.	**Sandy Muirhead** Group Head Commissioning and Transformation		All plans including the emergency plan are available on Resilience Direct and Sharepoint site. Emergency Plan agreed at September Committee meeting	The plan is scheduled for checking and revision on an annual basis in conjunction with Applied Resilience our emergency planning and business continuity contractor. Review date: 1/08/27
2	**Service business continuity plans** Ensure that Service business continuity plans are up to date and maintained	**Sandy Muirhead** Group Head Commissioning and Transformation		All plans undergo a cycle of updating usually on an annual basis depending on the plan and updating by the Surrey Local Resilience Forum on multi agency plans.	Cycle of updating is ongoing and work within LGR will influence future cycles. Most plans are up to date and other BC plans are being finalised Review date: 31/12/26
3	**Specific Emergency Response (ER)/Business Continuity plans in place** Ensure that specific ER/BC plans are in place and maintained for matters such as flooding, large scale evacuations, national events.	**Sandy Muirhead** Group Head Commissioning and Transformation		All plans are in an appropriate format and status.	LGR will in due course influence both plan status and cycles of updating. As emergency planning is a statutory Council function information on final emergency planning and business continuity team structure in West Surrey will be required to be in place before vesting day. This was discussed on 30 September with East and West Surrey districts and Boroughs plus Surrey County Council. It was recognised that while

	Assurance Action	Action Owner	Current RAG status	Performance Update	Next steps (including completion/review date)
					districts and boroughs may for some period maintain emergency planning requirements there is a need at West Surrey level to ensure there is a lead Director. Review date: 30/04/2027
4	**Gold, Silver and Bronze command response arrangements** Review Gold/Silver/Bronze response arrangements to ensure they reflect the appropriate staff, logistics and communication arrangements necessary.	**Lee O'Neil** Deputy Chief Executive		Overarching approach to emergency response arrangements comes under the remit of management team but the emergency response and business continuity plans layout what needs to be done in key areas and relevant staff are expected to address them. Staff with experience are being or may be lost from service as we progress towards LGR. This could result in insufficient resource to deal with an emergency despite all plans and procedures being in place.	Surrey has reviewed how emergency planning operates within Surrey or East and West in late September. Arrangements will initially stay as is but recognised a senior officer in West Surrey particularly needs to be designated as emergency planning lead. Review date: 30/11/2026
5	**Periodic testing of ER/BC plans undertaken**	**Sandy Muirhead**		Overarching responsibility is with management team but organisational arrangements and	Training is planned for Incident Liaison Officers October 23 and for BECC co-ordinators in November and

	Assurance Action	Action Owner	Current RAG status	Performance Update	Next steps (including completion/review date)
	Ensure all ER/BC plans are periodically tested / independently reviewed, particularly following an incident and/or changes in key staff.	Group Head Commissioning and Transformation		testing are supported fully by our emergency planning team at Applied Resilience. With loss of any staff may be difficult to easily implement further training.	for Incident Management Team on 12 November 2026 Review date: 31/12/2026
6	**Lesson learned log in place and updated** Undertake a review following an incident, near miss or test to ensure any improvements are identified and the necessary plans and guidance are updated.	**Sandy Muirhead** Group Head Commissioning and Transformation		Action will be taken following an incident and any learning points addressed	SLRF Delivery Group will ensure major incident learning points are embedded in appropriate organisations between now and vesting day as part of the SLRF Delivery Group function Review date: 30/04/2027
7	**Training and awareness (general and role specific) and communication.** Ensure there is a programme of training and awareness in place for all staff (and members) and this is complied with. Also ensuring effective communication arrangements are in place.	**Sandy Muirhead** Group Head Commissioning and Transformation		Members are given an introduction to emergency planning after they are elected and then on occasion when relevant updates are given via taking plans to the Committee for information. Staff are provided with updates and training where relevant in specialist areas e.g incident liaison officer training or rest centre training. A presentation on emergency planning was provided to staff in March 2026.	If staff leave this may affect resilience to deliver emergency planning training. Incident Liaison Officer training planned for October 23 2026 and for BECC staff in November 2026. Review date: 31/12/2026

	Assurance Action	Action Owner	Current RAG status	Performance Update	Next steps (including completion/review date)
8	**Surrey Local Resilience Forum arrangements** Ensure the Council is an active member of the Surrey Local Resilience Forum and reflects any good practice in ER/BC plans, guidance and training.	**Sandy Muirhead** Group Head Commissioning and Transformation		Spelthorne has always actively participated in the Surrey Local Resilience Forum through a presence at the Executive meetings and via delivery groups gaining knowledge of best practice in both emergency planning and business continuity.	Due to staff changes it may be increasingly difficult to participate in SLRF meetings until LGR is implemented but senior staff from other Boroughs and Districts will continue to attend relevant meetings. Review date: 31/03/2027